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:

. Section 8 Housing Voucher programs

. Moderate Rehabilitation/Regular and Homeless programs

. Existing Housing Certificates (exception: required for the Existing Housing Certificate Property Disposition program)

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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"

or "B") and ("C", or "E") for any projects under a given
PHA/HFDA).

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".

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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.

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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.

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"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   "NW" = Northwest
                   "W" = West   "SW" = Southwest

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).