

MANAGEMENT PLAN CHECKLIST

Property Name:		Submitted by:	
PHFA No./TC No.:		Date:	
			Page #
			Complete
1.	Describe the property: <input type="checkbox"/> Name of property <input type="checkbox"/> Location <input type="checkbox"/> Number of units <input type="checkbox"/> Type of Construction		
2.	Does the plan describe the relationship between the owner and the management agent? <input type="checkbox"/> Organizational Chart <input type="checkbox"/> Delegation of Authority <input type="checkbox"/> Key Contact Person		
3.	Are staffing requirements noted? What is the proposed staffing? <input type="checkbox"/> Manager <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Maintenance Staff <input type="checkbox"/> Other:		
4.	Are occupancy standards described? <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)?		
5.	Does the plan have management policies to deal with a vacant accessible unit (i.e. hold unit for 30 days if an applicant requiring the feature is not located)?		
6.	Does the plan contain all applicable VAWA requirements? <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?		
			N/A
			Page #
			Complete
7.	<i>For HOME or HTF funded properties on or after 12/16/2016:</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?		
8.	<i>For HOME or HTF funded properties:</i> Does the plan describe if the units are fixed or floating?		
9.	<i>For Homeownership option:</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?		