



## Annual Report Checklist

It is that time of the year again, when the Board and Management must gather the necessary documents for your Annual Report. In order to assist you in this process UHAB has compiled a list of the necessary documents. The Documents you send to UHAB will be used to complete the annual report.

We will assist you in completing the tasks as per our monitoring agreement. We appreciate your continued cooperation.

- Income & Expense Summary
- All Monthly bank statements
- Rent roll with arrears
- Name of fuel company, utility account numbers (**Con Ed, National Grid, etc**) and major repair expenses
- Copy of mortgage statement with Reserve Account amount
- Property and Liability Insurance Certificates
- Total amount deposited in reserves
- Amount of rent/maintenance fee increase if any
- Total actual rent collected
- Most recent tax and water bills
- Loan balances, if any and monthly payments
- List of apartment sales/sublets if any, (**a list of apartment numbers and names of the buyers/subletters with the date of sale/sublet & certification of compliance with income guidelines signed by the Board.**) or
- Certification that there were no sales
- Certification that there were OR were no subleases and rentals
- Election Certification
- Certification of annual Financial Statement distribution
- Budget Certification/Maintenance fee increase certification

\*We have templates for all certifications and will provide them to you.

**\*\*If you are unsure how to collect these documents contact your property manager or UHAB immediately.**