



program compliance review pre-review management questionnaire

Please complete all sections of this questionnaire (or mark as N/A) and upload it along with the other supporting documents noted below. Please check the box for each supporting document included.

Property Name	
Management Company	Date form completed
Name of Management Representative completing this form	

supporting documents

Supporting documents required prior to Housing Tax Credit and/or CHFA Loan Management Review	
Checklist of items uploaded as Supporting Documents	
<input type="checkbox"/> Pre-review Management Questionnaire	
<input type="checkbox"/> Current Rent Roll or List of Residents Include original property move-in date (not unit transfer date), AMI designation, and the amounts paid each month in rent and fees	
<input type="checkbox"/> Blank Lease Packet with all Lease Addenda (including all VAWA documents)	
<input type="checkbox"/> Historical Vacancy/Make-ready Report for the past 12 month-period Must include all the following: move-out date, make-ready date, and new move-in date (if reoccupied)	
<input type="checkbox"/> Current utility allowance schedule	<input type="checkbox"/> N/A
<input type="checkbox"/> Previous year utility allowance schedule	<input type="checkbox"/> N/A
<input type="checkbox"/> Confirmation as to whether the project is meeting the Additional Owner Agreements in Section 6(a) or Exhibit C of the LURA (Housing Tax Credit projects only)	<input type="checkbox"/> N/A

management questionnaire

Property Programs	
Please check below any government programs that apply to this property other than Housing Tax Credits and CHFA Loans	
<input type="checkbox"/> Project-based Section 8	<input type="checkbox"/> CDBG
<input type="checkbox"/> RAD	<input type="checkbox"/> Rural Development Section 515
<input type="checkbox"/> HOME	<input type="checkbox"/> Other:
<input type="checkbox"/> Housing Trust Fund	

Property Contacts

Please review the onsite, management agent, and owner contacts listed in Insight for your property and note any contact information to be added, removed, or updated below. For any new contacts, include name, direct email address, and phone number.

N/A

Contacts to be added, removed or updated

NextGen

Is NextGen data entry required for this property? Yes No

If not, list reason (e.g., PBS8-TRACS)

Who is responsible for updating NextGen?

Which software system is used to upload NextGen data? N/A Software name:

How often is NextGen updated?

Most recent month/year entered in NextGen Month Year

List any employees with NextGen accounts for this property who no longer work for your organization, so their accounts can be deactivated.

N/A

CHFA Resources

Are this property or the management agent members of [chfareach](#) (i.e., pay annual dues) Yes No

If you are not [chfareach](#) members, would you like more information on membership? N/A Yes No

Is the project registered with [ColoradoHousingSearch.com](#)? Yes No

If the project is registered with [ColoradoHousingSearch.com](#), are your postings current? N/A Yes No

Do all management and staff involved in handling tenant certifications know where/how to obtain [CHFA's Multifamily Program Compliance Manual](#) and [compliance forms](#) from the CHFA website? Yes No

Do you and members of management subscribe to [CHFA Asset Management and Multifamily Program Compliance eNews](#)? Yes No

Tenant Certifications

How/where are tenant records stored?

What type of annual recertifications does this property conduct? Basic Annual Recertification Full Recertification

How soon before the anniversary date does management begin the recertification process? 30 days 60 days 90 days 120 days

Does management wait until lease renewal to increase tenant rents? Yes No N/A
Not applicable if property is Project-based Section 8 or Rural Development Section 515

Mixed Income Developments: Next Available Unit Rule N/A - 100% Affordable

Are you monitoring the applicable fraction for each building? Yes No

For LIHTC only: If multiple buildings within the project, do you monitor them as separate or multiple building election? Single Building Multiple Separate
 N/A Loan only

While low-income units were vacant, were attempts made to fill the units with income-qualified households? Yes No

Have any residents in low-income units exceeded 140% of income limit at recertification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, which unit(s) exceeded 140% of the applicable income limit?		
What was the bedroom size and square footage of the over-income (OI) unit(s)?		
What were the recertification dates when the OI units were determined? (month/year)		
Have you replaced the OI unit(s) with an income-qualified household in the same size or smaller unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, which unit was replaced on behalf of the OI household?		
What were the bedroom size and square footage of the replacement units?		

