

Monthly Report of Excess Income

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



Section 236 Projects

OMB Approval No. 2502-0086 (exp. 7/31/93)

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 (2502-0086), Washington, D.C. 20503. Do not send this completed form to either of the above addresses.

Privacy Act Statement: The Department of Housing and Urban Development (HUD) is authorized to collect this information by Section 236 of the National Housing Act of 1937, as amended, and the Employer Identification Number (EIN) by the Housing & Community Development Act of 1987, 42 U.S.C. 3543. The information concerning the monthly reporting of excess income is being collected by HUD to: (1) ensure project owners comply with the program requirements to accumulate, safeguard and pay HUD all rental charges collected in excess of the basic rental charges; (2) recover and enforce collection actions through repayment plans and/or offset of future subsidy billings in accordance with 24 CFR 17, administrative claims, and assess civil money penalties pursuant to Section 416 of the 1987 Housing and Community Development Act, as well as; (3) automate financial reporting needs. The EIN is used as a unique identifier for closer monitoring of owners and agents. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law. Failure to provide the information could affect your future participation in HUD programs.

Important: Follow the instructions on the back to prepare this form.
Submit this form by the 10th of the month following the month covered by this report.

Mail this report to: Excess Rental Income P.O. Box 360333M Pittsburgh, PA 15250	Project Name & Address :	FHA Project No:
		Reporting Period: (mm/yyyy)
		Complete this block only if item 6 shows a payment due HUD Check No: Amount :

Project Owner's Name, Address & Phone No.:	Management Agent's Name, Address & Phone No.:
Employer ID No.:	Employer ID No.:

Item Description	Column A	Column B
1. Balance carried forward from the previous month		
2. Total rents collected from HUD and tenants during the current month		
3. Adjustments to Basic Rents for revenue-producing units occupied a partial month		
4. Total Basic Rents for revenue-producing units occupied one or more days during the month		
5. Subtotal: (add lines 2 and 3 in column A; add lines 1 and 4 in column B)		
6. Total due and payable to HUD		
7. Balance to be carried forward to next month		

Certification: I certify that the information on this form and form HUD-93104-A is true and complete.

Type the Name & Phone No. of the Person Preparing this Report (include area code) :	Name of Reversing Mortgagee Official & Phone No.:
Title :	Title :
Signature & Date :	Signature & Date :
X	X

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)
Previous editions are obsolete. form HUD-93104 (4/92)

Instructions for Preparing form HUD- 93104, Monthly Report of Excess Income .

Purpose: This report is designed to calculate the amount of funds collected from tenants that is in excess of the basic rent due. It is also used to track accrued unpaid excess rent (over basic rent) that has not been paid by tenants who do not qualify for basic rent, and who may be delinquent in whole or in part in paying excess rent due.

Header Data. Complete all boxes

Project Name & Address. Enter the name and mailing address of the project

FHA/Non-Insured Project Number. Enter the 8-digit FHA or State Agency non-insured project number. Sample entries are:

<u>FHA-Insured Projects</u>	<u>State Agency Non-Insured Projects</u>
121-44026	121-001NI

Failure to provide the correct project number could result in assessment of both late charges and interest penalties due to collections not being properly applied.

Check Number and Amount. Enter the check number and the amount remitted when excess income is remitted. This information is needed for correct collection credit.

Reporting Period. Enter the month and year of this report. (June 1990 is to be entered as 6/90.) Correct information ensures correct collection credit.

Project Owner / Management Agent (Name & Address). Enter the information for the entities responsible for the project.

Employer Identification Number (EIN). The EIN means the taxpayer ID number of the individual, trust, estate, partnership, association, company, or corporation assigned pursuant to section 6011(b) of the Internal Revenue Code of 1986, or corresponding provisions of prior law, or pursuant to section 6109 of the Code. The number has 9-digits separated by a hyphen as follows:

00-0000000.

Line Entries

Line 1. Enter the amount shown in line 7, column B of the previous month's excess income report.

Line 2.

