

## MANAGEMENT PLAN CHECKLIST

<b>Property Name:</b>		<b>Submitted by:</b>		
<b>PHFA No./TC No.:</b>		<b>Date:</b>		
			<b>YES</b>	<b>NO</b>
<b>1.</b>	Describe the property. <b>Page #(s)</b> <input type="checkbox"/> Name of property <input type="checkbox"/> Location <input type="checkbox"/> Number of units <input type="checkbox"/> Type of Construction		<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b>	Does the plan describe the relationship between the owner and the management agent? <b>Page #(s)</b> <input type="checkbox"/> Organizational Chart <input type="checkbox"/> Delegation of Authority <input type="checkbox"/> Key Contact Person		<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b>	Are staffing requirements noted? What is the proposed staffing? <b>Page #(s)</b> <input type="checkbox"/> Manager <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Maintenance Staff <input type="checkbox"/> Other:		<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b>	Are occupancy standards described? <b>Page #(s)</b> <input type="checkbox"/> Number of persons per bedroom size or per square feet <input type="checkbox"/> Are standards reasonable (e.g. enforceable by state or local law)?		<input type="checkbox"/>	<input type="checkbox"/>
<b>5.</b>	Does the plan have management policies to deal with a vacant accessible unit (i.e. length of time)?		<input type="checkbox"/>	<input type="checkbox"/>
<b>6.</b>	Does the plan contain all applicable VAWA requirements? <b>Page #(s)</b> <input type="checkbox"/> HUD form 91067 – VAWA Lease Addendum <input type="checkbox"/> Form 5380 – The Notice of Occupancy Rights <input type="checkbox"/> Form 5382 – Certification Form <input type="checkbox"/> Does the plan specify that the information will be provided at resident move-in, rejected applicants, and with notice of eviction or termination of assistance?		<input type="checkbox"/>	<input type="checkbox"/>
			<b>N/A</b>	<b>YES</b>
<b>7.</b>	<i>For HOME or HTF funded properties on or after 12/16/2016: Page #(s)</i> <input type="checkbox"/> Has the property adopted a VAWA Emergency Transfer Plan? <input type="checkbox"/> Does the plan state where the Emergency Transfer Plan is posted?		<input type="checkbox"/>	<input type="checkbox"/>
<b>8.</b>	<i>For HOME or HTF funded properties: Page #</i> Does the plan describe if the units are fixed or floating?		<input type="checkbox"/>	<input type="checkbox"/>
<b>9.</b>	<i>For Homeownership option: Page #(s)</i> <input type="checkbox"/> If the property converts to Homeownership after 15 years, is there an exit plan? <input type="checkbox"/> Does the plan explain that tenant's refusal to purchase does not constitute grounds for eviction? <input type="checkbox"/> Does the plan explain that the owner will inform tenants of their right not to be evicted in the event of the homeownership conversion? <input type="checkbox"/> Does the plan explain that tenants will be notified that HOME requirements will apply should they decide to purchase their unit?		<input type="checkbox"/>	<input type="checkbox"/>