Instructions for Preparing Form HUD-52670-A Part 2 (Date of Form) Special Claims Schedule

DRAFT

GENERAL:

A. Prepare a separate schedule for each subsidy contract as necessary.

B. Use this schedule as applicable with forms HUD-52671-A, HUD-52671-B, HUD-52671-C and/or HUD-52671-D when submitting a claim to the HUD Field Office or Contract Administrator.

C. Enter the information requested (Project Name, FHA Project Number (if applicable), and Contract Number) on the first page. If more than one schedule is needed, complete the requested information on subsequent pages. (Project Name, FHA Project Number, Contract Number and Unit Number should be the same as the corresponding items on the HUD-52671-A, HUD 52671-B, HUD-52671-C or HUD 52671-D.).

Use the information from Items 1-3 on the HUD-52670 to enter the Project Name, Project Number (if applicable) and the Contract Number. Repeat this procedure if more than one schedule is required.

Unit numbers should correspond to the HUD-52671 A-D forms that are being submitted.

D. Use a 9 point or larger font when completing entries. It is not necessary to include dollar signs. Enclose negative amounts in parentheses.

E. Refer to the Special Claims Processing Guide for more information. The Guide can be found at:

https://www.hud.gov/program_offices/administration/hudclips/guidebooks/HSG-06-01

F. References to the MAT Guide have been included to provide additional information regarding the Instructions for this form. The MAT Guide may be updated more frequently than this document and is controlling in the case of conflicts.

NOTE: Visit the TRACS page for access to the 203A MAT Guide. https://www.hud.gov/hud-partners/multifamily-tracs (login required)

DRAFT

Step I. Contract Information

Project Name

Enter the Project Name that appears on the regulatory agreement or subsidy contract. (Abbreviated project name resulting from the use of software is acceptable.)

Use the same Project Name on any HUD-52670-A (Part 1 through Part 6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 16

Project Number:

Mandatory for PAC and PRAC subsidy types. Requested for those Section 8, 202/8, Section 811 PRA and SPRAC contracts for which an FHA project number applies.

The Project Number (Item 2) submitted must match the project number in the TRACS Project database.

Note: Do not use "0000FMHA" as a project number in FMHA/RHS Section 515 projects. Do not enter a project number for FMHA/ RHS Section 515 projects.

Sample entries are provided below.

FHA Insured Projects	Elderly Housing Projects	Other Noninsured Projects
12144026	121EH001	121001NI

Use the same Project Number (if applicable) on any HUD-52670-A (Part 1 through Part 6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 19

DRAFT

Contract Number:

Mandatory for Section 8, 202/8, Section 202/162 PAC, Section 202 PRAC, Section 811 PRAC, SPRAC and Section 811 PRA subsidy types. TRACS will use this Contract Number for all transactions under this VCHHR (Voucher Header Record).

The Contract Number (Item 3) submitted must match the Contract Number in the TRACS Contract database.

Use the same Contract Number on any HUD-52670-A (Part 1 through Part 6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 20

Step II. Special Claim Information

ITEM 1. Head of Household Name:

Enter the Last Name, First Name and MI. Use the same name as entered in the "Vacated Tenant Name" on the HUD-52671-A and/or the HUD- 52671-C.

ITEM 2. Unit Number

Unit numbers should correspond to the HUD-52671 A-D forms that are being submitted.

ITEM 3 Unpaid Rent from HUD 52671-A

Enter the amount from Item 11 on the HUD- 52671-A. that is being submitted for approval by the Contract Administrator or HUD.

ITEM 4. Tenant Damages from HUD-52671-A:

Enter the amount from Item 16 on the HUD- 52671-A that is being submitted for approval by the Contract Administrator or HUD.

ITEM 5. Rent-Up Vacancies from HUD-52671-B:

Enter the total amount from Column 5 on the HUD-52671-B that is being submitted for approval by the Contract Administrator or HUD.

ITEM 6. Regular Vacancies from HUD-52671-C:

DRAFT

Enter the amount from Item 13 (Part A) or Item 28 (Part B) that is being submitted for approval by the Contract Administrator or HUD.

ITEM 7. Debt Service from HUD-52671-D:

Enter the amount from Line C (Enter lesser of A or B) that is being submitted for approval by the Contract Administrator or HUD.

Totals:

Enter the totals for Columns 3 through 7 on the page.

Note: If there are multiple pages for the HUD-52670, Part 2 (Special Claims Schedule), for each Column, the Totals fields will be running totals with the grand total of all the pages on the last page of the Schedule.

DRAFT