

# Special Claims Schedule

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

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

<b>Instructions</b> Follow guidelines in HUD Handbook 4350.3, Rev. 1 Chapter 9		Project Name		FHA Project No.		Section 8/PAC/PRAC Contract No.	
Head of Household Name, Social Security Number, Date of Birth  (1)	Unit Number  (2)	Type and Amount of Claim (\$)					
		Unpaid Rent From HUD 52671-A (3)	Tenant Damages From HUD 52671-A (4)	Rent-Up Vacancies From HUD 52671-B (5)	Regular Vacancies From HUD 52671-C (6)	Debt Service From HUD 52671-D (7)	
<b>Totals</b>							

**I certify:** (a) the above amounts have been computed in accordance with all instructions and requirements prescribed by HUD and the applicable Section 8/PRC/PRAC Contract; (b) all prerequisites to and conditions for the assistance claimed have been met; and (c) all required documentation will be retained in the project's files for 3 years.

Owner's printed name, signature, date, & phone no.

HUD/Contract Administrator Review

- Claim approved.
- Claim adjusted. Reason:
- Claim denied. Reason:

Official's name, signature, & date

**HUD will prosecute** false claims & 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).

This form must be completed so HUD can pay owners an amount to offset unpaid rent, tenant damages, vacancy, and debt service losses.

Regulations require that owners complete this form using statutory formulas for calculating these loss amounts.

The statutes requiring the submission are 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 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. The owner/agent must provide all this information. The information provided will be used by HUD to review accuracy of funds requested by owner/agent for these claim amounts. 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 0.33 hours 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.

**Privacy Act Statement:** The Department of Housing and Urban Development is authorized to collect this information by the National Housing Act, Section 235(b), P.L. 479, 48 Stat. 12 U.S.C. 1701 et seq. HUD is authorized to collect the Social Security Number (SSN) by Section 165(a) of the Housing and Community Development Act of 1987, P.L. 100-242, and by Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, P.L. 100-628. The information is being collected to determine the amount of assistance (if any) the applicant is entitled. The information is also used as a tool for managing the program(s) related to this form, and for protecting the Government's financial interests. **The information may be used to conduct computer-matching programs to check for underreported or unreported income.** The SSN is used as a unique identifier. The information may be released to appropriate Federal, State, and local agencies, and when relevant, to civil, criminal, or regulatory investigators and/or prosecutors. This information will not be otherwise disclosed or released outside of HUD except as permitted or required by law. It is mandatory that you provide all of the requested information, including all SSN(s), for you and all other household members age six years and older. Failure to provide SSN(s) and required documents will result in a delay or loss of assistance payments.