

Description - Property Management Agreements	Yes	No	N/A
<b>If a property management firm not used; this section is not applicable</b>			<input type="checkbox"/>
1. The property management agreement is reviewed regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. An open and competitive process was used to select the current property management firm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The property management contract includes the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) length of contract term			
b) details outlining contract termination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) detailed explanation of the goods and services provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) fee structure for services provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) a process to hire employees required to carry out services provided by the property management firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			

Description - Employee Contracts	Yes	No	N/A
1. Current contracts and job descriptions for all employees are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The board has established Human Resources policies areas:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Hiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Benefits (including sick time/vacation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Record keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Termination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Regular performance reviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Workplace harassment/safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Contracts were reviewed to ensure compliance with all applicable laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			

Description – Operations: Reports	Yes	No	N/A
1. The Board regularly reviews their operations through review and approval of the:			
a) Annual operating budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Audited financial statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Monthly/quarterly financial reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Rental arrears report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Vacancy and unit allocation report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Maintenance report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Resident relations report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Personnel/staff report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Tenders/contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Information regarding regulation and/or Service Manager policy changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Comments:</b>	

Description – Financial: Internal Control	Yes	No	N/A
1. Internal controls for revenues include:			
a) Pre-numbered receipts are issued for cash received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Cash is stored securely and/or deposited frequently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Cheques are immediately endorsed "for deposit only"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Where possible, two persons count revenue from coin laundry machines, and coins are emptied and deposited regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) HST filings are completed at least annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Units are classified correctly on the Unit Activity Data records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			

Description – Financial: Arrears	Yes	No	N/A
1. There are rent arrears for current tenants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Communication is provided to tenants regularly for collection of arrears.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. There are rent arrears for former tenants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. There is a policy to address current and former tenant arrears.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			

Description – Financial: Bank Statement Review	Yes	No	N/A
1. Bank balances are reconciled monthly and deposits/receipt journals agree.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Bank reconciliations are reviewed by an alternate person (preferably board Treasurer).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Project payments are made on time including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Mortgage payments			
b) Municipal taxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			

Description – Financial: Capital Reserve Fund	Yes	No	N/A
1. There is a documented capital plan in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Capital Plan is reviewed regularly and amended as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Contributions are made annually to Capital Reserve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Was the plan approved by the Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description- Financial: Overall	Yes	No	N/A
1. The amount of year end surplus/deficit is it reviewed by the Board annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A plan to resolve any outstanding deficit is in place and reviewed by the Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			

Description- Maintenance: Records	Yes	No	N/A
1. Maintenance records are kept for each unit and/or for common areas. The maintenance records include:			
a) Results of move-in/move-out inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Tracking of work using a work order system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Maintenance repair histories that are regularly reviewed to assist in identifying trends for operating and capital budgeting purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Evidence that all work is inspected and signed off prior to contractor payments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Evidence that work orders to contractors that have been issued are repaired within a reasonable time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			

Description- Maintenance: Preventative	Yes	No	N/A
1. There is a documented preventive maintenance plan. The plan includes the following types of information:			
a) Annual unit inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Boiler and pressure valve inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Smoke detector inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Carbon Monoxide detector inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Furnace inspections and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Exterior inspections of the building envelope, grounds and exterior components (e.g. fences, retaining walls, paved areas, drainage etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) 24 hour on-call system (with access to the property manager)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The following questions are related to lifts and elevators. Select NA if there are no lifts or elevators in your project.</b>			
2. The elevator inspection log book is available on site and up to date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. An elevator maintenance contract is in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The following questions are related to fire safety.</b>			
4. A Contractor certified under the Ontario Fire Code (OFC) is in place for all necessary safety inspections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			

Description – Maintenance: Service Contracts		Yes	No	N/A
1.	The provider attains three bids for larger service contracts to ensure the best value and service providers are selected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The bids and selection process are reviewed and approved by the board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Board approval of the maintenance services contracts are recorded in the meeting minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	General maintenance service contracts are reviewed and approved by the board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The goods/services and costs of each contract clearly stated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description – Maintenance: General Appearance		Yes	No	N/A
1.	The property has an acceptable appearance including:			
	a) The exterior of the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) The interior of the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Overall, the condition of the property is acceptable and not in need of major repairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				