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.


[Note] If multiple properties are listed, select the property for which you are submitting the 2530.
Step 15. Click “2530 Submission”.

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”.

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Property List

<table>
<thead>
<tr>
<th>Select</th>
<th>Property ID</th>
<th>Property Name</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>800000019</td>
<td>VILLAGE APARTMENTS</td>
<td>ROANOKE</td>
<td>VA</td>
</tr>
<tr>
<td>☐</td>
<td>800000026</td>
<td>VILLAGE WILLOW APARTMENTS</td>
<td>CLIFTON PARK</td>
<td>NY</td>
</tr>
<tr>
<td>☐</td>
<td>800000034</td>
<td>VILLAGE CREEK APARTMENTS</td>
<td>CAPITOL HEIGHTS</td>
<td>MD</td>
</tr>
<tr>
<td>☐</td>
<td>800000049</td>
<td>VILLAGE OAK APARTMENTS</td>
<td>RICHMOND</td>
<td>VA</td>
</tr>
<tr>
<td>☐</td>
<td>800000050</td>
<td>WESTGATE VILLAGE APARTMENTS</td>
<td>ELOY</td>
<td>AZ</td>
</tr>
<tr>
<td>☐</td>
<td>800000057</td>
<td>ENGLISH VILLAGE APARTMENTS</td>
<td>PHOENIX</td>
<td>AZ</td>
</tr>
<tr>
<td>☐</td>
<td>800000069</td>
<td>VILLAGE SQUARE APARTMENTS</td>
<td>Cottonwood</td>
<td>AZ</td>
</tr>
</tbody>
</table>

Active Partners Performance System

2530 Submission
Select Reason and Role

Submission ID: 107117
Property ID: 800000019
Reason: Incomplete Property
Name: Village Apartments
Applicant: XYZ LLC
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]
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”.

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.
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.

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.
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”.
Step 3. The 2530 Submission Package Screen will appear.

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.
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.

**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.”