PIC Non-Dwelling Building Data Collection

This data collection is meant to guide a PHA on what information is needed to add a non-dwelling building to PIC after the actual DOFA date has been entered if meets REAC's definition of a building. This definition is found in their Compilation Bulletin under the Buildings and Units section. This document is on the PASS website under Helpful Tools. While the PHA is not required to use this form, all of the information below is needed in order to ensure the structure meets the definition of a building and to add the building into PIC by a PIC super user. The PHA staff person should email all the necessary information to the PIC coach at their local HUD field office, either by completing and attaching this form to the email or by writing all the necessary information noted here 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: Unless this is connected to a building with other dwelling or non-dwelling units this should usually be set to 1.
   - Building name (e.g. Maintenance shed): _____
   - Building physical address (street, city, county, state, zip):

     Street Address: _____ County: _____

     City: _____ 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 PIC super user: _____