

Property Submission

3.0 Property Submissions

2530 Property Submissions are made to participate in a HUD project as an owner mortgagor, management agent or in any other capacity. In addition to providing the reason for a submission, the applicant has to identify the specific property role for which they are applying. This is done under the role drop-down on the 2530 submission screen. HUD field staff will review Property submissions, and, if further review is required, the submission will be forwarded to HUD headquarters.

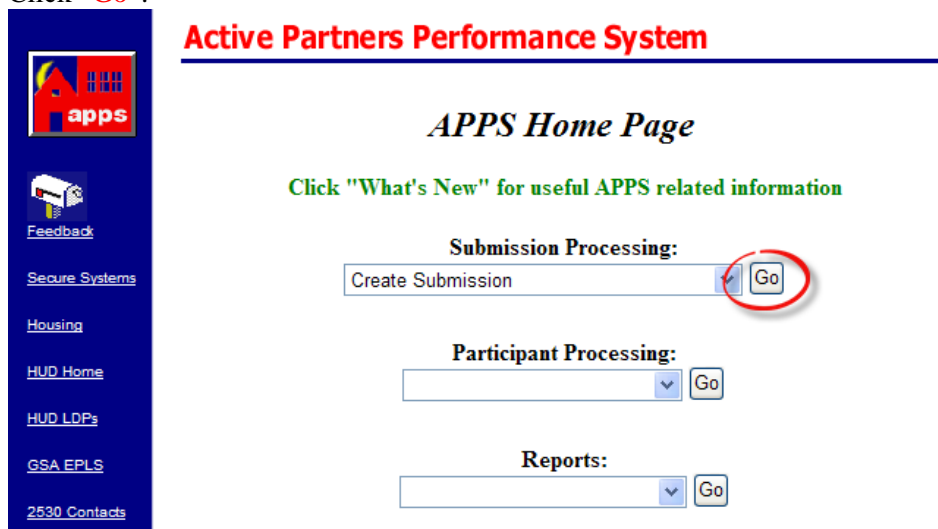
Applicants should pay attention to pick the correct reason and role while making property submissions. For example, if the submission reason is ‘Transfer of Physical Assets’, the property role must be ‘Owner/Mortgagor.’

- Starting a Property Submission will lock the baseline in process.
- Electronic 2530s could be submitted only for active properties (those with active FHA or Contract numbers).

3.1 Creating a Property Submission

Step 1. On the APPS Home Page, select “**Create Submission**” from the *Submission Processing* drop-down list.

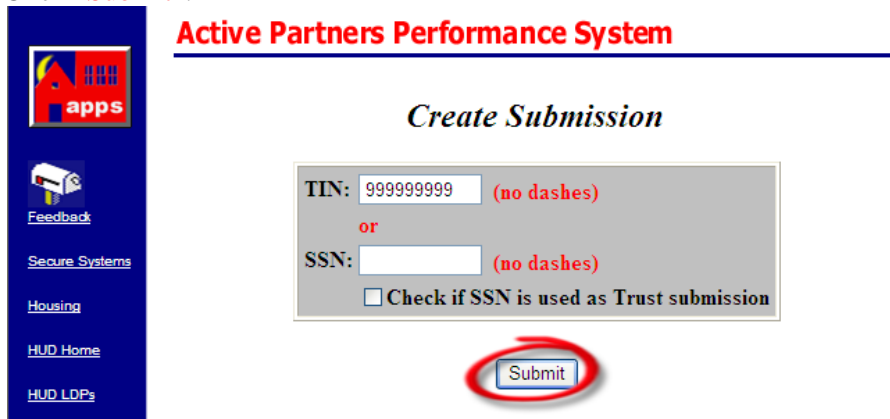
Step 2. Click “Go”.



Step 3. The Create Submission screen will display.

Step 4. Enter the applicant’s TIN.

Step 5. Click “Submit”.



Step 6. The Create Submission screen with the option to select a submission type will display.

Step 7. Select “Property Submission” from the *Select the type of submission you would like to create* drop-down list.

Step 8. Click “Submit”.



Step 9. The Property Search Screen will display.

Step 10. Enter the Contract Number

OR FHA Number

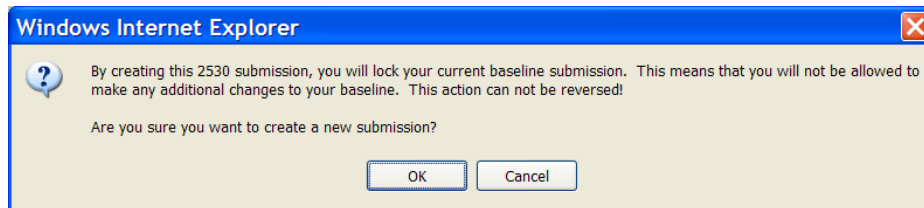
OR Property ID

OR Property Name (a partial name may be entered)

Step 11. Click “Search”.



