

Critical Dates Tracking Source Contacts

Rent Comparability Reviews

HEREMS Property ID: 800012345
 Primary FHA Number: 00012345
 Contract Number: XYxxxxxxx

Property Name: APARTMENTS
 PAE Name: PAE
 Renewal Type: Comp Review

There are XX days left until this Section 8 contract expires.
 This contract is currently in the **XX** phase.

Enter all dates in mm/dd/yyyy format.

Click the **Save** button at the bottom of this screen to save all updates/changes.

| | <u>Source for Dates</u> |
|--|-------------------------|
| Original Section 8 Expiration Date (Post MAHRA) | REMS |
| Current Section 8 Expiration Date | REMS |
| Field Office Receives Intent to Renew from Owner | REMS |
| Field Office Refers to Recap | REMS |
| Recap Receives Referral from Field Office | Recap HQ |

Phase: Assignment/Assessment

| | |
|---|-----------------------|
| Recap Sends List of Potential Assets | Recap HQ |
| Recap Approves COI Form 2.2 | Recap HQ |
| <i>PAE Accepts Assignment [Schedule of Projects signed]</i> | <i>PAE</i> |
| <i>PAE's estimated Comp Review Submission Due Date</i> | <i>PAE</i> |
| Complete Comp Review Due (per PRA) | System Generated Date |
| Amended Due Date (Per Rel. Mgr.) | REG OFFICE |

Phase: Comparability Review

| | |
|--|-------------------------|
| <i>PAE Submits Review Results to Recap</i> | <i>PAE</i> |
| Recap Approves Review Results | REG OFFICE |
| Recap Returns Review Results to PAE for Revision | REG OFFICE |
| <i>PAE Notifies HUD Field Office</i> | <i>PAE</i> |
| Recap Receives Complete Comp Review | REG OFFICE |
| Recap Receives Resubmission | REG OFFICE |
| Number of Resubmissions | System Generated Number |

| | | |
|----------------------------|---|--|
| <i>PAE Review Results:</i> | <i>Review in Process (default)</i> <i>Rent Over Market</i> <i>Rent Equal/Under Market</i> | <i>Click to enter/update</i> <i>Comp review results</i> |
|----------------------------|---|--|

Recap Comment Text:

PAE Comment Text:

Click here if completed the M2M program. (Recap HQ and REG OFFICE)

Click here to change the M2M renewal type (Approved 2.16 required). (Recap HQ)

Lites (or Rent Reduction Only)

HEREMS Property ID: 80000000
 Primary FHA Number: 00000000
 Contract Number: Xyxxxxxxxxxx

Property Name: APARTMENTS
 PAE Name: PAE
 Renewal Type: Rent Reduction Only

There are XX days left until this Section 8 contract expires.

This contract is currently in the XX phase.

Enter all dates in mm/dd/yyyy format.

Click the Save button at the bottom of this screen to save all updates/changes.

| | <u>Source for Dates</u> |
|--|-------------------------|
| Original Section 8 Expiration Date (Post MAHRA) | REMS |
| Current Section 8 Expiration Date | REMS |
| Field Office Receives Request for Rent Reduction from Owner | REMS |
| Field Office Refers to Recap | REMS |
| Recap Receives Referral from Field Office | Recap HQ |

Phase: Assignment/Assessment

| | |
|---|----------------------|
| Recap Sends List of Potential Assets | Recap HQ |
| Recap Approves COI Form 2.2 | Recap HQ |
| <i>PAE Accepts Assignment [Schedule of Projects signed]</i> | <i>PAE</i> |
| <i>PAE Estimated Recommendation Form 10.2 Submission Date</i> | <i>PAE</i> |
| Tier 1 Incentive Due Date (Per PRA) | SYSTEM (75 days) |
| Amended Tier 1 Incentive Due Date | REG OFFICE w/ waiver |
| Amended Tier 1 Due Date (Per Rel. Mgr.) | REG OFFICE w/ waiver |
| Tier 2 Incentive Due Date (Per PRA) | SYSTEM (90 days) |
| Amended Tier 2 Incentive Due Date | REG OFFICE w/ waiver |
| Amended Tier 2 Due Date (Per Rel. Mgr.) | REG OFFICE w/ waiver |
| Recap Places Property On Hold | Recap HQ |
| Anticipated On Hold Removal Date | Recap HQ |
| Recap Removes Property From On Hold | Recap HQ |

