Special Claims for Vacancies During Rent-up

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

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

Instructions **Follow guidelines in the Special Claims Guide and TRACS MAT Guide**	Project Name	Project Number	Contract Number

Unit Number	Unit Size (no. of Bedrooms)	Period Vacant		No. days vacant (NTE 60)	Daily Contract Rent[1]	Multiply columns 1 and 2 and enter here	HUD's Limitation *	Amount Claimed (column 3 times column 4)
		Effective Date of Contract	To (date)	(1)	(2)	(3)	(4)	(5)
(Note: Item 4, use 0.80 for Section 8, 0.50 for PRAC, and State Agency set amount for 811 PRA units)					Also, enter this total in Column 5 of HUD 52670-A Part 2		Total	

I/WE, the undersigned, certify under penalty of perjury that: (a) the information provided above is true and correct: (b) units are in decent, safe, and sanitary condition, and are available for occupancy during the vacancy period in which the payments are claimed. (c) I complied with the HAP/PRAC/RAC Agreement & implemented diligent marketing not fewer than 90 (60 days for Substantial Rehabilitation) days prior to the anticipated date of initial occupancy. (d) I complied with the requirement of the HUD-approved Affirmative Fair Housing Marketing Plan (AFHMP) and all fair housing and equal opportunity requirements. (e) I took all feasible action to fill the vacancy. (f) I did not reject eligible applicants. (g) I submitted a list of units leased and unleased as of the effective date of the contract. (h) All required documents will be retained in the project's file for six (6) years.
Owner's printed name, signature and date

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).

HUD Contract Administrator Review
- ☐ Claim approved
- ☐ Claim adjusted. Reason:
- ☐ Claim denied. Reason:

Official's name, signature and date

Claim ID: _____

[1] For PRAC projects, if the tenant pays utilities separately, the contract rent is the operating rent (operating cost) minus the HUD-approved utility allowances. If all utilities are included in the rent, the contract rent is the operating rent.

This form must be completed so HUD can pay owners an amount to offset vacancy costs during rent up.

Regulations require that owners complete this form using statutory formulas for calculating vacancy rent up.

The statutes requiring the submission are S8, United States Housing Act (42 U.S.C. 1437f); Section 202 of the Housing Act of 1959 as amended by Section 801 of the National Affordable Housing Act (12 U.S.C. 1701(g)); and Section 811 of the National Affordable Housing Act (42 U.S.C. 8013). The regulations stipulating these rules are: 24 CFR 880, 881, 883, 884, 886, and 891. The administrative requirements for these forms are provided in HUD Handbook 4350.3, Rev. 1, Chapter 9.

HUD does not promise confidentiality but will not disclose data on a specific project or tenant. No questions of a sensitive nature are asked in this form.

The Department of Housing & Urban Development is authorized to collect this information by the U.S. Housing Act of 1937, as amended. The owner/agent must provide all this information. The information provided will be used by HUD to review accuracy of funds requested by owner/agent for vacancy loses during rent up. HUD may disclose this information to Federal, state, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. Otherwise, it will not be disclosed or released outside of HUD, except as permitted or required by law. Providing all information is mandatory, and failure to provide information will affect participation in HUD programs.

Public reporting burden for this collection of information is estimated to average 1.3300 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.