Step 12. A warning will appear if an applicant has a baseline in process or a baseline that has not been completed.



[Note] By selecting “OK” you are locking the baseline, preventing further changes to the organization structure without a 2530 submission for organization change.

Step 13. Select “OK” to proceed.

Step 14. The Property List screen displays.

[Note] If multiple properties are listed, select the property for which you are submitting the 2530.

Step 15. Click “2530 Submission”.

Active Partners Performance System

Property List

Records (1-7) of 7

Select	Property ID	Property Name	City	State
<input checked="" type="radio"/>	800000019	VILLAGE APARTMENTS	ROANOKE	VA
<input type="radio"/>	800000026	VILLAGE WILLOW APARTMENTS	CLIFTON PARK	NY
<input type="radio"/>	800000034	VILLAGE CREEK APARTMENTS	CAPITOL HEIGHTS	MD
<input type="radio"/>	800000049	VILLAGE OAK APARTMENTS	RICHMOND	VA
<input type="radio"/>	800000950	WESTGATE VILLAGE APARTMENTS	ELOY	AZ
<input type="radio"/>	800000957	ENGLISH VILLAGE APARTMENTS	PHOENIX	AZ
<input type="radio"/>	800000969	VILLAGE SQUARE APARTMENTS	Cottonwood	AZ

2530 Submission
Property Search

Step 16. The 2530 Submission Select Reason and Role screen displays.

Step 17. Select the correct Reason and the appropriate Role for the submission.

Step 18. Click “Next Step”.

Active Partners Performance System

2530 Submission
Select Reason and Role

Submission ID: 107117 Reason: Incomplete Property
Property ID: 800000019 Name: Village Apartments

Applicant: XYZ LLC (999999999) Current Status: In Process, 02/07/2013

Property Information
ID/Servicing Site: 800000019 / Richmond
Name: Village Apartments
FHA: Primary 051EE033
Contract: VA36S941007

*Reason: --- Select A Reason ---

*Role: --- Select A Role ---

Next Step Save & Exit Cancel Submission

[APPS Home Page]
Last Updated: February 4, 2013

Step 19. The 2530 Submission Edit Contact information screen displays.

Step 20. Edit the contact information (if applicable).

Step 21. Click “Next Step”.

Step 22. The 2530 Submission Edit Applicant Comments screen will display.

Step 23. Enter comments in the comments field (if applicable). **Important:** If the total ownership does not add up to 100% in any tiers listed, provide the comments (Example: The 2 members not listed in ABC LLC in tier 2 own less than 25% in the LLC. Shareholders not listed in XYZ Corporation own less than 10% shares in the corporation etc.).

Step 24. Click “Next Step”.

The screenshot displays the 'Active Partners Performance System' interface. On the left is a blue navigation sidebar with links for Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, 2530 Contacts, User ID: MXXXXX, What's New, Online Help, and Glossary. The main content area is titled '2530 Submission Edit Applicant Comments'. It contains several input fields: Submission ID (107118), Reason (Substantial Rehab), Property ID (800000019), Name (Village Apartments), Applicant (XYZ LLC), and Current Status (In Process, 02/07/2013). Below these is a large text area for 'Applicant Comments'. At the bottom, there are four buttons: 'Previous Step', 'Next Step' (circled in red), 'Save & Exit', and 'Cancel Submission'. A link for '[APPS Home Page]' and the text 'Last Updated: July 8, 2011' are also visible.

Step 25. The 2530 Submission Certify Submission screen displays.

[Note] “Update your previous participation at the applicant level before submitting to HUD” is a friendly reminder to update the previous participation before sending the submission to HUD. Update the participation at the applicant level to ensure previous participation is rolled down to all participants. To update previous participation, click on the “**Edit Previous Participation**” button.

Active Partners Performance System

2530 Submission
Certify Submission

Reminder: Update your previous participation at the applicant level before submitting to HUD

Applicant		Submission ID: 107119			
Select	Name	TIN/SSN	Direct Previous Participation	Certified	
<input checked="" type="radio"/>	XYZ LLC	99999999	No	No	

Participants					
Select	Name	TIN/SSN	Type	Direct Previous Participation	Certified
<input type="radio"/>	XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX	XXX-XX-7429	Organization	Yes	No
<input type="radio"/>	Doe, Jane	XXX-XX-2934	Individual	Yes	No
<input type="radio"/>	Doe, John	XXX-XX-7062	Individual	Yes	No


Certify


Edit Previous Participation

Previous Step Next Step Save & Exit Cancel Submission

Step 26. Select the applicant and each participant (one at a time) and click “**Certify**”. Make sure the certification is read before certifying.

