

CHAPTER 3. REPORTING ON FORM HUD-50058
TENANT DATA SUMMARY

3-1. COMPLETION REQUIREMENT. The PHA/IHA must complete a Form HUD-50058 for each family at admission and for each family at the annual reexamination. The PHA/IHA does not fill out the Form or sign it until the information has been verified. Item by item instructions for the completion of Form HUD-50058 are shown in Appendix 2-1. Appendix 2-2 is a blank copy of the Form and Appendix 2-3 is a completed example.

3-2. PROGRAMS COVERED. The Form HUD-50058 is used in:

- a. Lower-income public housing (including Section 23, Section 10c, and Turnkey III projects),
- b. Lower-income Indian housing (including Turnkey III and Mutual Help projects), and the
- c. Section 8 Existing Certificate,
- d. Section 8 Moderate Rehabilitation, and
- e. Section 8 Housing Voucher programs.

For the purpose of these instructions, the terms "Public and Indian housing," and "Section 8" are used. "Section 8" refers to the Existing Housing Certificate, Moderate Rehabilitation, and Housing Voucher programs.

3-3. PREPARATION.

- a. Be very careful when entering the project number. Read the instructions thoroughly. Be certain that you are using the correct 8-digit or 11-digit number. An example of an 8-digit project number is MD 001 009; an example of an 11-digit number is MD 06 P 001 009.
- b. Use a typewriter or print clearly.
- c. Do not show cents.
- d. Do not use commas when entering numbers.
- e. Show dates as numbers. The order must be month, day, year. Use a slash (/) between month, day, and year. Use the last two digits only for the year. Leading 0's are OK but not required. Examples: 2/8/85, 02/08/85.

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3-4. APPLICANT/TENANT CERTIFICATION. A certification must be signed by the household head and spouse (if residing in the unit) before the PHA/IHA can fill out Form HUD-50058. The applicant/tenant certification should be done in conjunction with the family's application for admission or its regular annual reexamination.

The applicant/tenant certification must:

- a. State that, to the best of the applicant's or tenant's knowledge and belief, he or she has given the PHA/IHA accurate and complete information on family composition, income, net family assets, and

allowances and deductions;

- b. State that the applicant/tenant knows that false statements or information are punishable under Federal law (and State law, if applicable);
 - c. State that the applicant/tenant knows that false statements or information are grounds for termination of housing assistance or termination of tenancy; and
 - d. Inform the applicant/tenant that, if he or she believes that he or she has been discriminated against, he or she may call the FHEO National Toll-free Hotline telephone number: 800-424-8590. In the Washington, DC, Metropolitan Area, the Hotline number is 426-3500.
 - e. Be kept in the PHA/IHA's file on the tenant.
 - f. A Model Applicant/Tenant Certification is shown as Appendix 2-4.
- 3-5. PHA/IHA CERTIFICATION. A certification by a PHA/IHA official is required for each tenant household. The PHA/IHA official (the Executive Director or a designee) at admission or reexamination must certify that:
- a. The information from the tenant has been verified,
 - b. The family was eligible at admission (or at the issuance of the Certificate of Family Participation or Housing Voucher), and
 - c. The family has certified that it has given the PHA/IHA accurate and complete information.

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The PHA/IHA can certify in two ways:

- a. The PHA/IHA official can sign the statement on the bottom of the Form, whether the Form is a printed one or is computer-generated with a printed certification statement.
- b. The PHA/IHA official can sign a certification statement that is on a separate sheet of paper. In this case, the signed certification also must be kept in the tenant's file.
- c. A Model PHA/IHA Certification is attached as Appendix 2-5.
- d. The official should not sign the PHA/IHA certification until the applicant/tenant

certification has been signed and the information the family provided verified.

- 3-6. FEDERAL PRIVACY ACT STATEMENT. The tenant must be informed of the Department's plans for the use and disclosure of the information on Form HUD-50058. This document also must show the two numbers for the FHEO Hotline. A Model Federal Privacy Act Statement is shown as Appendix 2-6.
- 3-7. DISTRIBUTION. PHAs are not required to submit Form HUD-50058 to HUD.
- 3-8. RETENTION. Form HUD-50058 (or a copy) must be kept in the PHA/IHA's file for each family until replaced at the next reexamination. It must be retained by the PHA/IHA for at least three years after the transaction (admission or reexamination) which it records.