Appendix 67

Management Review Report for
Unsubsidized Multifamily
Housing Programs

Use This Form to Summarize Findings Made on the Management Review Worksheet

Project Name

City

Date of
Inspection

Month Day Year

Name of Owner

First Project Number

Section of the Act

Date of
Report

Month Day Year

Name of Management Agent

Name of Resident Manager

Number of Units
In Project

Management Term

Start

End

Date

Number of Units
Inspected

Type of Review (Check applicable box)

Report Based on:

☐ On-Site Interview with

☐ Pre-inspection Review

☐ Visited Agent's Office with

Instructions:

1. For each item reviewed, check block A, C or ☐.
(A = Acceptable C = Condition needs correction
P = Procedure or Policy change needed.)

2. On page 2 of this Form, fully describe the corrective action needed for each C or P item checked.

3. Indicate in the Target Completion Date Column on page 2 the date by which the corrective action should be implemented.

A. Maintenance and Security

1. General Physical Appearance

2. Work Scheduling

3. Preventative Maintenance

4. Unit Inspections

5. Vacant Unit Preparation

6. Equipment and Inventory Controls

7. Procurement and Supply Practices

8. Security Program

B. Energy Conservation

11. Maintenance and Security Rating:

☐ Superior ☐ Above Average ☐ Satisfactory

☐ Below Average ☐ Unsatisfactory

12. Tenant/Management Relations

C. Leasing and Occupancy

1. Tenant Selection and Orientation

2. Vacancy and Turnover

3. Leases and Deposits

4. Rent Schedule Compliance

5. Eviction Procedures

6. Tenant Files and Records

7. Leasing and Occupancy Rating:

☐ Superior ☐ Above Average ☐ Satisfactory

☐ Below Average ☐ Unsatisfactory

D. Tenant/Management Relations:

28. Tenant Participation

29. Use of Community Space

E. General Management Practices

30. Tenant Satisfaction

31. Tenant/Management Relations Rating:

☐ Superior ☐ Above Average ☐ Satisfactory

☐ Below Average ☐ Unsatisfactory

32. Organization and Supervision

33. Staffing and Personnel Practices

34. Operating Procedures and Manuals

35. Training

36. On-Site Office Administration

37. Insurance and Bonding

38. General Management Practices Rating:

☐ Superior ☐ Above Average ☐ Satisfactory

☐ Below Average ☐ Unsatisfactory

39. Over-all Rating of Management's Performance

Report Prepared By

Report Approved By

Name

Title

Signature Date

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### Management Review Report for Unsubsidized Multifamily Housing Programs (Continued)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>For each C and P item checked, describe your finding and what action is required of the owner or agent. Explain any categorical or overall “Below Average” or “Unsatisfactory” rating. Use continuation sheets as needed.</th>
<th>Target Completion Date</th>
<th>Data Completion Verified</th>
</tr>
</thead>
</table>

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