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## Missouri Housing Development Commission Electronic Desk Review Procedure

### Policy Outline and Processes:

- Compliance Officer (CO) to email Asset Management Reporting System (AMRS) Owner Primary Contact and the Management Primary Contact to schedule Desk Monitoring Review.
- The CO will send an email (“email #1”) to the Owner/Agent (O/A) requesting a list of items that they will need as well as general information concerning how the electronic desk review will be conducted. The information must be submitted within **48 hours**.
- A second email (“email #2”) will be sent to the O/A requesting files and supporting documentation after review of the documents listed in email #1. Any questions should be directed to the assigned CO. The information must be submitted within **24 hours**.
- The physical inspection will be conducted on a later date. The CO will contact you for scheduling.
- After receiving requested resident files for Desk Audit Review, the CO will review documentation based upon normal review operating procedures.
- The CO will email the **Exhibit C-12** Management Review Report and cover letter to the Owner Primary Contact and the Management Primary Contact as listed in AMRS.

**Email #1:** Notification of Electronic File Audit

**Instructions for uploading requested documents to MHDC:** Upload documents to [www.mhdc.com/bigfile](http://www.mhdc.com/bigfile), attn. assigned CO in the message section.

Please upload the following documents in the following order (**applicable documents must be uploaded within 48 hours**):

1. **Exhibit C-5:** Management Questionnaire ([http://www.mhdc.com/program\\_compliance/LIHTC/forms-documents.htm](http://www.mhdc.com/program_compliance/LIHTC/forms-documents.htm));
2. **Copy of most recent/current Exhibit A:** Owner’s Certificate of Continuing Program Compliance or **Exhibit EUP-2:** EUP Owner Certification of Compliance (whichever applicable);
3. Blank lease;
4. Blank application;
5. Schedule II, if applicable;
6. Rent Roll;
7. Set-aside list where applicable noting Market Rate units, HOME set-aside Units, Special Needs Units, Work Force units, etc.;
8. Waiting List;
9. Affirmative Fair Housing Marketing Plan (AFHMP);

10. Building System Certificates, if applicable (i.e., elevator, boiler, sprinkler, back-flow, fire extinguishers/fire systems, call-for-aid, systems);
11. Training Certificates ([http://www.mhdc.com/program\\_compliance/pc.htm](http://www.mhdc.com/program_compliance/pc.htm));
12. House Rules;
13. Application rejection letters.
14. REAC report with evidence of corrective actions for EHS and back up documentation of all other corrections (when applicable);
15. Utility Allowance documentation;
16. **Exhibit Z** Housing Priority Checklist (if property has Service Enriched and/or Special Needs set-aside); and
17. HUD 9834 Addendum B Part A.

**Review scans before sending them to MHDC.**

**Make sure that all pages are facing the same direction and are legible.**

**Email #2** will identify the files selected for review from the Compliance Officer. The O/A will have **24 hours** to upload requested documents to the CO.

**Documents (where applicable) needed from the property in this order:**

*Submit the below items for the move-in/initial certification year, following recertification and most recent recertification.*

1. **Exhibit B** Tenant Income Certification;
2. **Exhibit I** Unit Certification (if there is LIHTC);
3. HUD 50059 (where applicable);
4. **Exhibit Q** Non-Employment Affidavit, **Exhibit E** Certification of Zero Income;
5. **Exhibit M** LIHTC Certification of Student Eligibility, **Exhibit M-1** HOME Program Certification of Student Eligibility, **Exhibit F** Student Verification;
6. Income/Asset verifications/back up documentation, calculation sheets, Self-certification (when applicable, i.e. EUP);
7. **Exhibit D** Under \$5,000 Asset Verification/certification of assets and/or disposal of assets;
8. Application, Resident Selection Plan;
9. Lease(s);
10. **Exhibit O** Tenant Eviction Language Lease Addendum, VAWA, **Exhibit R** Addendum to Lease - HOME Provisions;
11. Drug Free Housing Addendum;
12. Move-in/annual physical inspections;
13. **Exhibit N** Disclosure of Lead Paint-Hazards Warning (Pre 1978);
14. HUD 27061-H, Race-Ethnicity data form and citizenship forms;
15. **Exhibit U** Annual Resident Certification, where applicable; and
16. Two most recent move out files containing: Resident name, unit address, move out date, eviction documentation where applicable, Security deposit information, pro-rated rent information where applicable, and the move-in/move-out inspection form.

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Forms and manuals can be found here: [http://www.mhdc.com/program\\_compliance/pc.htm](http://www.mhdc.com/program_compliance/pc.htm),  
[http://www.mhdc.com/program\\_compliance/LIHTC/forms-documents.htm](http://www.mhdc.com/program_compliance/LIHTC/forms-documents.htm)