REPORTING ADDRESSES
FORM HUD-52491.10 (ADR FRAME)

A. ADDRESS REPORTING. The Section 8 Management Information System (MIS) address reporting enables HUD to communicate information from the HUD Directive System, Headquarters, Section 8 Program areas, and the multifamily Tenant Characteristics System (MTCS) to PHAs, State Housing Agencies (HFDAs), owners, managing agents, developers, and/or sponsors.

B. SECTION 8 MIS ADDRESS REPORTING REQUIREMENTS

1. Statewide Project Address. Addresses are not applicable for Statewide projects. However, applicable addresses must be reported for projects created from Statewide projects.

2. MIDLIS Input of Project Location and Managing Agent Addresses
   a. Project Location and Managing Agent addresses are input, where they do not exist in the Section 8 MIS, through a monthly interface from the Multifamily Insured and Direct Loan Information System (MIDLIS) for the following Section 8 programs:
      - Insured Section 8 Program projects
      - Section 202/8 programs
      - Rental Assistance Elderly and Disabled programs
      - Section 8 projects in HUD's Acquired Inventory
   b. Once an address is posted to a Section 8 MIS project, the address data will not be corrected through the MIDLIS monthly interface. Therefore, along with correcting addresses in MIDLIS, addresses in the Section 8 MIS must also be corrected, using form HUD-52491.10 (refer below to paragraph B.7).
   c. The Managing Agent address in the Section 8 MIS is created for all projects/Funding Increments where the Managing Agent address does not exists and where the following:
      (1) The Section 8 MIS FHA Project Number (C1058) matches the MIDLIS FHA Project Number (C13), or
      (2) The Section 8 MIS Project Number (C1004) matches the MIDLIS Project Number (C19).

3. SECTION 8 MIS PROJECT LOCATION ADDRESSES
   a. All Project-Based projects are required to have a Project Location address(es) reported to the Section 8 MIS.
   b. Project Location Addresses are not required for the following Section 8 programs:
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4. ACTIVE/INACTIVE Status of PHA/State Housing Agencies (HFDAs) and Managing Agents

a. Address data for the PHA/State Housing Agency and the project/funding increment's Managing Agent is not required if all Funding Increments or projects for the PHA/State Housing Agency are inactive/terminated (Processing Stage (C1063) is valued greater than "89" and the PHA Mail Status Code (C69) is valued with an "I" for Inactive).

b. Address data is required for the PHA/State Housing Agency and the project/funding increment's Managing Agent if any project for the PHA/State Housing Agency is active (Processing Stage (C1063) is valued less than "90", Total Assisted Units (C1020) greater than zeros, and the PHA Mail Status Code (C69) is valued with an "A" for Active).

c. The active or inactive status of PHA/State Housing Agencies and Managing Agents is automatically determined weekly by Headquarters and the results are posted on the weekly reports of F0506XA and F0506XB which are to be retrieved by Field and Regional Offices through the PRTLST tables.

5. SECTION 8 MIS PHA/HFDA ADDRESS TYPE CODE C60. The PHA/HFDA Address Type Code (C60) is valued as follows when the HUD Contractual Relationship is reported for PHA/HFDA-Administered projects:

a. Initial Load (performed May 1988)

   (1) "H" = State Agency Administering only HFDA projects (where HUD contractual Relationship equals "C" or "E" for all projects under a given PHA/HFDA).

   (2) "L" = State Agency or Local PHA administering only Non-HFDA projects (where HUD Contractual Relationship equals "A" or "B" for all projects under a given PHA/HFDA).

   (3) "P" = State Agency administering both HFDA and Non-HFDA projects (where HUD Contractual Relationship equals ("A"
b. Form HUD-52491.1 (Frame 1F3) and Form HUD-52491.CHG

If C60 = "H" and the reported HUD Contractual Relationship equals "B", C60 is valued with "P".

If C60 = "L" or "P" and the reported HUD Contractual Relationship equals "B", C60 is unchanged.

If C60 is not valued and the reported HUD Contractual Relationship equals "B", C60 is valued with "L".

c. Form HUD-52491.2 (Frame 2F2), Form HUD-52491.3 (Frame 3F2), and Form HUD-52491.CHG

If C60 = "H" and the reported HUD Contractual Relationship equals "A" or "B", C60 is valued with "P".

If C60 = "L" or "P" and the reported HUD Contractual Relationship equals "A" or "B", C60 is unchanged.

