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Issue
Purpose
Contents
Order of Precedence
Allowable Changes
Grouping Multiple-Select Items
Formulas
File Name

rden for this collection of information is estimated to average one hour per response, including the time for reviewing instruct taining the data needed, and completing and reviewing the collection of information. You may send comments regarding the to the Department of Housing and Urban Development (HUD) at PaperworkReductionActOffice@hud.gov. When providing d Budget (OMB) Approval No. 2528-0331. Collection of this information is authorized by the Consolidated Appropriations Act 27, 2020), Consolidated Appropriations Act, 2022 (Pub. L. No. 117-103, approved March 15, 2022), Consolidated Appropriations Act, 2024 (Pub. L. No. 118-42, approved March 9, 2024), and Section 502 o. No. 91-609) (12 U.S.C. §§ 1701z-1; 1701z-2(d) and (g)). This information is being collected to assess program compliance for program compliance monitoring and research on program implementation, effectiveness, and impact, including granteered to participate in the Eviction Protection Grant Program. HUD will not release any personally identifiable information pursay not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection disp

HUD 52698a Instructions

Discussion

The HUD 52698 data that grantees and subrecipeints collect for the Eviction Protection Grant Program (EPGP) must be restandardized manner. Grantees and subrecipients must report HUD 52698 data on the HUD 52698a for submission to HUI develops a submission report that is substantially similar to HUD 52698a that is approved by your Government Technical Rare using your own case management system (CMS) to develop your HUD 52698a report, use this workbook is a guide in systems and reporting codes in order to standardize reporting across all service providers.

The 52698a includes a sample tabulation of tenant data contained in the HUD 52698 and drop-downs for entering actual H during the quarter. The Data Dictionary is a guide to the field names and response options in the HUD 52698a derived from

In the event of any inconsistency between the HUD 52698a, inclusive of these instructions and the Data Dictionary, and the HUD 52698 shall take precedence.

Add rows to HUD 52698a as needed. To add rows, right click the final row of the table and select "Insert Rows."

If you are using your own CMS to develop your HUD 52698a report, field names and response names may be changed to must preserve the meanings defined in the Data Dictionary and HUD 52698. Gender Identity, Race and/or Ethnicity, Evictic Service, Alternative Dispute Resolution Service, and Outcomes allow multiple selections. There are alternative methods of Grouping Multiple-Select Items intruction below.

Note: Internal consistency over time is of absolute importance. Following development of a system that meets the req make changes without notifying your GTR.

If you are using your own CMS to develop your HUD 52698a report, multiple-select items may be provided across independ 52698a or grouped into a single column with a "," or ";" delimiter. For example, a tenant indicating they are White and Black represented in a single "Race" column as "White; Black or African American." When using the multiple-column method, it is name in place of the attestation (e.g. "White" instead of "Yes" in the "R_White" column).

Note: Address elements from HUD 52698 item 5a may be grouped with other address address elements if delimited by ";" (52598a items 23-28.

Please ensure the final report submitted to HUD does not include any formulas. If any formulas are used in its crea entire report onto a new sheet and use the "Paste Values" option.

Save the file for submission to HUD in the following format: 52698a-[GRANTEE]-Q[NUMBER]-MM-DD-YY, where [GRANTI is the sequential quarter of performance, and MM-DD-YY is the end date of the quarter. If a subrecipient's HUD 52698a repHUD 52698a file, save the subrecipient's file for submission to HUD in the following format: 52698a-[SUBRECIPIENT]-Q[NI [SUBRECIPIENT] is the subrecipient name, Q[NUMBER] is the sequential quarter of performance, and MM-DD-YY is the e

