

Dear Owner/Agents,

Please utilize the enclosed checklists to assist with preparing the property's Management Plan, Tenant Selection Plan, Lease, Affirmative Fair Housing Marketing Plan, Grievance Procedure and VAWA Emergency Transfer Plan (if applicable). The checklists are guides and specify information that must be included in each document. Additional policies and procedures may be added at the discretion of the agent. Please consult your legal counsel if you have questions regarding the legality of your proposed policies or procedures.

Here are a few helpful tips when preparing the documents:

- ✓ Ensure all items on the checklist are included prior to submission.
- ✓ List the item's page number on the checklist for an efficient review of documents.
- ✓ Place the date in the footer of each document and update as revisions are completed.
- ✓ HUD provides a VAWA Emergency Transfer Plan template, however the checklist includes additional items that **MUST** be included for the plan to be accepted by PHFA.
- ✓ Please note that there may be overlap between the documents; specifically the Management Plan and Tenant Selection Plan. These documents are reviewed and treated separately.