If C60 is not valued and the reported HUD Contractual Relationship equals "A" or "B", C60 is valued with "L".

d. Form HUD-52491.4 (Frame 4F1), Form HUD-52491.5 (Frame 4F1), and Form HUD-52491.CHG

If C60 = "L" and the reported HUD Contractual Relationship equals "C" or "E", C60 is valued with "P".

If C60 = "H" or "P" and the reported HUD Contractual Relationship equals "C" or "E", C60 is unchanged.

If C60 is not valued and the reported HUD Contractual Relationship equals "C" or "E", C60 is valued with "H".

6. ADDRESS REPORTING FREQUENCY

a. The HUD Directive and MTCS addresses are to be reported at the initial Reservation stage.

b. Addresses may be reported to the Section 8 MIS, if known, earlier than the reservation stage.

c. All address types are required to be reported at the same time or immediately after reporting an obligatory Annual
Contributions Contract (ACC) or Housing Assistance Payments (HAP) Contract (whichever is applicable) executed between HUD and the contract administrator.

d. Addresses, if known, for the PHA/State Housing Agency, Managing Agent, owner, developer, and sponsor may be reported at the Application Received Stage, but are required at the ACC or HAP stage.

7. Form HUD-52491.10

a. The responsible Field Office organization(s) for the Section 8 program(s) is to report to the Section 8 MIS new and/or changed addresses by completing Form HUD-52491.10.

Upon completing the form(s), the organizational Section 8 program reporting staff member is to;

Initial and date the form on the bottom line, and

forward the form(s) to the assigned program data entry staff member(s) for data entry to the Section 8 MIS.

b. Refer to the following page for an illustration of the form.

C. ADDRESS REPORTING INSTRUCTIONS
FORM HUD-52491.10 (FRAME ADR)

ADR, Block 1: Transaction Type. Select the item which represents the address reporting type of action.

Check One:

"ADD" - First-time reporting of an address

"CHANGE" - Correct or Change an already reported address

Note1: Either an "ADD" or a "CHANGE" transaction type may be used to overlay existing address data already on the Section 8 MIS database for any particular type of address.

For further details on changes to Project Location addresses (may be multiple addresses), refer to paragraph "E" below.

Addresses for Address Types ("2" through "9" and "P" reside in the Section 8 MIS...
only once per project or per PHA/State Housing Agency. Therefore, when either an "ADD" or "CHANGE" is checked, the address data will be overlaid if it already exists or inserted if it does not exists.

Note2: For an address CHANGE transaction and where Block 2 is valued as "2" through "9" or "P", only the "changing-to" address information (new address parts) need to be entered in Blocks 6 through 16.

ADR, Block 2: Address Type. select the entry which applies to the address type.

A single form HUD-52491.10 must be completed for each address type.

Codes "1" through "9" are posted to C1901 (Project Address Type)

The PHA/HFDA Address Type code (C60) is valued when the HUD Contractual Relationship (C1047) is initially reported or whenever changed per Project as explained above in paragraph A.5. The code "P" on the address form is used only as a reporting code to distinguish PHA/HFDA address reporting from the address reporting of a project, owner, developer, managing agent, or sponsor.

Circle One:

"P" = PHA or State Housing Agency.
Go to Block 4.

"1" = PROJECT. If there is only one site within a given project, but there are multiple buildings, report an address that represents one of the buildings.

If there are multiple sites within a given project, a separate form HUD-52491.10 must be completed representing a project address for each site.

Go to Block 3.
"2" = OWNER. Go to Block 3.

"3" = DEVELOPER (optional reporting). Go to Block 3.

"4" = MANAGING AGENT. Go to Block 3.

"5" = SPONSOR. Go to Block 3.

"6" = OWNER AND SPONSOR. Go to Block 3.

"7" = DEVELOPER AND SPONSOR. Go to Block 3.

"8" = OWNER AND DEVELOPER. Go to Block 3.

"9" = OWNERS, DEVELOPERS, AND SPONSORS. Go to Block 3.

ADR, Block 3: Project Number. Enter the eleven character project number for project-related addresses (Block 2 = "1" through "9"). If "P" is circled in Block 2, leave Block 3 blank. Go to Block 5.

ADR, Block 4: PHA/HFDA Number. Enter the five character PHA or State Agency Number (Block 2 = "P"), Example; MA069. Go to Block 5.

Note: If reporting project-related addresses (Block 2 = "1" through "9"), leave Block 4 blank.