- If you completed column 6 of form HUD-93104-A, enter the sum total of column 6 from the totals of all pages;
- Otherwise, enter the sum total of column 4 from the totals of all pages of the HUD-93104-A form.

Line 3. Enter the sum total of column 7 from the totals of all pages of the HUD-93104-A form.

Line 4. Enter the sum total of column 3 from the totals of all pages of the HUD-93104-A form.

Line 5. Subtotals:

Column a. Add items 2 and 3 of column A and enter the answer.
Column b. Add items 1 and 4 of column B and enter the answer.

Line 6. Total:

- a. If 5A is less than or equal to 5B, enter zero.
- b. If 5A is greater than 5B:
 - (1) Subtract 5B from 5A;
 - (2) Enter the answer in block 6A.
- c. If you have not given all 1983 HURRA rent rebates due tenants paying greater than basic rent, you may reduce the above amount by the amount of any rent rebate computed with a Section 236 Rent Rebate Worksheet (See Paragraph 3-40b of Handbook 4350.3.)
- d. Send a check make payable to HUD for the net amount calculated in b.(2) or c above. Enter the check number and amount in the areas so indicated.

Line 7.

- If item 5B is less than or equal to item 5A, enter zero;
- Otherwise, subtract item 5A from item 5B and enter the answer. (Carry forward this amount to line 1 of next month's report.)

Name and Phone Number of the Person Preparing the Report. Enter the name and telephone number of the individual who prepared the report. If HUD or the State Agency has questions on the report, this individual will be contacted as the individual most familiar with the report.

Distribution.

- Send the original form HUD-93104 and any required remittance to the following: (Do not send the form HUD-93104-A.)

Excess Rental Income
P O Box 360333M
Pittsburgh, PA 15250

- For projects financed by a State Agency, send a copy of the form HUD-93104 to the State Agency. For all other projects, send one copy of the form HUD-93104 to the local HUD Field Office.
- Retain one copy of the form HUD-93104 in your files. (Attach the form HUD-93104-A to this copy of the form HUD-93104.)

Schedule for Calculating Excess

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



Section 236 Projects

OMB Approval No. 2502-0026 (exp. 7/31/93)

Important! Use this form with form HUD-93104. Follow the instructions on the back.

FHA Project No.:

Reporting Period: (mm/yy)

(1) Unit Number	(2) Tenant's Name	(3) Basic Rent	(4) Collections this Month	(5) Amount of Surcharge Collected	(6) Collections Less Tax Surcharges	(7) Adjustments (see col. 7 instructions)
12. Column Totals	Totals This Page →					
	Totals of All Pages →					

Previous editions are obsolete

Page () of () pages

form HUD-93104-A (4/92)

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Instructions for completing form HUD-93104-A, Schedule for Calculating Excess Income.

Important: The form HUD-93104 will be accurate only if this form is accurately prepared.

Column 1. Unit Number. Enter the unit number for every unit in the project.

Column 2. Tenant Name. Make sure the entries are in unit number order. This will mean that for units that had more than one tenant family in the month, they will be listed together.

- a. If the unit was occupied the whole month or part of the month covered by the report, enter the name of the tenant. If the tenant name will not fit, enter last name and first initial.
- b. If the unit was occupied by more than one household during the month, enter the names on separate lines. List the most recent tenant name first.
- c. If the unit was vacant the entire month, enter "vacant."
- d. If a unit is a HUD-approved, non-income producing unit, enter the words "non-income producing."

Column 3. Basic Rent.

- a. For HUD-approved non-income producing units, enter "0."
- b. For each revenue-producing unit that was occupied for part or all of the entire month, enter the basic rent shown on the Rental Schedule, form HUD-92458. If more than one tenant lived in the unit during the month, fill in column 3 for the first tenant only.
 - Use the amount on the rent schedule, even if you are charging more or less than that amount.
 - Do not prorate the basic rent for units occupied a partial month. (This is done in column 7.)
- c. For revenue-producing units vacant the entire month, enter zero.

