## CPO's Annual Evaluation of AMB

U.B. Department of Housing and Urban Development Office of Housing Federal Housing Commissions



Check List of Key Arese and Accelerated Teals  HUO Policies - AMB Understanding and/or Adherence  Equal Opportunity  1. Housing  2. Employment  b. Affirmative Fair Housing Marketing  C. Properly Disposition Objectives  1. Cost Conscious - is the AMB meeting norms for comparable properties with respect to reper costs? Are quality repairs being received consistent whell delicar expended?  2. Heighborhood and Community - Is the AMB semiliar with meghodrhood characteristics and community planning within the area of his contract?  d. Conflict of interest initial services Performed  a. Government Signs - Are they being posted in accordance with requirementar?  b. Local Authorities - Are police and taxing authorities being timely nethined of Gevernment exmercibly?  C. Tax Returns - If required, are they being timely submitted?  d. Damagedocupancy - is local effice being timely authorities being timely advised by Form HUU-8518, or otherwise, of damage endior advised by Form HUU-8518, or otherwise, of damage endior advised occupancy, including personal property?  Are Reports of Mortgegee Protection and Preservation Pertormance, Form HUU-8518, prepared selestactority and submitted timely?  1. Tax Statements - Are statements or bills (if required) as to tax or improvement assessments being timely submitted?  Are hazardous conditions being identified and suitable recommendations submitted?  mittel Services to be Obtained  a. Winterstag - lo it done when conditions require?  b. Initial Cleanup - lo deerie and trash being removed from interior of the property and grounds?  c. Sessuring - Are properties being secured in accordance with instructions?  d. Meuting and Trimming - lo the AMB erranging (if required) and supervising the meeting of grees and trash being removed from interior of the property Beautiplies - Are accurate property descriptions burntted?  2. Estimates of Market-Price - Are the disposition approach recommendations comprehenials and appropriate?  3. Disposition Appress - Are accurate property descriptions co		744	ting	to be Satisfactory (S): Improvement
HUD Policies - AMB Understanding and/or Adherence  Equal Opportunity 1. Housing 2. Employment 3. Affirmative Fair Housing Marketing C. Property Disposition Objectives 1. Cost Conscious - Is the AMB meeting norms for comparable properties with respect to repeir costs? Are quality repairs being received consistent with dollars expended? 2. Neighborhood and Community - Is the AMB familiar with neighborhood deformently - Is the AMB familiar with neighborhood deformently: d. Conflict of Interest Initial Services Performed a. Government Signs - Are they being posted in accordance with requirements? b. Local Authorities - Are police and taxing authorities being timely notified of Government exmership? c. Tax Returns - If required, are they being timely authorities? d. Demegaloccupancy - Is local effice being timely and correctly adverse occupancy, including personal property? Are Reports of Mortgages Protection and Preservation Performance. Form MUD-8518A, prepared sellsfactority and submitted timely? Tax Statements - Are statements or bills (if required) as to tax or improvement assessments being itemly submitted? Are hazardous conditions being identified and suitable recommendations submitted?  Mittel Services to be Obtained a. Whiterising - to it done when conditions require? b. Initial Clean-up - is deete and trash being removed from interior of the property and grounds? C. Seasuring - Are properties being secured in accordance with instructions?  d. Moving and Trimming - to the AMB arranging (if required) and supervising the moving of grass and trimming of shrubbery?  Continuing Services to be Performed a. Liesing Seas and Eales Resemmendation 1. Preparty Beastysten - Are accurate property descriptions submitted?  2. Estimates of Market-Prise - Are the estimates of market price recommended for ac-is and repaired values reasonable? Is the comparable sales of Market-Prise - Are the disposition approparie?  3. Disposition Appress? - Are the disposition approparie?	Resi	744	ung Hedec	to be Satisfactor (S). Immune
HUD Policies - AMB Understanding and/or Adherence  Equal Opportunity  Housing  Employment  Affirmative Fair Housing Marketing  C Property Disposition Objectives  Cost Conscious - Is the AMB meeting norms for comparable properties with respect to repair costs? Are quality repairs being received consistent with dollars expended?  Neighborhood and Community - Is the AMB tamiliar with neighborhood end Community - Is the AMB tamiliar with the area of his contract?  Conflict of Interest  Initial Services Performed  Convenient Signs - Are they being posted in accordance with requirements?  Local Authorities - Are police and taxing authorities being timely netfried of Government sumership?  Tax Returns - If required, are they being timely and correctly advised by Form HUD-8519, or otherwise, of demage and/or adverse occupancy, including personal property?  Are Reports of Mortgages Protection and Preservation Performance, Form HUD-8519, or otherwise, of demage and/or submitted timely?  Tax Statements - Are statements or bills (if required) as to tax or improvement assessments being timely submitted?  Are Razedous conditions being identified and suitable recommendations submitted?  Are Razedous conditions being identified and suitable recommendations submitted?  Are Inazedous conditions being identified and suitable recommendations submitted?  Are nearedous conditions being identified and suitable recommendations submitted?  Are nearedous conditions being accured in accordance with instructions?  Mewing and Trimming - is the AMB erranging (if required) and supervising the mewing of grees and trimming of shrubbery?  Continuing Services to be Performed  Listing Services to be Performed  Estimates of Market-Prise - Are the estimates of market price recommendations compression and appropriate?  Estimates of Market-Prise - Are the disposition appropriate?		~9		to be Satisfactory (S); Improvement (II); or Unsatisfactory (U)
