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Instructions for Form HUD-52670 (Date on Form)

Housing Owner's Certification and Application for Housing Assistance Payments

1.1 GENERAL:

A. Prepare a separate HUD-52670 (HAP Voucher) and the applicable HUD-52670-A forms for each subsidy contract when requesting payment for each of the following:

1. Regular Tenant Assistance Payments,
2. Adjustments to Tenant Assistance Payments,
3. Approved special claims for: unpaid rents, damages and other charges, vacancies, and debt service claims,
4. Miscellaneous Accounting Requests,
5. Repayment Agreements and FSS Escrows.

B. Request payment of special claims **after** forms HUD-52670-A Part 2, and HUD-52671-A through D, as applicable, are approved by the HUD Field Office or Contract Administrator. More complete instructions on special claims processing and payment are in HUD's Special Claims Processing Guide.

C. Neither HUD nor the Contract Administrator will pay special claims unless the 14-character Claim ID(s) are included in the submission. Note that the Claim ID for a PBCA or TCA begins with the 5-character CA ID

Examples of Claim ID's:

PBCA:	KS800123456789
TCA:	OH022123456789
HUD Field Office:	07001123456789

Note: Do not submit Special Claims forms HUD-52671-A through D and supporting documentation to HUD or Contract Administrator along with the voucher when requesting payment for unpaid rent, damages and other charges, vacancies, or debt service. THESE FORMS AND DOCUMENTATION ARE REVIEWED AND APPROVED PRIOR TO REQUESTING PAYMENT.

D. 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)

E. Timing of Billings:

A. SECTION 8, 202/8, 811 PRA, PAC, PRAC and SPRAC TENANTS:

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Submit billing forms (HUD-52670 and HUD-52670-A) by the 10th day of the month before the month for which they are requested.

EXAMPLE: To request assistance for June, owners must submit vouchers by May 10 for Section 8, 202/8, 811 PRA, PAC, PRAC and SPRAC tenants.

B. Refer to Appendix B, Calculation Guidance, Section B-4 HAP Vouchers, and Chapter 5, Sections 5.26, 5.27 and 5.28 of the MAT Guide concerning the selection of certifications that appear on the voucher.

1.2 Part I. Contract Information

ITEM 1. 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

ITEM 2. 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. TRACS will use this Project Number for all transactions under this VCHHR (Voucher Header Record).

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

ITEM 3. 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

ITEM 4. Type of Subsidy:

Valid Subsidy Types are:

1 = Section 8 (including 202/8)
6 = 811 PRA
7 = Section 202 PRAC
8 = Section 811 PRAC
9 = Section 202/162 PAC
10 = SPRAC

Note: SPRAC (10) contracts were previously considered part of Section 8 (1). However, since HOTMA rules differ for SPRAC and Section 8, SPRAC is being designated as Type 10.

Note: Subsidy Types 2 (Rent Supplement) and 3 (RAP) are no longer active.

Use the same Type of Subsidy on any HUD-52670-A (Part 1 and Parts 3-6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 43

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ITEM 5. Contract Designation:

Enter the value that corresponds to the requirements for admission to the property:

E = Elderly
D = Disabled
B = Elderly & Disabled

Leave blank if none of the above requirements apply.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 17

ITEM 6. RAD Conversion Type:

Valid values are:

1 = Comp 1 – Pub Hsng
2 = Comp 2 - Mod Rehab
3 = Comp 2 - RS/RAP
4 = RAD - 202 PRAC
5 = RAD - 811 PRAC

Leave blank if not a RAD contract.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 44

ITEM 7. RAD Contract Effective Date:

Enter the contract effective date if this is a RAD contract. Otherwise leave blank.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 45

ITEM 8a. Owner/Agent Name:

Enter the Management Agent's company name if there is an Agent. Otherwise enter the Owner Name.

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 5

ITEM 8b. Owner/Agent EIN (Employer Identification Number):

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Enter the Management Agent's EIN Number (Employer Identification Number) if there is an Agent. Otherwise enter the Owner EIN.

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 6

ITEM 9. Owner TIN:

Enter the Taxpayer Identification Number (TIN) of the project owner.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 35

ITEM 10. Parent Company TIN:

If there is a Parent Company, enter the TIN (Taxpayer Identification Number for that company.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 36

ITEM11. Awardee UEI:

Definition of Awardee: Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership associated with the rental assistance contract

The Unique Entity Identifier for the Awardee. The UEI is a 12-character alpha-numeric value that adheres to the following guidelines: (1) Cannot contain O or I, (2) the first character cannot be 0, and (3) cannot be a 9-digit sequence.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 39

ITEM 12. Immediate Parent UEI:

Fill if there is an Immediate Parent.

