

# Housing Owner's Certification and Application for Housing Assistance Payments

U.S. Department of Housing and Urban Development  
Office of Housing  
Federal Housing Commissioner

OMB Approval No. 2502-0182 (04/30/2009)

<b>Part I - Contract Information</b>			<b>HUD/CA Use Only</b>
1. Project Name :	2. FHA / EH / Non-Insured No.	3. Section 8/PAC/PRAC Contract Number:	Voucher Number:
4. Type of Subsidy (one only): <input type="checkbox"/> Sec. 8 <input type="checkbox"/> Rent Supp. <input type="checkbox"/> RAP <input type="checkbox"/> PAC <input type="checkbox"/> PRAC	5a. Management Agent's Name: _____		Date Received :
	5b. EIN :		Date Paid :

<b>Part II - Occupancy &amp; Income Eligibility Information</b>	
6. General Occupancy Information (contract specific):	7. Exceptions to Limitations on Admission of Low-Income Families (only for Sec. 8 contracts effective on or after 10/1/81):
a. Total Units in contract	a. Project-based exceptions in use
b. Number of Units receiving subsidy under this contract	b. Project-based exceptions allocated
c. Number of units abated under this contract	c. Tenant-based exceptions in use
d. Number of Units vacant under this contract	d. Total exceptions (line b + line c)
e. Number occupied by Market Rent Tenants	e. Date Field Office last changed allocations for project-based exceptions (mm/dd/yy)
<i>Note: 6a must equal 6b + 6c + 6d + 6e</i>	

<b>Part III - Breakdown of Assistance Payment Requested</b>			<b>HUD/CA Use Only</b>
8. Type of Assistance	9. Number of Units in Billing	10. Amount Requested	11. Amount Approved
a. Regular Tenant Assistance Payments for (mo./yr.):			
b. Adjustments to Regular Tenant Assistance Payments			
c. i. Section 8 Special Claims for Unpaid Rent			
ii. Section 8 Special Claims for Tenant Damages			
iii. Section 8 Special Claims for Vacancies			
iv. Section 8 Special Claims for Debt Service			
d. Miscellaneous Accounting Requests			
e. Total Subsidy Authorized under instructions in Handbook 4350.3 Rev. 1			

<p><b>Part V - Owner's Certification</b> I certify that: (1) Each tenant's eligibility and assistance payment was computed in accordance with HUD's regulations, administrative procedures, and the Contract, and are payable under the Contract; (2) all required inspections have been completed; (3) the units for which assistance is billed are decent, safe, sanitary, and occupied or available for occupancy; (4) no amount included on this bill has been previously billed or paid; (5) all the facts and data on which this request for payment is based are true and correct; and (6) I have not received and will not receive any payments or other consideration from the tenant or any public or private source for the unit beyond that authorized in the assistance contract or the lease, except as permitted by HUD. Upon request by the Department of Housing and Urban Development, its duly authorized representative, or the Comptroller General of the United States, I will make available for audit all books, records and documents related to tenants' eligibility for, and the amount of, assistance payments. <b>Warning:</b> HUD will prosecute false claims &amp; statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1010, 1012; 31 U.S.C. Sections 3729, 3802).</p>	<b>Part IV - Distribution of Subsidy Earned (HUD/CA Use Only)</b>	
	12. Applied to HUD-held mortgage	Amount Approved
	13. Applied to debts owed by mortgagor	
	14. Paid to Project	
	15. \$ _____ of the amount in item E, part III was released from the Residual Receipts Account.	
Printed Name, Date, Title & Phone No. (include area code) & Signature :		
X		

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This form is submitted monthly by owners/agents to their Contract Administrator or HUD for each subsidy contract and provides basic information on the project, reports the number of contract units which are occupied by eligible tenants and bills HUD for the housing assistance payments. Section 8 projects also must report exceptions to the rule requiring that all units be leased to families with incomes below 50 percent of area median income.

This form must be completed so HUD/CA can pay owners the difference between the gross rent and the total tenant payment (housing assistance payments) according to regulation. It is also necessary for the forms to be completed so the owner can recoup money lost during vacancy, and money spent to fix damaged units and cover rent when these expenses are unpaid by the vacating tenant.

Regulations require that owners complete this form using statutory formulas for calculating housing assistance payments, unpaid rent and tenant damages and vacancy loss payments.

The statutes requiring the submission are S101, Housing and Urban Development Act of 1965 (12 U.S.C. 1701s), S236(f)(2), National Housing Act (12 U.S.C. 17152z-1, S8, United States Housing Act (42 U.S.C. 1437f), Section 202 of the Housing Act of 1959 as amended by Section 801 of the National Affordable Housing Act (12 U.S.C. 1701(g)), and Section 811 of the National Affordable Housing Act (42 U.S.C. 8013). The regulations stipulating these rules are: 24 CFR 215, 236, 880, 881, 883, 884, 886, and 891. The administrative requirements for these forms are provide in HUD Handbook 4350.3 Rev. 1, Chapter 9.

HUD does not promise confidentiality but will not disclose data on a specific project or tenant. No questions of a sensitive nature are asked in this form.

The Department of Housing & Urban Development is authorized to collect this information by the U.S. Housing Act of 1937, as amended, and to request the Employer Identification Number (EIN) by the Housing & Community Development Act of 1987, 42 U.S.C. 3543. The owner/agent must provide all this information including the EIN. The information provided will be used by HUD for the following: (1) Review accuracy of funds requested by owner / agent for tenants' housing assistance payments and special claims payments. (2) Review owner / agent computation of tenant assistance payment and tenants' rents using specific forms and formulas. (3) Evaluate the date owner/ agent re-certify assisted tenants. (4) Limit the number of Section 8 units that may be leased to low-income families whose incomes exceed 50% of the area median income. (5) Restrict or prohibit the admission of tenants who are ineligible for assistance. (6) The EIN may be cross-checked against the EIN reported on the Management Entity Profile (form HUD-9832) or the Rent Schedule (form HUD-92458). This cross-check will assist in identifying inconsistencies whereby corrective action may be taken. The EIN is used as a unique identifier. HUD may disclose this information to Federal, state, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. Otherwise, it will not be disclosed or released outside of HUD, except as permitted or required by law. Providing all information is mandatory, and failure to provide information will affect participation in HUD programs.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.