



## Housing Consultants of America

# WEEKLY & MONTHLY COMPLIANCE CHECKLIST

For Section 8 and Low-Income Housing Tax Credit (LIHTC) Property Managers

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### WEEKLY - KEEP SMALL ISSUES FROM BECOMING FINDINGS

- Review upcoming move-ins, annual recertifications, interim certifications, transfers, and move-outs; assign due dates and responsible staff.
- Check certification/recertification tracking reports for overdue or approaching deadlines and document follow-up.
- Review incomplete applicant and resident files for missing third-party verifications, signatures, dates, forms, or supporting documentation.
- Confirm income, asset, deduction, student-status, household-composition, and eligibility documentation is consistent with the applicable program rules.
- For HUD-assisted files, review EIV-related work items and discrepancies when required; document resolution and retain required reports/documentation.
- Review waiting-list activity and applicant processing for consistent selection, screening, notices, preferences, and documentation.
- Check reasonable-accommodation and VAWA-related requests/notices for timely handling, confidentiality, and required documentation.
- Review rent, utility allowance, subsidy, and tenant-payment changes entered during the week for accuracy before finalizing whenever possible.
- Track outstanding compliance findings, corrections, owner/agent responses, and agency requests until closed.
- Confirm resident notices and certification documents are delivered within applicable timeframes and copies are retained.
- Spot-check several completed files each week for signatures, effective dates, calculation accuracy, required forms, and audit-ready organization.
- Escalate any potential noncompliance, late recertification, eligibility concern, over/underpayment, or missing documentation to the appropriate compliance lead.

## MONTHLY - COMPLETE A FORMAL COMPLIANCE HEALTH CHECK

- Run a master compliance calendar for the next 30/60/90 days: recertifications, inspections, reports, utility allowance updates, agency submissions, and other property deadlines.
- Reconcile the rent roll, certification records, subsidy/HAP data, and occupancy status; investigate inconsistencies.
- Review delinquent annual recertifications and unresolved interim actions; create a written recovery plan for anything past due.
- Audit a sample of Section 8 and/or LIHTC files for eligibility, income/assets, deductions, student rules, household composition, rent calculations, signatures, and required notices.
- Review EIV compliance and security practices for applicable HUD programs, including access, retention, discrepancy follow-up, and required reports.
- For LIHTC properties, review applicable fraction/unit status, income/rent limits, utility allowances, student eligibility, transfers, vacancies, and unit-designation changes.
- Review vacant units, move-outs, transfers, and new move-ins for program-specific vacancy, available-unit, next-available-unit, and recordkeeping requirements as applicable.
- Confirm current income limits, rent limits, utility allowances, HUD/agency notices, and owner policies are being used when updates become effective.
- Review waiting-list status, application logs, rejected/withdrawn applicants, and required notices for consistency with the approved tenant-selection plan/policies.
- Review inspection findings, work-order trends, life-safety issues, and unresolved deficiencies; track corrective action and supporting records.
- Check required posters, resident notices, fair-housing information, VAWA notices, and other property-level compliance materials for current versions and visibility where required.
- Review access controls for resident PII, EIV, electronic files, shared drives, and compliance systems; remove access for separated staff promptly.
- Hold a brief compliance meeting with site staff to review deadlines, policy changes, recurring errors, agency correspondence, and corrective actions.
- Document staff training completed or needed, especially when regulations, forms, software workflows, or agency guidance change.
- Review state allocating/monitoring agency, investor/syndicator, contract administrator, and HUD correspondence for new deadlines or required responses.
- Maintain an audit-ready folder with current policies, tenant selection plan/management plan as applicable, utility allowance support, limits, reports, inspection records, and recent agency correspondence.

## PROGRAM-SPECIFIC MONTHLY FOCUS

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|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SECTION 8 MONTHLY FOCUS</b> | TRACS/HAP or applicable subsidy processing; EIV requirements; annual/interim recertifications; tenant rent calculations; required HUD notices; MOR readiness; repayment/overpayment issues; VAWA; waiting-list and tenant-selection-plan compliance.                           |
| <b>LIHTC MONTHLY FOCUS</b>     | Income and rent limits; utility allowances; student eligibility; unit status; applicable fraction; vacant-unit and available-unit rules; transfers; annual certifications where required by the allocating agency; state monitoring requirements and owner/investor reporting. |

**Compliance reminder:** This checklist is a general management tool and is not a substitute for HUD requirements, the IRS Code/LIHTC rules, state housing finance agency guidance, regulatory agreements, HAP contracts, owner policies, or legal/compliance advice. Requirements vary by program, property, state, funding layer, and agency. Always verify current requirements and submission deadlines with the applicable monitoring or administering agency.