



# Removing Buildings, Units, and Land From Inventory

March 2019

## Overview

When a PHA wants to remove physical inventory, they must submit an inventory removals application in the Inventory Removals sub module in PIC. The PHA adds the developments and their associated buildings and units to the application and notes any land that they desire to remove from inventory. The list of developments, buildings, and units are those that are listed in the Development sub module and are in management status (have a DOFA actual date listed on the Development Profile page). The land should also be listed on the Development Profile page. If it is not, the PHA will need to provide documentation to the field office about the total acreage for the development so that they can add it in PIC. Only a HUD user with edit rights can add this information.

Once the application has a status of HQ Approved and the PHA has taken the appropriate steps to remove the inventory, the PHA will need to create a removal transaction to reflect what inventory was removed and when it was removed. The PHA will need to provide documentation to the field office to support the information they enter in the removal transaction. *PHAs should discuss with their field office what documentation is appropriate depending on the application type.*

PHAs should follow all guidance provided by the Special Applications Center and field office. There could be guidance specific to a certain type of inventory removals application that could change the instructions below (i.e. RAD application removals).

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## Notes About Access

The items listed below will assist security administrators with what role needs to be assigned to a user to complete the steps in this document.

- The system is designed so that one person at a PHA may create the removal transaction and then the executive director or their designee will submit it to HUD for approval. This allows for a checks and balances and to ensure the correct information is being submitted. For access roles, this would mean that the person creating the removal transaction would have the Edit role and the person submitting it would have the Submit role.
- For small PHAs, if only one person is completing the process, they would only need to have the Submit role. If a user has more than one role assigned, it will cause issues in the system and prevent data entry.

## Creating a Removal Transaction

1. Log into Secure Systems as you normally would and single click on the PIH Information Center (PIC) link in the Main Menu.
2. When the PIC Main page loads, single click on the Inventory Removals sub module.
3. Single click on the Remove from Inventory tab.

Development Number	Development Name	Total Approved Units	Total Removed Units	Total Remaining Units	Total Approved Non-Dwelling Structures	Total Removed Non-Dwelling Structures	Total Remaining Non-Dwelling Structures	Total Approved Acres	Total Removed Acres	Total Remaining Acres
CO04H00001	LAKEWOOD	40	40	0	0	0	0	0.97	0.97	0.00
CO04H00002	LAKEWOOD	98	98	0	0	0	0	2.28	0.00	2.28
CO04H00003	LAKEWOOD	21	21	0	1	1	0	3.67	0.00	3.67
CO04H00004	LAKEWOOD ELDERLY HSG	50	50	0	0	0	0	1.04	0.00	1.04

4. On the Unit Transaction Summary page, single click on the development number that corresponds to the inventory you wish to remove.

Development Number	Development Name	Total Approved Units	Total Removed Units	Total Remaining Units	Total Approved Non-Dwelling Structures	Total Removed Non-Dwelling Structures	Total Remaining Non-Dwelling Structures	Total Approved Acres	Total Removed Acres	Total Remaining Acres
CO04H00001	LAKEWOOD	40	40	0	0	0	0	0.97	0.97	0.00
CO04H00002	LAKEWOOD	98	98	0	0	0	0	2.28	0.00	2.28
CO04H00003	LAKEWOOD	21	21	0	1	1	0	3.67	0.00	3.67
CO04H00004	LAKEWOOD ELDERLY HSG	50	50	0	0	0	0	1.04	0.00	1.04

5. On the Unit Transaction Summary page, single click the Add Transaction link.

Application: Remove Bldg/Units      Unit Transaction      Submodule      Review

HQ Office: Public and Indian Housing  
 HQ Division: PO Field Operations  
 Hub: BHDEN Denver Hub  
 Field Office: BAPM DENVER HUB OFFICE  
 Field Office HA: CO489 LAREWOOD aka METRO WEST HOUSING  
 Development Number: CO48999992 LAREWOOD

Unit Transaction Summary

Source: All           

Application Number	Transaction Type	Status	Transaction Date	Action/ Closing Date	Total Reel. Units	Total Non Reel. Structures	Total Acres	Approve/ Reject?
DDA0002799	Proposed Disposition				98	0	2.28	
DDA0002799	Actual Disposition	Removed from Inventory	02/07/2011	12/07/2010	2	0	0.00	

