

Sample

Mark-to-Market Lite Credit File Checklist

Form 10.9

The Credit File Checklist contains all of the due diligence materials, analytical work product, and correspondence generated during the rent reduction process, as well as select legal documents.

Major headings (items in bold) must be established in separately tabbed sections. Documents must be filed in the order in which they are listed here*, and boxes checked for those items contained. PAE files must be available for review in this format*, and this checklist must accompany the main file.

* Unless the PAE is using the old form 10.1(b) dated 4/19/99

1. Program Information

- Owner Request to Renew Rents (from H 99-36)
- Eligibility Correspondence

2. Approval/Rejection

- 10.1 – OAHP Reduction of Rent and Section 8 HAP Contract Renewal Justification and Cover Page
- 10.2 – Electronic Submission of PAE's Lite Conclusions (from Form 10.1)
- All Forms 10.3 to 10.8, sent and received, in connection with the transaction
- Any waivers granted

3. Section 8 Documents

- Section 8 Housing Assistance Payments Contract and Rider
- ACC Between HUD and Contract Administrator
- Any extensions or related correspondence
- Draft of new Section 8 HAP Contract; copy of partially executed Section 8 HAP Contract, if received