

CHECKLIST FOR MONITORING PROJECT OWNERS WITH SUBSIDY CONTRACTS

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 This Checklist is to be used by subsidy contract administrators, including HUD and State Agencies/PHAs, in monitoring the performance and compliance of project owners and management agents of HUD-assisted projects. For each Action item listed below, indicate the Rating by A (acceptable), M (management to correct within 1 year), or I (items requiring immediate action).

Project No. \_\_\_\_\_ Owner/Agent \_\_\_\_\_  
 Project Name \_\_\_\_\_ No. of Units \_\_\_\_\_  
 City/State \_\_\_\_\_ Type of Subsidy \_\_\_\_\_  
 Contract Administrator \_\_\_\_\_

ACTION ITEM	DATE COMPLETED	RATING
1. On-site Management Review	_____	_____
2. Physical Inspection	_____	_____
3. Unit Inspection	_____	_____
4. Annual Financial Statement Review	_____	_____
5. Tenant Complaints Review	_____	_____