

Common Findings for 2009

As the MOR season is in full swing, it is time again for the list of top findings for this year. We have increased the list to 15 findings so that we may share as much information as possible to help you prepare for your MOR. Please note that these are not listed in any particular order:

1. Third party verification forms do not meet HUD requirements
2. Recertification notices do not meet HUD requirements
3. Second and third reminder notices are not being sent when required
4. Verifications are being hand-carried, or proper 3rd party verifications are not being obtained
5. File is missing proper age verification when required
6. Waiting list is missing the date and time rejected or removed
7. Income verifications contain blanks that are not being clarified
8. Annual inspections are not being conducted in accordance with the O/As policies & procedures
9. Family Summary Sheet is not being completed by the applicant/resident
10. Move-in inspection does not reflect that noted repairs were completed within 30 days
11. Paragraph 15 of the HUD model lease is completed incorrectly
12. 9887 and 9887A are not being completed prior to verifications being obtained
13. Income, assets and expenses are being reported by the applicant/resident on the application or income/asset questionnaire that are not being verified/clarified
14. VAWA lease addendum is not completed and/or in file
15. Documents requiring original signatures are not being kept in files (copies instead of originals)
16. Police activity logs are not submitted with the MOR documentation
17. VAWA is not described in the Tenant Selection Plan
18. Gross Rent Changes are not being signed/dated when rent changes
19. Applications showing criminal history, but not showing on income/asset questionnaire and nothing clarified in the file
20. Previous medical expenses counted at move-in
21. Homes/property reported on the income/asset questionnaire or application are not counted
22. Current vs. 6-month averages on savings & checking accounts
23. Unsupported move-out charges for cleaning & damages
24. Social Security calculations including or not including COLA

