

### **BULLETIN BOARD ITEMS FOR MANAGEMENT OFFICES**

The Department of Housing and Urban Development establishes requirements for certain documents to be posted and readily available for review by residents. In addition, LMHA bulletin boards should be neat, current, and contain other information about our developments. When policies are revised, you will also be responsible for updating the mandatory items. Should you require any item listed, please contact the appropriate Property Manager.

Listed below are the "Mandatory Items To Be Displayed" and the "Date Sensitive Materials." Your offices and bulletin boards will be audited annually for compliance.

#### **MANDATORY ITEMS TO BE DISPLAYED**

- 1) LMHA House Rules and Housekeeping Standards
- 2) LMHA Lease Agreement
- 3) LMHA's Admission and Continued Occupancy (ACOP)
- 4) LMHA Resident Grievance Procedure
- 6) Maintenance Charges
- 7) Community Room Policy (Procedure #2)
- 8) Eviction Procedure (Procedure #1)
- 9) Resident Transfer Policy
- 10) Maximum Admission Income Limits
- 11) Occupancy Standards
- 12) LMHA Organizational Chart
- 13) Development Map Showing Addresses
- 14) Listing of All LMHA Conventional Housing
- 15) Development Brochure of Property
- 16) State of Ohio Bureau of Workers' Compensation Certificate of Payment
- 17) Equal Housing Opportunity Poster-Blue English Version-HUD-928.1 (3/89)
- 18) Inigualdad de Oportunidad en la Vivienda - yellow Spanish Version-HUD-928.1A
- 19) PHAS Indicators Scores – Each Fiscal Year
- 20) No Trespass Listing
- 21) Policy on Reasonable Accommodation Request
- 22) Utility Allowances

**DATE SENSITIVE MATERIALS**

- 1) Changes in Policy or Law
- 2) Available Employment
- 3) Posting of Any Meetings that Request Resident Input and/or Attendance
- 4) Resident Services/Programs Offered through LMHA
- 5) Other Items of General Interest to the Development.
- 6) Employment Opportunities