

Preparing for the MOR



7 Components

1. General Appearance & Security
2. Follow-up & Monitoring of Project Inspections
3. Maintenance & Standard Operating Procedures
4. Financial Management/Procurement
5. Leasing & Occupancy
6. Tenant/Management Relations
7. General Management Practices



Documents to be Available

General Documents

- Advertising Materials
- Affirmative Fair Housing Marketing Plan
- Application
- Applicant Rejection Letter
- Current Waiting List
- Lease, Addendums, and Attachments
- Operating Procedure Manuals
- Rent Roll
- Tenant Selection Plan

Financial Documents

- Aged Payables Report
- Aged Receivables Report
- Check Register
- Security Deposit Ledger w/ reconciling bank statement
- YTD General Ledger



Tenant File Setup

- Consistency!
- Consistency!
- Consistency!



The End

Any Questions?