Definition of Immediate Parent: Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership of the UEI Awardee

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 40

Important note for Domestic Parent UEI and Global Parent UEI, below. If there are other entities above the immediate parent, only enter the topmost one. If that entity is domestic, report it as the Domestic Parent. If it is not domestic, report it as the Global Parent. Only one of the Domestic and Global Parent fields may be filled, not both.

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ITEM 13. Domestic Parent UEI:

Fill if there is a Domestic Parent.

Definition of Domestic Parent: [US-based Organizations] Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership of the Awardee is a domestic entity.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 41

ITEM 14. Global Parent UEI:

Fill if there is a Global Parent

Definition of Global Parent: [Foreign-based Organizations] Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership of the Awardee is a global entity.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 42

1.3 Part II. Voucher Status

ITEM 15. Created by:

Indicates who created the file.
Site,
Contract Administrator.

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 51

ITEM 16. File Status: (For CA use only)

Enter “Preliminary” for a preliminary voucher
Enter “Final” for a final voucher

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 53

1.4 Part III. Owner/Agent Signature

Note that when the Owner/Agent signs the 52670 form, the Owner/Agent is certifying to the truth of the statements under Acknowledgements/Owner’s Certification.

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ITEM 17. Owner/Agent Signed Name:

Name of the person signing the voucher.

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 31

ITEM 18. Owner/Agent Signed Title:

Title of the person signing the voucher.

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 32

ITEM 19. Owner/Agent Signed Phone:

Phone number of the person signing the voucher.

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 34

ITEM 20. Owner/Agent Signed Date:

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 33

1.5 Part IV. CA Approval

ITEM 21. CA Approver Name:

Name of the person at the CA who approved the voucher

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 61

ITEM 22. CA Approver Title:

Title of the person at the CA who approved the voucher

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 62

ITEM 23. CA Approver Phone:

Phone number of the person at the CA who approved the voucher

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MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 63

1.6 Part V. Occupancy and Income Eligibility Information

ITEM 24. General Occupancy Information:

Consider only those units under this subsidy contract when completing ITEMS 24a through 24f.

A. Complete this Item if you are requesting regular tenant assistance payments for Section 8 (excluding Component 1 PH to PBRA RAD), 202/8, 811 PRA, PAC and SPRAC tenants.

For PRAC Contracts and Section 8, Component 1 PH to PBRA RAD, see B. below.

Note: The counts in Items 24a-f are as of the first of the month prior to the voucher month for all subsidy types. Refer to Appendix B, Calculation Guidance, Section B-4 HAP Vouchers, and Chapter 5, Sections 5.26, 5.27 and 5.28 of the MAT Guide concerning the selection of certifications that appear on the voucher.

Note: For a group home, where more than one household occupies a physical unit, the sum of Items 24b through 24f may or may not match 24a depending on whether the number of contract units is entered as the number of physical units or as the number of residential spaces.

To avoid this problem, enter the number of residential spaces in 24a but be aware that TRACS may generate an error message saying that 6a does not match the number in HUD's systems.

Item 24a. Total units in contract:

Do not include HUD-approved, nonrevenue producing units. Enter the number of residential spaces for a group home

Item 24b. Number of units receiving subsidy under this contract.

Include tenants who are receiving Section 8, 202/8, 811PRA, PAC and SPRAC assistance and are being billed for a full month on the Schedule of Tenant Assistance Payments Due. Any households whose assistance is $0 should be counted under Item 6e below3.

Item 24c. Number of abated units under this contract:

Item 24d. Number of units vacant under this contract:

Indicate how many units in Item 6a are vacant.

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Item 24e. Number occupied by market rent tenants

Include tenants being charged market rent.

Item 24f. Number of units under rehab or suspension:

Indicate how many units in Item 6a are undergoing rehab or are under suspension.

CHECKPOINT: Item 24a must equal the sum of 24b + 24c + 24d + 24e + 24f.

B. Section 202 PRAC, Section 811 PRAC, and Component 1 PH to PBRA Contracts:

Item 24a. Total units in contract:

Do not include HUD-approved, nonrevenue producing units. Enter the number of residential spaces for a group home.

Item 24b. Number of units receiving subsidy under this contract.

Include all tenants whether subsidy is positive, negative or zero.

Item 24c. Number of abated units under this contract:

Units may be abated for a PRAC or RAD Component 1 PH to PBRA.