Phase: Rent Reduction Determination

| | |
|----------------------------------|------------|
| <i>Tenant Notice Sent</i> | <i>PAE</i> |
| <i>PCA Assigned by PAE</i> | <i>PAE</i> |
| <i>Appraisal Assigned by PAE</i> | <i>PAE</i> |
| <i>PAE's PCA Complete</i> | <i>PAE</i> |

| | |
|--|--|
| <i>PAE's Appraisal Complete</i> | <i>PAE</i> |
| <i>Initial PAE Restructuring Plan Submission to Recap</i> | <i>PAE via SYSTEM ('submits' Form 10.2 online)</i> |
| <i>PAE Submits Justification for Recommendation (Form 10.2)</i> | <i>PAE via SYSTEM ('submits' Form 10.2 online)</i> |
| <i>Recap Receives Complete PAE Justification (Form 10.2) Submission</i> | <i>REG OFFICE (Log in Date)</i> |
| <i>Recap Approves PAE 'Lite' Recommendation</i> | <i>REG OFFICE via SYSTEM ('Approve' selected)</i> |
| <i>Recap Notifies HUD Prog. Mgr</i> | <i>REG OFFICE.</i> |
| <i>PAE Sends New Sec. 8 Contract to Owner and Notifies HUD Project Manager</i> | <i>PAE</i> |
| <i>PAE Receives Copy of Owner's Signed Sec. 8 Contract:</i> | <i>PAE</i> |

Status of Miscellaneous Items

| | |
|--|--|
| <i>PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring (sends 99-36)</i> | <i>PAE</i> |
| <i>Recap Approves Tier 2 Conversion (Form 2.16):</i> | <i>Recap HQ.</i> |
| <i>Recap Returns Submission to PAE for Revision:</i> | <i>REG OFFICE. via SYSTEM ('Return for Revision' selected)</i> |
| <i>Recap Receives PAE Resubmission:</i> | <i>REG OFFICE (Log In)</i> |
| <i>Number of Resubmissions:</i> | <i>SYSTEM Generated Number</i> |
| <i>New Section 8 Effective Date</i> | <i>REG OFFICE</i> |
| <i>Section 8 Contract Type</i> | <i>Recap HQ</i> |

PAE Final Section 8 Renewal Recommendation: (PAE and/or REG OFFICE.)

- Renew as Tier 1
- Renew as Tier 2
- Renew with Watchlist (*Potentially Troubled*)
- Not to Renew
- Ineligible – Rents below or equal to market
- Ineligible
- Owner opts out of Section 8 program

Recap Comment Text:
PAE Comment Text:

[Click here to go to Restructuring Plan for Form 10.2. \(shortcut to 10.2 form- all\)](#)

[Click here if completed the M2M program. \(Recap HQ and REG OFFICE](#)

[Click here to change the M2M renewal type \(Approved form 2.16 Required\). \(Recap HQ](#)

Full Debt Restructuring

HEREMS Property ID: 80000000
 Primary FHA Number: 000-00000
 Contract Number: XYxxxxxxxx

Property Name: APARTMENTS
 PAE Name: PAE
 Renewal Type: Mortgage Restructuring

| | |
|--|--|
| There are XX days left until this Section 8 contract expires. This contract is currently in the XX phase | If there was a successful appeal, click here to update the rents |
|--|--|

Enter all dates in mm/dd/yyyy format.
 Click the Save button at the bottom of this screen to save all updates/changes.

Source for 'ACTUAL' Dates:

| | |
|--|----------|
| Original Section 8 Expiration Date (Post MAHRA) | REMS |
| Current Section 8 Expiration Date | REMS |
| Field Office Receives Intent to Renew from Owner | REMS |
| Field Office Refers to Recap | REMS |
| Recap Receives Referral from Field Office | Recap HQ |

Phase: Assignment/Assessment

| | |
|--|------------|
| Recap Sends List of Potential Assets | Recap HQ |
| Recap Approves COI Form 2.2 | Recap HQ |
| <i>PAE Accepts Assignment [Schedule of Projects signed]</i> | <i>PAE</i> |
| <i>PAE's estimated Restructuring Plan (Form 5.2) Submission Date</i> | <i>PAE</i> |
| Amended PRA Milestone Date Per 2.15 Waiver | Recap HQ |
| Recap Places Property On Hold | Recap HQ |
| Anticipated On Hold Removal Date | Recap HQ |
| Recap Removes Property From On Hold | Recap HQ |

