Checklist for HUD Review of AMB Office

<table>
<thead>
<tr>
<th>AMB (Contract Area)</th>
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<tbody>
<tr>
<td>Date of Review</td>
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<tr>
<td>Area Office</td>
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I. Required — Each Review.

The following shall be covered in each AMB office review made under the provisions of Property Disposition Handbook, Section 4310 entitled:


   a. Receipts (Leases, Receipt Book, Deposit Slips, Optional Tenant Cards)
   b. Other Receipts of Income
   c. Disbursements
   d. Special Bank Account and Cash Reconciliation, FHA Form 2751
   e. Invoices and other supporting documents for Broker Monthly Accounting Report
   f. Payroll Slips for project employees, if any.

2. Contractor Rotation.

   a. Adequacy of rotation
   b. Adequacy of documentation

3. Individual Property Files.

   a. File maintained for each property
   b. Adequacy of files, present and/or adequately documented

II. Required — Based on Performance.

The following general administrative procedures and record-keeping, if inadequate, could reflect on the AMB’s performance and should be reviewed, as necessary.

1. Adequacy of staff, supplies, or facilities.
2. Adequacy of inventory controls and inventory status records.
3. Adequacy of data
   a. Comparable sales data, repaired, as-is, vacant lots
   b. Repair Costs
   c. Demolition Costs

III. Discussion Items Either Predetermined Prior to Review or Developed During Review Other Than Above.

1.  
2.  
3.  
4.  

IV. Follow-up Items and/or May Be Used for Advice to AMBs Concerning Dispositions.

1.  
2.  
3.  
4.  

Noted:

Signature ________________________________

HUD Staff Member Making Review

CFO Signature ________________________________

CFO’s comments, if any

5/94