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

ANNUAL FINANCIAL STATEMENT COMPLETENESS CHECKLIST

FOR FISCAL YEAR ENDED

PROJECT NAME | PROJECT NUMBER | OWNER TYPE ☐ NP ☐ PM ☐ LD ☐ COOP

ARE THE BASIC FINANCIAL STATEMENTS INCLUDED?	YES	NO	N/A
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			

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)*	YES	NO	N/A
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			

OTHER			
Proper IPA Signature			
Proper Mortgagor Certification			
Proper Mortgagor Certification			

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

REMARKS

PREPARED BY	DATE	REVIEWED BY	DATE

HUD-93484 (12-80)