Item 24d. Number of units vacant under this contract:

Indicate how many units in Item 24a are vacant.

Item 24e. Number occupied by market rent tenants

Enter zero (0) for a PRAC. A Section 8 RAD Component 1 PH to PBRA household may be terminated for cause. For those cases enter the proper count here.

Item 24f. Number of units under rehab or suspension:

Indicate how many units in Item 6a are undergoing rehab or are under suspension.

CHECKPOINT: 24a must equal the sum of 24b + 24c + 24d + 24e + 24f

For Item 24a through 24f, refer to the MAT Guide: Chapter 7, MAT30: Section 2 (Assistance Payment Summary Record), Fields 7 through 11 and Field 55

ITEM 25. Exceptions to Limitations on Admission of Low-Income Families:

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(Only for Sec.8 contracts effective on or after 10/1/81): AND regular tenant assistance payments are being requested

Item 25.a Project-based exceptions in use:

Obtain from Column 13 of form HUD-52670-A Part 1, *Schedule of Tenant Assistance Payments Due*, by counting all EP codes.

Item 25.b Project-based exceptions allocated.

Enter the number of exceptions the HUD Field Office has:

- Approved for situations 2 through 6 of HUD Handbook 4350.3, Exhibit 3-1 AND
- NOT taken back.

Item 25.c Tenant-based exceptions in use:

Obtain from Column 15 of form HUD-52670-A Part 1, Schedule of Tenant Assistance Payments Due, by counting all codes that begin with an "E" and end with "T".

Item 25.d Total exceptions (line b + line c)

Add Items 7b and 7c.

Item 25.e Date Field Office last changed allocations for project-based exceptions:

Enter the date (MM/DD/YY) of the last HUD letter that increased or decreased the number of exceptions allocated to this project. If HUD has never given this contract any project-based exceptions, leave blank.

For Parts a through e of Item 25, refer to the MAT Guide: Chapter 7, MAT30 Section 2, (Assistance Payment Summary Record, Fields 12 through 16.

1.7 Part VI. Breakdown of Assistance Payment Requested

ITEM 26. **Type of Assistance**

ITEM 26a. Regular Tenant Assistance Payments for (mo./yr.):

Enter the month and year for which the assistance is requested.

Use the same Month/Year on any HUD-52670-A (Part 1 and Parts 3-6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7, MAT30: Section 2 (Assistance Payment Summary Record), Field 4

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ITEM 27. Number of units in billing:

Enter the number of contract units for which each type of payment is requested.

For Items 27a through all of 27c, see the MAT Guide: Chapter 7, MAT30: Section 2 (Assistance Payment Summary Record), Fields 17, 19, and 56-60.

Type of Assistance	Count of items listed in
a. Regular Tenant Assistance Payments	HUD-52670-A, Part 1 (MAT30, Section 2, Field 17 Unit Regular Billing Count)
b. Adjustments to Regular Tenant Assistance Payments	HUD-52670-A, Part 3 (MAT30, Section 2, Field 19 Unit Adjusted Billing Count)
c. Special Claims	
i. Unpaid Rent	HUD-52670A, Part 5 (MAT30, Section 2, Field 56 Unpaid Rent Unit Billing Count)
ii. Tenant Damages	HUD-52670A, Part 5 (MAT30, Section 2, Field 57 Tenant Damages Unit Billing Count)
iii. Regular Vacancies	HUD-52670A, Part 5 (MAT30, Section 2, Field 58 Regular Vacancies Unit Billing Count)
iv. Rent-Up Vacancies	HUD-52670A, Part 5 (MAT30, Section 2, Field 59 Rent-Up Vacancies Unit Billing Count)
v. Debt Service	HUD-52670A, Part 5 (MAT30, Section 2, Field 60 Debt Service Unit Billing Count)

ITEM 28. Amount requested:

Enter total amounts from forms:

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

HUD-52670-A Part 3, Adjustments to Schedule of Tenant Assistance Payments Due,

HUD-52670-A Part 4. Miscellaneous Accounting Requests for Schedule of Tenant Assistance Payments Due,

HUD-52670-A, Part 5, Approved Special Claims for Schedule for Tenant Assistance

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Payments Due (which should match the totals on the approved form HUD-52670-A part 2, Schedule of Special Claims.); and

HUD 52670-A Part 6, Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due.

If an attached HUD-52670-A has more than one page, enter the total of all of its pages in the appropriate sections (28a through 28e) of Column 28.

Add the total of Items 28a through 28e and enter that amount in Item 28f.

