

MANAGEMENT PLAN CHECKLIST

Property Name:		Date:	Click here to enter a date.	
PHFA No./TC No.:		HMR:		
			YES	NO
1.	Describe the property. Page #(s) <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"/>	
2.	Does the plan describe the relationship between the owner and the management agent? Page #(s) <input type="checkbox"/> Organizational Chart <input type="checkbox"/> Delegation of Authority <input type="checkbox"/> Key Contact Person	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are staffing requirements noted? What is the proposed staffing? Page #(s) <input type="checkbox"/> Manager <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Maintenance Staff <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Are occupancy standards described? Page #(s) <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"/>	
5.	Does the plan have management policies to deal with a vacant accessible unit (i.e. length of time)?	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Does the plan contain all applicable VAWA requirements? Page #(s) <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, at recertification, rejected applicants and with notice of eviction or termination of assistance?	<input type="checkbox"/>	<input type="checkbox"/>	
			N/A	YES
7.	<i>For HOME or HTF funded properties on or after 12/16/2016:</i> Page #(s) <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"/>	<input type="checkbox"/>
8.	<i>For HOME or HTF funded properties:</i> Page # Does the plan describe if the HOME units are fixed or floating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<i>For Homeownership option:</i> Page #(s) <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"/>	<input type="checkbox"/>