

RI Housing Addendum C Document Checklist

Each of these items corresponds to the folder set up for the property in SharePoint. All documents must be uploaded to the relevant folder by 9am the day of the MOR

00. File Review (to upload files to be reviewed)
01. EH&S Verification - all items mitigated from recent REAC
02. Completed Work Orders for REAC findings
03. Lead Free or Lead Safe Certification (if applicable)
04. Lead Base Paint Certifications (if applicable)
05. Schedule for preventive maintenance servicing
06. Inventory system for tools, equipment, supplies, keys (serial numbers, bar codes)
07. Procedure for inspecting units (who, when, how they're documented)
08. Procedure for completing work orders and emergency work orders
09. Appliance Inventory Documentation (by unit, date of purchase, manufacturer, model, serial number)
10. Energy Conservation Plan (if applicable)
11. Copy of current application
12. Tenant Selection Plan
13. VAWA Emergency Transfer Plan
14. Current Waitlist
15. Income Targeting Report (40% ELI)
16. AFHMP and proof a review was done in the last 5 years
17. Copies of advertisements including brochures
18. Lease
19. Lease Addendums and House Rules
20. Pet Policy
21. List of tenant charges and CA approval
22. EIV Owner Approval Letter(s) for EIV coordinator(s)
23. EIV Coordinator Access Authorization form(s) (caafs) - approved initial and current
24. EIV User Access Authorization form(s) (uaafs) - approved initial and current for all users
25. Security Awareness Training Certificate, signed & dated for staff with access to files
26. Rules of Behavior for any employees with access to files (including auditors)
27. EIV Policies and Procedures
28. Procedure for resolving tenant complaints and concerns including appeals
29. Renters Insurance documents provided to tenants (if applicable)
30. List to staff info (Name, Title, Date of Hire, Annual Salary, and percentage of time charged to the site)
31. Rent Roll
32. Applicant Rejection Letter
33. Fact Sheet - How Your Rent Is Determined brochure
34. Resident Rights and Responsibility brochure
35. List of all current Principals and Board Members
36. Other Operating Procedure Manuals (if applicable)
37. EIV Master Binder - last 12 months
38. HUD-9834 Addendum D