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Property Compliance Checkup Package

Order Form

Worried about the File Review portion of your Management and Occupancy Review (MOR)? We're here to help with the organization and content of your tenant files! Our Property Compliance Checkup Package will put you on the right path toward ensuring that your tenant files meet all HUD, RD or LIHTC requirements. Don't wait until the week before your MOR to prepare - start today!

Our Property Compliance Checkup Package includes:

- Select any 6 files for PMCS to audit – (Preferably 2–MI's, 2–AR's, 1–MO and 1–Denied Applicant File)
- Audit Worksheet with findings for the files we review.
- Brief assessment of your Tenant Selection Plan, EIV Policies & Procedures, and EIV Master Binder to determine if they need updating or not. (Updating of these documents is not included in the Property Compliance Checkup Package but may be performed at our general consulting rate of \$150.00 per hour, if desired.)

Contact Information

SEND TO:

_____	_____
<i>First/Last Name</i>	<i>Title</i>
_____	_____
<i>Phone</i>	<i>Email</i>

<i>Management Company Name</i>	

Information to Appear on Property Compliance Checkup Package

_____	_____
<i>Property Name</i>	<i>Contract or Project #</i>
_____	_____
<i>Property Street Address</i>	<i>City/State/Zip Code</i>
_____	_____
<i>Property Phone</i>	<i>Property Subsidy Type</i>

Product	QTY	Price	Subtotal	Payment Method
Property Compliance Checkup Package		\$750.00		<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 – Property Compliance Checkup Package</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.
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:

Sent By: _____	Date: _____	Rec'd By: _____	Rec'd Date: _____	DASS: _____	Tasks: _____
CK/PP#: _____	Amount: _____		Docview: _____		