



### Checklist for HUD Review of AMB Office

U.S. Department of Housing and Urban Development  
Office of Housing  
Federal Housing Commissioner



AMB (Contract Area)	
Date of Review	4. Adequacy of tickler or follow-up system for inspections, purchase orders, reports, etc.
Area Office	5. Adequacy of understanding of HUD's policies and procedures.
<p><b>I. Required— Each Review.</b> The following shall be covered in each AMB office review made under the provisions of Property Disposition Handbook, One to Four Family Properties, 4310 5</p> <p>1. Required Fiscal Documentation and Records. See Accounting Handbook for Acquired Properties, 4305 3 REV and Handbook 4310 5 for guidance</p> <p>a. Rentals (Leases, Receipt Book, Deposit Slips, Optional Tenant Cards.) b. Other Receipts of Income. c. Disbursements d. Special Bank Account and Cash Reconciliation, FHA Form 2751. e. Invoices and/or other supporting documents for Broker's Monthly Accounting Report. 1. Payroll Slips for project employees, if any.</p> <p>2. Contractor Rotation.</p> <p>a. Adequacy of rotation. b. Adequacy of documentation.</p> <p>3. Individual Property Files.</p> <p>a. File maintained for each property. b. Adequacy of files, complete and/or adequately documented.</p>	<p>a. Equal opportunity. b. Affirmative fair marketing. c. Procurement.</p> <p>(1) Form HUD-2542 procedures (2) Emergency repairs (3) Correction of hazardous conditions (4) Warranties</p> <p>6. Adequacy of understanding in relation to property disposition activities of federal income tax liens, mechanic's and material-man's liens, and notice of bankruptcy or garnishment against contractors.</p> <p>7. General Office Conditions.</p> <p>a. Adequacy of office hours. b. Availability of AMB or qualified staff. c. Businesslike office appearance. d. Attitude of AMB and/or staff.</p>
<p><b>II. Required— Based on Performance.</b> The following general administrative procedures and record-keeping, if inadequate, could reflect on the AMB's performance and should be reviewed, as necessary.</p> <p>1. Adequacy of staff, supplies, or facilities.</p> <p>2. Adequacy of inventory controls and inventory status records.</p> <p>3. Adequacy of data</p> <p>a. Comparable sales data, repaired, as-is, vacant lots. b. Repair Costs. c. Demolition Costs.</p>	<p><b>III. Discussion Items Either Predetermined Prior to Review or Developed During Review Other Than Above.</b></p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p><b>IV. Follow-up Items and/or May Be Used for Advice to AMBs Concerning Deficiencies.</b></p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>

Signature \_\_\_\_\_  
(HUD Staff Member Making Review)

Noted:

CPO Signature \_\_\_\_\_

CPO's comments, if any: