



Contract Renewal Checklist

_____ 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 SAMS Printout/DUNS Number Verification*

Items Needed for Contract Renewals if applicable:

- 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 Debt Service amortization schedule or current mortgage statement; proof of no debt service
- 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**
- 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)**
- N/A YES NO Owners Certification of Compliance with Tenant Comment Procedures **(if UA decreases)**
- N/A YES NO Verification of Mortgagor Entities **(Individuals or Entities to be listed under Part G of Rent Schedule HUD 92458)**
- 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 YES NO Signature Verification (Verifiable Authorized Representative of the Ownership Entity) **Authorization Form on Navigate website**

N/A **Items Needed for all Budget Rent Adjustments:**

- YES NO Budget Cover Letter **(indicating requested budget rents)**
- YES NO Signed and Dated Budget Worksheet HUD 92547-a
- YES NO Notice to Tenants for Budget Based Rent Increase request **(requested rent potential cannot be more than RCS potential)**
- YES NO Supporting documentation for budget **(any miscellaneous line items, any line items increased by more than 5% or \$500)**
- YES NO Owners Certification of Reasonable Purchasing Practices
- YES NO Signed Appendix 6 of 4350.1 Rev-1 request if increasing Reserve deposits with supporting documentation
- YES NO RCS with **Owner RCS checklist/Cover letter and signed and dated rent grids and must be submitted within 90 days of preparation**

N/A **Items Needed for all OCAF Rent Adjustments:**

- YES NO Signed and Dated OCAF Worksheet HUD 9625 OR Signed Auto OCAF Letter

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

- YES NO RCS with **Owner RCS checklist/Cover letter and signed and dated rent grids and must be submitted within 90 days of preparation**
- YES NO Initial Eligibility Worksheet for Options 1a & 1b
- YES NO Documentation supporting Option 1b eligibility **(Vulnerable Population, Vacancy Rate, Community Support)**