a. Equal Opportunity 1. Housing 2. Employment b. Affirmative Fair Housing Marketing c. Property Disposition Objectives 1. Cost Conccious - Is the AMB meeting norms for comparable properties with respect to repeir costs? Are quality repairs being received consistent with dollars expanded? 2. Neighborhood and Community - Is the AMB semiliar with neighborhood cherecteristics and community planning within the area of his contract? d. Conflict of interest initial Services Performed a. Government Signs - Are they being posted in accordance with requirements? b. Local Autherities - Are spokes and taking authorities being timely neithfed of Gevernment exmership? c. Tax Returns - If required, are they being timely authorities being timely neithfed of Gevernment exmership? c. Tax Returns - If required, are they being timely authorities? d. Demagetoccupancy - Is local effice being timely authorities and ornectity advised by Form HUD-6518, or otherwise, of damage and/or advised by Form HUD-6518, or otherwise, of damage and/or advised by Form HUD-6518, or otherwise, of damage and/or advised by Form HUD-6518A, prepared astistactority and elementace. Form HUD-6518A, prepared astistactority and submitted timely?  7. Tax Sistements - Are statements or bills (if required) as to tax or improvement assessments being identified and auttable recommendations submitted?  8. Are hazardous conditions being identified and auttable recommendations submitted?  9. Install Clearup - to deeric and trash being removed from interior of the property and greunds?  9. Install Clearup - to deeric and trash being removed from interior of the property and greunds?  1. Meutag and Trimming - is the AMB arranging (if required) and supervising the mewing of grees and trimming of shrubbery?  Continuing Services to be Parformed  2. Listing Sets and Sales Resummandates  1. Preperty Description - Are accurate property descriptions submitted?  2. Estimated of Market-Price - Are the detimates of market price recommended for as-is and repaired values reasonable	1	T I U		Comments
c. Tax Returns - If required, are they being timely submitted?  d. Demage/occupancy - is local effice being timely and correctly advised by Form HUD-8518, or otherwise, of damage and/or adverse occupancy, including personal property?  e. Are Reports of Mortgegee Protection and Preservation Performance, Form MUD-8518A, prepared estistactority and submitted timely?  f. Tax Sistements - Are statements or bills (if required) as to tax or improvement assessments being timely submitted?  g. Are hazardous conditions being identified and suitable recommendations submitted?  Initial Services to be Obtained  a. Winterlang - is it done when conditions require?  b. Initial Cleanup - is debris and trash being removed from interior of the property and grounds?  c. Sesuring - Are properties being secured in accordance with instructions?  d. Moving and Trimming - is the AMB arranging (if required) and supervising the moving of grass and trimming of shrubbery?  Continuing Services to be Performed  a. Listing Deta and Sales Resemmendation  1. Property Beserletten - Are Securate property descriptions submitted?  2. Estimates of Market-Price - Are the estimates of market price recommended for an-to and repeared values reasonable? Is the comparable sales data used sufficient and appropriate?  3. Dispectives Approach - Are the disposition approach recommendations comprehensive and resident and appropriate?				
Initial Services to be Obtained  a. Wisterlaing – le it done when conditions require?  b. Initial Cleanup – to debris and trash being removed from interior of the property and grounds?  c. Securing – Are properties being secured in accordance with instructions?  d. Meuring and Trimming – Is the AMS arranging (it required) and supervising the mewing of grass and trimming of shrubbery?  Continuing Services to be Performed  a. Lieting Data and Sales Resummendation  1. Property Beautiption – Are accurate property descriptions submitted?  2. Estimates of Market-Price – Are the estimates of market price recommended for as-is and repaired values reasonable? Is the comparable sales data used sufficient and appropriate?  3. Dispection Approach – Are the disposition approach recommendations comprehensive and uniform price.				
a. Listing Date and Bales Resummendation  1. Property Beautiption – Are accurate property descriptions submitted?  2. Estimates of Market-Price – Are the estimates of market price recommended for as-is and repaired values reasonable? Is the comparable sales data used sufficient and appropriate?  3. Deposition Apprecas – Are the disposition approach recommendations comprehensive and undisposition.				
Repairs and Purchasing     Guilfied Contractors – is the AMB's list of qualified contractors up-to-date and in use?     Contractor Reselton – Are repair contractors being rotated on the bid list in accordance with instructions? is the Contractor's Bid Rotation list being maintained properly?     Bid Selectastees – Are bid solicitations in accordance with good business practice and Federal procurement regulations and HUD policies?				

