



CONTRACT MANAGEMENT SERVICES

MEMORANDUM

Date: September 22, 2011
To: Owners and Management Agents
From: Contract Management Services
Subject: Changes Effective October 1, 2011

Effective October 1, 2011

Contract Management Services (CMS), a Performance Based Contract Administrator (PBCA) will no longer be conducting Management and Occupancy Reviews (MORs) due to changes in our contract with the U.S. Department of Housing and Urban Development (HUD). All correspondence dated October 1st or after regarding MORs with open findings, must be directed to the assigned HUD Project Manager.

HUD will be responsible to perform MORs until the task is assigned to a PBCA via a contract. Please be aware that HUD may not have the resources to conduct the regularly scheduled review.

CMS will continue to audit and process vouchers, special claims, contract renewals, rent adjustments and resident concerns. All resident hotline phone numbers are remaining active and will be routed through the Bremerton, WA office for response.

If you have any questions about these changes please contact us toll free at: 1-888-473-7381 or 1-877-373-2260.