

Authorization for Tenant Account Adjustments

U.S. Department of Housing
and Urban Development
Office of Housing



Project Manager: Attach the original and copy 1 of the adjustment(s) to the documented accounting report. See back of form for distribution of copies.

Name of Office	Date	Project Manager's Contract No.	Name of Project
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1. Adjustments by refund or credit. For unused portion of rental period.

Case Number	Name of Tenant	Collected or Charged		Refund or Credit	
		Amount	Period Covered	Amount	Period Covered

2. Elimination of the uncollectible balances of former tenants from your records. Credit accounts as follows:

Case Number	Name of Tenant	Account Balance		Summary of Facts and Circumstances
		Amount	Period Covered	

I have reviewed the above accounts and recommended approval of the indicated adjustments.

Chief Property Officer (signature)	Date	Approved: Claims Collection Officer (signature)	Date
X		X	

Previous editions are obsolete.



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Instructions. This form is to be used by the local office or to authorize the appointed project manager to adjust rental accounts which have been previously reviewed and are in need of action.

1. Adjustments by refund or credit.

Case Number. Omit the local office prefix and give the unit number, if any.

Name of Tenant. Give full name of tenant.

Collected or Charged/Refund or Credit. In the appropriate columns give the dollar amount of rent charged or collected and the period covered; the dollar amount of the refund or credit for the unearned rental charge and the period covered.

After each case entry use as many lines as necessary and give a concise and complete explanation of the facts and circumstances requiring and justifying the adjustment.

2. Elimination of uncollected balances of former tenants.

In the proper columns show the total amount of the balance owed, followed by the period covered. In the last column give a complete

and concise summary of all the facts and circumstances requiring and justifying the adjustment by elimination of the account.

- 3. Signatures.** The original and next two copies must be signed and dated by the Chief Property Officer signifying recommendation, and forwarded to the Claims Collection Officer for approval. The file copy may be initialed.

Distribution of copies. The original and first two copies must be sent to the Project Manager, if any, who will attach the original and first copy to the documented copies of the accounting report which shows the adjustment(s), and keep the last copy in his files. If there is no Project Manager, send the original to the Insurance Division, Mortgage Insurance Accounting. The last (initialed) copy must be filed chronologically in the appropriate Project Manager's Report of Collections file or, if there is no project manager file, in the Property File.