6. On the Unit Transaction page, you will need to make the following entries.

- ✓ Application Number – if you have more than one application for this development, you will need to select the one for the inventory you wish to remove and single click on the Select button to select it. You will receive a pop-up box that warns you about saving your work first, go ahead and single click the OK button.
- ✓ Action Closing Date – this is the date that the inventory was removed (some information can be found in Notice 2005-12 Section D)
- ✓ Buildings – inventory is usually entered into the original application at the building level, which includes any units in those buildings, so you would propose the building(s) that you have removed. In rare instances, an application may be done for a partial building, in which cases you would need to propose the unit(s). Use the applicable selection box and > arrow button to move the building/unit you wish to propose to the proposed box on the right side of the page.
- ✓ Acres – if you included land in your original application, you will enter the number of acres you are removing.
- ✓ Number of Non-Dwelling Buildings without PIC building numbers – this is used in cases where in your application you included buildings that are not in PIC, typically because they do not meet REAC’s definition of a building<sup>1</sup> and therefore cannot be added into the Development sub module. If this applies, enter the number of buildings being removed.

<sup>1</sup> 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. [REAC Compilation Bulletin](#), *Buildings and Units*, Section A “Building”

Field Office: 8APH DENVER HUB OFFICE  
Field Office HA: C0001 DENVER  
Development Number: C0001000008-SUN VALLEY HOMES

**Demolition Information**

Application Number: DDA0008781   
Action Closing Date:

**Remove Residential Inventory By Building**

Complete Buildings Available :  
(Building Number/Building Number Entrance/Address Line1 Text)

SAB01 11 12878 W 11TH AVE  
SAB01 12 12882 W 11TH AVE  
SAB01 13 12888 W 11TH AVE  
SAB01 14 12890 W 11TH AVE

Proposed Buildings :  
(Building Number/Building Number Entrance/Address Line1 Text)

# indicates Non Dwelling Structures  
\*Indicates the Units within the Building are not vacant.

**Remove Residential Inventory By Unit**

Select the building number:

Units Available :  
(Unit Number/Unit Designation/Bedroom Count)

Proposed Units :  
(Unit Number/Unit Designation/Bedroom Count)

\*\*Indicates at least one of the units of the building has been proposed in this transaction.

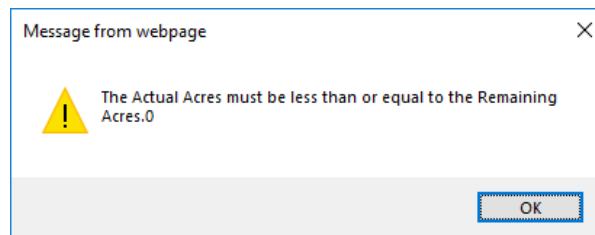
**Remove Non Residential Inventory**

A. Acres included in Proposed Disposition  
Number of Acres\* :

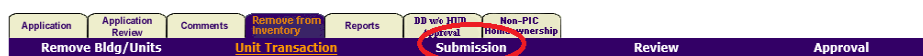
B. Buildings included in Proposed Disposition  
Number of Non-Dwelling Buildings without PIC building numbers@ :

\* : While creating a transaction, Number of acres are calculated as (Number of acres proposed in this current transaction)

7. Single click the Save button to save the new removal transaction. If you receive the error message pictured below, verify the information below. Once corrected, you will be able to start again with step 3.
  - ✓ Ensure that there is still land to be removed in the application – look at the Total Remaining Acres column on the Task List page for this development. You either may not have included it in the original application OR the total amount of land may be included in more than one application. If more than one application is involved, you will have to do a removal transaction for each.
  - ✓ On the Development Profile page in the Development sub module, Total Acres minus Total Removed Acres should be equal to or greater than the number of acres you need to remove. If it is not, contact your PIC Coach so that the Total Acres can be corrected by a HUD user based on PHA provided documentation.



8. The Unit Transaction Summary page appears, and you should see the removal transaction you created has a status of Draft. Single click on the Submission link at the top of the page.



9. On the Submit Transaction page, you will see the removal transaction you created. To view what is included in the removal transaction, single click on link in the Transaction Type

column. While viewing the contents of the removal transaction, if you need to modify the removal transaction, you can do so using the Modify Transaction link on the right side of the page. If you the information is correct, you can single click on the Submission link at the top of the page to go back to the Submit Transaction page.