ADR, Block 5: Mailing indicator. Select the entry which applies to the address.

Circle One:

"1" = MTCS. Addresses which are to be passed to the MTCS for mailing only.

MTCS address will be used to inform program administrators (i.e. managing agents) of incorrect submission of form HUD-50058, The Tenant Data Summary, and form HUD-50059, Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures.

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"2" = HUD DIRECTIVE. For addresses to which HUD Directives (e.g., HUD Handbooks, HUD Notices), are to be mailed only.
"3" = BOTH MTCS AND HUD Directive. For addresses to which both MTCS and HUD Directives system documents are to be mailed.

"4" = NOT APPLICABLE. For addresses to be posted to the Section 8 MIS database but not used for HUD Directives or the MTCS.

ADR, Block 6: Address Name. Enter the name for whom you are reporting the address. If Project Address (Block 2 = "1") and the name is unknown, leave blank, but enter later when and if it becomes known.

Leave spaces between word parts and do not punctuate.

Note: The address Name is posted to Project Name (C1077) in the Section 8 MIS when Address Type (Block 2) equals "1".

ADR, Block 7: House Number. Enter the house number of the address. For rural routes, post office boxes, or addresses with no number, leave blank.

ADR, Block 8: House Number suffix. If applicable, enter the suffix of the house number of the address. (Example: For 1234A Main Street, enter "A" in this block.) Do not punctuate. If none, leave blank.

Note: For rural routes, post office boxes, or addresses with no suffix, leave blank.

ADR, Block 9: Pre-Direction. If applicable, select the direction indicator which precedes the street name. (Example: 1234 N. Main Street; circle "N"). Do not punctuate when entering. If none, leave blank.

Note: For rural routes, post office boxes, or addresses with no pre-direction, leave blank.

Circle One:

"N" = North     "NE" = Northeast
"S" = South     "SE" = Southeast
"E" = East      "NW" = Northwest
"W" = West      "SW" = Southwest

ADR, Block 10: Street Name. Enter the name of the street, or if applicable, the entire rural route address, or the entire post office box. (Examples: RFD 1, Box 9 or POB 12A.) Abbreviate and do not punctuate, i.e. for "Post Office Box" use "POB".

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ADR, Block 11: Street Type. Select the street type which applies. For rural routes, post office boxes, or addresses with no street type, leave blank.

Circle One:

The applicable code from the code list on the form.

ADR, Block 12: Post-Direction. If applicable, select the direction indicator which follows the street (Example: 1234 Main Street Northeast, circle "NE"). Do not punctuate when entering. If none, leave blank.

Circle One:

"N" = North  "NE" = Northeast
"S" = South  "SE" = Southeast
"E" = East   "SW" = Southwest
"W" = West   "NW" = Northwest

ADR, Block 13: Suite/Room No. If applicable, enter room (RM) or suite (Suite) and the number or letter designation (Examples: Rm 101 or Suite 201). If none, leave blank. On a "CHANGE" Transaction Type, the word "REMOVE" may be entered to remove this item's value from the database.

ADR, Block 14: City. Enter the name of the city. Leave spaces between word parts.

ADR, Block 15: State. For the state covering the address, enter the two character Federal Standard State abbreviated code as identified in Handbook of Codes, 2160.4B.

ADR, Block 16: Zip code. Starting with the left position, enter the zip code of the address.

Five digit zip codes; use the first five boxes. Nine digit zip codes; use all the boxes.

D. COMPLETED FORM. The form is complete after reporting blocks 1 through 16: for an "ADD" Transaction Type or for Address Type "2" through "9" or "P" for an "ADD" or "CHANGE" Transaction Type.

E. SECTION 8 MIS DATABASE CHANGING OF PROJECT LOCATION ADDRESS (Block 1 is checked for "CHANGE" and Block 2 = "1")

1. Since Multiple Project Location addresses may exist, to ensure changing of the correct Project Location address, a project database print of the old address(es) is to be produced by either an on-line "immediate access" print or by an on-line generation of
the Section 8 MIS F05AMC report (explained in Chapter 3 of the Section 8 MIS Terminal Operator's Guide (TOG), paragraph 3-5.h).

2. Enter the new address values in Blocks 6 through 16 exactly as you desire it to appear in the database.

3. Enter the old address values in Blocks 17 through 22 exactly as they appear on the database print for data elements INPUT-STREET-ADDRESS (C1904) or OUTPUT-STREET-ADDRESS (C1905).