



# URA the HUD Way

## Recordkeeping Checklist

It is the responsibility of the agency to ensure thorough recordkeeping. Recordkeeping, including a record of all contact with affected persons, is necessary to carry out the URA policies. The agency must record sufficient details in order to demonstrate compliance with all URA requirements. All records must be retained for the period specified in the program regulations but no less than 3 years after the latest action.

### Project Records

For each project, the agency must record:

- Date of the initial submission of the application
- Date the applicant obtains site control
- Date of ION

### Advisory Assistance Records

For every person affected by the project, the agency must record:

- Copies of all Notices (GIN, NOE/NOND), including the date Notices were received
- Dates of in-person contact
- Description of current unit
- Documentation of income
- Identification of relocation needs
- List of comparable and replacement dwellings
- Moving cost estimates, bids or determination based on the Fixed Cost Residential Moving Cost Schedule
- Evidence of moving costs and relocation housing payments
- Appeal requests

### For owner-occupied properties

In addition to the Advisory Assistance Records, the agency must also record:

- Mortgage amounts on current property
- Written offer to purchase

### For tenant-occupied properties

In addition to the Advisory Assistance Records, the agency must also record:

- Rent and utility costs for the displacement units