PRELIMINARY AUDIT CHECKLIST

Upload all preliminary audit submissions to the Emphasys certification portal.

PROVIDE THE FOLLOWING:

For gated communities: Please provide a temporary gate code

The DCA Property Information Form completed in its entirety

- A copy of your Tenant Lease and addendums
- A copy of the Notice of Inspection to Residents
- A property Rent Roll by BIN # in Excel format (Restricted/Market units must be noted/designated)

Please compare the Emphasys Occupancy Report vs. your Tenant Data Report, before uploading. 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 and Calculation:

- HOME/Layered – DCA approved HOME Rent Reviews (last two years)
- LIHTC - Novogradac or calculation of your preference
- RD – Approved rents (USDA)

Utility allowances – the current and previous year. Please circle and total the tenant paid utilities. If approved for any Alternative Utility Allowance, a copy of approval letter must be provided.

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

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**EMAIL SUBMISSION INSTRUCTIONS:**

This form is intended to provide guidance for submissions and **should not be attached** to your email submissions

Upload all preliminary audit submissions to the Emphasys certification portal.

Include a [completed Preliminary Audit Cover Page](#) as the first document submitted

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