



MICHIGAN MULTI-FAMILY ASSET MANAGERS

2395 JOLLY ROAD, SUITE 180 OKEMOS, MICHIGAN 48864
PHONE: (517) 267-9277 FAX: (517) 267-9894 TTY: (800) 382-4568

Option 1: Mark-Up-To-Market Checklist

Chapter 3 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 1	Form HUD 9624
<input type="checkbox"/> Rent Comparability Study (RCS) Note: Regardless if the property has an RCS that is less than 5 years old, a new RCS is required to renew under this option.	Section 8 Renewal Policy Guide - Chapter 9

Multi-Year Rent Adjustments (years 2-5 of the contract)

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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Option 2: Contract Renewals for Other Projects With Current Rents at or Below

Comparable Market Rents Checklist

Chapter 4 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 2	Form HUD 9624
<input type="checkbox"/> OCAF Rent Adjustment OR	
<input type="checkbox"/> Budget-Based Rent Adjustment	
<input type="checkbox"/> RCS (in general a new RCS is required every 5 years) Note: If an RCS was previously submitted and approved by HUD/MMAM, the RCS has a 5-year life span. The contract will not be renewed for longer than the life remaining on the RCS.	Section 8 Renewal Policy Guide - Chapter 9

Multi-Year Rent Adjustments (checklists on next page)

OCAF Rent Adjustment

OR

Budget-Based Rent Adjustment



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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

Budget-Based Rent Adjustment - Chapter 7 of HUD Handbook 4350.1

Documents needed	Handbook Reference and/or Form Number
<input type="checkbox"/> Budget Worksheet	Form HUD 92547 A
<input type="checkbox"/> A cover letter that briefly does all of the following: *Summarizes the reasons why a rent increase is needed and the date the increase will be effective. Describe the project's physical condition and any improvements that have been budgeted for. The letter may refer to the reasons stated in the Notice or elaborate on those reasons. (The main reasons stated in the letter must be the same as the main reasons stated in the Notice to Tenants, if the project was subject to the tenant comment procedures in Section 7-2 of the 4350.1) *Identifies any proposed change in services, equipment or charges and the reasons for the change.	
<input type="checkbox"/> A brief statement explaining the basis for any increase in the expense line items on the budget work sheet. <u>Generally</u> , if an increase amounts to 5 percent or more, it must be documented.	Chapter 7 of 4350.1 - Appendix 4(b) provides a sample owner explanation of budget items.
<input type="checkbox"/> Where applicable, a copy of the Notice to Tenants annotated to show where and how the Notice was distributed (e.g., posted, mailed, hand carried).	See Section 7-2, Chapter 7 of 4350.1 for applicability. See Chapter 7 of 4350.1 - Appendix 1 for an example notice.
<input type="checkbox"/> Where applicable, a copy of the Owner's Certification As To Compliance With Tenant Comment Procedures In 24 CFR 245 (Formerly In 24 CFR 401)	Chapter 7 of 4350.1 - Appendix 2
<input type="checkbox"/> Owner's Certification Regarding Purchasing Practices and Reasonableness of Expenses.	Chapter 7 of 4350.1 - Appendix 3
<input type="checkbox"/> A status report on the project's implementation of its current Energy Conservation Plan (See Chapter 12). This may be: (1) a narrative report coded to facilitate references to the plan; or (2) copy of the plan annotated to show the current status of all items that were scheduled to be completed within 60 days after the rent increase is proposed to be effective. THIS APPLIES ONLY TO SECTION 236 AND BMIR PROJECTS, PROJECTS THAT RECEIVE RENT SUPPLEMENT ASSISTANCE, AND PROJECTS THAT CONVERTED FROM RENT SUPPLEMENT TO SECTION 8. This requirement is to assure compliance with Section 329(c) of the Housing and Community Development Amendments of 1981.	
<input type="checkbox"/> A signed request for a change in the Reserve for Replacement deposits if such a change is contemplated as part of the rent adjustment request.	Chapter 7 of 4350.1 - Appendix 6
<input type="checkbox"/> If a change in the Reserve for Replacement deposits is contemplated as part of the rent adjustment request a 5-year capital needs assessment plan.	



