

**Management Review Report for
Unsubsidized Multifamily
Housing Programs**

 U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner


OMB No. 2502-0314 (Exp. 2/29/87)

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

Project Name	City	State	Date of Inspection	MM	DD	YY
Name of Owner	FHA Project Number	Section of the Act	Date of Report	MM	DD	YY
Name of Management Agent	Name of Resident Manager	Number of Units in Project				
Management Term	Date Hired	Number of Units Inspected				
Type of Review (Check applicable box)		Report Based on:				
<input type="checkbox"/> On-going Review <input type="checkbox"/> Pre-endorsement Review		<input type="checkbox"/> On-Site Interview with _____ <input type="checkbox"/> Visited Agent's Office with _____				

Instructions:

- For each item reviewed, check block A, C or P.
(A=Acceptable C=Condition needs correction P=Procedure or Policy change needed.)
- On page 2 of this Form, fully describe the corrective action needed for each C or P item checked.
- Indicate in the Target Completion Date Column on page 2 the date by which the corrective action should be implemented.

A	C	P	C. Leasing and Occupancy	A	C	P
			1. General Physical Appearance			
			2. Work Scheduling			
			3. Preventive Maintenance			
			4. Unit Inspections			
			5. Vacant Unit Preparation			
			6. Equipment and Inventory Controls			
			7. Procurement and Supply Practices			
			8. Security Program			
			9. Energy Conservation			
			10. Maintenance and Security Rating: <input type="checkbox"/> Superior <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory			
			11. Financial Management			
			12. Accounting and Bookkeeping			
			13. Budget Management			
			14. Cash Controls			
			15. Cost Controls			
			16. Submission of Reports			
			17. Financial Compliance			
			18. Rent Collection			
			19. Accounts Receivable/Payable			
			20. Reserves and Escrows			
			21. Financial Management Rating: <input type="checkbox"/> Superior <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory			
			22. Tenant Selection and Orientation			
			23. Vacancy and Turnover			
			24. Leases and Deposits			
			25. Rent Schedule Compliance			
			26. Eviction Procedures			
			27. Tenant Files and Records			
			28. Leasing and Occupancy Rating: <input type="checkbox"/> Superior <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory			
			29. Tenant/Management Relations			
			30. Tenant Participation			
			31. Use of Community Space			
			32. Tenant Satisfaction			
			33. Tenant/Management Relations Rating: <input type="checkbox"/> Superior <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory			
			34. General Management Practices			
			35. Organization and Supervision			
			36. Staffing and Personnel Practices			
			37. Operating Procedures and Manuals			
			38. Training			
			39. On-Site Office Administration			
			40. Insurance and Bonding			
			41. General Management Practices Rating: <input type="checkbox"/> Superior <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory			

 20. Overall Rating of Management's Performance ☐ Superior ☐ Above Average ☐ Satisfactory ☐ Below Average ☐ Unsatisfactory

Report Prepared By

Name

Title

Signature

Date

Report Approved By

Name

Title

Signature

Date

4561.1

Appendix 67

Management Review Report for Unsubsidized Multifamily Housing Programs (Continued)

Item No.	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.	Target Completion Date	Date Completion Verified