MAT Guide: Chapter 7, MAT30: Section 2 (Assistance Payment Summary Record), Fields 18, 20, 22 through 29

Type of Assistance	Add all amounts in
a. Regular Tenant Assistance Payments	Item 19a of HUD-52670-A, Part 1 (MAT30, Section 2, Field 18 Regular Tenant Assistance payments)
b. Adjustments to Regular Tenant Assistance Payments	Item 11a of HUD-52670-A, Part 3 (MAT30, Section 2, Field 20 Adjustments to Regular Tenant Assistance Payments)
c. Special Claims	
i. Unpaid Rent	Item 8a of HUD-52670A, Part 5 (MAT30, Section 2, Field 22 Unpaid Rent)
ii. Tenant Damages	Item 8a of HUD-52670A, Part 5 (MAT30, Section 2, Field 23 Tenant Damages)
iii. Regular Vacancies	Item 8a of HUD-52670A, Part 5 (MAT30, Section 2, Field 25 Regular Vacancies)
iv. Rent-Up Vacancies	Item 8a of HUD-52670A, Part 5 (MAT30, Section 2, Field 24 Rent-Up Vacancies)
v. Debt Service	Item 8a of HUD-52670A, Part 5 (MAT30, Section 2, Field 26 Debt Service)
d. Miscellaneous Accounting Requests	Item 10 of HUD-52670-A, Part 4 (MAT30, Section 2, Field 27 Total of Miscellaneous Accounting Requests)
e. Repayment Agreements & FSS Escrows	Item 21 of HUD-52670-A, Part 6 (MAT30, Section 2, Field 28 Total of Repayment/Escrow Records)
f. Total Subsidy Authorized Under Instructions in Handbook 4350.3 Rev. 1	Total of all amounts in Column 28 of this form

Note: A Component 1 PH to RAD, 202 PRAC or 811 PRAC voucher may have a negative or zero value for Item 28f. Such a voucher must still be submitted to HUD. It is possible for other subsidy types to have a negative or zero value in this Item as well and such vouchers must be submitted to HUD or the Contract Administrator.

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ITEM 29. Amount Approved.

O/A's and Service Bureaus should leave this Column blank. It is intended for HUD/CA use only.

The total amount approved for payment by HUD or the Contract Administrator will be reflected in Item 29f. Monthly assistance payment amounts are electronically transferred to the project account authorized on the owner's submission of form SF-1199A. Owners wishing to change deposit instructions must send a new form SF-1199A to HUD prior to making the account change.

1.8 Part VII. Distribution of Subsidy Earned (HUD/CA Use Only)

O/A's and Service Bureaus should leave this section blank (fields 30-36) It is intended for HUD/CA use only.

ITEM 30. Applied to HUD-held mortgage.

The amount HUD deducts from the voucher payment to apply to a HUD-held mortgage.

Note: This amount assumes two decimal positions.

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 45

ITEM 31. Applied to debts owed by mortgagor.

The amount HUD deducts from the voucher payment to apply to a debt owed by the mortgagor.

Note: This amount assumes two decimal positions.

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 46

ITEM 32. Paid to Project.

The amount paid to the project.

Note: This amount assumes two decimal positions.

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 47

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ITEM 33. Amount Released from the Residual Receipts Account.

The dollar portion of the Total Subsidy Authorized released from the Residual Reserve Account.

Note: This amount assumes two decimal positions.

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 48

ITEM 34. Voucher Approved Date.

Fill with the date the voucher was approved by the CA.

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 49

ITEM 35. Amount of Correction.

Fill with the difference between total CA paid amount (Field 44 Total Voucher Amount Approved by a CA) and the total OA requested amount (Field 29 Total Subsidy Authorized)

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 50

ITEM 36. Anticipated Payment Date.

Date the voucher is expected to be paid.

MAT Guide: Chapter 7 – 7.2 Assistance Payment Summary Record, Field 52

1.9 Submission Requirements:

The form HUD-52670 including the data on forms HUD-52670A (Part 1 and Parts 3-6) must be electronically submitted to TRACS monthly using a MAT30 record and sub-records to receive payment. Owners who have a Contract Administrator are required to electronically submit the form HUD-52670 in the form of a MAT30 record and sub-records to the Contract Administrator for review and approval. The Contract Administrator will submit the approved MAT30 electronic voucher to HUD for payment and return an electronic copy of that voucher to the owner.

Owner agents are required to keep a signed copy of the HUD-52670, and any HUD-52670-A forms submitted with the HUD-52670, on file for at least 5 years.

MAT Guide: Chapter 5, Section 5.3.1 (Recordkeeping Requirements.)

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