VAWA (Violence Against Women Act Reauthorization Act of 2022)	<input type="checkbox"/> N/A	
See Section 4.12 of CHFA's Multifamily Program Compliance Manual . Required for all LIHTC developments. Recommended but not required for all CHFA Multifamily Loan developments.		
Is the management complying with the provisions of the VAWA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does management provide the HUD-5380 Notice of Occupancy Rights to all move-ins and rejected applicants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does management provide the HUD-5382 Certification of Domestic Violence to all move-ins and rejected applicants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do all move-ins sign a HUD-5380/-5382 Acknowledgment form to confirm receipt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do all move-ins sign the HUD-91067 VAWA lease addendum?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the HUD-5383 Emergency Transfer Request available to residents upon request?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a property-specific Emergency Transfer plan (HUD-5381)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you allow bifurcation of the lease to allow the victim to remain in the unit while the perpetrator is removed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does management understand a domestic violence incident does not constitute good cause for eviction of the victim?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you train staff on VAWA Compliance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Management Training

When were the last dates staff involved in handling tenant files and CHFA Loan/LIHTC certifications completed CHFA's Colorado-specific Advanced LIHTC webinars?

Note: all applicable staff must have completed CHFA's webinar within the past two years. If not, training and **chfareach** certificates will be required to close out this review.

List names and dates/year for all applicable staff below:

When did onsite staff last complete VAWA training? List names and dates/year for all applicable staff below:

Fees

Which non-optional fees do residents pay? (check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Month-to-month Lease | <input type="checkbox"/> Unit Transfer | <input type="checkbox"/> Fees for preparing a unit for occupancy (unless beyond normal wear and tear) |
| <input type="checkbox"/> Cable (contract) | <input type="checkbox"/> Administrative | <input type="checkbox"/> Wait List Fee or Deposit |
| <input type="checkbox"/> Lease Renewal | <input type="checkbox"/> Parking | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Required Renter's Insurance | <input type="checkbox"/> Flat utility fee | <input type="checkbox"/> None |
| <input type="checkbox"/> Other: | | |

Application fee amount charged to tenant

\$

Application fee amount paid by owner/agent

\$

Does the property have resident facilities or common areas that residents may use (e.g., exercise room, community kitchen, clubhouse, etc.)?

Yes

No

What is the fee charged to tenants for the use of these resident facilities?

\$

N/A - none

Is a deposit required in addition to or instead of a fee?

Yes

No

If yes, is the deposit fully refundable if left in clean condition?

Yes

No

Do you receive payment/fees for use of the community space by non-residents?

Yes

No

If so, please provide an explanation:

Utility Allowances

General

Is management familiar with [CHFA's Utility Allowance policy](#), including the 90-day period?

N/A - if PBS8 or RD

Yes

No

What utilities are the residents responsible for? (Check all that apply)

- Gas
 Electricity
 Water
 Sewer
 Trash
 N/A - owner pays all utilities
 Other (list other utilities):

Which utility allowance source do you use?

Project-based Section 8

Rural Development

Public Housing Authority

Actual Usage and Rate Estimate

HUD Model

Energy Consumption Model

N/A - owner pays all utilities

If using PHA schedule, list name of PHA:

What is the current schedule effective date?

When did management implement the current schedule?

Does management update the UA each calendar year?

N/A

Yes

No

In the past year, if utility allowances decreased—allowing a rent increase—did you wait until the end of the 90-day period to implement new UAs and raise rents?

N/A

Yes

No

In the past year if UAs increased—requiring a rent decrease—did you implement the decrease immediately at end of 90-day period? (It is okay to implement rent decreases sooner.)

