

Appendix 9

Form HUD-52670, *Housing Owner's Certification and Application for Housing Assistance Payments*

The Form HUD-5260 has been revised and is awaiting OMB approval. Continue to use the current HUD-52670 and the current instructions until the revised form is available. The current HUD-52670 is available on HUDCLIPS.

Appendix 9: Housing Owner's Certification and Application For Housing Assistance Payments and Instructions for Preparing form HUD-52670

GENERAL:

- A. Prepare a separate form HUD-52670 for each subsidy contract for each of the following:
 - 1. Regular tenant assistance payments, adjustments, and approved special claims: unpaid rents, damages and other charges, and vacancies.
 - 2. Approved debt service claims.
- B. Request payment of special claims after forms HUD-52670-A part 2, and HUD-52671-A through D, as applicable, are approved by the HUD Field Office or Contract Administrator. More complete instructions on special claims processing and payment are in HUD's *Special Claims Processing Guide*.
- C. Neither HUD nor the Contract Administrator will pay special claims unless approval numbers are included.

NOTE: Do not submit Special Claims forms HUD-52671-A through D and supporting documentation to HUD or Contract Administrator when requesting payment for unpaid rent, damages and other charges, vacancies, or debt service. THESE FORMS AND DOCUMENTATION ARE REVIEWED AND APPROVED PRIOR TO REQUESTING PAYMENT.

TIMING OF BILLINGS:

- A. RENT SUPPLEMENT AND RAP TENANTS: Submit billing forms by the 10th day of the month for which payments are requested.
- B. SECTION 8, PAC AND PRAC TENANTS: Submit billing forms by the 10th day of the month before the month for which they are requested.

EXAMPLE: To request assistance for June, owners must submit vouchers by June 10 for PRAC, Rent Supplement, and RAP tenants, or May 10 for Section 8 and PAC tenants.

Part I. Contract Information

- ITEM 1. PROJECT NAME. Enter the name as it appears on the subsidy contract. (Abbreviated project name resulting from the use of software is acceptable.)
- ITEM 2. FHA/EH/NONINSURED PROJECT NUMBER. Mandatory for Section 236, Section 221(d)(3) BMIR, Rent Supplement, RAP, PAC, and PRAC subsidy types. Requested

for those Section 8 contracts for which a FHA project number applies.

NOTE: Do not use "0000FMHA" as a project number in RHS Section 515 projects. Do not enter a project number for RHS Section 515 projects.

Sample entries are provided below.

<u>FHA Insured Projects</u>	<u>Elderly Housing Projects</u>	<u>Other Noninsured Projects</u>
12144026	121EH001	121001NI

ITEM 3. SECTION 8/PAC/PRAC CONTRACT NUMBER. Mandatory for Section 8, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC subsidy types.

ITEM 4. TYPE OF SUBSIDY. If you are using software, enter "1" for Section 8, enter "2" for Rent Supplement, enter "3" for Rental Assistance, enter "7" for Section 202 PRAC, enter "8" for Section 811 PRAC, or enter "9" for Section 202 PAC. CHECK ONLY ONE BOX.

ITEM 5a. MANAGEMENT AGENT NAME. Enter the agent's company name.

ITEM 5b. EMPLOYER IDENTIFICATION NUMBER (EIN).

Part II. Occupancy and Income Eligibility Information

ITEM 6. GENERAL OCCUPANCY INFORMATION. Consider only those units under this subsidy contract when completing ITEMS 6a through 6e.

A. Complete this item if you are requesting regular tenant assistance payments for Section 8, RAP, Rent Supplement, and PAC tenants (see B below for PRAC instructions). Do not complete for debt service claims.

1. TOTAL UNITS IN CONTRACT. Do not include HUD-approved, nonrevenue producing units.
2. NUMBER OF UNITS RECEIVING SUBSIDY.
 - a. Include tenants who are receiving Section 8, Rent Supplement, RAP, or PAC assistance.
 - b. Do not include tenants who are terminated from assistance.
3. NUMBER OF TIMES ABATED. Indicate the number of units in 6a for which assistance cannot be paid due to natural disaster or health and safety reasons.
4. NUMBER OF UNITS VACANT. Indicate how many units in 6a are vacant.