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<input type="checkbox"/> Utility Allowance Analysis Paperwork (If applicable) Note: A utility allowance analysis is required when submitting a budget-based rent adjustment. If you are submitting a budget-based rent adjustment request and according to your utility allowance analysis the utility allowances are not changing by 10% or more, then you may submit a signed statement in lieu of the analysis certifying that you have conducted a Utility Allowance Analysis and you are not recommending a change to the utility allowances based on the analysis.	See MMAM's website for further instructions and required paperwork. www.mmam.net
<input type="checkbox"/> Rent Schedule	Form HUD 92458



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Option 3A: Referral to OAHP - OAHP-Lites Checklist

Chapter 5 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 3A	Form HUD 9624

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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Option 3B: Referral to OAHP - OAHP-Fulls Checklist

Chapter 5 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 3B	Form HUD 9624

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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Option 4: Renewal of Projects Exempted from OAHP Checklist

Chapter 6 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 4	Form HUD 9624
<input type="checkbox"/> OCAF Rent Adjustment Paperwork AND	
<input type="checkbox"/> Budget-Based Rent Adjustment Paperwork	
Note: The rents will be renewed at the lesser of the OCAF or Budget-Based rent adjustment methods.	

Multi-Year Rent Adjustments (checklists on next page)

OCAF Rent Adjustment

OR

Budget-Based Rent Adjustment



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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

Budget-Based Rent Adjustment - Chapter 7 of HUD Handbook 4350.1

Documents needed	Handbook Reference and/or Form Number
<input type="checkbox"/> Budget Worksheet	Form HUD 92547 A
<input type="checkbox"/> A cover letter that briefly does all of the following: *Summarizes the reasons why a rent increase is needed and the date the increase will be effective. Describe the project's physical condition and any improvements that have been budgeted for. The letter may refer to the reasons stated in the Notice or elaborate on those reasons. (The main reasons stated in the letter must be the same as the main reasons stated in the Notice to Tenants, if the project was subject to the tenant comment procedures in Section 7-2 of the 4350.1) *Identifies any proposed change in services, equipment or charges and the reasons for the change.	
<input type="checkbox"/> A brief statement explaining the basis for any increase in the expense line items on the budget work sheet. <u>Generally</u> , if an increase amounts to 5 percent or more, it must be documented.	Chapter 7 of 4350.1 - Appendix 4(b) provides a sample owner explanation of budget items.
<input type="checkbox"/> Where applicable, a copy of the Notice to Tenants annotated to show where and how the Notice was distributed (e.g., posted, mailed, hand carried).	See Section 7-2, Chapter 7 of 4350.1 for applicability. See Chapter 7 of 4350.1 - Appendix 1 for an example notice.
<input type="checkbox"/> Where applicable, a copy of the Owner's Certification As To Compliance With Tenant Comment Procedures In 24 CFR 245 (Formerly In 24 CFR 401)	Chapter 7 of 4350.1 - Appendix 2
<input type="checkbox"/> Owner's Certification Regarding Purchasing Practices and Reasonableness of Expenses.	Chapter 7 of 4350.1 - Appendix 3
<input type="checkbox"/> A status report on the project's implementation of its current Energy Conservation Plan (See Chapter 12). This may be: (1) a narrative report coded to facilitate references to the plan; or (2) copy of the plan annotated to show the current status of all items that were scheduled to be completed within 60 days after the rent increase is proposed to be effective. THIS APPLIES ONLY TO SECTION 236 AND BMIR PROJECTS, PROJECTS THAT RECEIVE RENT SUPPLEMENT ASSISTANCE, AND PROJECTS THAT CONVERTED FROM RENT SUPPLEMENT TO SECTION 8. This requirement is to assure compliance with Section 329(c) of the Housing and Community Development Amendments of 1981.	
<input type="checkbox"/> A signed request for a change in the Reserve for Replacement deposits if such a change is contemplated as part of the rent adjustment request.	Chapter 7 of 4350.1 - Appendix 6
<input type="checkbox"/> If a change in the Reserve for Replacement deposits is contemplated as part of the rent adjustment request a 5-year capital needs assessment plan.	



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<input type="checkbox"/> Utility Allowance Analysis Paperwork (If applicable) Note: A utility allowance analysis is required when submitting a budget-based rent adjustment. If you are submitting a budget-based rent adjustment request and according to your utility allowance analysis the utility allowances are not changing by 10% or more, then you may submit a signed statement in lieu of the analysis certifying that you have conducted a Utility Allowance Analysis and you are not recommending a change to the utility allowances based on the analysis.	See MMAM's website for further instructions and required paperwork. www.mmam.net
<input type="checkbox"/> Rent Schedule	Form HUD 92458



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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 Note: An RCS is not required 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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Option 5: Renewal of Preservation Projects (LIPHRA & ELIHPA) 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

Multi-Year Rent Adjustments

- See Property's Plan of Action (POA) for rent adjustment instructions



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Option 6: Opt-Outs Checklist

Chapter 8 of the Section 8 Renewal Policy Guide

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 6	Form HUD 9624
<input type="checkbox"/> Rent Roll	
<input type="checkbox"/> Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures (submit a copy for each resident)	Form HUD 50059



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