Schedule C
Schedule of Accounts Payable

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

OMB Approval No. 2502-0108
(exp. 09/30/2010)

See Instructions, Reporting Burden Statement, and Privacy Act Requirements on back.

For the Month of
, 20

Date Incurred	To Whom Owed	Purpose	Amount
			$
	Total Accounts Payable (enter on line 8, Schedule A)		$ 0.00

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Authority for collection of information on this form is contained in 24 CFR, CH 11 (4-1-99 Edition), Section 200.105, Mortgagor Supervision, Page 22. The information is sent to the Department of Housing and Urban Development (HUD) the tenth day of each month by owners or management agents of HUD-insured or Secretary-held properties. The information is used by HUD to assess the need for remedial actions to correct project deficiencies. If information is not collected the Department would not be able to monitor debt collection on HUD-held projects and would increase the potential for fraud, diversions, defaults, and assignments. The information is not considered sensitive. While no assurance of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

Public Reporting Burden for this collection of information is estimated to average 1 hour 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, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

Instructions for Preparation of Monthly Reports for Establishing Net Income

These same Instructions are included on forms HUD-93479 and HUD-93480.

One copy of the monthly report forms (forms HUD-93479, 93480, and 93481) is due in the HUD Field Office no later than the **tenth** of the month following the month of operation covered by the report. Reports for projects receiving Flexible Subsidy are due no later than the **fifth** of the month following the month of operation covered by the report. **All** applicable lines should be completed since partial information reduces the usefulness of the reports. The report must be signed by an authorized representative of the management agent or mortgagor.

Schedule A: Form HUD-93479, Monthly Report for Establishing Net Income

Line 2 d: Include advances provided to meet operating expenses. Identify source of advances. Include prepaid rents and excess income, if applicable, separately from apartment rents included in Line 2 a. Include laundry or other commercial income. Tenant security deposits, unless forfeited, are not to be included.

Line 3 b: Include cash paid for necessary and reasonable operating expenses of the project.

Line 3 d: Include distributions paid or repayment of advances from project cash.

Line 5: Show monthly gross potential income for **revenue producing** units as approved on the latest form HUD-92458, Rental Schedule.

Line 6: Do not include the dollar amount of vacancies for non-revenue producing units such as the resident manager's apartment or office space that were approved on the latest form HUD-92458, Rental Schedule.

Schedule B: Form HUD-93480, Schedule of Disbursements

All disbursements from project cash must be shown.

Check numbers must be consecutive. Payee and purpose of each disburesment must be identified.

For Flexible Subsidy projects or other projects with MIO Plans, annotate as required by the local Field Office.

Schedule C: Form HUD-93481, Schedule of Accounts Payable

All delinquencies under the mortgage must be shown. Itemize principal, interest, type of escrow, and MIP.

All other amounts owed as of the end of the month must be shown and adequately identified as to whom owed, the purpose of the obligation, and the date incurred.

For Flexible Subsidy projects or other projects with MIO Plans, annotate as required by the local Field Office.