Step 27. The Participant Certification screen will display. Click “**Add Certification**”. The Participant Certification will refresh with the certification statements.





Feedback

[Secure Systems](#)

[Housing](#)

[HUD Home](#)

[HUD LDPs](#)

[GSA EPLS](#)

[2530 Contacts](#)

User ID:
 MXXXXX

[What's New](#)

[Online Help](#)

[Glossary](#)

Active Partners Performance System

PARTICIPANT CERTIFICATION

PARTICIPANT	XYZ LLC (XXX-XX-) Fairfax , VIRGINIA
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Certify for:	Submission ID:	<input type="text" value="105888"/>
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Verify that neither you nor any of your principals or affiliates have ever been found to be in noncompliance with any applicable fair housing and civil rights requirements in 24 CFR 5.105 (a). If you or any of your principals or affiliates have been found to be in noncompliance with any such requirements, attach a signed statement explaining the relevant facts, circumstances, and resolution, if any. I certify that all statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith, including the data contained in Schedule A and Exhibits signed by me and attached to this form. 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)

I further certify that:

1. Schedule A contains a listing of every assisted or insured project of HUD, USDA-FmHA and State and local government housing finance agencies in which I have been or am now a principal.

True False

Explanation 1:

2. For the period beginning 10 years prior to the date of this certification, and except as shown by me on the certification.

a. No mortgage on a project listed by me has ever been in default, assigned to the Government or foreclosed, nor has mortgage relief by the mortgagee been given;

True False

Explanation 2a:

b. I have not experienced defaults or noncompliances under any Conventional Contract or Turnkey Contract of Sale in connection with a public housing project;

Step 28. Read and answer the certification statements, when finished click “**Save**”. If any of the statements are not applicable, select “**False**” and provide an explanation.

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7. I am not a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America.

True False

Explanation 7:

Save

Participant Certification List

Step 29. The 2530 Submission Certify Submission screen will display with the message, “Certification has been saved successfully”.



Step 30. The 2530 Submission Certify Submission screen will display with “Yes” listed in the “Certified” column.

Step 31. Click “Next Step”.

Step 32. The 2530 Submission Send to HUD screen will display.

Step 33. To view the applicant’s entire organization structure, select the “**Organization Tier Structure Report**” from the *Select Query* drop-down list (please refer to [Chapter 8](#), Submission Queries and Reports).

3.2 Printing Submission Package without Submitting to HUD

If the applicant needs a significant amount of time to obtain all the signatures, the applicant has the ability to print the submission package *without* first sending the submission to HUD. Once the applicant has acquired all the necessary signatures, the applicant may mail a hard copy of the application or upload a PDF copy.

Step 1. From the 2530 Submission screen, select “**2530 Submission Package**” from the “-----*Select query* -----” drop-down list.

Step 2. Click “Go”.

Applicant Comments:

Current Submission Status: In Process

2530 Submission Package [Select submission query](#)

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)

Step 3. The 2530 Submission Package Screen will appear.

2530 Submission Package

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

U.S. Department of Agriculture
Rural Housing
OMB Approval No. 2502-0118
(Exp. 11/30/2012)

Send To: Dept. of Housing & Urban Development (HUD Office)
Multifamily Housing
600 East Broad Street, Suite 300
Richmond, VA 23219-1800

Submission ID: 107118	Submission Contact: Jane Doe
Submission Reason: Substantial Rehab	Contact Phone: 123-456-7890
Submission Status: In Process	Submitted To: HUD
Status Date: 02/07/2013	

Property Name: Village Apartments	City/State: ROANOKE VA
Property Role: Vice Chairman	Section of the Act (Description): ZPE (202 Capital Advance for Elderly)
Primary FHA Number: [REDACTED]	Other FHA Numbers:
Property ID: 800000019	Contract Number: [REDACTED]

Applicant: XYZ LLC (XXX-XX-7484)

Name	TIN/EIN	Organization Type	Type of Ownership	Street Address	City	State or Country	Zip	Phone
XYZ LLC	XXX-XX-7484	Limited Partnership	Profit Motivated	123 Fountain Lane Suite 123	Fairfax	VA	22011	123-456-7890

Organization Structure

Tier 1: Applicant Organization: [XYZ LLC \(XXX-XX-7484\)](#)

Name	Participant	Participant	Role in	Ownership	Begin Date in	Other Previous

Step 4. Click **Print** on your browser’s toolbar.

Step 5. Once you print the Submission Package, you need to obtain signatures and send the hard copy to the address listed on the submission package or upload the submission package after sending the submission to HUD.

