

Tenant File Compliance Package

Want a high rating on the File Review portion of your MOR? Feel confident about the organization and content of your tenant files! PMCS' Tenant File Compliance Package is a cost-effective, time-saving helping hand. Our AHM & COS certified specialists stay up to date on all HUD changes. We'll make sure you have everything you need to have compliant tenant files. Don't wait until the week before your MOR – get started NOW!



Our Tenant File Compliance Package includes:

- ❖ Custom HUD Compliance Forms Package on CD
- ❖ 6-part model of tenant file organization
- ❖ 1 hour of tenant file consulting
- ❖ Select any 4 files for PMCS to audit – MI, MO, or current recertifications
- ❖ Audit Worksheet with findings

Tenant File Compliance Package Order Form

SHIP TO:

Contact Name

Property Name

Management Company Name

Mailing Address

City State Zip

Phone

Fax

E-mail

<u>Product</u>	<u>Qty.</u>	<u>Price</u>	<u>Subtotal</u>
Tenant File Compliance Package	_____	\$1,000.00	_____
Total Enclosed:			\$

Mail your check along with this order form to:

PMCS, Inc.

829 West Genesee Street

Syracuse NY 13204

For office use only:

Number _____ Amount _____
Date _____ Initials _____

Please note: We offer our services, using the industry knowledge that we have acquired over the years, to prepare/review required documentation, and or provide training and consulting to reduce and/or eliminate findings on your next Management and Occupancy Review. The services detailed above do not, however, imply or guarantee that when your Contract Administrator performs an actual Management and Occupancy Review, they will not have questions or apply differing interpretations of policies due to the inconsistency and countless interpretations that exist among HUD, the PBCA's, and in the Affordable Housing Industry in general. Variability in citations/comments is a common occurrence within the industry, and is beyond anyone's control.