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HUD 52698a Data Dictionary

1	1a	ID	Presenting Tenant Unique ID
			0 1
2	1b	LEP	Limited English Proficiency?
3	1c	G_Female	Gender Identity: Female
<u> </u>	10	G_i emale	Gender Identity, Female
4	1c	G_Male	Gender Identity: Male
5	1c	G_Transgender	Gender Identity: Transgender
6	1c	G_NonBin	Gender Identity: Nonbinary/nonconforming
ĺ	10	G_ITOHDIII	Gender Identity: Prefer not to
7	1c	G_NoResponse	respond
			Race and/or Ethnicity: American Indian or Alaska
8	1d	R_AmerInd_AKNative	Native
9	1d	R_Asian	Race and/or Ethnicity: Asian
			222 2000
I			Race and/or Ethnicity: Black or
10	1d	R_Black	African American

_			
11	1d	R_Hispanic	Race and/or Ethnicity: Hispanic or Latino
12	1 d	R_MENA	Race and/or Ethnicity: Middle Eastern or North African
13	1d	R_Pacific	Race and/or Ethnicity: Native Hawaiian or Other Pacific Islander
14	1d	R_White	Race and/or Ethnicity: White
17	2a	NumChild	Total number of children living in household (under age 18)
18	2b	NumAdults	Total number of adults living in household (age 18 & older)
19	2 c	Disability	Household member has a disability
20	3a	TotIncome	Total annual family income
21	3b	IncomeCat	Family income group
22	4	EvictionRisk	Eviction Risk
	•		
23	5a	StreetAdd	Rental Housing Unit Physical Address: Number and Street

5 0	Ant	Rental Housing Unit Physical
58	Apt	Address: Apt
5a	City	Rental Housing Unit Physical Address: City
5a	State	Rental Housing Unit Physical Address: State
5a	Zip4	Rental Housing Unit Physical Address: Zip + 4 Code
5a	County	Rental Housing Unit Physical Address: County
. F.L.	Evilat Davity	Fristing Doub.
5D	EVICTPARTY	Evicting Party
5c	EvictPHA	Is the Evicting Party a public housing agency (PHA)?
5d	RentSubsidized	Is the presenting tenant's rent for the unit listed in HUD 52698 item 5a subsidized by a federal housing program?
5d	RentSubsidized_O	Other federal housing subsidies (briefly describe)
5e	RentalAssist	Has the presenting client sought emergency rental assistance?
5f	SameAddress	Is the presenting tenant's mailing address at the time of initial engagement the same as the unit address at issue in the pending or potential eviction matter?
6	Provider	Service Provider
	5a 5a 5b 5c 5d 5d	5a City 5a State 5a Zip4 5a County 5b EvictParty 5c EvictPHA 5d RentSubsidized 5d RentSubsidized 5f SameAddress

36	7	PriService	Primary Service (select one category that best reflects the level of service provided)
37	8a	FH_Advice	Eviction-Related Fair Housing or Civil Rights Service: Counsel and advice Eviction-Related Fair Housing or Civil Rights Service:
38 39	8a 8b	FH_Representation ADR_Advocacy	Alternative Dispute Resolution Service: Alternative dispute resolution advocacy

		Alternative Dispute Resolution Service: Alternative dispute
8b	ADR_Settlement	resolution settlement agreement
9	OtherService	Additional or Other Services Provided (briefly describe additional or other services provided)
10a	O_PreventEvictionFiling	Prevented eviction filing
10a	O_TenancyPreserved	Tenancy preserved, tenant remained in home
10a	O_LeaseRenewed	Lease renewed
10a	O_AdditionalDays	Obtained additional days to move out
10a	NumAddDays	Number of additional days obtained
10a	O_EvictDelay	Eviction delayed or stayed
10a	O_RemedyLockout	Remedied lockout
10a	O_AlternateHouse	Secured alternate housing
10b	O_DismissWithStips	Eviction dismissed with stipulations
10b	O_DismissNoStips	Eviction case dismissed without stipulations
10c	O_RentReduce	Back rent or rental fees reduced or waived
10c	O_RentAssist	Secured or maintained short- or long-term housing assistance
10c	O_OServiceBenefit	Secured or maintained non- housing service or benefit
10c	O_ReduceDamages	Avoided or reduced holdover damages, landlord attorney fees, or other costs
10d	O_RepairImprove	Obtained repairs or improved housing conditions
10d	O_RestoreUtilities	Restored utilities
10d	O_RecoverProperty	Recovered personal property
10d	O_RemedyDiscrimination	Remedied discrimination
	9 10a 10a 10a 10a 10a 10a 10a 10a 10b 10b 10c 10c 10c 10c 10c	9 OtherService 10a O_PreventEvictionFiling 10a O_TenancyPreserved 10a O_LeaseRenewed 10a O_AdditionalDays 10a NumAddDays 10a O_EvictDelay 10a O_RemedyLockout 10a O_AlternateHouse 10b O_DismissWithStips 10b O_DismissNoStips 10c O_RentReduce 10c O_RentAssist 10c O_RentAssist 10c O_ReduceDamages 10d O_RestoreUtilities 10d O_RecoverProperty

