Checklist for HUD Review of AMB Office

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<th>AMB (Contract Area)</th>
<th>U.S. Department of Housing and Urban Development Office of Housing Federal Housing Commissioner</th>
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<tr>
<td>Date of Review</td>
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<td>Area Office</td>
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I. Required—Each Review

The following shall be covered in each AMB office review made under the provisions of Property Disposition Handbook. One to Four Family Properties, 4310.5

1. Required Fiscal Documentation and Records. See Accounting Handbook for Acquired Properties, 4305.3 REV and Handbook 4310.5 for guidance
   a. Leases, (Leases, Receipt Book, Deposit Slips, Optional Tenant Cards)
   b. Other Receipts of Income
   c. Disbursements
   d. Special Bank Account and Cash Reconciliation, FHA Form 2751
   e. Invoices and/or other supporting documents for Broker's Monthly Accounting Report
   f. Payroll Slips for project employees, if any

2. Contractor Rotation
   a. Adequacy of rotation
   b. Adequacy of documentation

3. Individual Property Files
   a. File maintained for each property
   b. Adequacy of files, complete and/or adequately documented

II. Required—Based on Performance

The following general administrative procedures and recordkeeping, if inadequate, could reflect on the AMB's performance and should be reviewed, as necessary

1. Adequacy of staff, supplies, or facilities
2. Adequacy of inventory controls and inventory status records
3. Adequacy of data
   a. Comparable sales data, repaired, as-is, vacant lots
   b. Repair Costs
   c. Demolition Costs

4. Adequacy of inspect or follow-up system for inspections, purchase orders, reports, etc.
5. Adequacy of understanding of HUD's policies and procedures.
   a. Equal opportunity
   b. Affirmative Fair Marketing
   c. Procurement

   (1) Form HUD-2542 procedure
   (2) Emergency repair
   (3) Correction of hazardous conditions
   (4) Warranties

6. Adequacy of understanding in relation to property disposition activities of federal income tax levies, mechanic's and materialman's liens, and notice of bankruptcy or garnishment against contractors.

7. General Office Conditions
   a. Adequacy of office hours
   b. Availability of AMB or qualified staff
   c. Neatness of office appearance
   d. Attitude of AMB and/or staff

III. Discussion Items Either Predetermined Prior to Review or Developed During Review Other Than Above

1. 
2. 
3. 
4. 

IV. Follow-up Items and/or May Be Used for Advice to AMB's Concerning Deficiencies

1. 
2. 
3. 
4. 

Noted:

Signature

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CPO’s comments, if any

[Signature]

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