

Form HUD-9834
Management Review for Multifamily Housing Projects
Response Matrix

Section of Form HUD-9834	Items Requiring Response	Respondent	Comments
Part I: Desk Review	1, 2, 4, 5, 6, 24, 37, 38, 39, 41, 42, 43, 44, 45, 46, 47, 48 Omit all other items.	MSHA	This section is to be completed prior to the on site review. <i>For instructions, see page 1 of 25.</i>
Part II: On-Site Review			
1. General Appearance	1	MSHA	Based on on-site observations by reviewer.
2. Security	a through d	MSHA or Owner/Agent	
3. Follow-up & Monitoring	a and b	MSHA	Based on follow-up from most recent REAC inspection and on-site observations.
4. Lead-Based Paint Inspection	a and b	MSHA or Owner/Agent	Obtain copy of Lead Paint Certification if applicable.
5. Maintenance	a through m	MSHA or Owner/Agent	Review copies of processes for inspecting units and written procedures for completing work orders.
6. Vacancy and Turnover	a through d	MSHA or Owner/Agent	Reviewer to assess unit readiness.
7. Energy Conservation	a and b	MSHA or Owner/Agent	
8. Budget Management	Omit all items.	HUD Staff Only	
9. Cash Controls	Omit all items.	HUD Staff Only	
10. Cost Controls	Omit all items.	HUD Staff Only	
11. Procurement Controls	Omit all items.	HUD Staff Only	
12. Accounts Receivable/Payable	Omit all items.	HUD Staff Only	
13. Accounting and Bookkeeping	Omit all items.	HUD Staff Only	
14. Application Processing/Tenant Selection	a through l	MSHA or Owner/Agent	Obtain copy of documentation of ELI (40% at 30% AMI) compliance.
15. Leases and Deposits	a through f	MSHA or Owner/Agent	
16. Eviction/Termination	a through d	MSHA or Owner/Agent	
17. TRACS Monitoring and Compliance	a and b	MSHA or Owner/Agent	
18. Tenant File Security	a through e	MSHA or Owner/Agent	
19. Summary of Tenant File	a through h	MSHA	This section is to be completed after the tenant file review.

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20. Tenant Concerns	a through d	MSHA or Owner/Agent	Obtain copy of written procedure for resolution of tenant complaints/concerns.
21. Provision of Tenant Services	a through j	MSHA or Owner/Agent	
22. General Management Operations	a, b, c, d, f, g, Omit all other items.	MSHA or Owner/Agent	
23. Owner/Agent Participation	Omit all items.	HUD Staff Only	
24. Staffing and Personnel Practices	a and b Omit all other items.	MSHA or Owner/Agent	
Addendum A – Tenant File Review Worksheet			
A. Household Information	1 through 10	MSHA	
B. Verification	1 through 8	MSHA	
C. Lease	1 through 8	MSHA	
D. Certification/Recertification Activities	1 through 24	MSHA	
E. Billing	1 and 2	MSHA	
F. Move-Out File Review Only	1 through 7	MSHA	
G. Application Rejection Review Only	1 through 4	MSHA	
Addendum B	Page 2 of 13	MSHA	
<u>Part A: Section I</u> - Occupancy	1 through 5	Owner/Agent	To be signed and dated by Owner/Agent and provided to MSHA at or prior to review. <i>See Instructions on pages 6-8 of Addendum B.</i>
<u>Part A: Section II</u> – Accessible Units	1 through 12	Owner/Agent	To be signed and dated by Owner/Agent and provided to MSHA at or prior to review. <i>See Instructions on pages 6-8 of Addendum B.</i>
<u>Part A: Section III</u> – Program Accessibility	1 through 2	Owner/Agent	To be signed and dated by Owner/Agent and provided to MSHA at or prior to review. <i>See Instructions on pages 6-8 of Addendum B.</i>
<u>Part B:</u> On-Site Limited Monitoring Review	1 through 10	MSHA or Owner/Agent	The reviewer must complete this section during the on-site management review.
<u>Part C:</u> Section 504 Review	1 through 5	MSHA	The reviewer must complete this section during the on-site management review.

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Part D: Documents Reviewer Should Obtain from Owner/Agent	1 through 9	MSHA	<p>All documents for this section are to be brought back during the initial use of the form HUD-9834. Those documents that are unavailable are to be indicated in column d. Those documents that will be sent to FHEO directly by the Owner/Agent are to be sent to:</p> <p style="text-align: center;">John Capaccioli HUD – Office of FHEO 10 Causeway Street Boston, MA 02222</p> <p>To ensure that documents are properly recording as having been received, it is imperative that the Project Name, FHA/Project Number and the Section 8 Number be clearly identified on the submission.</p>
Addendum C: Documents to be Made Available by Owner/Agent	All items.	MSHA	Owner/Agent is to have available for review all items indicated in this section. MSHA financed properties will be required to provide access to financial information not identified in form HUD-9834.