**TIPS FOR SCORING A HIGH RATING ON YOUR MANAGEMENT AND OCCUPANCY REVIEW (MOR)**

1. **Ensure that all quarterly and monthly EIV reports have been run and stored in a Master EIV Binder. This binder must be available for review on the day of the MOR. The Compliance Specialist will review all reports ran within the last 12 months from the date of the MOR.**
2. **All reports should be run according to Property’s EIV Policies and Procedures, which should be in compliance with HUD. (i.e. if it is the Owner/Agent’s policy to run quarterly reports monthly, then those reports should be run every month and saved in the Master Binder).**
3. **All move-in documents should never be purged and always remain in the tenant file (original move-in lease, move-in certification 50059, move-in inspection, all background screening).**
4. **All fees must have HUD approvals which should be provided with submission of Owner documents.**
5. **Ensure that all income has been correctly verified and that verification is within 120 days of the certification effective date. It is recommended to date stamp all verifications received.**
6. **There should be documentation and/or a resolution in each file that contains a household listed on the Income Discrepancy Report or a household member that was listed on the New Hires, Multiple Subsidy, Deceased, Failed Pre-Screening or Failed Verification reports.**
7. **Ensure all citizenship documentation is present and complete. All Race and Ethnicity forms should be complete and current. All special statuses should be verified. All the information on the aforementioned documents should coincide with the information listed on the 50059.**
8. **EIV Income Reports and Income Discrepancy Reports must be run at all annual and interim recertifications prior to them being submitted to TRACS. Income Report should also be run within 90 days of move-in certification being submitted to TRACS (if policy stated Income Discrepancy Report must be run within those 90 days, the specialist will be checking to make sure it was run as well).**
9. **Ensure that all requested documents are provided (preferably electronically) on the day of the MOR. All documents should be in compliance with HUD requirements. Pay close attention to the updated criteria for independent students on the TSP and do not forget to mention VAWA information in the House Rules and TSP.**
10. **It is highly recommended to use the HUD 9834’s Addendum A to review all tenant files after a move-in or annual recertification is processed. This is the same form the specialists use during the MOR.**
11. **A low unit turnover average (1-15 days) leads to a higher score in Section C on the HUD 9834.**
12. **Neatly, organized files with different tabbed sections allow for a timely review. It makes it easier for the specialist to locate all documents and not overlook certain forms.**