60	10d	O_ObtainAccommodation	Obtained a reasonable n accommodation
61	10d	O_PreventRetaliation	Prevented or remedied retaliation
62	10d	O_EnforcedORights	Enforced other tenant rights
63	10e	O_DefaultEvict	Eviction default judgment
64	10e	O_NotDefaultEvict	Eviction judgment (not default)
65	10e	O_Displacement	Displacement without eviction judgment
66	10f	O_AgreeSettle	Negotiated agreement or settlement
67	10f	O_EvictSealed	Eviction record sealed or expunged
68	10f	O_SatisfyJudgment	Satisfaction of judgment
69	10f	O_Other	Other
70	10f	O_Unknown	Unknown
71	11	AdditionalOutcomes	Additional or Other Outcomes (briefly describe additional or other outcomes)
72	12 a	TenantGoalsAcheived	Was the presenting's desired outcome achieved
73	12b	TenantGoalsAcheived_D	Explanation
74	13	CaseDuration	Case Duration - Number of days engaged

None None May be grouped with other gender identity items May be grouped with other race and/or ethnicity items May be grouped with other race

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May be grouped with other Fair Housing or Civil Rights item

May be grouped with other Fair Housing or Civil Rights item

May be grouped with other alternative dispute resolution item

May be grouped with other alternative dispute resolution item

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None

The *presenting tenant* is the person seeking legal assistance. For HUD 52698 item 1a, the service provider named in HUD 52698 item 6 must assign a unique alphanumeric identifier no longer than 16 characters to the presenting tenant, unless the unique identifier was previously assigned by a known grantee, subrecipient, or contractor providing Eviction Protection Grant Program (EPGP) services to the presenting tenant. The presenting tenant unique identifier must be consistently used to report all EPGP matters closed so that non-contemporaneous EPGP matters closed with the same presenting tenant are measurable over the grant period of performance. Service providers may generate unique identifiers for the purposes of HUD 52698 reporting in a manner that protects client confidentiality.

A presenting tenant who, as a result of his, her, or their national origin, does not speak English as a primary language and who has a limited ability to speak, read, write, or understand.

Select the category or categories that the presenting tenant says best indicates the presenting tenant's gender identity. Select all that apply.

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Select the category or categories that the presenting tenant says best indicates the presenting tenant's gender identity. Select all that apply.

Select the category or categories that the presenting tenant says best indicates the presenting tenant's race and/or ethnicity. Select all that apply. American Indian or Alaska Native means individuals with origins in any of the original peoples of North, Central, and South America, including, for example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, and Maya.

Select the category or categories that the presenting tenant says best indicates the presenting tenant's race and/or ethnicity. Select all that apply.

Asian means individuals with origins in any of the original peoples of Central or East Asia, Southeast Asia, or South Asia, including, for example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, and Japanese.

Select the category or categories that the presenting tenant says best indicates the presenting tenant's race and/or ethnicity. Select all that apply. Black or African American means individuals with origins in any of the Black racial groups of Africa, including, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, and Somali. Select the category or categories that the presenting tenant says best indicates the presenting tenant's race and/or ethnicity. Select all that apply. Hispanic or Latino includes individuals of Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, and other Central or South American or Spanish culture or origin.

