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MOR Preparation Toolkit

Order Form

PMCS has created a one-of-a-kind resource to assist managers in completing an efficient, yet comprehensive assessment to determine which new regulations you were and were not aware of and, more importantly, whether all necessary steps were taken to fully implement these regulatory changes at the property.

The PMCS MOR Preparation Toolkit contains four (4) invaluable checklists: 1) Leasing and Occupancy Policy and Procedures; 2) Tenant File; 3) EIV Access, Policy and Master File; 4) Maintenance and Safety. Each checklist provides a detailed description of the regulatory requirement(s) including the appropriate citation. Each checklist includes an Implementation Tracking Log to assist managers in documenting the date of implementation to ensure compliance and avoid 'Findings' on your next MOR.

Contact Information	
<i>Please be sure to complete all items on the form to ensure delivery of your MOR Preparation Toolkit.</i>	
SEND TO:	
_____ <i>First/Last Name</i>	_____ <i>Title</i>
_____ <i>Phone</i>	_____ <i>Email</i>
_____ <i>Management Company Name</i>	
_____ <i>Property Name</i>	_____ <i>Contract or Project #</i>
_____ <i>Property Street Address</i>	
_____ <i>City/State/Zip Code</i>	_____ <i>Property Phone</i>

Product	QTY	Price	Subtotal	Payment Method
MOR Preparation Toolkit		\$150.00		<input type="checkbox"/> Check: Mail your check and completed order form to: PMCS Inc. 500 Plum Street, Suite 320 Syracuse, NY 13204 Please reference: " <u>Property Name – MOR Preparation Toolkit</u> " on memo line of check <input type="checkbox"/> PayPal: Email your completed order form to: solutions@pmcsinc.com An invoice containing PayPal payment link will be emailed to you to pay by credit card. No PayPal account needed.
Rush Order Fee: <i>Priority scheduling within 3 business days contingent upon client response time.</i>		\$35.00		
Enter Sales Tax at 8% OR (see below)		TAX		
Attach Tax Exempt Certificate	Check Box	<input type="checkbox"/>		
Total Enclosed:				
Questions? Please call us at: 800-245-PMCS (7627) x 1517				

NOTE: We perform our services using our extensive industry knowledge, contacts, and experience acquired over the more than 30 years we have served the Affordable Housing Industry. The services detailed in our contract do not in any way imply or guarantee that your Contract Administrator and/or HUD will not have questions, 'findings', or 'observations' in your Management & Occupancy Review Report. Due to inconsistencies and policy directives from HUD that are unclear or appear contradictory and the resulting myriad interpretations that exist within the Affordable Housing Industry, the variability in citations/comments is beyond anyone's control. Prices subject to change without notice.

For Office Use Only:					
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