U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
HOUSING - FEDERAL HOUSING COMMISSIONER
OFFICE OF MULTIFAMILY HOUSING MANAGEMENT AND OCCUPANCY

ANNUAL FINANCIAL STATEMENT COMPLETENESS CHECKLIST

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>PROJECT NUMBER</th>
<th>OWNER TYPE</th>
<th>FOR FISCAL YEAR ENDED</th>
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</thead>
</table>

ARE THE BASIC FINANCIAL STATEMENTS INCLUDED?

- Balance Sheet
- Statement of Income and Expense (Form HUD-92410 or HUD-92410:NH)
- Statement of Retained Earnings, Undivided Profit or Statement of Stockholder’s Equity/Partner’s Capital
- Statement of Changes on Financial Position/Statement of Source and Application of Funds
- Notes to Financial Statements
- Comments on Compliance and Internal Controls

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

IS THE SUPPLEMENTAL DATA INCLUDED?

(NOTE: Some of the Statements in the Supplemental Data are not applicable for all projects or the statements may be included in the notes to the financial statement or in the comments on compliance and internal controls)

- Account and notes receivable (other than from regular tenants)
- Delinquent tenant accounts receivable (aged)
- Mortgage escrow deposits
- Tenant security deposits
- Reserve funds
- Accounts Payable (other than trade creditors)
- Surplus cash, distributions and residual receipts
- Accrued taxes
- Compensation of partners or officers
- Changes in fixed-asset accounts
- Statement of Receipts and Disbursements
- Schedule of identity of interest firms

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

OTHER

- Proper IPA Signature
- Proper Mortgagor Certification
- Proper Mortgagor Certification

LETTER SENT TO OWNER REQUESTING MISSING STATEMENTS – DATED ________________ / ________________ / ________________

REMARKS

- [Space for remarks]

- [Space for remarks]

- [Space for remarks]

- [Space for remarks]

- [Space for remarks]

- [Space for remarks]

PREPARED BY ________________________ DATE ________________________ REVIEWED BY ________________________ DATE ________________________

HUD:93484 (12-80)