Column 4. Collections This Month:

- a. For revenue-producing units vacant the entire month and for HUD-approved non-income units, enter zero.
- b. For all others, enter the total amount actually collected during the month covered by the report. Include amounts collected from HUD and amounts collected from the tenant. If more than one tenant lived in the unit during the month, fill in column 4 for each tenant listed.

(1) If the tenant assistance payment was *not* received by the end of the reporting month, enter on this line only the rent collected from the tenant.

(2) Include:

- (a) past due amounts included;
- (b) tenant security deposits applied to rents; and
- (c) Section 8 special claims for unpaid rents and vacancy loss.

(3) Do not include:

- (a) late charges;
- (b) charges for bounced checks;
- (c) Section 8 special claims for tenant damage or debt service;
- (d) Charges in addition to rent - e.g., cable TV, parking, etc.

c. Special Instructions for 1983 HURRA Rent Rebates (See Paragraphs 3-40B and 3-21 of Handbook 4350.3.)

- (1) Include 1983 HURRA rent credits that were applied during the month covered by the report.
- (2) Do not include HUD reimbursements that are paid as cash refunds to tenants.

Column 5. Amount of Tax Surcharges Collected. If more than one tenant lived in the unit during the month, fill in column 5 for only the first tenant listed. Complete this column only if:

- a. The community has given the project a full tax abatement for basic rent units; and
- b. Real estate taxes are not included in the project's basic rent potential; and

c. The community assesses a tax surcharge on units for which more than basic rent is collected.

Example #1. A community agrees to full tax abatement on units for which no more than basic rent is collected but requires a 30% surcharge on units for which more than basic rent is collected. If basic rent is \$200 and rent collected is \$300, the surcharge is \$30 (30% of the \$100 difference). \$30 is shown in column 5.

Example #2. A community agrees to a partial abatement of taxes. The basic rent includes \$15/unit/month for taxes. No tax surcharge is shown in column 5 because all taxes are included in the HUD-approved basic rent.

Column 6. Collections Less Tax Surcharges. Complete this column only if tax surcharges are collected from tenants paying more than basic rent. If more than one tenant lived in the unit during the month, fill in column 6 for only the first tenant listed. Subtract column 5 from the total of column 4 for the unit (see the example under Column 7).

Column 7. Adjustments.

- a. For units vacant the entire month and for HUD-approved, non-income units, enter zero.
- b. For a revenue-producing unit that was vacant for only a portion of the month, enter the prorated amount of the basic rent for the days the unit was vacant. To make this computation:
 - Divide the Basic Rent by 30 days.
 - Multiply the result by the number of days the unit was vacant (i.e. 30 - number of days occupied).

Example: For the reporting month of July, tax surcharge for the unit is \$15 and the basic rent is \$300. Matthew Doddlers, whose tenant rent was \$300, moved out of Unit 101 on July 4. Judy Jones moved in July 10 and her tenant was \$330.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
101 Jones, J.		300	242	15	267	40
101 Doddlers, M.			40			

c. For revenue producing units occupied the full month, enter zero.

Page Total (bottom of page). Total all columns used.

Grand Total (bottom of page). When there are several sheets (page 2, form HUD-93104-A) listing the required information, total each sheet as noted above. On the final sheet, enter grand totals for the sum of all pages.

Computation for HUD Reimbursement of Rent Rebates Required by 1983 HURRA

Important: This computation is to be used to support requests for HUD reimbursement of Rent Rebates only for those tenants paying more than basic rent.

List the tenants' names, the unit numbers, the period covered by the rebate, and the total rebate due each tenant. Include the total rebate due the tenant even if the rebate will be distributed through several rent credits.

- Total the rebates due all tenants.
- Before applying Rent Rebates (as permitted by paragraph 3-40b(1)(a)) subtract any Excess Income due HUD. Subtract line 5, column A from line 5, column B on form HUD-93104.
- Subtract the result from the total rebates due all tenants to determine the...
- Total Reimbursement Requested from Excess Income Fund.

Distribution: Attach the form HUD-93104-A to the project file copy of the form HUD-93104

form HUD-93104-A