Phase: Data Collection/Due Diligence

Data Collection:

| | |
|--|------------|
| <i>PAE and Owner Have Kickoff Meeting:</i> | <i>PAE</i> |
| <i>PCA Assigned by PAE:</i> | <i>PAE</i> |
| <i>PAE Sends Documents to Reviewer</i> | <i>PAE</i> |
| Recap Returns Documents for Fixes | Recap HQ |
| <i>PAE Resubmits Documents</i> | <i>PAE</i> |
| Recap Approves GPCA | Recap HQ |
| <i>Appraisal Assigned by PAE:</i> | <i>PAE</i> |
| <i>Tenant Meeting - #1:</i> | <i>PAE</i> |

| | |
|---|---|
| <i>Owner Submits Data Collection Report:</i> | <i>PAE</i> |
| Due Diligence: | |
| <i>PAE's PCA Complete:</i> | <i>PAE</i> |
| <i>PAE's Appraisal Complete:</i> | <i>PAE</i> |
| <i>PAE Completes Due Diligence:</i> | <i>PAE</i> |
| <i>Title Bring Down Order</i> | <i>PAE</i> |
| <i>Title Bring Down Received</i> | <i>PAE</i> |
| Phase: Underwriting/Restructuring Plan | |
| <i>Tenant Meeting - #2:</i> | <i>PAE</i> |
| <i>Initial PAE Restructuring Plan Submission to Recap</i> | <i>PAE via SYSTEM ('Submits' Form 5.2 online)</i> |
| <i>PAE Submits Restructuring Plan to Recap:</i> | <i>PAE via SYSTEM ('Submits' Form 5.2 online)</i> |
| <i>Recap Receives Complete Restructuring Plan & Form 5.2:</i> | <i>REG. OFFICE (Log in Date)</i> |
| <i>Date Assigned to Underwriter</i> | <i>Recap HQ</i> |
| Phase: Loan Funding/Approval Process | |
| <i>Recap Approves Restructuring Plan:</i> | <i>REG OFFICE via SYSTEM ('approve' selected)</i> |
| <i>Recap Returns Restructuring Plan to PAE for Revision:</i> | <i>REG OFFICE via SYSTEM ('return for revision' selected)</i> |
| <i>Recap Receives PAE resubmission:</i> | <i>REG OFFICE (Log in Date)</i> |
| <i>Number of Resubmissions:</i> | <i>SYSTEM Generated Number</i> |
| <i>Restructuring Plan Executed by Recap:</i> | <i>Recap HQ</i> |
| <i>Restructuring Commitment Executed by Owner:</i> | <i>PAE</i> |
| M2M Green Initiative: | <i>PAE or Recap HQ</i> |
| Closing Issues: | <i>PAE or Recap HQ</i> |
| Other Issues: | <i>PAE or Recap HQ</i> |
| Phase: Closing and Post Closing | |
| Closing | |
| <i>Recap approved 4.11 or 4.12</i> | <i>Recap HQ</i> |
| <i>Scheduled Closing Date</i> | <i>PAE</i> |
| <i>Closing Date</i> | <i>PAE</i> |
| <i>New Section 8 Contract Effective Date</i> | <i>REG OFFICE</i> |
| <i>Section 8 Contract Type</i> | <i>Recap HQ</i> |
| Post Closing | |
| <i>Closing Documents Distributed by PAE:</i> | <i>PAE</i> |
| <i>Transmission Memo submitted to Multifamily Housing</i> | <i>Recap HQ</i> |

Multifamily indicated no meeting was necessary
Rehab Escrow Account

Recap HQ
SYSTEM Yes/No

| | |
|---|-------------------|
| Date Action Other than Closing Occurred: <small>(Use date HUD and other required parties were notified as per OPG Chapter 6)</small> | PAE or REG OFFICE |
|---|-------------------|

Clear Option Selected Below

Recap Determines Restructuring Plan is Not Feasible Due to Financially Not Viable
Owner Prepaid FHA-Insured Loan (PAE must enter new market rents into form 5.2)
Ineligible for Recap - 'Bad Owner' Determination
Ineligible for Recap - Rents below or equal to Market
Ineligible for Recap - Conflict Between State/Local Financing Documents &
Restructuring Plan
Ineligible for Recap - Other
Determined Owner is Uncooperative - PAE Does Not Issue Restructuring Commitment
Restructuring Commitment Issued But Not Executed by Owner (PAE must enter new
market rents into form 5.2)
Owner Opts Out of Section 8 Program

Recap Comment Text:
PAE Comment Text:

[Click here to go to Restructuring Plan for Form 5.2. \(Shortcut for all\)](#)

[Click here if completed the M2M program. \(Recap HQ and REG OFFICE\)](#)

[Click here to change the M2M renewal type.\(Approved Form 2.16 Required\) \(Recap HQ\)](#)