PRELIMINARY AUDIT CHECKLIST

All Compliance Review documents must be electronically submitted to: Review.submissions@dca.ga.gov

PROVIDE THE FOLLOWING:

☐ The Property Information Form completed in its entirety

☐ A copy of your Tenant Lease

☐ A property Rent Roll by BIN # in Excel format (Restricted/Market units must be noted/designated)

Rent Roll Must Include:

☐ Unit and building number
☐ Tenant names
☐ Current annual income
☐ Move-in date
☐ Lease expiration date
☐ Rent: Gross rental amount, subsidy amount, and tenant paid rent
☐ Number of bedrooms
☐ Number of Market Units
☐ Designated Unit Area Median Income (AMI)

Rent Sources:

☐ Rent source and calculation
  ▪ HUD HOME published rents, Novogradac, FDIC limits, etc.
☐ Income calculations
☐ Rent floor
☐ HERA limits (if applicable)

☐ A list of units designated/equipped as Accessible and/or designated for audio and visually impaired

☐ Completed DCA Utility Allowance Worksheet to identify Utility Allowance and Sources

☐ Completed Building Information Form to identify buildings and fixed units

☐ Completed “Affirmative Fair Housing Marketing Plan” (required for all projects)

☐ Completed current copy of the Tenant Selection Criteria if:

  ☐ The property has HUD funding (NSP, HOME, TCAP, 811, HUD) and/or

  ☐ The property has been authorized by DCA to give preference to persons with special needs or persons with disabilities,
If submitting the Tenant Selection Criteria, include:

- “Owner Certification of Marketing Compliance” and
- “Owner Certification of Supportive Services”
  - Use this form to self-certify Supportive Services as outlined in the QAP, LURC, and LURA

Both forms may be signed by Managing Agent on behalf of the Owner

- A copy of the approval notice to perform recertification waivers, issued by DCA (if applicable)
- A copy of the Resident Concern Notice is posted in the Leasing Office of the property

EMAIL SUBMISSION INSTRUCTIONS:

- This form is intended to provide guidance for submissions and **should not be attached** to your email submissions
- Email all submissions to Review Submissions@dca.ga.gov
- Include a **completed** Preliminary Audit Cover Page as the first document submitted
- The email subject line MUST CONTAIN:
  
  Compliance Officer First Initial and Last Name / GA ID# / Project Name

ADDITIONAL FORMS CAN BE FOUND [HERE](#) ON THE COMPLIANCE MONITORING WEBSITE