Awardee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address/County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. OTHER FEDERAL REQUIREMENTS**

**1.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If the project has five or more HOME-assisted units, is it complying with the affirmative marketing requirements? [24 CFR 92.351] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** **Methods on informing for Affirmative Marketing-** |

**B. TENANT PROTECTIONS AND SELECTION**

**2.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Does the project have written tenant selection policies and criteria that addresses all of the following? [24 CFR 92.253(d)]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Limits housing to very low- and low-income households:  |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Limits eligibility or gives a preference to a particular population in accordance with 24 CFR 92.253(d)(3)? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Does not exclude an applicant because the applicant is a holder of certificate or voucher under the Section 8 Tenant-based assistance or Housing Choice Voucher program, or comparable HOME TBRA document? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Provides for the selection of tenants from a written waiting list in the chronological order of their application insofar as is practicable? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Gives applicants prompt written notification of rejection and the reason for rejection? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Complies with the VAWA requirements prescribed in 24 CFR 92.359? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |

 |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|   |
|  |

**C. OCCUPANCY AND TENANT SELECTION & INCOME DETERMINATIONS**

**3**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is tenant income-eligible at the time of designation? [24 CFR 92.203 “Low-income family” & 24 CFR 92.252]No more than 6 months before execution of lease [24 CFR 92.203(d)(2)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:**  |
|  Applicant: Move In:   Application Date:  # In Family:  Age & Sex of Children:  Date Income Verified:   Is anyone in the household attending a school of higher education: \_\_\_\_ Y \_\_\_\_N If Yes, did they meet an exception: \_\_\_\_ Y \_\_\_\_N \_\_\_\_\_N/A   |
|  |
|  |

**4.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is tenant income determined based upon at least 2 months source documentation? [24 CFR 92.203(a)(1)(i)]  |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:**  |
|  Source of Income - Assets -   |

**5.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is income being determined in accordance with the: [24 CFR 5.609] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** HUD HOME INCOME LIMIT - $\_\_\_\_\_\_\_\_\_\_\_ @ \_\_\_\_\_\_\_\_\_ % High HOME \_\_\_ Low HOME \_\_\_ |
|  Gross Annual Income –   |

**D. UTILITY ALLOWANCE AND RENT**

**6.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *If tenants will pay utilities and services,* did the PJ use the HUD Utility Schedule Model or otherwise determine the utility allowance for the project based on the type of utilities used at the project?[24 CFR 92.252(d)(1)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
| Method used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Utility Allowance - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenant pays - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Owner pays - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**7.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are correct HOME rent limits being used? [24 CFR 92.252(a) and (b)and (f)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:**Rent - $ HUD $\_\_\_\_\_\_\_\_\_\_ # of Bedrooms \_\_\_\_\_ LimitU/A - $ \_\_\_\_\_\_\_\_\_ HH \_\_\_\_ LH \_\_\_\_ |
|  TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**E. LEASE REQUIREMENTS**

**8.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do leases have the required lease provisions and are free of prohibited lease language? [24 CFR 92.253(b)]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Agreement to be sued, admit guilt, or judgement in favor of landlord in a lawsuit over the lease? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Treatment of property (ability to take, hold or sell property of household without notice to tenant or court decision unless tenant has moved out and state law allows)? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Excusing owner from responsibility for any action? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Waiver of notice of lawsuit? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Waiver of legal proceedings relating to eviction? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Waiver of jury trial? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Waiver of right to appeal court decision? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Tenant chargeable with cost of legal action regardless of outcome? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Mandatory supportive services other than a tenant in transitional housing? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |

 |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|   |

**9**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is the VAWA language covered in the Lease[24 CFR 92.359(e)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |

**10**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are the leases for a minimum of one year (unless otherwise agreed upon by tenant and owner)? [24 CFR 92.253(a)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|   Name on lease: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lease Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |

**11.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If any in-place tenant has an income above 80% of the area median income, is the correct rent being charged to the over-income tenant? Or, tenants of HOME-assisted units that have been allocated low-income housing tax credits by a housing credit agency pursuant to section 42 of the Internal Revenue Code of 1986 (26 U.S.C. 42) must pay rent governed by section 42. [24 CFR 92.252(i)(2)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** |

**12.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| As tenants vacate low HOME rent units, are they replaced by other tenants with incomes below 50% of Area Median Income? [24 CFR 92.252(i)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** |

**13.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *If the HOME- assisted units are fixed*, when a tenant’s income increased above 80% of the area median income, is the project owner increasing the rent to the lesser of the amount payable by the tenant under state or local law, or 30% of the tenant’s adjusted income, except that tenants HOME-assisted units that have been allocated low-income housing tax credits (LIHTC) must pay the rent governed by LIHTC. [24 CFR 92.252(i)(2)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** |

**14.**.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *If the HOME- assisted units float*, when a tenant’s income increased above 80% of the area median income, is the project owner increasing the rent to the lesser 30% of adjusted income or market rent (except that tenants of HOME-assisted units that have been allocated low-income housing tax credits (LIHTC) must pay the rent governed by LIHTC, and leasing the next available, comparable unit to HOME-eligible tenant? [24 CFR 92.252(i) and (j)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** |

**F. PROPERTY STANDARDS & CONSTRUCTION MANAGEMENT**

**15.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Did the PJ inspect a sample of units appropriate for the size of the HOME-assisted property? If the project includes one to four HOME-assisted units, the PJ must inspect 100% of the HOME unit and the inspectable items (site, building exterior, building systems, and common areas) for each building housing the HOME units [24 CFR 92.504(d)(1)(ii)(A)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|  |

**16.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Does the project file include records that demonstrate that the project owner annually certified to the PJ that each building and all HOME-assisted units in the project were suitable for occupancy based on State and local health, safety codes and requirements, and the ongoing property standards established by the PJ in accordance with 24 CFR 92.251?  [24 CFR 92.508(a)(3)(iv); 24 CFR 92.504(d)(1)(ii)(C)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|  |

**17.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do subsequent inspection reports indicate that the owner is maintaining the housing in compliance with all applicable State and local code requirements and ordinances? In the absence of existing applicable State or local code requirements and ordinances, at a minimum, the owner’s ongoing property standards must include all inspectable items and inspectable areas specified by HUD based on the HUD physical inspection procedures (Uniform Physical Condition Standards (UPCS)) prescribed by HUD pursuant to 24 CFR 5.705. The owner’s must verify the housing to be free of all health and safety defects. Any life-threatening deficiencies found must immediately be corrected within allotted time frame. All housing is required to meet the lead-based paint requirements in 24 CFR part 35. [24 CFR 92.251(f)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

|  |
| --- |
|  [ ]  |
|  **N/A** |

 |
| **Comments:** |
| **UPCS Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Built \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Lead Based Paint Notification: \_\_\_\_ N/A \_\_\_N \_\_\_Y \_\_\_\_\_\_\_\_Date**  |