



A Non Profit Corporation

LEASE CHECKLIST

Property Name / Contract Number	
Owner / Managing Agent	
Reviewer Name / Date	
General HUD Resource(s):	HUD Handbook 4350.3, Chapter 6, Sections 1-4; Appendix 4A – (Family Model lease) & 4B – (202/8). Note: Paragraph 6-12, Modifying the Lease – owners are to ensure compliance with 6-12C requirements for submission to HUD for approval.

	CS Review	Topic for Review	A “No” answer requires review/revision, except items 3 & 6.	QC Review
1.		HUD Model Lease for Subsidized Programs (Family Model Lease) in use? <u>Appendix 4, 4A; Paragraphs 6-4, 6-5; Figure 6-2</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (If 202/8)	
2.		HUD Model Lease for Section 202/8 in use? <u>Appendix 4, 4B; Paragraphs 6-4, 6-5; Figure 6-2</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (If Family)	
3.		Have any Lease Modifications been made? <u>Paragraph 6-5C-F</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No (For PBCA only)	
4.		Are Lease Modifications HUD approved ? <u>Paragraph 6-5C-F & 6-12</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.		Are charges included for Late Payment of rent in compliance? <u>Paragraph 6-23</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (202/8)	
6.		Does the lease include Attachments which are not required by HUD? <u>Paragraph 6-4, 6-5</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No (For PBCA only)	
7.		Are these Attachments HUD approved ? <u>Paragraph 6-4, 6-5</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8.		Are “ Other Charges During Occupancy ” in compliance? <u>Paragraph 6-25</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

PLEASE NOTE: This checklist has been provided to highlight specific areas of compliance and non-compliance related to the Lease and is not a HUD form. Data on this checklist is periodically updated for quality control to ensure continued compliance with HUD regulations and may be updated without prior notice.

COMMENTS: