

Appendix J: List of Information in HUD's Asset Management Records

Sample List of Documents in HUD Multifamily Hub or Program Center Asset Management Files
1. General
Annual Financial Statements for past 3 years (including HUD 92410)
General Correspondence
Congressional Inquiries
Tenant Complaints
2. Management
Management Agreement/Certification (HUD 9839 A, B or C)
Management Entity Profile (HUD 9832)
Physical Inspection Reports (HUD 9822)
Specific Management Correspondence
Management Review Report (HUD 9834)
Residual Receipts Withdrawals and Backup
Direct Deposit, SF-1199
Asset Management File Checklist
Other Files
3. Legal Documents / Mortgage and Regulatory
Mortgage
Note
Regulatory Agreement
Amortization Schedule

Sample List of Documents in HUD Multifamily Hub or Program Center Asset Management Files
Partial Release of Security
Transfer of Physical Assets (or separate file)
Default Notice / Legal Correspondence / Lender Correspondence
Mortgage Record Change (HUD 92080)
4. Historical Forms / Contracts
Project Income Analysis and Appraisal (HUD 92264) and Supplement (HUD 92264A)
IG Audit Findings, Follow-up and Correspondence
Section 8 HAP Contracts / Funding Amendments / Renewals
Executed Section 8 HAP Contracts / All Amendments
Rent Supplement Contract
5. Monthly Reports
Accounting Reports (HUD 93479, 93480, 93481) or separate file
Statement of Multifamily Mortgage Account (HUD 92771)
6. Rental Schedule
Rent Schedule (HUD 92458)
Rent Increase Back Up and Computation Forms
Rent Increase Complaints