

# Housing Owner's Certification & Application for Housing Assistance Payments

U.S. Department of Housing and Urban Development  
Office of Housing

4350.5  
APPENDIX 8



OMB Approval No. 2502-0182 (11/30/93)

<b>Part I - Contract Information</b>			<b>HUD Use Only</b>
1. Project Name:	2. FHA / EH / Non-Insured No.:	3. Section 8 Contract Number:	Voucher Number:
4. Type of Subsidy (one only): <input type="checkbox"/> Sec. 8 <input type="checkbox"/> Rent Supp. <input type="checkbox"/> RAP	5a. Management Agent's Name:  5b. EIN:	6. Payee's address; or bank address & account number; or ABA (American Banking Association) route & account no.	Date Received:  Date Paid:

<b>Part II - Occupancy &amp; Income Eligibility Information</b>		
7. General Occupancy Information (contract specific):	8. Exceptions to Limitations on Admission of Lower-Income Families (only for Sec. 8 contracts effective on or after 10/1/81):	9. Tenant Income Information (only for Sec. 8 contracts effective before 10/1/81):
a. Total Units in contract	a. Project-based exceptions in use	Enter the number of units now leased to lower-income families who: 1. began receiving Section 8 on or after 8/1/84; and 2. were not very low income at the time they began to receive Section 8.  Number of units: _____
b. Number of Units receiving subsidy under this contract	b. Project-based exceptions allocated	
c. Number of Units vacant under this contract	c. Tenant-based exceptions in use	
d. Number occupied by Market Rent Tenants	d. Total exceptions (line b + line c)	
Note: 7a must equal 7b + 7c + 7d	e. Date Field Office last changed allocations for project-based exceptions (mm/dd/yy)	

<b>Part III - Breakdown of Assistance Payment Requested</b>			<b>HUD Use Only</b>	
10. Type of Assistance	11. Number of Units in Billing	12. Amount Requested	13a. Amount Approved	13b. Accounting Code
1. Regular Tenant Assistance Payments for (mo./yr.):				
2. Adjustments to Regular Tenant Assistance Payments				
3. a. Section 8 Special Claims for Unpaid Rent				
b. Section 8 Special Claims for Tenant Damages				
c. Section 8 Special Claims for Vacancies				
d. Section 8 Special Claims for Debt Service				
4. 1983 HURRA Rent Rebates				
5. Total Subsidy Authorized under instructions in Handbook 4350.3				

**Part V - Owner's Certification** I certify that: (1) Each tenant's eligibility and assistance payment was computed in accordance with HUD's regulations, administrative procedures, and the Contract, and are payable under the Contract; (2) all required inspections have been completed; (3) the units for which assistance is billed are decent, safe, sanitary, and occupied or available for occupancy; (4) no amount included on this bill has been previously billed or paid; (5) all the facts and data on which this request for payment is based are true and correct; and (6) I have not received and will not receive any payments or other consideration from the tenant or any public or private source for the unit beyond that authorized in the assistance contract or the lease, except as permitted by HUD. Upon request by the Department of Housing and Urban Development, its duly authorized representative, or the Comptroller General of the United States, I will make available for audit all books, records and documents related to tenants' eligibility for, and the amount of, assistance payments.

<b>Part IV - Distribution of Subsidy Earned (HUD Use Only)</b>		
	Amount Approved	Accounting Code
1. Applied to HUD-held mortgage		
2. Applied to debts owed by mortgagor		
3. Paid to Project		
4. \$ _____ of the amount in item 5, part III was released from the Residual Receipts Account.		

Printed Name, Signature, Date, Title & Phone No. (include area code):

HUD will prosecute false claims & statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1010, 1012; 31 U.S.C. Sections 3729, 3802).

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Public reporting burden for this collection of information is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2502-0182), Washington, D.C. 20503.

**Privacy Act Statement:** The Department of Housing & Urban Development is authorized to collect this information by the U.S. Housing Act of 1937, as amended, and to request the Employer Identification Number (EIN) by the Housing & Community Development Act of 1987, 42 U.S.C. 3543. Owner / agent must provide all this information including the EIN. The information provided will be used by HUD for the following: (1) Review accuracy of funds requested by owner / agent for tenants' housing assistance payments and special claims payments. (2) Review owner / agent computation of tenant assistance payment and tenants' rents using specific forms and formulas. (3) Evaluate the date owner / agent re-certify assisted tenants. ~~(4) Limit the number of Section 8 units that may be leased to lower-income families whose incomes exceed 50% of the area median income.~~ (5) Restrict or prohibit the admission of tenants who are ineligible for assistance. (6) The EIN may be cross-checked against the EIN reported on the Management Entity Profile (form HUD-9832) or the Rent Schedule (form HUD-92548). This cross-check will assist in identifying inconsistencies whereby corrective action may be taken. The EIN is used as a unique identifier. HUD may disclose this information to Federal, state, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. Otherwise, it will not be disclosed or released outside of HUD, except as permitted or required by law. Providing all information is mandatory, and failure to provide information will affect participation in HUD programs.