

HUD-82843  
(8-78)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT		FOR HUD USE ONLY		
REQUISITION FOR PARTIAL PAYMENT OF ANNUAL CONTRIBUTIONS HOUSING ASSISTANCE PAYMENTS PROGRAM		Voucher Number _____		
SECTION 22 <input type="checkbox"/> SECTION 8 <input type="checkbox"/>				
Date of Requisition _____ Fiscal Year Ending <u>DOB</u> For Quarter Ending _____				
NAME AND ADDRESS OF PUBLIC HOUSING AGENCY (Including Zip Code) _____		ACC Contract Number _____ Project Number _____		
DEPOSITORY BANK (Name, Address and Account Number) _____		No. of Months in Fiscal Year _____ Type of Project: <input type="checkbox"/> EXISTING <input type="checkbox"/> NEW <input type="checkbox"/> REHAB.		
a. Number of Units Under Lease to Eligible Families as of Date of Requisition _____				
b. Estimated Number of Units to be under Lease at End of Requested Quarter _____				
c. Average Monthly Housing Assistance Payment Per Unit as of Date of Requisition _____				
DESCRIPTION (1)	ESTIMATE OF REQUIRED ANNUAL CONTRIBUTIONS (2)	TOTAL COST INCURRED TO DATE (3)	ESTIMATED ADDITIONAL COST TO END OF REQUESTED QUARTER (4)	CUMULATIVE TOTAL FUNDS REQUIRED (5)
<b>PRELIMINARY ADMINISTRATIVE EXPENSE</b>				
1. Preliminary Administrative Expense—Prior to ACC (Account 4010)				
2. Preliminary Administrative Expense—After ACC (Account 4012)				
3. Total Preliminary Administrative Expense (Lines 1 & 2)				
<b>NONEXPENDABLE EQUIPMENT</b>				
4. Replacement of Nonexpendable Equipment (Account 7320)				
5. Property Betterments and Additions (Account 7340)				
6. Total Nonexpendable Equipment (Lines 4 & 5)				
<b>HOUSING ASSISTANCE PAYMENTS</b>				
7. Housing Assistance Payments (Account 4715)				
<b>ADMINISTRATIVE FEE</b>				
8. Total Administrative Fee Approved for Fiscal Year				
9. Monthly Rate of Administrative Fee (Line 8 divided by number of months in fiscal year)				
10. Amount Previously Requisitioned for fiscal year				
11. Estimated Additional Amount Required to end of Requested Quarter				
12. Total Administrative Fee (Lines 10 & 11)				
<b>INDEPENDENT PUBLIC ACCOUNTANT AUDIT COSTS (Section 8 only)</b>				
13. Total Independent Public Accountant Audit Costs				
<b>SECURITY AND UTILITY DEPOSITS (Section 23 only)</b>				
14. Total Advance Approved for Security and Utility Deposits				
15. Amount Previously Requisitioned for Fiscal Year				
16. Estimated Additional Amount Required to End of Requested Quarter				
17. Total Security and Utility Deposits (Lines 15 & 16)				
<b>AMOUNT OF THE REQUISITION</b>				
18. Total Funds Required to End of Requested Quarter (Lines 3, 6, 7, 12, 13 & 17)				
19. Total Partial Payments Received for Fiscal Year to Date				
20. Partial Payment Requested (Line 18 minus Line 19)				
<b>METHOD OF PAYMENT</b>				
21. Requested Installment Payments				
	1ST INSTALLMENT	2ND INSTALLMENT	3RD INSTALLMENT	TOTAL
<p>I CERTIFY that housing assistance payments have been or will be made only when request to make such: (1) are under lease by Families at the time such housing assistance payments are made except as otherwise provided in the Housing Assistance Payments Contracts and (2) the Housing Agency has within one year prior to the making of such housing assistance payments, subsequently inspected or caused to be inspected (including inspection of grounds, parking, and areas for the benefit and use of the Families) to ensure that changes, site and sanitary housing accommodations are being provided; that all applicable provisions of the above mentioned Contract have been complied with by the Housing Agency; and that this requisition for annual contributions has been authorized by me and to the best of my knowledge and belief it is true, correct and complete.</p> <p style="text-align: right;">_____ (Name of Public Housing Agency)</p> <p style="text-align: right;">_____ (Signature and Title of Official Authorized to Certify)</p> <p style="text-align: right;">_____ (Date)</p>				
<b>MUD FIELD OFFICE APPROVAL</b>				
<p style="text-align: right;">_____ (Signature and Title of Official Authorized to Approve)</p> <p style="text-align: right;">_____ (Date)</p>				
<b>REGIONAL ACCOUNTING DIVISION</b>				
Provided by:	PAYMENT FOR MONTH OF	AMOUNT PAID	DATE CERTIFIED FOR PAYMENT	CERTIFIED BY (Initials)
_____ (Signature)				
_____ (Date)				
<b>TOTAL</b>				

HUD-82843

**INSTRUCTIONS FOR PREPARATION OF FORM HUD-52663  
REQUISITION FOR PARTIAL PAYMENT OF ANNUAL CONTRIBUTIONS  
HOUSING ASSISTANCE PAYMENTS PROGRAM**

**1. GENERAL.**

- a. The first requisition (HUD-52663) may be submitted immediately following the approval by HUD of the Estimate of Total Required Annual Contributions (Form HUD-52666 for Section 23 or Form HUD-52673 for Section 8) for the project. The first requisition 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 requisitions should be prepared as of 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 requisition 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 requisition (HUD-52663) shall be prepared for each project.
- d. For Section 8 Existing projects, the following information shall be attached with this form in any fiscal year for which a leasing schedule has been approved by HUD.

