## PRELIMINARY ADMINISTRATIVE EXPENSE

1. Preliminary Administrative Expense—Prior to Award (Line 4810)
2. Preliminary Administrative Expense—After Award (Line 4821)
3. Total Preliminary Administrative Expense (Lines 4810 & 4821)

## BENEFITABLE EQUIPMENT

4. Replacement of Nonbenefit Equipment (Account 7239)
5. Property Review and Adjustment (Account 7249)
6. Total Nonbenefit Equipment (Line 4821)

## HOUSING ASSISTANCE PAYMENTS

7. Housing Assistance Payments (Account 4713)

### ADMINISTRATIVE FEE

8. Total Administrative Fee Approved for Fiscal Year
9. Monthly Rate of Administration Fee (Line 8 divided by number of months in fiscal year)
10. Amount Previously Reimbursed for fiscal year
11. Estimated Additional Amount Required to end of Requested Quarter
12. Total Administrative Fee (Line 8 & 11)

### UNBUDGETED PUBLIC ACCOUNTANT AUDIT COSTS (Section 3 only)

13. Total Independent Public Accountant Audit Costs

### SECURITY AND UTILITY BILLS

14. Total Allowance Appropriated for Security and Utility Expenses
15. Amount Previously Reimbursed for Fiscal Year
16. Estimated Additional Amount Required to End of Requested Quarter
17. Total Security and Utility Expenses (Line 14 & 16)

### AMOUNT OF THE REQUEST

18. Total Funds Requested to End of Requested Quarter (Line 13, 14, 15, 16 & 17)
19. Total Partial Payments Made to Date (Line 13 minus Line 18)
20. Partial Payment Requested for Fiscal Year to Date
21. Total Partial Payments Made to Date (Line 19)

### METHOD OF PAYMENT

22. Requested and Installment Payments

1. CERTIFY that housing assistance payments from HUD or any other source will be made only under reports to HUD officials; (2) that the prescribed forms, reports, and other instructions promulgated in the Housing Assistance Payments Program and by the Housing Agency have been met and that the information is a true, correct, and complete presentation of the facts and that the information presented is in accordance with the forms, instructions and regulations promulgated by HUD for the Housing Agency; and (3) that the regulations for partial contributions have been observed by me and to the best of my knowledge and belief it is true, correct, and complete.

(Monitor of Public Housing Agency)

__________________________

Title: ____________

OMB FIELDS OFFICE APPROVAL

________________________________________

Signature and Title of Official Authorized to Approve

__________________________

.hh. Bureau of Private Housing Assistance

REVISIONAL ACCOUNTING DIVISION

__________________________

Provisioned by:

__________________________

Page 1
INSTRUCTIONS FOR PREPARATION OF FORM HUD-62662
REQUEST FOR PARTIAL PAYMENT OF ANNUAL CONTRIBUTIONS
HOUSING ASSISTANCE PAYMENTS PROGRAM

1. GENERAL
   a. The request (HUD-62662) may be submitted immediately following the approval by HUD of the Estimate of
      Total Requested Annual Contributions (Form HUD-52666 or Form HUD-52673) for Section 8 projects. The
      project or area may cover a period from the date the Annual Contributions Contract is executed to the end of
      the calendar quarter which is not more than four months from the date of such Contract.
   b. The second and succeeding requests should be prepared as at the first day of the month preceding the beginning
      of the calendar quarter for which a partial payment is being requested, and it should be mailed to the appropriate
      HUD field office not later than the 5th day of that month. For example, a request for the quarter ending June 30th
      should be prepared as of March 1st and mailed to the HUD field office not later than March 5th.
   c. A separate request (HUD-52663) shall be prepared for each project.
   d. For Section 8 Existing projects, the following information shall be attached to this form in any fiscal year for which
      a leasing schedule has been approved by HUD:

         **Approved Leasing Schedule for Current Fiscal Year**

         

         (Quarter 1)

         Units Leased (based on actual and estimated future requests quaterly)

         (Quarter 2)

         (Quarter 3)

         (Quarter 4)


2. HEADING: The heading of this request shall be completed by inserting in the spaces provided the following
   information:
   a. Check the appropriate block to indicate the type of program, i.e., Section 23 or Section 8, for which this request is
      being prepared;
   b. Date of request, that is, the first day of the month preceding the calendar quarter for which a partial payment is
      being requested;
   c. The Public Housing Agency's fiscal year ending date. If the date is not known at the time the request is being
      prepared, enter the estimated fiscal year ending date and insert "return" opposite the date
   d. For Quarter Ending Enter the ending date of the calendar quarter for which the request is prepared.
   e. The name and address of the Housing Authority, including zip code.
   f. The name and address of the bank, including zip code, to which partial payments are to be mailed by HUD and the
      Housing Authority account number. The bank to designated shall be the bank for which the Housing Authority has
      executed a HUD-274, Designation of Depositary for Deposit of Loan and/or Grant Funds.
   g. The Annual Contributions Contract Number.
   h. The Project Number.
   i. The number of months in fiscal year. The first fiscal year may cover a period from 12 to 23 months; thereafter, each
      fiscal year will cover a period of 12 months.
   j. Check type of project. The term "Existing" means Existing Housing; the term "New" means New Construction; and
      the term " Rehab" means Substantial Rehabilitation.
   k. Lines 1, 2, 3, 4, and 5 above are self-explanatory.