Select the category or categories that the presenting tenant says best indicates the presenting tenant's race and/or ethnicity. Select all that apply.

Middle Eastern or North African means individuals with origins in any of the original peoples of the Middle East or North Africa, including, for example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, and Israeli.

Select the category or categories that the presenting tenant says best indicates the presenting tenant's race and/or ethnicity. Select all that apply. *Native Hawaiian or Pacific Islander* means individuals with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, including, for example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, and Marshallese.

Select the category or categories that the presenting tenant says best indicates the presenting tenant's race and/or ethnicity. Select all that apply. White means individuals with origins in any of the original peoples of Europe, including, for example, English, German, Irish, Italian, Polish, and Scottish.

A household includes all the people who occupy the rental housing unit at issue in the pending or potential eviction matter. For HUD 52698 item 2a, indicate the total number of persons under age 18 living in the household.

Indicate the total number of persons age 18 and older living in the household.

Indicate whether or not the presenting tenant or other member of their household has a disability. A person with disabilities has one or more of the following: (a) a disability as defined in Section 223 of the Social Security Act, (b) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes his or her ability to live independently, and is of such a nature that such ability could be improved by more suitable housing conditions, (c) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act or (d) a disability as defined in 24 CFR § 8.3, for purposes of reasonable accommodation and program accessibility for persons with disabilities. Note: Include persons who have the acquired immune deficiency syndrome (AIDS) or any condition that arises from the etiologic agent for AIDS.

Indicate the family's total annual incomes.

Select one category that represents the family's income relative to the local area median income based on the number of persons in the household. See HUD's income limits website: https://www.huduser.gov/portal/datasets/il.html.

Select one category that best reflects the presenting tenant's circumstances at the time of initial engagement.

At risk of eviction and Subject to eviction have the meanings set forth in the HUD Eviction Protection Grant Program Notice of Funding Opportunity.

Indicate the physical address of the presenting tenant's rental housing unit at issue in the pending or potential eviction matter. Indicate the city, state, full 9-digit ZIP Code, and county at a minimum. Other physical address details (building number, street, and unit number) are optional for reporting purposes.

Indicate the physical address of the presenting tenant's rental housing unit at issue in the pending or potential eviction matter. Indicate the city, state, full 9-digit ZIP Code, and county at a minimum. Other physical address details (building number, street, and unit number) are optional for reporting purposes.

Indicate the physical address of the presenting tenant's rental housing unit at issue in the pending or potential eviction matter. Indicate the city, state, full 9-digit ZIP Code, and county at a minimum. Other physical address details (building number, street, and unit number) are optional for reporting purposes.

Indicate the physical address of the presenting tenant's rental housing unit at issue in the pending or potential eviction matter. Indicate the city, state, full 9-digit ZIP Code, and county at a minimum. Other physical address details (building number, street, and unit number) are optional for reporting purposes.

Indicate the physical address of the presenting tenant's rental housing unit at issue in the pending or potential eviction matter. Indicate the city, state, full 9-digit ZIP Code, and county at a minimum. Other physical address details (building number, street, and unit number) are optional for reporting purposes.

Indicate the physical address of the presenting tenant's rental housing unit at issue in the pending or potential eviction matter. Indicate the city, state, full 9-digit ZIP Code, and county at a minimum. Other physical address details (building number, street, and unit number) are optional for reporting purposes.

Indicate the Evicting Party name in the pending or potential eviction matter with respect to the unit listed in HUD 52698 item 5a.

Evicting Party has the meaning set forth in the HUD Eviction Protection Grant Program Notice of Funding Opportunity.

Indicate whether the Evicting Party listed in HUD 52698 item 5b is a public housing authority or agency (PHA).

