

Tenant-based Housing Choice Voucher (HCV) program forms:

HUD-52517- Request for Tenancy Approval (RTA)

- Implementation guidance: Must be implemented immediately for all applicants/tenants who have not yet been issued an RTA to complete. This means that Public Housing Agencies (PHAs) that have already handed out the RTA do not need to track down tenants/applicants to give them the newer version. The PHA must begin giving out the new form immediately.
- Changed structure types to match the options on HUD-50058.
- Modified fuel types to match the HUD Utility Schedule Model.
- Utility responsibility chart updated – only one column to complete per utility.

HUD-52641 – Housing Assistance Payments (HAP) Contract

- Implementation guidance: Must be used for all HAP Contracts that have not already been signed or mailed out for signature.
- Revised to incorporate the requirements of the Violence Against Women Reauthorization Act of 2013 (P.L. 113-4) (VAWA 2013).
- Removed expired language regarding foreclosures.
- Updated utility responsibility chart to match the RTA.

HUD-52641A - Tenancy Addendum

- Implementation guidance: Must be used for all leases that have not already been signed, including those for existing program participants.
- Revised to incorporate the requirements of the Violence Against Women Reauthorization Act of 2013 (P.L. 113-4) (VAWA 2013).
- Removed expired language regarding foreclosures.

HUD-52667 - Utility Allowance Schedule

- Implementation guidance: PHAs may choose to wait to implement the new version of this form until the next update to their utility allowance schedule.
- Changed name from “Allowances for Tenant-Furnished Utilities and Other Services.”
- Modified fuel types to match HUD Utility Schedule Model.

- Added Heat Pump, separated out Fuel Oil and Electric, removed Coal (which can be considered under Other if necessary).
- As a reminder, PHA is not required to have an allowance for each of the fuel types, only those that are regionally appropriate.

HUD-52646 - Voucher

- Implementation guidance: Must be used for any new vouchers that have not yet been issued.
- Updated the instructions for #3 Date Voucher Expires from “insert date sixty days after date” to “must be at least sixty days after date issued.”

HUD-52515 - Funding Application

This form is used on a limited basis for special purpose voucher Notices of Funding Availability and awards. The new version removes outdated fields and certifications that are no longer needed or collected elsewhere.

Other forms revised only to update the expiration date:

- HUD-52580 Inspections Checklist
- HUD-52580A Inspections Form
- HUD-52642 Manufactured Home Space Rental Contract
- HUD-52649 Statement of Homeowner Obligations
- HUD-52665 Family Portability Information

Project-Based Vouchers (PBV) Forms:

HUD-52530-A and HUD-52530-B – PBV HAP Contract New Construction/Rehab and Existing (Parts 1 and 2):

- Implementation guidance: must be used for all HAP Contracts that have not already been executed. PHAs and owners who have executed PBV HAP contracts using the previous forms since the PBV changes in the Housing Opportunity Through Modernization Act (HOTMA) became effective (i.e. April 18, 2017) are reminded that HAP contracts stated that they must be interpreted and construed in accordance with all statutory requirements, and with all HUD requirements, including changes in HUD requirements during term of the HAP

Contracts. PHAs may, but are not required to, re-execute such PBV HAP contracts (provided owners consent) using the new forms. However, PHAs agreeing to extend such HAP contracts must condition any extension of the contract term on the use of the new form. Additionally, PHAs that will be re-executing the contracts are reminded that, under the program regulations, the PBV contracts and other forms must be used word-for-word in the form prescribed HUD. Any additions or modifications of these documents must be approved by HUD Headquarters.

- Changed length of initial term from up to 15 years to up to 20 years to conform to HOTMA.
- Changed income mixing requirements (project cap) to conform to HOTMA, including new and revised project cap exceptions.
- Added a statement to identify when a PHA chooses not to reduce rents below the initial rent to owner.
- Added definition of PHA-owned units and controlling interest, consistent with the January 18, 2017 HOTMA Implementation Notice, 82 FR 5459, and PIH 2017-21.
- Added requirements concerning to owner notice of contract termination or expiration without extension.
- Added family's right to remain in the unit with tenant-based assistance when the PBV HAP contract terminates or expires, to conform to HOTMA.

HUD-52531-A and HUD-52531-B - PBV agreement to enter into a HAP contract (Parts 1 and 2):

- Implementation guidance: must be used in all cases where an Agreement to Enter into a HAP Contract is required (specifically, in connection with the development of newly constructed or rehabilitated PBV housing) and has not already been executed.
- Updated federal labor standard provisions to conform with current Department of Labor regulations.

HUD-52578-B - PBV statement of family responsibility:

- Implementation guidance: must be used for all new tenancies. For existing tenancies, the PHA must ensure that the updated form is executed no later than the family's next annual reexamination.

Tenant-Based HCV Forms and PBV Forms – July, 2019 Summary of Changes and Implementation Guidance

- Added language concerning prorated assistance for mixed families.
- Added general VAWA language.
- Removed reference to termination of assistance if a family fails to complete an FSS contract without good cause.

HUD-52530-C - PBV tenancy addendum:

- Implementation guidance: must be used for all new tenancies. For existing tenancies, the PHA must ensure that the updated form is executed no later than the family's next annual reexamination.
- Revised to incorporate the requirements of VAWA 2013.
- Removed reference to termination of assistance if a family fails to complete an FSS contract without good cause.
- Revised the definition of excepted unit to conform to HOTMA.