



Contract Renewal

PROPERTY NAME

OPTION SELECTED

CONTRACT NUMBER

TERM OF REQUESTED CONTRACT IN MONTHS

CONTACT NAME

CONTACT EMAIL/TELEPHONE NUMBER

Items Needed for all Contract Renewals:

- YES NO Signed and dated Contract Renewal Forms HUD-9624 by a verifiable member of the ownership entity **(with applicable pages associated with the Option selected)**
- YES NO One year Tenant Notification Letter if **copy of letter was not provided to Navigate one year prior to contract expiration**
- YES NO Signature Verification (Verifiable Authorized Representative of the Ownership Entity) **Authorization Form on Navigate website**
- YES NO Verification of Mortgagor Entities **(Individuals or Entities to be listed under Part G of Rent Schedule HUD 92458)**
- YES NO SAMS Printout/DUNS Number Verification
- YES NO Debt Service amortization schedule or current mortgage statement; proof of no debt service

Items Needed for Contract Renewals if applicable to property:

- N/A YES NO Cover letter requesting long term contract and/or early termination **(detail reasons for the long-term contract request and/or early termination)**
- N/A YES NO Complete Utility Analysis Spreadsheet, sorted by unit type by unit number (HUD Notice 2015-04) **If multiple utilities are included, the data must be from the same units. Bills cannot be more than 18 months old.**
- N/A YES NO Notice to Tenants for UA Decrease using owner recommended amounts per analysis submitted **(24 CFR reference affording the residents the 30-day tenant comment period must be included)**
- N/A YES NO RCS with signed and dated rent grids; Owner RCS checklist/Cover letter. **RCS must be submitted within 90 days of preparation.**
- N/A YES NO Owners Certification of Compliance with Tenant Comment Procedures **(if UA decreases)**
- N/A YES NO Verification of Non-Section 8 Rents **(Needed for accurate calculation of future Section 8 Rents by OCAF in Amend Rent years)**
- N/A YES NO Confirmation of any Non-Revenue Producing Units **(how the unit is being utilized and confirm if the unit is Non-Section 8 or a Section 8 Unit that has been taken offline).**

N/A **Items Needed as applicable for Contract Renewals utilizing Option 1:**

- YES NO Initial Eligibility Worksheet for Options 1a & 1b *
- YES NO Documentation supporting Option 1b eligibility **(Vulnerable Population, Vacancy Rate, Community Support) ***