Indicate whether the presenting tenant's rent for the unit listed in HUD 52698 item 5a is subsidized by a federal housing program at the time of initial engagement. This information may be self-reported by the presenting tenant if documentation or third-party confirmation of a federal housing subsidy is not available. Do not include short-term emergency rental assistance in HUD 52698 item 5d.

Indicate whether the presenting tenant's rent for the unit listed in HUD 52698 item 5a is subsidized by a federal housing program at the time of initial engagement. This information may be self-reported by the presenting tenant if documentation or third-party confirmation of a federal housing subsidy is not available. Do not include short-term emergency rental assistance in HUD 52698 item 5d.

Indicate whether the presenting tenant has sought short-term emergency rental assistance through any emergency rent relief program. Select one category that best reflects the presenting tenant's circumstances at the time of initial engagement. This information may be self-reported by the presenting tenant if documentation or third-party confirmation is not available.

Indicate whether, at the time of initial engagement, the presenting tenant receives mail at the physical rental housing unit at issue in the pending or potential eviction matter.

Indicate name of grantee, subrecipient, or contractor providing service.

Select one category that best reflects the highest level of service provided at the time the matter is closed. Note that grantees are not required to use HUD 52698 for collecting or reporting information about tenant education and outreach services, referral services, court navigation services, or collaboration work to advance eviction prevention tools or programs. A description of those services, and associated accomplishments, must be reported in the grantee's quarterly performance reports and HUD 52699.

Limited counsel and advice means ascertained or reviewed facts, exercised judgment in applying relevant law, and counseled tenant concerning his, her, or their legal problem. Limited action/brief service means communications to a third party, preparation of a simple legal document, or assisting a pro se tenant with preparation of court or other legal documents.

Negotiated settlement without litigation means resolved tenant's problem through negotiation and settlement without any court or administrative actions pending. Negotiated settlement with litigation means resolved tenant's problem through negotiation and settlement while a court or formal administrative action was pending, including when the court or administrative agency issues an order memorializing the settlement. Administrative agency decision means represented tenant in an administrative agency action that resulted in a case-dispositive decision by the administrative agency or body after a hearing or other formal administrative process.

Court decision means represented tenant in a court proceeding that resulted in a case dispositive decision made by the court.

Extensive service not resulting in settlement or court or administrative action means assistance involving high level of factual complexity, highly sophisticated legal analysis, drafting of non-routine original pleadings or legal documents, or significant legal research. Other post-eviction service has the meaning set forth in the HUD Eviction Protection Grant Program Notice of Funding Opportunity, unless otherwise captured by services defined above.

Select the category or categories that reflect eviction-related fair housing or civil rights services provided during engagement in the tenant's pending or potential eviction matter, if any.

Eviction-related counsel and advice means counsel and legal advice in relation to a fair housing and civil rights matter or filing a fair housing and civil rights complaint related to an eviction matter.

Select the category or categories that reflect eviction-related fair housing or civil rights services provided during engagement in the tenant's pending or potential eviction matter, if any.

Eviction-related representation means legal representation or limited representation in relation to a fair housing and civil rights matter or filing a fair housing and civil rights complaint related to an eviction matter.

Select the category or categories that reflect alternative dispute resolution services provided during engagement in the tenant's pending or potential eviction matter, if any. Alternative dispute resolution advocacy means represented tenant, or assisted tenant with advocating for their interests, in an alternative dispute resolution process, whether participation was voluntary or ordered by a court.

Select the category or categories that reflect alternative dispute resolution services provided during engagement in the tenant's pending or potential eviction matter, if any. Alternative dispute resolution settlement agreement means assisted with resolving tenant's problem through mediation, arbitration, conciliation, negotiation, transaction, or settlement memorialized by an agreement, whether or not a court or administrative agency issues an order memorializing the agreement.

Briefly describe additional services provided. If applicable, briefly explain "Other" activity or advocacy.

Select the category or categories that represent tenant outcomes at the time the matter is closed. Select all that apply.

Select the category or categories that represent tenant outcomes at the time the matter is closed. Select all that apply.