Step 6. Click **Back** on your browser’s toolbar to exit the 2530 Submission Package.

3.3 Canceling the Submission

Step 1. If you entered incorrect information or no longer wish to send the 2530 submission, you may cancel the submission by clicking on the **Cancel** button.

Step 2. A warning will appear stating “All information in this submission will be deleted! Are you sure you want to cancel?”

Step 3. Click **OK** to cancel the submission.

3.4 Sending to HUD

Step 1. From the 2530 Submission Send to HUD page, click **Send To HUD** if all information is accurate.

Step 2. A message will appear stating “Action cannot be reversed! Change status to “Send To HUD”?”

Step 3. Click **OK** to proceed.

Step 4. The screen will refresh with the message “Submission sent to HUD Successfully” at the top of the page.

3.5 Printing the Submission Package

After you have successfully sent the submission to HUD, upload the signed submission package (provide upload steps here) or mail the hard copy with signatures to the address listed on the submission package.

Step 1. Click “**Print Submission Package**” on the 2530 Submission page.

Step 2. The 2530 Submission Package Screen will display.

2530 Submission Package	U.S. Department of Housing and Urban Development Office of Housing Federal Housing Commissioner	U.S. Department of Agriculture Rural Housing OMB Approval No. 2502-0118 (Exp. 11/30/2012)
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Send To: HUD Office
235 Cumberland Bend Drive
Suite 200
Nashville, TN 37228-1803

Submission ID: 10001	Submission Contact: Holly Joe
Submission Reason: Assignment/Assumption of HAP Contract	Contact Phone: 214)750-8300
Submission Status: In Process	Submitted To: HUD
Status Date: 08/11/2010	

Property Name: ABC Company, Inc	City/State: SHELBYVILLE TN
Property Role: Investor Limited Partner in Limited Partnership	Section of the Act (Description): OMI (221d4 NC/SR)
Primary FHA Number:	Other FHA Numbers:
Property ID:	Contract Number:

Applicant: *ABC Company, Inc (XXX-XX-0977)*

Name	TIN/SSN	Organization Type	Type of Ownership	Street Address	City	State or Country	Zip	Phone
ABC Company, Inc	XXX-XX-0977	Limited Partnership	Profit/Motivated	3630 Dyer St.	Dallas	TX	75206-0000	222-256-0000

Step 3. Click “**Print**” on your browser’s toolbar.

Step 4. Once you print the Submission Package, you need to obtain signatures and send the hard copy to the address listed on the submission package or upload the package.

Step 5. Click “**Back**” on your browser’s toolbar to exit the 2530 Submission Package.

3.6 Querying the Submission

Refer to [Chapter 8](#), Submission Queries and Reports.

3.7 Withdrawing the Submission

Step 1. From the APPS Home Page, Select “**View my Submissions in Review**” from the *Submission Processing* drop-down list.

Step 2. Click “Go”.

Step 3. The Submission List screen will display.

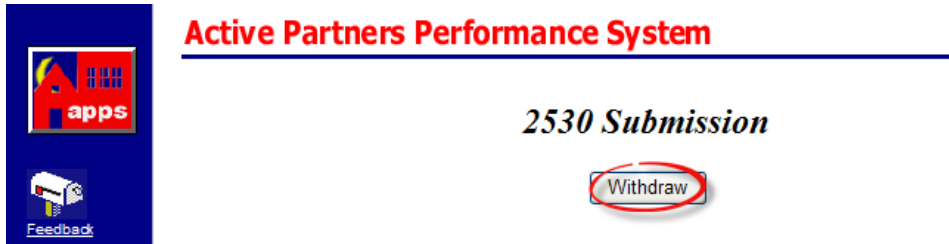
Step 4. Select the Submission you would like to withdraw.

Step 5. Click “2530 Submission”.

Step 6. The 2530 Submission screen will display.

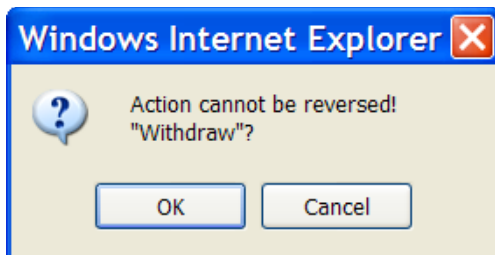
Step 7. Enter explanatory comments in the *Applicant Comments (for Withdraw only)* field.

Step 8. Click “Withdraw”.



Step 9. A warning will display, ‘Action cannot be reversed! “Withdraw”?’

Step 10. Click “OK”.



Step 11. The screen refreshes with “Submission XXXXXX has been withdrawn successfully.”

