

**SECTION 8 CHECKLIST
MANAGEMENT AND OCCUPANCY REVIEW
INFO SUBMITTED TO WVHDF PRIOR TO DAY OF REVIEW &
INFO AVAILABLE ON DAY OF REVIEW**

This checklist is not proposed to be all-inclusive, but intended to help in the preparation for an upcoming Management and Occupancy review.

<input type="checkbox"/>	19. Lead Based Paint Certification, if applicable	
<input type="checkbox"/>	20. EH&S Certifications	
<input type="checkbox"/>	21. All operating procedure manuals	
<input type="checkbox"/>	22. Documentation for Elderly Preferences under Sections 651 or 658	
<input type="checkbox"/>	23. Income Targeting and Tracking Log	
<input type="checkbox"/>	24. EIV Coordinator Access Authorization form(s) (CAAFs)-approved initial and current	
<input type="checkbox"/>	25. EIV User Access Authorization form(s) (UAAF)-approved initial and current	
<input type="checkbox"/>	26. EIV Owner Approval Letter(s)	
<input type="checkbox"/>	27. EIV Policies and Procedures	
<input type="checkbox"/>	28. Rules of Behavior for individuals without access to the EIV system	
<input type="checkbox"/>	29. Copy of TRACS Rules of Behavior, signed and dated	
<input type="checkbox"/>	30. Copy of TRACS and EIV requested Security Awareness Training Certificate, signed and dated	
<input type="checkbox"/>	31. Recent advertising	
<input type="checkbox"/>	32. Fair Housing Logo and Fair Housing Poster	