

Appendix 10

Form HUD-52670-A Part 1, *Schedule of Tenant Assistance Payments Due*

The Form HUD-52670-A Part 1 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-A Part 1 is available on HUDCLIPS.

Appendix 10: Schedule of Tenant Assistance Payments Due and Instructions for Preparing form HUD-52670-A, Part 1

[These instructions apply to the 2003 updated version of this form.]

GENERAL:

- A. Prepare a separate schedule for each subsidy contract.
- B. Fill in information requested in Items 1 through 5 on the first page. If more than one schedule is needed, complete Items 1 through 5 on subsequent pages.

Step I. Contract Information

ITEM 1. MONTH/YEAR. Enter the month/year for which the regular tenant-assistance payments are due. **COMPLETE THIS ITEM ONLY IF YOU ARE REQUESTING REGULAR TENANT-ASSISTANCE PAYMENTS.**

ITEM 2. PROJECT NAME. Enter the name as it appears on the subsidy contract. (Abbreviated project name resulting from the use of software is acceptable.)

ITEM 3. FHA/EH/NONINSURED PROJECT NUMBER. Mandatory for Section 236, Section 221(d)(3) BMIR, Rent Supplement, RAP, PAC, and PRAC subsidy types. Required 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 4. SECTION 8/PAC/PRAC CONTRACT NUMBER. Mandatory for Section 8, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC subsidy types. HUD TRACS will use this contract number for all transactions under the Tenant Header Record.

ITEM 5. 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 PRAC. **CHECK ONLY ONE BOX.**

Step II. Itemize Assistance Payments Requested

- ITEM 6. HEAD OF HOUSEHOLD NAME, SOCIAL SECURITY NUMBER, AND DATE OF BIRTH. Enter "last name, first initial", social security number, and date of birth.
- ITEM 7. UNIT NUMBER. Enter unit numbers (i.e., 201, 402). When multiple households share a unit, add an alpha ending to the unit number to identify the unit number by household (i.e., 201A, 402B).
- ITEM 8. UNIT SIZE. Enter the number of bedrooms in the unit.
- ITEM 9. CONTRACT RENT. Enter the rent that HUD or the Contract Administrator has approved for this unit. The Contract Rent Amount is the Section 8/RAP/PAC contract rent, the Section 236 basic rent, the Section 221(d)(3) BMIR rent, or the Rent Supplement unit rent, as applicable. Obtain this amount from the project's signed rental schedule (form HUD-92458) or subsidy contract. When multiple households share a unit, calculate the contract rent amount as explained in Chapter 5, Paragraph 5-28.

For Section 202 PRAC and Section 811 PRAC projects, if the tenant pays utilities separately, enter the operating rent (operating cost) minus the HUD-approved utility allowances. If all utilities are included in the rent, enter the operating rent.

- ITEM 10. UTILITY ALLOWANCE. If all utilities are included in the rent, enter 0. Otherwise, enter the amount HUD or the Contract Administrator has approved for this unit type. This amount can be obtained from the project's Rental Schedule (form HUD-2458) or subsidy contract.
- ITEM 11. GROSS RENT. Enter the total of Item 9, Contract Rent, and Item 10, Utility Allowance. When multiple households share a unit, calculate the gross rent amount as explained in Chapter 5, Paragraph 5-28.

ITEM 12. INCOME CODE. Follow these instructions ONLY for Section 8 contracts. Complete this item only in the regular tenant assistance part of the Schedule. Follow the instructions in EITHER paragraph A or paragraph B below.

- A. HAP CONTRACT EFFECTIVE BEFORE 10/1/81
1. If the tenant was not very low-income at the time he/she began to receive Section 8, enter "LI" in Column 12. Enter this code every month for as long as the tenant continuously receives Section 8 at this project. Enter this code even if the tenant becomes very low-income.
 2. Otherwise, leave Column 12 blank.

B. HAP CONTRACTS EFFECTIVE ON OR AFTER 10/1/81

- 1. Move-Ins and Initial Certifications. If the instructions for 59 Field B42, Income Exception Code, of the 50059 data requirements required you to enter a code that starts with an "E", enter that code in Column 12. Otherwise, leave Column 12 blank.
- 2. Other Actions. If the tenant was admitted under an exception listed in Chapter 3, paragraph 3-7, and Exhibit 3-1's very low-income requirements, enter one of the following codes. The same code shall be entered every month for as long as the tenant receives Section 8 at this project. Enter this code even if the tenant becomes very low-income.

