Documents that MUST be Available during the On-site Review

- Copy of Current Waiting List (_**must**_ include active and inactive applicants)
- Copy of Unit Transfer List, if any
- Copy of Current Rent Roll
- Copy of Project's Tenant Selection Plan (TSP), including any approved residency preference
- Copy of Project's Blank Application **Packet**
- Copy of Project's Blank Lease
- Copy of Project's House Rules
- All other attachments used (smoke detector maintenance, mold/mildew maintenance, VAWA, etc.)
- Copy of Project's Pet Rules, if any
- Copy of Project's Pet Agreement, if any
- Copy of Companion/Assistance Animal Rules
- Copy of Companion/Assistance Animal Agreement
- Copy of Project's Application Rejection Letter
- Copy of Project's Blank Move-in/Move-out
- Copy of Unit Annual Inspection form
- Copy of Project's Income Targeting and Tracking Log
- EIV Policies & Procedures
- Copy of Project's **HUD-approved** Affirmative Fair Housing Marketing Plan (AFHMP)
- Copy of Owner/Agent VAWA Emergency Transfer Plan
- All Tenant Files and Records, including rejected, transfer and move-out files
- Last Advertisement and/or copies of apartment brochures
- Current HUD-approved Rent Schedule form HUD-92458
- Work Order Journals and Logs
- Written Procedures for inspecting units
- Written Procedures for completing work orders
- Fact Sheet "How Your Rent is Determined"
- Copy of the "Resident Rights & Responsibility"
- EIV & You Brochure
- EIV Coordinator Access Authorization form(s) (CAAFs) – approved initial and current
- EIV User Access Authorization form(s) (UAAFs) – approved initial and current
- EIV Owner Approval Letter(s)
- EIV Master File
- Rules of Behavior for individuals without access to the EIV system
- Copy of TRACS Rules of Behavior, signed and dated
- Copy of TRACS and EIV requested Security Awareness Training Certificate, signed and dated