
TRANSMITTAL OF APPLICATION FORMS
(HUD FIELD OFFICE LETTERHEAD)

(Addressee: PHA Director)

Dear _____:

Thank you for your interest in the Section 8 Existing Housing Program. Enclosed you will find the materials necessary for the preparation of an application. Please be advised that you may choose to submit the application (HUD-52515) alone or with the utilities schedule (HUD-52667); the administrative plan required by Section 882.204(b)(3), for which guidance is provided in the enclosed Handbook; the Equal Opportunity Housing Plan and Certification (HUD-914 and HUD-916); and the estimates of required annual contributions (HUD-52671, HUD-52672, and HUD-52673.)

A separate application must be submitted for each Fair Market Rent area for existing housing exclusive of Recently Completed Housing and, if the PHA intends to use Recently Completed Housing, a separate application shall be submitted for each Fair Market Rent area for Recently Completed Housing. When more than one Application is submitted by a PHA, documentation common to more than one application need not be duplicated, but may be incorporated by reference.

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Sincerely,

HPMC Director

1For PHAs currently participating in the program add: "This office will be happy to assist you in the preparation of your application. Any questions should be addressed to (name of MHR), telephone _____."

For PHAs not currently par participating in the program add: "This office would like to assist you in developing your application and you are therefore strongly urged to participate in a pre-application conference. Such a conference may be arranged by contacting (name of MHR), telephone, _____."

SECTION 8 - HOUSING ASSISTANCE PAYMENTS PROGRAM

APPLICATION FOR EXISTING HOUSING

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TRANSMITTAL OF MODERATE REHABILITATION APPLICATION FORMS
(HUD Field Office Letterhead)

(Addressee: PHA Director)

Dear _____:

Thank you for your interest in the Section 8 Moderate Rehabilitation Program. Enclosed you will find the materials necessary for the preparation of an application (which may include units in more than one Fair Market Rent area). Please be advised that you may choose to submit the application (Form HUD-52515A) alone or with the utilities schedule (Form HUD-52667), the Administrative Plan, the Equal Opportunity Housing Plan and Certification (Form HUD-920), and the Estimates of Required Annual Contributions (Forms HUD-52671, HUD-52672, and HUD-52673). 1 Additional guidance for completing the application may be found in Section 882.503 of the Regulations, Chapter 3 of the Section 8 Existing Housing and Moderate Rehabilitation Processing Handbook, 7420.3 REV, and the instructions contained on the referenced forms. 2/, 3/

Sincerely,

Housing Director

Enclosures

1/For FY 1979 only, substitute the following sentences: Because of the need to reserve funds prior to September 30, 1979, you are encouraged to submit only the application (Form HUD-52515A) in order to expedite processing. The other forms listed above may be submitted after application approval.

2/ Add the following paragraph, if applicable:

"Enclosed also are materials necessary for the preparation of an application for Section 8 Existing Housing. You may submit the application alone or with all of the attachments, if you so choose. Unlike the Moderate Rehabilitation Program, however, you must submit a

separate application for each Fair Market Rent area for Existing Housing (and each Fair Market Rent area for Recently

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Completed Housing). When more than one application is submitted by a PHA, documentation common to more than one application need not be duplicated, but may be incorporated by reference."

3/For PHAs currently participating in the Program add: "This office will be happy to assist you in the preparation of your application. Any questions should be addressed to __(name of MHR)__, __(telephone number).__"

For PHAs not currently participating in the Program add: "A pre-application conference has been scheduled for __(time)_ on __(date) at __(location)_. Should this date prove inconvenient, please contact __(MHR name)__ at __(telephone number)__ as soon as possible in order that the conference might be rescheduled."

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SECTION 8 - HOUSING ASSISTANCE PAYMENTS PROGRAM

APPLICATION FOR MODERATE REHABILITATION

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APPENDIX 2-4

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