- EDT HUD approved an exception under Situation 1 of 4350.3, Exhibit 3-1.
- EP Tenant was admitted under exceptions HUD approved for Situations 3 through 6 of 4350.3, Exhibit 3-1.
- EAT The tenant or applicant was admitted to the Section 8 program before the project received HUD's 6/29/84 memorandum AND the tenant started receiving assistance on or after 8/1/84.
- ET None of these codes apply. Tenant's admission violated the income eligibility rules of 4350.3, paragraph 3-6.

ITEM 13. TURNOVER DATA. Follow these instructions ONLY if you are implementing an initial certification or reporting a move-in, move-out, or termination of assistance.

IMPORTANT: Report move-ins and move-outs only after they have actually happened. THIS MEANS THAT SINCE SECTION 8 IS REQUESTED A MONTH IN ADVANCE, TURNOVER DATA FOR MOVE-INS AND MOVE-OUTS WILL BE REPORTED A MONTH LATER.

FOR	ENTER THIS CODE IN 13a	ENTER THIS DATE IN 13b
_____	_____	_____
Move-in	I	Tenant moved into unit
Initial Certification	C	Tenant began to receive the type of assistance checked in Item 5
Termination of assistance	T	Last day for which tenant will receive assistance

Move-out

O

Tenant moved out of unit
(see paragraph 9-12 E of
4350.3 for guidance on
how to determine this date
for deceased tenants)

ITEM 14. RECERTIFICATION DATE. Applies only to annual recertification. Use these instructions only for the regular tenant assistance part of the schedule.

- A. NEXT RECERTIFICATION DATE. Enter the month and year HUD procedures require the tenant's next annual recertification to be effective. Effective dates are explained in Chapter 7, Section 1: Annual Recertification, of HUD Handbook 4350.3. SHOW THIS DATE EVERY MONTH.
- B. DATE FIRST REMINDER NOTICE SENT. Enter the month/day on which you first asked the tenant to submit this recertification data.
1. Complete this column for the month in which the recertification notice was issued and each month thereafter, until the recertification becomes effective or assistance is terminated.
 2. DO NOT enter dates follow-up notices were sent.

ITEM 15. CHANGE CODE. Complete for the regular tenant assistance or adjustments part of the schedule.

- A. Fill in this item ONLY if this schedule requests an amount of assistance different than that requested last month.
- B. Explain the reason for the change by entering the appropriate code from the chart below. Enter only ONE code. Enter the first code that applies.

CODE	ACTION
_____	_____
IC	Initial Certification
AR	Annual Recertification
IR	Interim Recertification
UT	Unit Transfer
GR	Gross Rent Change

Assistance Terminated Because Tenant:

TI	TTP Equals/Exceeds Gross Rent
TC	Did not supply Citizenship or Eligible-Alien Documentation
TR	Did not recertify on time

TF Submitted false information

Assistance Terminated Because HUD:

CE Contract expired

EN Contract under the Enforcement Center

HQ Automatic termination because:

An annual certification was not completed within 15 months

or a move-out is not processed at a property before a move-in is processed at a new property.

ITEM 16. TENANT ASSISTANCE PAYMENTS: Enter the amount of assistance requested for each tenant in 16a.

A. Regular tenant assistance payments

1. For Section 8 contracts, enter the monthly assistance payments shown on 59 Field B63 of the 50059 date requirements.

2. For RAP and Rent Supplement contracts:

If the tenant received RAP or Rent Supplement for an entire month for the same unit, enter the assistance payment shown on 59 Field B63 of the 50059 data requirements.

If the tenant received assistance for that unit for only part of the month, prorate the assistance payment as follows:

a. Divide 59 Field B63, assistance payment, by the number of days in the month.

b. Multiply the answer above by the number of days the tenant received RAP or Rent Supplement for that unit.

B. ADJUSTMENTS

1. MOVE-INS AND MOVE-OUTS. Prorate the assistance payments as described in paragraph 9-12 of HUD Handbook 4350.3.

2. CORRECTIONS TO PRIOR BILLINGS. Briefly explain the reason for any adjustment and enter the full adjustment required. Explain the reason for the adjustment.

3. IF YOU ARE RETURNING SUBSIDY. Put parentheses around these requests (i.e., correcting for an overpayment).

ITEM 17. TOTALS. Compute separate totals for each of the assistance payment types. Enter those totals under Column 16a. Leave Column 16b totals blank.

Step III. Sign and Distribute the Schedule

CERTIFICATION: In the LAST box of the Schedule, print the name of owner/agent and sign. Enter the date that you signed the form and your telephone number.

IMPORTANT: In signing, you certify that you have complied with HUD Handbook 4350.3 procedures. HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1012; 31 U.S.C. Sections 3729, 3802)