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/ HUD Approval	Non-PIC Homeownership
Remove Bldg/Units		Unit Transaction		Submission		Review Approval
HQ Office:		Public and Indian Housing				
HQ Division:		PO Field Operations				
Hub:		8HDEN Denver Hub				
Field Office:		8APH DENVER HUB OFFICE				
Field Office HA:		CO001 DENVER				
Development Number:		CO001000008-SUN VALLEY HOMES				
Submit Transaction						

Application Number	Transaction Type	Status	Transaction Date	Action/Closing Date	Total Resi. Units	Total Non Resi. Structures	Total Acres	Approve/Reject?
DDA0008781	Proposed Choice Neighborhoods Demo				58	0	0.00	
DDA0008781	<a href="#">Actual Choice Neighborhoods Demo/Dispo</a>	Draft	03/21/2019	02/28/2019	1	0	0.00	<input type="checkbox"/>

**Note:** If you have more than one removal transaction to submit, you can view the contents of each one using step 9. You would then be checking multiple boxes in step 10 below.

10. Once you are ready to submit your removal transaction for review and submission by the executive director or their designee, single click the checkbox in the Approve/Reject column and single click on the Submit button. You will receive a pop-up box that says "This action will submit information for this transaction(s). Do you wish to proceed?" Single click on the OK button.
11. When the page refreshes, you will see the status of the removal transaction changes to Submitted for Review.
12. The executive director or their designee will use the steps in the [Submitting a Removal Transaction to HUD](#) section of this document, below, to submit the removal transaction to HUD.

## Submitting a Removal Transaction to HUD

As mentioned in earlier in this document, the executive director or their designee will complete the steps below. The only exception may be small PHAs that do not have many users.

1. Log into Secure Systems as you normally would and single click on the PIH Information Center (PIC) link in the Main Menu.
2. When the PIC Main page loads, single click on the Inventory Removals sub module.
3. Single click on the Remove from Inventory tab.

Development Number	Development Name	Total Approved Units	Total Removed Units	Total Remaining Units	Total Approved Non-Dwelling Structures	Total Removed Non-Dwelling Structures	Total Remaining Non-Dwelling Structures	Total Approved Acres	Total Removed Acres	Total Remaining Acres
CO00000001	LAKESWOOD	40	40	0	0	0	0	0.97	0.97	0.00
CO00000002	LAKESWOOD	98	98	0	0	0	0	2.28	0.00	2.28
CO00000003	LAKESWOOD	21	21	0	1	1	0	3.67	0.00	3.67
CO00000004	LAKESWOOD ELDERLY HSG	50	50	0	0	0	0	1.04	0.00	1.04

- On the Unit Transaction Summary page, single click on the development number that corresponds to the inventory you wish to remove.

Development Number	Development Name	Total Approved Units	Total Removed Units	Total Remaining Units	Total Approved Non-Dwelling Structures	Total Removed Non-Dwelling Structures	Total Remaining Non-Dwelling Structures	Total Approved Acres	Total Removed Acres	Total Remaining Acres
CO00000001	LAKESWOOD	40	40	0	0	0	0	0.97	0.97	0.00
CO00000002	LAKESWOOD	98	98	0	0	0	0	2.28	0.00	2.28
CO00000003	LAKESWOOD	21	21	0	1	1	0	3.67	0.00	3.67
CO00000004	LAKESWOOD ELDERLY HSG	50	50	0	0	0	0	1.04	0.00	1.04

- The Unit Transaction Summary page appears, and you should see the removal transaction you created has a status of Draft. Single click on the Review link at the top of the page.

Application Application Review Comments Remove from Inventory Reports DD w/o HUD Approval Non-PIC Homeownership

Remove Bldg/Units Unit Transaction Submission Review Approval

- On the Submit Transaction page, find the removal transaction with the status of Submitted for Review. To view what is included in the removal transaction, single click on link in the Transaction Type column. You will not be able to modify the contents of the removal transaction at this point (see the next step for how to resolve issues). When you are finished viewing the removal transaction, single click on the Review link at the top of the page to return to the Submit Transaction page.