5. NUMBER OF UNITS IN 6A THAT ARE OCCUPIED BY MARKET-RATE TENANTS. Include tenants being charged market rent.

CHECKPOINT: 6a must equal the sum of 6b + 6c + 6d + 6e.

- B. Section 202 PRAC and Section 811 PRAC Contracts. Complete only:

6a. TOTAL UNITS IN CONTRACT. Do not include HUD-approved, nonrevenue producing units; and

6c. NUMBER OF UNITS VACANT. Indicate how many units in 6a are vacant.

ITEM 7. EXCEPTIONS TO LIMITATIONS ON ADMISSION OF LOW-INCOME FAMILIES.

Complete if the contract is Section 8 and was effective on or after 10/1/81, and if regular tenant assistance payments are being requested.

- A. PROJECT-BASED EXCEPTIONS IN USE. Obtain from column 12 of form HUD-52670-A part 1, *Schedule of Tenant Assistance Payments Due*, by counting all EP codes.
- B. PROJECT-BASED EXCEPTIONS ALLOCATED. Enter the number of exceptions the HUD Field Office has:
1. Approved for situations 2 through 6 of 4350.3, Exhibit 3-1; and
 2. NOT taken back.
- C. TENANT-BASED EXCEPTIONS IN USE. Obtain from column 12 of form HUD-52670-A part 1, *Schedule of Tenant Assistance Payments Due*, by counting all codes that begin with an "E" and end with "T".
- D. TOTAL EXCEPTIONS. Add 7b and 7c.
- E. PROJECT-BASED EXCEPTIONS – DATE LAST CHANGED. Enter the date of the last HUD letter that increased or decreased the number of exceptions allocated to this project. Leave space blank if HUD has never given this contract any project-based exceptions.

Part III. Breakdown of Assistance Payment Requested

ITEM 8a. MONTH/YEAR. Enter the month and year for which the assistance is requested.

ITEM 9. NUMBER OF UNITS INCLUDED IN BILLING. Enter the number of contract units for which each type of payment is requested.

ITEM 10. AMOUNT REQUESTED. These amounts are from form HUD-52670-A part 1, *Schedule of Tenant Assistance Payments Due*, and the approved form HUD-52670-A part 2, *Schedule of Special Claims*.

If a schedule has more than one page, enter the total of all pages on the schedule.

TYPE OF ASSISTANCE	ADD ALL AMOUNTS IN:
a. Regular Tenant Assistance Payments	Item 17a of Part 1
b. Adjustments to Regular Tenant Assistance Payments	Item 17b of Part 1
c. Special Claims	
i. Unpaid Rent	Column 3 of Part 2
ii. Tenant Damages	Column 4 of Part 2
iii. Vacancies	
1) Rent-Up Vacancies	Column 5 of Part 2
2) Regular Vacancies	Column 6 of Part 2
iv. Debt Service	Column 7 of Part 2
e. Total Subsidy Authorized Under Rules in Handbook 4350.3	(Total of all amounts in Part III, Column 10, of this form)

ITEM 11. AMOUNT APPROVED. This column is for HUD/Contract Administrator use only. LEAVE BLANK.

Part IV. Distribution of Subsidy Earned

The total amount approved for payment by HUD or the Contract Administrator is reflected on line 11e. Monthly assistance payment amounts are electronically transferred to the project account authorized on the owner's submission of Form 1199. Owners wishing to change deposit instructions must send a new Form 1199 to HUD prior to making the account change.

Part V. Owner's Certification

Printed name of owner/agent, signature of owner/agent, and telephone number including area code.

Submission Requirements.

The form HUD-52670 must be electronically submitted to TRACS monthly using MAT 30 to receive payment. Owners who have a Contract Administrator are required to electronically submit the form HUD-52670 to the Contract Administrator for approval and payment. The Contract Administrator is responsible for transmitting a correct form HUD-52670 to TRACS.

HUD or the Contract Administrator will review the form HUD-52670 and may request submission of the form HUD-52670-A part 1, *Schedule of Tenant Assistance Payments Due*, to

verify the requested assistance payment amounts against tenant data submitted to TRACS for the project.

Form HUD-52670 submissions that include requests for Special Claims must be accompanied by form HUD-52670-A part 2, *Schedule of Special Claims*, containing approved amounts of special claims with their assigned numbers.