RIHousing Required Management Documents

The following documents must be provided by the management company for review and approval.
Documents marked with an asterisk (*) are available on the RIHousing website under the **Management Documents** section.

- ☐ **Development Summary Cover Sheet**
- ☐ **Proposed Management Agreement**
  - → Developments that have federal funding (HUD/LIHTC) must utilize the current RIHousing Management Agreement template*
- ☐ **Proposed Management Plan**
  - → Management Plan Guideline Checklist can be found on our website
- ☐ **Tenant Selection Plan** (and all attachments, if applicable)
  - → For a list of required topics that must be included in the TSP, please reference the TSP checklists on our website
- ☐ **Form of Lease and all Lease Addenda** (LIHTC lease addendum, VAWA lease addendum, house rules, LEP, etc.)
- ☐ **Affirmative Fair Housing Marketing Plan**
  - → Make sure the course overview and/or proof of most recent Fair Housing training is attached
  - → Please use the HUD 935.2a form
- ☐ Owners/Agents of **LIHTC developments that intend to use Average Income Set Aside** (AIT) must complete and submit the **Income Averaging Worksheet** and obtain approval from RIHousing prior to closing

In addition to the documents listed above, Owner/Agents that are **new to RIHousing**, must also provide the following:

- ☐ **RIHousing References Form***
- ☐ **Accord 25 insurance form** meeting RIHousing requirements*
- ☐ **If there will be HUD funding** (Section 8, Section 811, HTF, HOME), **approval from HUD that the O/A is able to manage is required**. This document can be an email from HUD, a printout from the HUD system, or HUD Form 2530 (Previous Participation Certification).

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