

IMS/PIC Non-Dwelling Building Data Collection Template

This data collection template is meant to guide a PHA on what information is needed to add a non-dwelling building to IMS/PIC after the actual DOFA date has been entered for a development (e.g., a development is in management status) if the building meets the definition of a building listed below.

Building Definition: An individual building is any structure that has a contiguous roofline, a permanent foundation (including pier foundations poured to bearing soil and below frost line), is enclosed on all sides and has at least one utility servicing it such as electric, gas, water, or sewer.

While the PHA is not required to use this file, all the information below is needed in order to ensure the structure meets the definition of a building and to add the building into IMS/PIC by an IMS/PIC power user or super user. The PHA should email all the necessary information to the PIC coach at their local HUD field office, either by completing and attaching this file to the email or by entering all the information below in the body of an email.

Please complete one form for each building – do not include multiple buildings on one form.

1. Is the building completely enclosed—four walls and a roof? Yes No
2. Does the building have any utilities (e.g. electricity, water, etc.)? Yes No
3. What is the purpose/use of the building?
4. Information needed for entering into PIC (only complete if you answered Yes in #1 and 2 above).
 - Development number (11 characters, ex: NE345000001):
 - Building number (make sure this number is not already in use):
 - Building entrance number:
** Note: For both building and building entrance numbers, preceding zeros are okay if the current numbering scheme uses them. For building entrance numbers, unless this is connected to a building with other dwelling or non-dwelling units this will be 1.
 - Building name (e.g. Maintenance shed):
 - Building physical address (street, city, county, state, zip):
Street Address: City:
County: State: Zip (5-digit zip or zip+4):
 - Floor count (total number of floors/levels in the structure):
 - Construction date of the building (mm/dd/yyyy):

Additional information not covered above that may be needed (e.g. circumstances outside the norm):

Completed by the PHA:

PHA code:

Name of PHA staff person submitting request:

Title of PHA staff person submitting request:

Date PHA submitted to HUD field office:

Completed by the local HUD field office:

Name of field office staff person submitting request:

Title of field office staff person submitting request:

Date field office submitted to IMS/PIC power user/super user: