

**Welcome to the MULTIFAMILY HOUSING RENTAL HOUSING INTEGRITY IMPROVEMENT PROJECT (RHIP) LISTSERV that brings you up-to-date RHIP related publications, news, information and occupancy tips in an effort to help reduce errors in rent determinations and subsidy calculations.**

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## **RHIP TIP ON INTERIM RECERTIFICATIONS**

When processing an interim recertification, the owner must ask the tenant to identify all changes in income, expenses, or family composition since the last recertification. Owners need only verify those items that have changed.

Reference Chapter 5 Paragraph **5-22** of *HUD Handbook 4350.3 REV-1 Occupancy Requirements of Subsidized Multifamily Housing Programs*. Additional information about the procedures for conducting interim recertifications is discussed in Chapter 7, Section 2.

## **ITEMS OF INTEREST**

### MANAGEMENT AND OCCUPANCY REVIEW (MOR) - ADDITIONAL QUESTIONS AND ANSWERS:

Frequently Asked Questions (FAQs) regarding the revised form HUD-9834, Management Review for Multifamily Housing Projects (MOR), were first published March 10, 2006. Since that time additional questions and responses have been added. The complete, revised document containing MOR FAQs has been posted on the following websites:

- Contract Administration site <http://www.hud.gov/offices/hsg/mfh/rfp/sec8rfp.cfm>, under Frequently Asked Questions
- Multifamily Housing site <http://www.hud.gov/offices/hsg/hsgmulti.cfm>, under WHAT'S NEW.

In addition, on May 5th HUD staff and Performance-Based Contract Administrators (PBCAs) were advised of the following information by the Office of Multifamily Housing Asset Management in Washington DC:

Based on HUD field office comments, FHEO and Multifamily Housing (MFH) Headquarters staff have renegotiated Part D form HUD- 9834, "Documents Reviewer Should Obtain From Owner/Agent" of the civil rights front-end and limited monitoring review protocol.

The modification to Part D will state that MFH staff and CAs will only bring back (from their MOR) documents listed in Part D of the checklist if requested by FHEO. As with all requests for documents, FHEO may only send these requests to MFH on an annual basis. MFH will then provide the applicable FHEO information request to the CA. MFH and the CAs will honor the requests for the next on-site review for which they have not yet sent a letter informing the owner/agent of the date of the forthcoming review nor requested any documents. If a property has already been reviewed, the FHEO documentation request for that project will be included in the next MOR.

**This new procedure is effective immediately.** At this time, FHEO may send a

revised annual request to the MFH staff requesting documents to bring back for any and/or all projects. FHEO may also advise MFH staff that there are no requests to bring back any documents for their next review for any projects. If FHEO does not send a request to MFH, the original Protocol will remain in effect until July 1; that is, all on-site visits will include collection of the entire list of documents. After July 1, 2006, no documents will be collected unless specifically requested by FHEO.

With the closing of the MOR Mailbox as of May 1st, please send questions and concerns regarding the form HUD-9834 to the appropriate HUD Desk Officer for HUD staff or Contract Administration Oversight Monitor (CAOM) for PBCAs.

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Please encourage others to sign-up for the Listserv, so they too can receive current RHIP related information from HUD <http://www.hud.gov/subscribe/maillinglist.cfm>

If you should have any occupancy related questions, please contact your assigned contract administrator, or your RHIP Help Desk Representative  
<http://www.hud.gov/offices/hsg/mfh/rhiip/helpdesk.pdf>

You can view the RHIP Tips Archives: issues 1-10, under "Listserv-Multifamily RHIP Tips" at <http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm>.