



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
WASHINGTON, DC 20410-8000

ASSISTANT SECRETARY FOR HOUSING-  
FEDERAL HOUSING COMMISSIONER

December 16, 2005

**MEMORANDUM FOR:** All Multifamily Hub Directors  
All Program Center Directors  
All Multifamily Operations Officers

A handwritten signature in black ink, appearing to read "William W. Hill".

William W. Hill

**FROM:** For: Beverly J. Miller, Director, Office of Asset Management, HTG

**SUBJECT:** Implementation of the Revised form HUD-9834, Management Review of Multifamily Housing Projects

This memorandum implements the revised form HUD-9834, Management Review of Multifamily Housing Projects. The revised form incorporates current HUD policy and administrative requirements and eliminates use of the form HUD-9838, Management Reviews of Unsubsidized Multifamily Housing Projects<sup>1</sup>. The changes consolidate and conform the document to current conditions. Significant revisions include:

- A Summary Report of Findings that requires the reviewer to record the condition or deficiency observed, explain the criteria, cause, effect, and any required corrective action for each issue;
- A Desk Review portion has been added to assist the reviewer in summarizing information that is already available in HUD internal systems and other resources to help in the preparation for the on-site review. The Desk Review should assist the reviewer target specific areas of concern during the on site review; and
- Specific instructions that require the owner to correct individual deficiencies and improve the underlying systems and processes that allowed the deficiencies to occur.

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<sup>1</sup> The Greensboro Office should immediately notify the remaining coinsured lenders of the revised requirement.

The revised form HUD-9834 includes the following Addenda:

- Addendum A, Tenant File Review Worksheet, assists the reviewer in reviewing the tenant file review in accordance with HUD's Rental Housing Integrity Improvement Plan (RHIIP) initiative;
- Addendum B, Checklist for On-Site Limited Monitoring and Section 504 Reviews<sup>2</sup>, assists the collection pertinent civil rights information for the Office of Fair Housing and Equal Opportunity, specifically:
  - Monitoring owner/agent compliance with Title VI, Subtitle D of the Housing and Community Development Act of 1992, and
  - Collecting data for HUD's Multifamily Inventory of Units for the Elderly and Persons with Disabilities (Inventory).

During the first year of implementation, for **all** multifamily rental housing projects, not just those receiving MORs, and except for those administered by Performance-Based Contract Administrators, HUD staff must forward Part A of Addendum B to the owner/agent for completion. When completed and returned, HUD staff must enter the information provided into the Real Estate Management System (REMS). After the initial collection, this information will be obtained from the owner/agent only when an on-site management review is conducted.

The information will be used to maintain and update the Multifamily Inventory of Units for the Elderly and Persons with Disabilities. Although similar data was collected for the Inventory in 2002 and is currently displayed on HUD's website at <http://www.hud.gov/offices/hsg/mfh/hto/inventorysurvey.cfm>, some of the information may be outdated. However, the 2002 data will be maintained in HUD systems and used for comparison against the information in REMS. (Refer to the attached Office of Multifamily Housing Guidance for Civil Rights Front-End Monitoring); and,

- Addendum C, Documents to be Made Available by Owner/Agent, lists the documents that the owner must make available during the on-site review. The list will be forwarded to the owner/agent with the letter confirming the scheduled on-site review.

**Effective January 1, 2006**, all reviewers will be required to use the revised form HUD-9834 (previous editions will be obsolete). On-site reviews conducted prior to January 1, 2006 should be finalized using the former version of the form HUD-9834 since some of the rating categories may differ. On-site reviews conducted after January 1, 2006 must use the revised version. Occupancy review planning methods should continue to be in accordance with the memorandum dated November 2, 2005.

Hub and Program Center Directors should ensure that all staff and supervisors receive a copy of this memorandum, the attached revised form HUD-9834, and the Office of Multifamily

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<sup>2</sup> This addendum replaces the FHEO Checklist referenced in HUD Handbook 4350.1

Housing Guidance for Civil Rights Front-End Monitoring. Although the process for conducting on-site management reviews has not changed, HUD has established a HUD mailbox to provide technical advice as necessary. The mailbox address is **Hq\_Mf\_Mor/HSNG/HHQ/HUD**. All questions should be addressed to the mailbox.

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MOR Implementation Memorandum – J Drive, HTGP/ KRM\MOR Implementation Memorandum-final12-14.doc						
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Date	11/30/05					