3. COLUMN (3) ESTIMATE OF REQUIRED ANNUAL CONTRIBUTIONS. Enter in this column the amounts approved on
   Form HUD-52666 or Form HUD-52673, Estimate of Total Requested Annual Contributions for the category of expense
   listed on Lines 1, 2, 3, 4, 6, 7, 8, 13 and 14. Line 16 shall only be completed for Section 23 projects. Enter on Line 9 the
   monthly rate of administrative fee approved for the fiscal year.

4. COLUMN (4), TOTAL COST INCURRED TO DATE.
   a. For requests submitted during the period from date of execution of Annual Contributions Contract to the end of
      the Public Housing Agency’s first fiscal year, the column (3) shall be completed as follows:
      (1) Enter on Line 1 total preliminary administrative expense incurred prior to the execution of the Annual
      Contributions Contract for each project. The amount of such expense is subject to HUD approval (see Form
      HUD-52666 or Form HUD-52673, Estimate of Total Requested Annual Contributions).
      (2) Enter on Line 2 through 9 the total cost if any, incurred from date of execution of Annual Contributions
      Contract to date the request is prepared.
   b. For requests submitted during the second and subsequent fiscal years, enter in the Column (3), by account
      classification, total cost incurred from the beginning of the fiscal year to date the request is prepared.

5. COLUMN (4), ESTIMATED ADDITIONAL COST TO END OF REQUESTED QUARTER. Enter an estimate of the
   additional cost that will be incurred for each category of expense listed on Lines 1 through 7 for the period from the date of
   the request, or from the first day of the fiscal year, as applicable, to the end of the calendar quarter for which the
   request is prepared.

   [[Original text continues with a series of numbered sections and formulas, which are not transcribed here.]]
b. COLUMN (5), CUMULATIVE TOTAL FUNDS REQUIRED
   a. Enter in Column (5) the sum of the amounts in Column (2) and (4) for each line item. The amount in Column (5) for each line item (other than Lines 6 and 7) shall not exceed the amount in Column (2) for each such line item.
   b. Line 10: Enter the amount of the administrative fee previously requisitioned for the fiscal year, which will be the amount shown on Line 12, Column (5), of the approved requisition for the preceding quarter.
   c. Lines 11, 13, 15: Enter an estimate of the additional administrative fee required to be paid for the remaining quarter of the fiscal year. The amounts requisitioned shall be limited to the monthly rate on Line 9, Column (2), multiplied by the number of months covered by the requisition. If a greater amount is required by the PHA a statement justifying the need for such greater amount shall be attached. When preparing the requisition for the last quarter of the fiscal year, enter on this line the remaining balance of administrative fee approved for the fiscal year (i.e., the amount on Line 8, Column (2), minus the amount on Line 10, Column (5)).
   d. Line 12: Self-explanatory. The amount on this line shall not exceed the amount on Line 8, Column (2).
   e. Line 11: Enter on this line the amount to be paid for the Independent Public Accountants' audit. This line shall only be computed for the quarter in which the audit costs are to be paid. The cost of such audits shall only be requisitioned for Section 8 projects.
   f. Line 15: Enter an estimate of the administrative fee required for the fiscal year for security and utility deposits, which will be the amount shown on Line 17, Column (5), of the approved requisition for the preceding quarter.
   g. Line 13: Enter an estimate of the additional administrative fee required for the estimated amount of the fiscal year. When preparing the requisition for the last quarter of the fiscal year, enter on this line the remaining balance of the amount approved for security and utility deposits (i.e., the amount on Line 14, Column (2), minus the amount on Line 15, Column (5)).
   h. Line 17: Self-explanatory. The amount on this line shall not exceed the amount on Line 14, Column (2).
   i. Line 16: Self-explanatory.
   j. Line 18: Enter total prior payments received for security and utility deposits for the fiscal year to date, which will be the amount shown on Line 18 of the approved requisition for the preceding quarter.
   k. Line 20: Self-explanatory.

\[\text{For new and rehab projects: Public Housing Authorities shall not requisition funds for administrative fees prior to the calendar quarter in which the first Federal Year begins. For Section 8 Existing projects the administrative fee shall be requisitioned only for units under an assigned Housing Assistance Payment Contract.}\]

\[\text{Public Housing Authorities with Section 23 projects shall not requisition funds for security and utility deposits prior to the calendar quarter in which the first unit will be leased to an eligible family.}\]

\[\text{Security and Utility Deposits shall only be requisitioned for Section 23 projects.}\]