N/A

Yes

No

PHA/Actual Usage/HUD Model/Energy Consumption Model			
Do you use multiple sources of utility allowance schedules? (Check all that apply)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Public Housing Authority	<input type="checkbox"/> Actual Usage and Rate Estimate	<input type="checkbox"/> HUD Model	<input type="checkbox"/> Energy Consumption Model
If using the PHA utility schedule, do you check quarterly for updates?		<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
For residents with PHA vouchers, do you use the UA from the administering PHA?		<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
If using Actual Usage and Rate Estimates, HUD Model, or Energy Consumption Model, are you submitting annual updates to CHFA for approval prior to effective date?		<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, date of last approval?			
If no, why hasn't the owner submitted new rates?			
Do you notify residents at beginning of 90-day period as required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ratio Utility Billing System (RUBS)			
Does the property use a RUBS system? (One bill sent to owner based on building utility consumption).		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, are the residents charged a flat fee for utilities and is it included in monthly gross rents?			
Solar Energy			
Does the property receive any solar energy to provide heating, cooling, or cooking?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, are tenants charged for any monthly solar energy utility fees?		<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
How much are they charged?		\$	
Sub-metering			
Do you have sub-metered utilities? (Owner pays bill and charges residents for actual usage + fee)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, who reads the actual consumption meters?			
What is your monthly administrative/processing fee charged to residents?		\$	

Vacant Units
Historical Vacancies
Number of units vacant in the past 12 months
Number of units vacant for more than 30 days in the past 12 months
Average number of days to make vacant units ready for occupancy in the past 12 months
Average length of vacancy in the past 12 months
Reasons for make-ready dates over 30 days
Reasons for vacancies over 30 days

Unit and Common Area Space Usage

Have you converted any unit or common area from residential to commercial usage? (e.g., converting to maintenance space, storage, or office space)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, would the change in usage affect the property's eligible basis?	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Casualty Loss

Is management familiar with CHFA's casualty loss policy and reporting requirements (See Section 2.7 of CHFA's Multifamily Program Compliance Manual)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is management aware that all extended vacancies, including those due to casualty loss, must be reported on the annual LIHTC Owner Certification of Continuing Program Compliance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have there been any casualty losses (e.g., fire, flood, vandalism, methamphetamine contamination, etc.) that rendered units or common areas out of service since the last CHFA compliance review?	<input type="checkbox"/> Yes, list losses below	<input type="checkbox"/> No

Casualty Loss Date	Casualty Loss Cause	Units or Common Areas out of Service	Date(s) Units/Common Areas Restored to Service	Were any residents displaced?	Date(s) notification sent to CHFA

Average Income (AI) minimum set-aside	<input type="checkbox"/> N/A - Property did not elect AI
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Are the owner and management agent familiar with and following CHFA's AI monitoring guidance ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Provider Name and Date(s) of the most recent Average Income compliance training completed by staff who qualify households.

Do you track the property's qualified group designations for average income and applicable fraction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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List system used to track AI designations:

Has management submitted and closed out CHFA's required Average Income Qualified Group Reporting spreadsheet for the previous calendar year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Have any units been re-designated to a different AMI so far in this calendar year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Recent Resyndication Properties		<input type="checkbox"/> N/A - property has not been resyndicated or resyndication placed in service more than three years prior to this review	
When was rehab construction completed?			
Has the owner determined the rehab placed-in-service date yet? If so, what is the new date?			
Which county and year of rent and income limits is the property currently using?			
How did management document eligibility of existing households?		<input type="checkbox"/> Original MI Certification	<input type="checkbox"/> New Initial Certification
If original files, is there a clarification specifying which year is being used?			
Is management documenting compliance with the full-time student rule?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

New Acquisition/Rehabilitation Properties Receiving a First Allocation of Housing Tax Credits			<input type="checkbox"/> N/A
When was rehab construction completed?			
Has the owner determined the rehab placed-in-service date yet? If so, what is the date?			
Which county and year of rent and income limits is the property currently using?			
How did management handle the required initial certifications for existing households?		<input type="checkbox"/> within 120 days of acquisition	<input type="checkbox"/> treated as new move-ins
Is management documenting compliance with the full-time student rule?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Properties with CHFA Multifamily Loans		<input type="checkbox"/> N/A - Property does not have a CHFA loan	
General			
Does an employee or staff member occupy a unit?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, is the unit designated as an employee/manager's unit?		<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, were they certified as a qualified CHFA loan household?		<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the employee/staff member pay rent?		<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, is the foregone rent payment treated as in-kind income?		<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

