

EXHIBIT 10-D

HOME PROGRAM ONSITE INSPECTION FORM										
HOME Staff Completing Form:						Date:				
Project Name:				Project Grantee:						
Project Address:										
1. Has there been a change of ownership?						<input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>If Yes, who is the current owner?</i>										
2. Is the project in a designated 100-year floodplain?						<input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>If yes, is the property insured through the National Flood Insurance Program?</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No				
3. Total number of units in project:						4. Number of HOME units in project:				
5. What is the rent standard? HOME HOME/LIHTC Blended Project Based Sec 8 RD 515 RD 538 Other										
TENANT INFORMATION - Review Tenant Files for 15% of the HOME Units										
Unit Number or Address	Date of Last Income Cert	Date of Last HQS Inspection	Number of		Annual Gross Income*	Monthly Adjusted Income**	Tenant Rent	Subsidy	Utility Allowance	Total Rent
			Bedrooms	Household Members			A	+ B	+ C	
										\$ -
										\$ -
										\$ -
										\$ -
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6. Do tenant files contain income certifications for the previous 12 months?						COMMENTS				
<input type="checkbox"/> Yes <input type="checkbox"/> No										
<i>Are the income certifications correct and complete?</i>										
<input type="checkbox"/> Yes <input type="checkbox"/> No										
7. Was tenant income re-examined within last 6 yrs using source documentation?										
<input type="checkbox"/> Yes <input type="checkbox"/> No										
8. For projects requiring a lease:						Prohibited Lease Terms:				
a. Provides for 30-day notice of termination?						1) Tenant agrees to be sued				
<input type="checkbox"/> Yes <input type="checkbox"/> No						2) Owner cannot seize or sell tenant's personal property without notice or a court decision unless tenant vacates property				
b. Contains prohibited terms?						3) Excusing owner from responsibility for any action or failure to act whether intentional or negligent				
<input type="checkbox"/> Yes <input type="checkbox"/> No						4) Agreement of tenant that owner may institute a lawsuit without notice to tenant				
						5) Agreement of tenant that owner may evict tenant without instituting a civil court proceeding				
						6) Agreement by tenant to waive any right to a trial by jury				
						7) Agreement by tenant to waive his/her right to appeal a court decision				
						8) Tenant chargeable with cost of legal fees regardless of outcome				

TENANT SELECTION/MARKETING

9. Maintains and follows an approved tenant selection policy?	COMMENTS
<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Fair Housing Poster is displayed in a public area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. For projects with 5+ HOME units: <i>a. Does the project have an approved Affirmative Fair Housing Marketing (AFHM) Plan?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>b. Is there documentation showing that the organizations in the AFHM Plan are contacted yearly?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>c. Is race/ethnicity data collected and maintained for all applicants to this project?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>d. Do all public advertisements contain the Equal Housing Opportunity logo?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	

HQS PROPERTY INSPECTION CHECKLIST

EXTERIOR:		COMMENTS
Exterior Walls & Foundations	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Inconclusive	
Roof & Gutters	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Inconclusive	
Stairs, Rails and Porches	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Inconclusive	
Chimney	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Inconclusive	
INTERIOR:		COMMENTS
Floors - Sound & free of defects	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Ceilings - Sound & free of defects	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Walls - Sound & free of defects	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Electricity & Electric Hazards	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Windows	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Security - Windows & Doors	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Refrigerators & Stoves/Ranges	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Kitchen Sinks	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Bathroom Sinks, Toilets, Tubs/Showers	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Bathroom Ventilation	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Smoke Alarms	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
HEATING & PLUMBING		
Heating Equipment Adequate & Safe	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Ventilation & Adequacy of Cooling	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Water Heater	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Water Supply	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Plumbing	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Sewer Connection	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
COMMON SPACE:		
Stairs, Hallways, Common Areas	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
GENERAL HEALTH & SAFETY:		
Fire Exits	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	
Elevator(s)	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not Inspected	