



# MICHIGAN MULTI-FAMILY ASSET MANAGERS

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## Option 5: Renewal of Portfolio Reengineering Demonstration Checklist

Chapter 7 of the Section 8 Renewal Policy Guide

### Initial & Subsequent Contract Renewals

| Documents needed  | Handbook Reference and/or Form Number          |
|---|--|
| <input type="checkbox"/> One-Year Notification Letter   | Section 8 Renewal Policy Guide - Appendix 11-2 |
| <input type="checkbox"/> Contract Renewal Request Form  | Form HUD 9624                                  |
| <input type="checkbox"/> Renewal Worksheet for Option 5   | Form HUD 9624                                  |
| <input type="checkbox"/> RCS - The contract rents will be adjusted up or down to the comparable market rent levels<br><b>Note:</b> An RCS is <b>not required</b> if the property has gone through a Demo Mark-to-Market restructuring that is equivalent to an OAHF-Full restructuring and you have signed a use-restriction. | Section 8 Renewal Policy Guide - Chapter 9     |
| <input type="checkbox"/> OCAF Paperwork (only if RCS is not required)   |  |

### Multi-Year Rent Adjustments

#### OCAF Rent Adjustment

| Documents needed  | Handbook Reference and/or Form Number |
|---|---------------------------------------|
| <input type="checkbox"/> OCAF Rent Adjustment Worksheet | Form HUD 9625                         |
| <input type="checkbox"/> Amortization Schedule          |                                       |
| <input type="checkbox"/> Rent Schedule                  | Form HUD 92458                        |



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