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ley tree te.	Check List of Key Aress and Associated Tests	Reting			
		<b>—</b>		l u	Comments
ont'd	Supervision and inspection - Are repair contractors being supervised and are inspections being made to assure satisfactory compliance with repair and maintenance contracts? Does the AMB follow-up on deficiencies noted during inspections? Are repair contractors that consistently perform inadequately recommended for removal from the list of qualified contractors?  Lecal Office Limitations - is the AMB adhering to local office irmitations on purchases?  Emergency Precedures - Does the AMB understand emergency repair procedures?				j
	<ol> <li>Purchase Order Ferm NUD-2542 and SF 1894 - Are purchase orders and vouchers being properly prepared? Are cancellations and amendments done according to instructions?</li> <li>Timely Presenting - Are inspections and purchase orders processed expeditiously to avoid unnecessary delays? (CPP time frame)</li> </ol>				<i>f</i> '
	C. Pest Clealing Complaints  1. Herms - Are the nature and frequency of occurrence of post closing complaints consistent with those of comparable properties in comparable areas?  2. Authority - Does AMB fully understand the authorities for dealing with post closing complaints and perform within the scope of such authorities?				·
	Neading - Does the AMB perform adequately in dealing with inspections and correction, within prescribed limitations, of such complaints?				¥.
	G. Repair Specification - (When required of the AMB)     Adequesy - Are repair specifications comprehensive in order that repair contractors can bid responsively?     Cost Estimates - Can the AMB's cost estimates be utilized in management decisions in determination of the Disposition Program?				
	Clearing Housing Activity (If required)	I			
	Other Brekers – is the relationship of the AMB with other brokers     harmonious?				
	D Government Representatives - Dose the AMB represent the Government in a reputable manner?				
	Continuing Services to be Obtained			-	
	Neusstasping - Are the properties in the AMS's area kept neat     Test Research - Management   Management				
	Test Reports - When required, is the AMB obtaining and transmitting certified test reports concerning the condition of the operating system and equipment? Are these tests adequate?				
	Montale				
	Authorizations - Are rentals, if any, in accordance with local office surhorizations as to lease terms, rental rates, and types of tenancy?				
!	b. Screening of Tenents - Is there undue vandalism by the tenents or				
	C. Lesses - Are copies of all lesses available, are they correct?			1	
	d. Receipt Beak - is the rent receipt book being properly maintained?  e. Eviction - When required, are evictions in accordance with fees?				
C	ellections and Asseunting				
	Special Bank Assessed - If required, is the Special Bank Account     established and is if correctly stated?				
	D. Deposits - Are the deposits made correctly and a		1	1	
	C. Brakers Assessing Report – Is the report with related supportive documentation being submitted accurately and timely? Have the AMB's invoices reflected the proper less? Has there been a correct accounting for inventory including timely deletion of closed cases?				

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Ares No.	Check List of Key Arese and Associated Tasks	Reting			
8. Contro	Do bank statements amount checks, deposit stips, and debit stine?	-	F	U	Comments
	Check number, payee, and amount agree with that shown on				
•	Discounts - Sales Taxes - Are all discounts to the benefit of the government being laken? Are sales taxes being disallowed?  General Considerations				
	Does the AMB have a record of harmonious relationships and demonstrated ability to work with repair contractors and the people indigenous to the contract area?				
	b. Is the AMS evallable during normal business hours on a				
ļ	C. Does the AMB generally adhere to norms established for processing time (CPP)?  d. Are reports, specifications, recommendations, and general correspondence from the AMB commendations.				
	Does the AMS generally present the same and the same				
	information?  S. is the AMS's office and account to the AMS's office account to th				•
	the AMB's office and recordkeeping generally business-like?  h. Are sufficient physical inspections of inventory made to heep abreast of state of inventory such as vendellern, squatters, theft  is to AMB.		ŀ	•	
	i. is the AMB responsive to instructions and directions of the local Overall Rating				
	Contrast Rating				
-					
			7	-	

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