



U.S. Department of Housing and Urban Development
New York State Office
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<http://www.hud.gov/local/nyn/nyopen.html>

Bookletter #4
FY 2004 – 2AHMFAM

August 5, 2004

MEMORANDUM FOR: All Owners, Managing Agents & Public Housing Agencies of HUD-assisted and/or Insured Developments.

FROM: Deborah VanAmerongen, Director, New York Multifamily Hub, 2AHMFAM

SUBJECT: **Posting REAC Inspections & Relevant Material**

This letter is to notify owners of two postings, along with additional information, required to be displayed in project housing and/or made available for tenant viewing.

First, the owner must post the name, address and phone number of the project's Contract Administrator in a conspicuous place within the project. All tenant questions or comments should be directed to the Contract Administrator. If HUD is not the Contract Administrator, the tenants should be provided with the contact information for the agency acting in that capacity.

The owner must also post a notice to the tenants in the owner's management office and/or on any bulletin boards in common areas that advise residents of the availability of materials related to the project's REAC inspection. ***The REAC score (out of the possible 100) should also be posted.*** The notice should include the name, address and telephone number of the HUD Project Manager or Contract Administrator. The following documents must be available in the property office during normal business hours:

- EH&S citation, if applicable, and all project/inspection related correspondence
- The REAC physical report and all project/inspection related correspondence
- Owner's physical survey
- Owner's plan (or MIO Plan) approved by Hub
- Owner's certification(s)
- Owner and Hub's project/inspection related correspondence

In the event that building management is off-site, notice should be posted with the address where tenants can send their written requests for the aforementioned information.

If you have any questions regarding this matter, please call Rochelle Printz, Director of Project Management, at (212) 542-7817.