

# Seller Lease Audit



## Backup PDF Lease Audit Form

Follow guidance in the *Multifamily Seller/Service Guide*, sections 8.15B and 8SBL.15B on the correct number of units to audit.

### Inspector

Name

Email

### Overview

Loan ID

**\*Fill out Lease Audit information on pages 2-6 →**

# Lease Audit 1

Unit #

#

Unit Inspected?

Enter Details

Type (BR/BA)

Occupied?

# of Bedrooms

# of Bathrooms

Enter Details

Corp Housing

Tenant Name on Rent Roll Matches Lease

Match?

Reason for Name Mismatch

Not the same person

Spelling error

Different preferred name

Enter Details

Source: Rent Roll

Concession

Gross Monthly

Concession Amount

\$

\$

Enter Details

Source: Lease

Concession

Gross Monthly

Concession Amount

\$

\$

Enter Details

Lease Dates: Original Start

(MM/DD/YYYY)

Enter Details

Lease Dates: Current Start

(MM/DD/YYYY)

Enter Details

Lease Dates: Current End

(MM/DD/YYYY)

Enter Details

Employer Name

Annual Income

\$

## Lease Audit 2

Unit #

#

Unit Inspected?

Enter Details

Type (BR/BA)

Occupied?

# of Bedrooms

# of Bathrooms

Enter Details

Corp Housing

Tenant Name on Rent Roll Matches Lease

Match?

Reason for Name Mismatch

Not the same person

Spelling error

Different preferred name

Enter Details

Source: Rent Roll

Concession

Gross Monthly

\$

Concession Amount

\$

Enter Details

Source: Lease

Concession

Gross Monthly

\$

Concession Amount

\$

Enter Details

Lease Dates: Original Start

(MM/DD/YYYY)

Enter Details

Lease Dates: Current Start

(MM/DD/YYYY)

Enter Details

Lease Dates: Current End

(MM/DD/YYYY)

Enter Details

Employer Name

Annual Income

\$

### Lease Audit 3

Unit #

#

Unit Inspected?

Enter Details

Type (BR/BA)

Occupied?

# of Bedrooms

# of Bathrooms

Enter Details

Corp Housing

Tenant Name on Rent Roll Matches Lease

Enter Details

Match?

Reason for Name Mismatch

Not the same person

Spelling error

Different preferred name

Source: Rent Roll

Enter Details

Concession

Gross Monthly

Concession Amount

\$

\$

Source: Lease

Enter Details

Concession

Gross Monthly

Concession Amount

\$

\$

Lease Dates: Original Start

Enter Details

(MM/DD/YYYY)

Lease Dates: Current Start

Enter Details

(MM/DD/YYYY)

Lease Dates: Current End

Enter Details

(MM/DD/YYYY)

Employer Name

Annual Income

\$

## Lease Audit 4

Unit #

#

Unit Inspected?

Enter Details

Type (BR/BA)

Occupied?

# of Bedrooms

# of Bathrooms

Corp Housing

Enter Details

Tenant Name on Rent Roll Matches Lease

Match?

Reason for Name Mismatch

Not the same person

Spelling error

Different preferred name

Enter Details

Source: Rent Roll

Concession

Gross Monthly

Concession Amount

\$

\$

Enter Details

Source: Lease

Concession

Gross Monthly

Concession Amount

\$

\$

Enter Details

Lease Dates: Original Start

(MM/DD/YYYY)

Enter Details

Lease Dates: Current Start

(MM/DD/YYYY)

Enter Details

Lease Dates: Current End

(MM/DD/YYYY)

Enter Details

Employer Name

Annual Income

\$

## Lease Audit 5

Unit #

#

Unit Inspected?

Enter Details

Type (BR/BA)

Occupied?

# of Bedrooms

# of Bathrooms

Enter Details

Corp Housing

Tenant Name on Rent Roll Matches Lease

Match?

Reason for Name Mismatch

Not the same person

Spelling error

Different preferred name

Enter Details

Source: Rent Roll

Concession

Gross Monthly

Concession Amount

\$

\$

Enter Details

Source: Lease

Concession

Gross Monthly

Concession Amount

\$

\$

Enter Details

Lease Dates: Original Start

(MM/DD/YYYY)

Enter Details

Lease Dates: Current Start

(MM/DD/YYYY)

Enter Details

Lease Dates: Current End

(MM/DD/YYYY)

Enter Details

Employer Name

Annual Income

\$