

Management Change Request Turnover/Hand-off Requirements

The incoming management agent is responsible for obtaining all applicable documents from the previous management company to ensure the continued compliance, administration, and operation of the property. This document must be signed, dated, and submitted to RIHousing along with the required documents listed in the RIHousing Required Management Documents form.

Compliance and Regulatory Documents

- ☐ 8609s (for LIHTC projects)
- ☐ HAP contracts
- ☐ Program regulatory agreements and deed restrictions (HOME, HTF, LIHTC LURA, Ancillary, etc., programs)
- ☐ Certificates of Lead Conformance

Tenant and Residency Records:

- ☐ Waiting list(s)
- ☐ Tenant files (including all tenant certification history)
- ☐ Status of any open inspections with RIHousing (MORs, HOME, LIHTC, Ancillary or any combination thereof)
- ☐ Current rent rolls
- ☐ Security deposit ledgers
- ☐ Move-In Inspection Records
- ☐ VAWA Certifications
- ☐ Tenant voucher tracking information

ACKNOWLEDGMENT:

By signing below, the incoming management agent certifies that all required documentation listed on this checklist has been received, or that any missing items have been identified and disclosed to RIHousing. The undersigned further acknowledges responsibility for maintaining these records in accordance with all applicable program requirements.

(Signature)

(Title)

(Date)