Select the category or categories that represent tenant outcomes at the time the matter is closed. Select all that apply.

Select the category or categories that represent client outcomes at the time the matter is closed. Select all that apply.

If "Obtained additional days to move out" is selected for HUD 52698a item 45, please indicate the number of additional days obtained.

Select the category or categories that represent tenant outcomes at the time the matter is closed. Select all that apply.

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Select the category or categories that represent tenant outcomes at the time the matter is closed. Select all that apply.

Briefly describe additional outcomes. If applicable, briefly explain "Other" outcomes.

Qualify whether the outcome obtained at the time the matter is closed met the presenting tenant's goals, as established in consultation with their lawyer or advocate, for resolution of their matter. The service provider listed in HUD 52698 item 6 is to determine whether the tenant's goals were met based on their understanding of the tenant's wishes and the legally available remedies.

Describe any factors or context needed to explain the provider's response to HUD 52698 item 12a. For example, if the presenting tenant's desired outcomes were only partially achieved or were not legally available based on the facts presented.

Indicate the number of days the service provider listed in HUD 52698 item 6 was engaged with the presenting tenant in this matter, from the time of initial engagement to the time the matter is closed.

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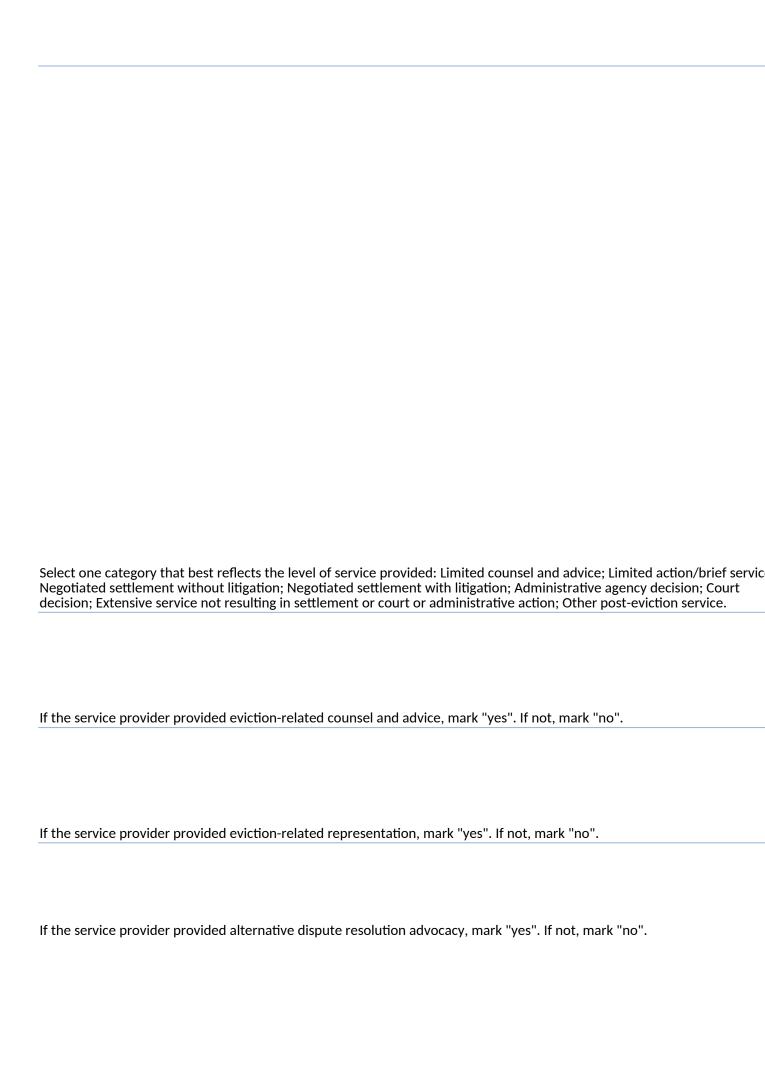
Numeric

