

Housing Owner's Certification and Application for Tenant Assistance Payments

U.S. Department of Housing and Urban Development Office of Housing

OMB Approval No. 2502-0182
(exp. mm/dd/yyyy)

Part I - Contract Information			HUD/CA Use Only
1. Project Name:	2. Project Number	3. Contract Number	Voucher Number:
4. Type of Subsidy:	5a. Management Agent's Name:		Date Received:
	5b. EIN:		Date Paid:

Part II - Occupancy & Income Eligibility Information

6. General Occupancy Information (contract specific):	7. Exceptions to Limitations on Admission of Low-Income Families (only for Sec. 8 contracts effective on or after 10/1/81):
a. Total units in contract	a. Project-based exceptions in use
b. Number of units receiving subsidy under this contract	b. Project-based exceptions allocated
c. Number of units abated under this contract	c. Tenant-based exceptions in use
d. Number of units vacant under this contract	d. Total exceptions (line b + line c)
e. Number occupied by market rent tenants	Date Field Office last changed
f. Number of units under rehab or suspension	e. allocations for project-based exceptions (mm/dd/yy)
Note: 6a must equal 6b + 6c + 6d + 6e + 6f	

Part III - Breakdown of Assistance Payment Requested

8. Type of Assistance	9. Number of Units in Billing	10. Amount Requested	HUD/CA Use Only
			11. Amount Approved
a. Regular Tenant Assistance Payments for (mo./yr.):			
b. Adjustments to Regular Tenant Assistance Payments			
c. i. Section 8 Special Claims for Unpaid Rent			
ii. Section 8 Special Claims for Tenant Damages			
iii. Section 8 Special Claims for Vacancies			
iv. Section 8 Special Claims for Debt Service			
d. Miscellaneous Accounting Requests			
e. Repayment Agreements and FSS Escrows			
f. Total subsidy authorized under instructions in Handbook 4350.3 Rev. 1			

Part V - Owner's Certification

I/WE, the undersigned, certify under penalty of perjury that the information provided above is true and correct: (a) each tenant's eligibility and assistance payment was computed in accordance with HUD's regulations, administrative procedures, and the Contract, and are payable under the Contract; (b) all required inspections have been completed; (c) the units for which assistance is billed are decent, safe, sanitary, and occupied or available for occupancy; (d) no amount included on this bill has been previously billed or paid; (e) all the facts and data on which this request for payment is based are true and correct; and (f) I have not received and will not receive any payments or other consideration from the tenant or any public or private source for the unit beyond that authorized in the assistance contract or the lease, except as permitted by HUD. Upon request by the Department of Housing and Urban Development, its duly authorized representative, or the Comptroller General of the United States, I will make available for audit all books, records and documents related to tenants' eligibility for, and the amount of, assistance payments. **Warning:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §§ 3729, 3802).

Part IV - Distribution of Subsidy Earned (HUD/CA Use Only)

Amount Approved	
12. Applied to HUD-held mortgage	
13. Applied to debts owed by mortgagor	
14. Paid to Project	
15. \$ of the amount in item F, part III was released from the Residual Receipts Account.	
Printed Name, Date, Title & Phone No. (include area code) & Signature:	

Public reporting burden for this collection of information is estimated to average 1.7917 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.

The Department of Housing & Urban Development is authorized to collect this information by the U.S. Housing Act of 1937, as amended. Providing all information is mandatory, and failure to provide information will affect participation in HUD programs. The information provided will be used by HUD to review the accuracy of requested funds for tenants' housing assistance payments and special claims payments and review owner/agent computations of tenant assistance payment and tenants' rights. No assurances of confidentiality are provided for this information collection, but HUD will not disclose data on a specific project or tenant, except as required by law.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2502-0182.

Previous versions obsolete

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[Pending OMB Approval v 06/05/2023]