

2016 MOR Guidance

1) Improper or absent use of EIV

- a) EIV must be run every month according to the instructions in your EIV manual
- b) All discrepancies and New Hires need to be investigated and a resolution must be documented
- c) Reports are timestamped, and are not recognized if late
- d) If you need training on how to run the reports - contact compliance

2) Outdated or Incorrect forms being used

- a) It is Cambridge policy that you pull your forms from Tenant Tech each time. Discontinue printing multiple copies of forms to have on hand. This will ensure that the most current revised copy will be used

3) HUD has implemented new rules when dealing with Students

- a) Please review the updated TSP in Tenant Tech and familiarize yourself with the new student rules. If you have questions or need clarification contact compliance

4) New VAWA requirements

5) Income Targeting Policy

- a) Every time you have a NTV unit, please contact compliance to see if you need to bypass certain waitlist applicants to ensure that 40% of annual admission is made available to “extremely low income families”
- b) If you fail to do this, your application may be denied for move-in by compliance and could create a very unhappy applicant. Let’s avoid this! ☺

6) AFHMP

- a) Please ensure that you are aware of what your plan details, and ensure that you are implementing it to the letter

7) Signed date on 50059 is not matching the TRACS “submission date”

- a) Going forward please have your resident/applicant sign the 50059 as of the date that the file was FAAF’d. Even if that means that the resident must back-date the form

8) Recertification notices are not being sent out on the proper dates

- a) Please make sure that your first notice goes out on a proper 120 advance date. The notices should always be dated for the 1st of the month.

9) Unallowable Medical Expenses

- a) All medical expenses must be doctor prescribed with proper documentation

10) Copy of the final accounting and security deposit disposition needs to be in the move-out file

- a) The auditors want to be able to determine that we provided the move-out household with a security deposit disposition within 30 days of move-out

11) Management is not performing / documenting annual unit inspections

- a) Please familiarize yourself with the preventative maintenance procedure from the Cambridge Operations Manual and execute it to the letter. Be prepared to show documentation in the event of a future audit

12) RD House Rules have been used on some properties

- a) Perform a file audit to ensure that you have the proper HUD house rules signed by all residents. If you have the wrong form, you must get a signature on the right form for the file

13) Supplement to Application form needs to be discontinued on HUD properties

14) If you have an employee that is being paid with a rent concession and they quit, you must send a 30-day letter to the household reminding the household that the full rent will now need to be paid