



COMPLIANCE *Checklist*

FILE & TENANT ELIGIBILITY

- ☐ All tenant files include complete application and required forms
- ☐ Income and asset verification documents are properly verified and signed
- ☐ Student status is verified, if applicable
- ☐ Lease agreements match income certification and rent is under the applicable limit

RECORD KEEPING & DOCUMENT RETENTION

- ☐ Files are stored securely for the required retention period
- ☐ Annual income certifications are collected timely
- ☐ Utility Allowance documentation and income and rent limits are updated annually

PROPERTY COMPLIANCE

- ☐ Minimum set-aside is met property-wide and applicable fraction is met on each building
- ☐ Vacant units re-rented within appropriate timeframes and next available unit rule is applied when necessary
- ☐ Unit transfers documented and approved properly
- ☐ Physical inspection checklists completed and filed

REPORTING & MONITORING

- ☐ Monthly/quarterly compliance reports submitted on time
- ☐ All changes in ownership or management reported to the agency
- ☐ Site staff trained on current compliance rules



TOP 10 AFFORDABLE HOUSING COMPLIANCE MISTAKES (AND HOW TO AVOID THEM)

1 MISSING OR INCOMPLETE TENANT FILES

Tip: Use a file checklist and audit files quarterly.

2 LATE ANNUAL RECERTIFICATIONS

Tip: Set 120, 90, and 60-day reminders using a calendar tool.

3 INCORRECT INCOME AND ASSET CALCULATIONS

Tip: Use HUD 4350.3 and HOTMA guidance and double-check calculations with a trained reviewer.

4 INCONSISTENT AND/OR CONFLICTING INFORMATION ON APPLICATIONS

Tip: Screen the application packets thoroughly and clarify anything that might raise questions.

5 OUTDATED UTILITY ALLOWANCE SCHEDULES

Tip: Update utility allowances annually and retain support documentation.

6 OVER-INCOME HOUSEHOLDS AT MOVE-IN

Tip: Check HUD/TDHCA charts and confirm household size.

7 NONCOMPLIANCE WITH SET-ASIDE REQUIREMENTS

Tip: Maintain a current unit mix tracker and review at least monthly.

8 IMPROPER RENT SETTING

Tip: Confirm with updated rent limit schedules and adjust for UA.

9 POOR FILE ORGANIZATION

Tip: Use a standardized filing system and train all staff accordingly.

10 LACK OF ONGOING COMPLIANCE TRAINING

Tip: Schedule regular training sessions and subscribe to updates.