Unique IDs should be limited to an alphanumeric identifier no longer than 16 characters. Service providers may generate unique identifiers for the purposes of HUD 52698a reporting in a manner that protects client confidentiality.
Mark "yes" if the presenting tenant, as a result of his, her, or their national origin, does not speak English as a primary language and has a limited ability to speak, read, write, or understand. If the presenting tenant does not fit this descriptio mark "no".
Mark "yes" if the presenting tenant self-identifies as female.
Mark "yes" if the presenting tenant self-identifies as male.
Mark "yes" if the presenting tenant self-identifies as transgender.
Mark "yes" if the presenting tenant self-identifies as non-binary/non-conforming.
Mark "yes" if the presenting tenant prefers not to respond to this question.
Mark "yes" if the presenting tenant self-identifies as American Indian or Alaska Native.
Mark "yes" if the presenting tenant self-identifies as Asian.
Mark "yes" if the presenting tenant self-identifies as Black or African American.

Mark "yes" if the presenting tenant self-identifies as Hispanic or Latino.
Mark "yes" if the presenting tenant self-identifies as Middle Eastern or North African.
Mark "yes" if the presenting tenant self-identifies as Native Hawaiian or Other Pacific Islander.
Mark "yes" if the presenting tenant self-identifies as White.
Enter a whole number
Enter a whole number
Mark "yes" if the presenting tenant or other member of their household has a disability. If neither the presenting tenant other members of their household fit this description, mark "no".
Enter a whole number
Select the applicable category: Extremely Low Income, Very Low Income, or Low Income.
Select the applicable category: At risk of eviction or Subject to eviction
Enter the building number and street (optional)

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Enter the unit number (optional)
Enter the city name
Please enter as two-character state code
Enter as XXXXX-XXXX. For states whose zip codes begin with 0, it is especially important to use the right formatting. In Microsoft Excel it is sometimes necessary to change the formatting of the field to "Custom" and enter "00000-0000" in the "Type" field.
Enter the county name
Enter Evicting Party name
Mark "yes" if the Evicting party is a PHA. If the Evicting Party is not a PHA, mark "no".
Select the applicable category: HUD Public Housing; HUD Housing Choice Voucher (Section 8); HUD Project-Based Section Low Income Housing Tax Credit (LIHTC); USDA Rural Housing; Other; Yes, but unsure which program; or No.
Describe the federal housing subsidy program if "Other" was selected for HUD 52698a item 31.
Select the applicable category: Yes, applied for assistance; Yes, approved for or received assistance; Yes, but denied assistance; No; or Not applicable, no emergency rental assistance available
Mark "yes" if, at the time of initial engagement, the presenting tenant receives mail at the physical rental housing unit at issue in the pending or potential eviction matter. If not, mark "no".
Enter the name of the service provider



If the service provider provided alternative dispute resolution settlement agreement, mark "yes". If not, mark "no".
Briefly describe additional or other services provided
If the Field Full Name represents a tenant outcome, mark "yes".
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If the Field Full Name represents a tenant outcome, mark "yes".
If the tenant obtained additional days to move out, indicate the number of days that were obtained. If the tenant did not obtain additional days to move out, then leave blank.
If the Field Full Name represents a tenant outcome, mark "yes".
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If the Field Full Name represents a tenant outcome, mark "yes".
If the tenant's outcome is unknown, mark "yes".
Briefly describe additional or other outcomes
Select the applicable category: Yes, Partially, No, or Unknown.
Enter an explanation to provide context, especially if "Partially" or "No" were selected for HTD 524092 item 72
Enter an explanation to provide context, especially if "Partially" or "No" were selected for HUD 52698a item 72.
Enter a whole number. If the tenant engagement lasted less than a day, enter "1".

PriService

Limited counsel and advice

Limited action/brief service Negotiated settlement without litigation Negotiated settlement with litigation

Administrative agency decision

Court decision

Extensive service not resulting in settlement or court or administrative action

Other post-eviction service