Application Number	Transaction Type	Status	Transaction Date	Action/Closing Date	Total Resi. Units	Total Non Resi. Structures	Total Acres	Approve/Reject?
DDA0008781	Proposed Choice Neighborhoods Demo/Dispo				58	0	0.00	
DDA0008781	Actual Choice Neighborhoods Demo/Dispo	Submitted for Review	03/21/2019	02/28/2019	1	0	0.00	Select One

Cancel Submit

- On the Submit Transaction page, you will choose what you want to do with the removal transaction – approve or reject it. Approving it will submit it to HUD for their review and action. Rejecting it will send it back in the process so modifications can be made by the HA. Select which action you want to take from the dropdown box in the Approve/Reject column.



- ✓ If you choose to approve the removal transaction, go to the next step after selecting Approve.
  - ✓ If you choose to reject the removal transaction, after you select Reject, you will see a pop-up box appear asking for a comment about why the removal transaction is being rejected. You must enter a brief reason here.
8. Single click on the Submit button to save your decision. You will receive a pop-up box that says "This action will submit information for this transaction(s). Do you wish to proceed?" Single click on the OK button.
- ✓ If you approve the removal transaction, the page will refresh and show the transaction with a status of Submitted for Approval. **Notify your field office you submitted a removal transaction and provide them the supporting documentation.**
  - ✓ If you reject the removal transaction, the page will refresh and show the transaction with a status of Rejected. The word Rejected will be a link that a user can click on to view the rejection reason you entered.

## Correcting a Rejected Transaction

If the executive director or their designee rejects a removal transaction, it can be modified and resubmitted for their review.

1. Complete steps 1-4 in the [Creating a Removal Transaction](#) section of this document.
2. On the Unit Transaction Summary page, you will see the removal transaction that has a status of Rejected. You can view the comments about why the removal transaction was rejected by clicking on the Rejected link. Close the pop-up box when you are done viewing the comments.
3. Single click on the link for that link for the rejected removal transaction under the Transaction Type column.
4. You see the contents of the removal transaction. If you need to modify the contents of the removal transaction, single click on the Modify Transaction link on the right side of the page. The page will refresh and will be available for edit.
5. Make the needed modifications to the information – see step 6 in the [Creating a Removal Transaction](#) section for more information on the data elements.
6. Single click on the Save button once all modifications have been made.
7. The Unit Transaction Summary page will appear and show the removal transaction is in Draft status.
8. Single click on the Submission link at the top of the page.



9. On the Submit Transaction page, you will see the removal transaction you modified. To view what is included in the removal transaction, single click on link in the Transaction Type column. While viewing the contents of the removal transaction, if you need to modify the removal transaction, you can do so using the Modify Transaction link on the right side of the page. If you the information is correct, you can single click on the Submission link at the top of the page to go back to the Submit Transaction page.



Application	Application Review	Comments	Remove from Inventory	Reports	DD w/ HUD Approval	Non-PIC Homeownership		
Remove Bldg/Units		Unit Transaction		Submission		Review	Approval	
HQ Office:		Public and Indian Housing						
HQ Division:		PO Field Operations						
Hub:		8HDEN Denver Hub						
Field Office:		8APH DENVER HUB OFFICE						
Field Office HA:		CO001 DENVER						
Development Number:		CO001000008-SUN VALLEY HOMES						
Submit Transaction								
Application Number	Transaction Type	Status	Transaction Date	Action/Closing Date	Total Resi. Units	Total Non Resi. Structures	Total Acres	Approve/Reject?
DDA0008781	Proposed Choice Neighborhoods Demo				58	0	0.00	
DDA0008781	Actual Choice Neighborhoods Demo/Dispo	Draft	03/21/2019	02/28/2019	1	0	0.00	<input type="checkbox"/>
								<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

**Note:** If you have more than one removal transaction to submit, you can view the contents of each one using step 9. You would then be checking multiple boxes in step 10 below.

10. Once you are ready to submit your removal transaction for review and submission by the executive director or their designee, single click the checkbox in the Approve/Reject column and single click on the Submit button. You will receive a pop-up box that says "This action will submit information for this transaction(s). Do you wish to proceed?" Single click on the OK button.
11. When the page refreshes, you will see the status of the removal transaction changes to Submitted for Review.
12. The executive director or their designee will use the steps in the [Submitting a Removal Transaction to HUD](#) section of this document to submit the removal transaction to HUD.