

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

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