

**DOCUMENTS TO BE MADE AVAILABLE BY OWNER/AGENT**  
**(Form HUD-9834 Addendum C “Other”)**

**Documents to review on site:**

- All Tenant Files and records, including rejected, transfer and move-out files
- Current waiting list
- \*Last advertisement, outreach letters and/or copies of apartment brochures
- Annual Unit Inspection Reports, if not maintained in the tenant files
- All Operating Procedure Manuals
- Documentation for Elderly Preferences under Sections 651 or 658
- EIV Coordinator Access Authorization form(s) (CAAFs) – approved initial and current
- EIV User Access Authorization forms (UAAF) – approved initial and current
- EIV Owner Approval Letter(s) for individuals designated as an EIV Coordinator
- EIV Policies and Procedures
- Rules of Behavior for individuals without access to the EIV system
- Copy of TRACS Rules of Behavior, signed and dated
- Copy of TRACS and EIV requested Security Awareness Training Certificates for individuals with access to EIV and individuals without access to EIV who use EIV Reports, signed and dated
- EIV Reports Binder that contains monthly and quarterly reports with action notes as applicable
- \*Fair Housing logo and Fair Housing poster, displayed in the office and on-site
- Reasonable Accommodation log

**Copies required to provide to AM at the MOR to bring back with them for review:**

- Rent Roll
- Application forms and attachments
- Lease and Lease Addenda (include copy of HUD or CA approval of non HUD addenda)
- House Rules/Resident Handbook
- Pet Policy
- Applicant Rejection Letter
- Lead Based Paint Certifications (if applicable)
- Security Deposit Ledger & most recent Bank Statement
- \*Affirmative Fair Housing Marketing Plan (most recent approved & any pending submitted to HUD)
- \*Tenant Selection Plan, including any approved residency preference
- EH&S Certifications (if applicable from most recent REAC inspection)
- Limited English Proficiency Plan
- Grievance Procedures
- Completed Addendum B (form attached to confirmation letter)
- Completed 9834 Questionnaire (form attached to confirmation letter)
- Contact data sheet (form attached to confirmation email) (review and make any necessary changes)
- EIV Monitoring Review Checklist (form attached to confirmation letter) (please complete)
- Financial review documents (if noted as applicable in the confirmation letter)
- REAC inspection status of deficiencies (if noted in the confirmation email and attached thereto)

\*Civil Rights Front End Limited Monitoring and Section 504 Review Documents

Personally identifiable information (PII) must be encrypted or transmitted and stored in a secure manner to prevent its release. Violations of the Privacy Act may be subject to fines up to \$5,000. Owners/agents and reviewers must comply with EIV Data Sharing Agreements to prevent any prohibited use of or access to EIV records.