Approved Leasing Schedule for Current Fiscal Year

QUARTERS			

Units Leased (based on actual and estimate thru requested quarter)

QUARTERS			

**2. HEADING.** The heading of this requisition 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 requisition is being prepared.
- b. Date of requisition, 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 requisition is being prepared, enter the estimated fiscal year ending date and insert "estimate" opposite the date.
- d. For Quarter Ending. Enter the ending date of the calendar quarter for which the requisition is prepared.
- e. The name and address of the Housing Agency, 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 Agency account number. The bank so designated shall be the bank for which the Housing Agency has executed a Form HUD-274, Designation of Depository 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 a, b, and c are self-explanatory.

**3. COLUMN (2) ESTIMATE OF REQUIRED ANNUAL CONTRIBUTIONS.** Enter in this column the amounts approved on Form HUD-52666 or Form HUD-52673, Estimate of Total Required Annual Contributions for the categories of expense listed on Lines 1, 2, 3, 6, 7, 8, 13 and 14. Line 14 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 (3), TOTAL COST INCURRED TO DATE.**

- a. For requisitions submitted during the period from date of execution of Annual Contributions Contract to the end of the Public Housing Agency's first fiscal year, this 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 such project. The amount of such expense is subject to HUD approval (see Form HUD-52666 or Form HUD-52673, Estimate of Total Required Annual Contributions).
    - (2) Enter on Lines 2 through 7 the total cost, if any, incurred from date of execution of Annual Contributions Contract to date the requisition is prepared.
  - b. For requisitions submitted during the second and subsequent fiscal years, enter in this Column (3), by account classification, total cost incurred from the beginning of the fiscal year to date the requisition 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 2 through 7 for the period from the date of the requisition, or from the first day of the fiscal year, as applicable, to the end of the calendar quarter for which the requisition is prepared.

**Section 23** For New and Rehab projects, the first fiscal year commences on the first day of the month in which the first unit is leased to an eligible family and ends on the last day of the established Fiscal Year (see Section 0.3 of Annual Contributions Contract) which is not less than 12 months after the commencement date of such Fiscal Year. For Existing projects, the first fiscal year shall be the period beginning with the date of execution of the Annual Contributions Contract and ending on the last day of the established Fiscal Year (see Section 0.3 of the Annual Contributions Contract) which is not less than 12 months after the beginning date of such Fiscal Year.

**Section 8:** For New and Rehab projects, the first fiscal year commences on the effective date of the Housing Assistance Payments Contract and ends on the last day of the established Fiscal Year (see Section 0.3 of the Annual Contributions Contract) which is not less than 12 months after the commencement date of such Fiscal Year. For Existing projects, the first fiscal year commences on the date of execution of the Annual Contributions Contract and ends on the last day of the established Fiscal Year (see Section 0.3 of the Annual Contributions Contract) which is not less than 12 months after the beginning of such Fiscal Year.

HUD-52663

**6. COLUMN (5), CUMULATIVE TOTAL FUNDS REQUIRED.**

- a. Lines 1 thru 7. Enter in this Column (5) the sum of the amounts in Columns (3) and (4) for each line item. The amount in Column (5) for each line item (other than Lines 4 and 5) 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. Line 11. Enter an estimate of the additional administrative fee required to the end of the requested quarter. Except for the last quarter of the fiscal year, the amount 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 11 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)).<sup>2</sup>
- d. Line 12. Self-explanatory. The amount on this line shall not exceed the amount on Line 8, Column (2).
- e. Line 13. Enter on this line the amount to be paid for the Independent Public Accountant audit. This line shall only be completed 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 the amount previously requisitioned 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.<sup>3</sup>
- g. Line 16. Enter an estimate of the additional funds required for security and utility deposits to the end of the requested quarter. 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)).<sup>4</sup>
- h. Line 17. Self-explanatory. The amount on this line shall not exceed the amount on Line 14, Column (2).<sup>4</sup>
- i. Line 18. Self-explanatory.
- j. Line 19. Enter total partial payments received for fiscal year to date, which will be the amount shown on Line 18 of the approved requisition for the preceding calendar quarter.
- k. Line 20. Self-explanatory.

<sup>2</sup> For New and Rehab projects, Public Housing Agencies shall not requisition funds for administrative fee prior to the calendar quarter in which the first Fiscal Year begins. For Section 8 Existing projects the administrative fee shall be requisitioned only for units under an executed Housing Assistance Payments Contract.

<sup>3</sup> Public Housing Agencies with Section 23 projects shall not requisition funds for security and utility deposits prior to the calendar quarter which the first unit will be leased to an eligible family.

<sup>4</sup> Security and Utility Deposits shall only be requisitioned for Section 23 projects.