



U.S. Department of Housing and Urban Development
New York State Office
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<http://www.hud.gov/local/nyn/>

Bookletter #4
FY 2006 - 2AHMLAP

March 2, 2006

MEMORANDUM FOR: All Traditional Contract Administrators and Performance-Based Contract Administrator

FROM: Deborah VanAmerongen, Director, New York Multifamily Hub, 2AHMLA

SUBJECT: [Revised form HUD-9834 – Management Review for Multifamily Housing Projects](#)

Management Review for Multifamily Housing Projects, Form HUD-9834 has been revised and must be used by all Traditional Contract Administrators (TCA's) and Performance-Based Contract Administrator (PBCA) effective February 1, 2006. All TCA's and PBCA are required to use the revised form when conducting on-site reviews.

The revised form HUD-9834 also includes ADDENDUM B, a new Fair Housing checklist, which must be completed as a part of the management review. Addendum B is designed to assist the Office of Fair Housing and Equal Opportunity in the collection of pertinent civil rights information.

TCAs: **Effective immediately, all management reviews must be submitted to the Office of Multifamily Housing.** Additionally, upon completion of the management review submit the original Addendum B, Parts A-D and the supporting documents of Part D during the initial use of the form. Please follow the instructions for subsequent reviews on page 12 of 13 of Addendum B.

PBCA: Upon completion of a management review submit the original Addendum B, Parts A-D and the supporting documents of Part D to the New York Office of Multifamily Housing during the initial use of the form. Please follow the instructions for subsequent reviews on page 12 of 13 of Addendum B.

Submit all documents to the Office of Multifamily Housing, Attention Eugenia Ramos, 26 Federal Plaza, Room 3214, New York, NY, 10278.

The form is attached and may be obtained online at HUD Clips by visiting http://www.hudclips.org/sub_nonhud/cgi/pdfforms/9834.doc where it can be completed electronically in Microsoft Word format. Additional guidance on Addendum B is attached.

If you have any questions about the revised form, you may email the HUD Technical Advice mailbox Hq_Mf_Mor/HSNG/HHQ/HUD@HUD.gov

If you have any additional questions, you may call Benjamin Ashmore at (212) 542-7785 or Eugenia Ramos at (212) 542-7813.