

Section 8 Renewal Checklist

PROPERTY INFORMATION	
Property name:	
Number of units:	
AHAP date:	
HAP date:	
Expiration date:	
Asset Manager:	

OPTION 1A- MUTM RCS IS REQUIRED		NOTES
<input type="checkbox"/>	The Property has a satisfactory or above MOR score	
<input type="checkbox"/>	The Property has a 60 or above REAC score and no unresolved EH&S findings	
<input type="checkbox"/>	All FASS findings have been closed	
<input type="checkbox"/>	The owner is one of the following: For profit Limited distribution PHA LP with a nonprofit GP LLC with a nonprofit manager <i>*In the case of the sale, this must be met by the buyer</i>	
<input type="checkbox"/>	Comparable market rents at or above 100% of FMR	
<input type="checkbox"/>	There are no low and moderate income use restrictions i.e. LIHTC, flexible subsidy or similar	
<input type="checkbox"/>	There is no mod rehab assistance	Rents may be renewed at the lesser of comparable market rents or 150% of FMR
	Note: Rent adjustments are limited to OCAF, with the exception of every 5th year, an RCS is required to adjust the rents to comparable	

OPTION 1B- MUTM RCS REQUIRED		NOTES
<input type="checkbox"/>	The Property has a satisfactory or above MOR score	
<input type="checkbox"/>	The Property has a 60 or above REAC score and no unresolved EH&S findings	Referral
<input type="checkbox"/>	All FASS findings have been closed	
<input type="checkbox"/>	The owner is one of the following:	

	For profit Limited distribution PHA LP with a nonprofit GP LLC with a nonprofit manager <i>*In the case of the sale, this must be met by the buyer</i>	
<input type="checkbox"/>	Does the property serve a least one of the following: vulnerable population: i.e. at least 50% of the property is elderly, disabled or large families (5 or more) Vacancy rate: Located in a low vacancy market that lacks affordable housing and tenant based vouchers would be difficult to use Community support: Receives local tax credits, tax abatements, capital improvement funds, in the last 5 years	Note: This option is referred to and processed by the HUD program center. Rents are Marked up to Market per the RCS
	Note: Rent adjustments are limited to OCAF, with the exception of every 5th year, an RCS is required to adjust the rents to comparable	
OPTION 2- 524A RCS REQUIRED		NOTES
<input type="checkbox"/>	Current rents are at or below market or	
<input type="checkbox"/>	Current rents exceed comparable market rents but the project is exempt from MTM restructuring and the owner is willing to cut rents to comparable, prior to the renewal of the contract	Rents are limited to OCAF increase, or if supported by a budget, rents can increase to the budget capped at RCS
<input type="checkbox"/>	Owner is a for profit or non-profit	In the case of a sale, this is met by the buyer
<input type="checkbox"/>	Is the project currently renewed under Option 2 or Option 4	If so, owners can reduce rents to market to renew under Option 2
	Note: Rent adjustments are limited to OCAF, with the exception of every 5th year, an RCS is required to adjust the rents to comparable. Can also be renewed, at HUD discretion, a budget based adjustment limited by the market	
OPTION 3 REFERRAL TO RECAP LITE- RCS IS REQUIRED		NOTES
<input type="checkbox"/>	Does the property have an FHA-insured loan	Rents will be marked down to market without restructuring
<input type="checkbox"/>	Current rents are above market	Must submit a physical inspection report, current financial statements, and RCS
<input type="checkbox"/>	Statutory Authority is expiring on 10-1-17, until then all properties with above market rents, with an FHA or security held mortgage, unless exempt from MTM must be referred to Recap	Once eligible, always eligible
	Note: Subsequent renewals can be done under any option the property is eligible for	Properties will be referred to Recap for restructuring if eligible

OPTION 3 FULL- REFERRAL RECAP NO RCS REQUIRED		NOTES
<input type="checkbox"/>	Is the owner in good standing with HUD (not debarred to suspended)	Rents will be reduced to comparable rents
<input type="checkbox"/>	Is this MOD rehab	
<input type="checkbox"/>	Is this a 202 project: Refinanced for a second time An FHA loan was used The FHA loan did not reference 202 regulations	
<input type="checkbox"/>		
	Note: Rent adjustments are not permitted during any interim contracts during restricting. Rent are adjusted by the terms of the use agreement	Properties will be referred to Recap for restructuring if eligible
OPTION 4- EXEMPTION PROJECTS/524B1- NO RCS IS REQUIRED		NOTES
<input type="checkbox"/>	Is the project exempt from debt-restructuring under MAHRA: State or local financing 202/8 and 515/8 projects Refinanced 202 project SRO MOD Rehab No FHA or HUD held mortgage Does have FHA or HUD insured mortgage but rents are at or below comparable market rents (RCS required to support this exemption)	
<input type="checkbox"/>	Note: the lesser of: budget v. OCAF test must be done.	Project rents may be reduced
<input type="checkbox"/>	Rent adjustments: OCAF, or budget based rents. (budgets must be below RCS and support with current report)	
OPTION 5-PRESERVATION- RCS MAY BE REQUIRED		NOTES
<input type="checkbox"/>	Is the project a preservation (long term use agreement, ELIHPA or LIHPRHA) or	
<input type="checkbox"/>	Demonstration project (HUD is no longer doing initial renewals under this program)	Owners can renew for no less than 1 year and no more than the remaining term of the use agreement. There are only 188 properties left in the portfolio
	Note: Rent adjustments for demo projects are limited to OCAF, or budget based rent increase no to exceed RCS rents Note; rent adjustments for preservation projects are limited to OCAF or budget based adjustment as determined by the Plan of Action and Use Agreement	
OPTION 6- OPT OUT		NOTES
<input type="checkbox"/>	One-year notice must be issued	
<input type="checkbox"/>	Are there any restrictions in the use agreement prohibiting opt out	
<input type="checkbox"/>	Is the project currently in Recap	