CHECKLIST FOR MONITORING PROJECT OWNERS WITH SUBSIDY CONTRACTS

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_______________________________