

Appendix 4A

Special Claims for Debt Service

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

OMB Approval No. 2502-0182 (04/30/2009)

Instructions: Follow guidelines in HUD Handbook 4350.3, Rev. 1, Chapter 9		Project name		FHA project no.		Section 8/PAC contract no.
Unit number	Unit size (No. of Bedrooms)	Period vacant		No. of days vacant (1)	Daily debt ser. attributed to that unit from HAP contract (exhibit 2) (2)	Amount Claimed (column 1 x column 2) (3)
		From (date)	To (date)			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
I certify: (a) Units are in decent, safe, and sanitary condition, and are available for occupancy during the vacancy period in which the payments are claimed. (b) I took all appropriate actions to market and fill the vacant units. (c) The project shows a net operating loss on an unaudited form HUD-92410, Profit & Loss Statement. Owner's printed name, signature, & date					A Total	
					B Enter operating loss from HUD-92410	
					C Enter lesser of A or B. Also enter in column 7 of HUD 52670-A Part 2.	

HUD will prosecute false claims & statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

HUD Field Office Review

- ☐ Claim approved.
☐ Claim adjusted.
☐ Claim denied. Reason:

HUD official's name, signature, & date X

Claim ID: _____

Previous versions obsolete
Submit an Original and two copies

form HUD-52671-D (09/2002)
ref Handbook 4350.3 Rev. 1

This form must be completed so HUD can pay owners an amount to help the contract remain viable during lengthy vacancy periods.

Regulations require that owners complete this form using statutory formulas for calculating vacancy loss payments.

The statutes requiring the submission are S8, United States Housing Act (42 U.S.C. 1437 f), Section 202 of the Housing Act of 1959 as amended by Section 801 of the National Affordable Housing Act (12 U.S.C. 1701(g), and Section 811 of the National Affordable Housing Act (42 U.S.C. 8013). The regulations stipulating these rules are: 24 CFR 880, 881, 883, 884, 886, and 891. The administrative requirements for these forms are provided in HUD Handbook 4350.3, Rev. 1, Chapter 9.

HUD does not promise confidentiality but will not disclose data on a specific project or tenant. No questions of a sensitive nature are asked in this form.

The Department of Housing & Urban Development is authorized to collect this information by the U.S. Housing Act of 1937, as amended. The owner/agent must provide all this information. The information provided will be used by HUD to review accuracy of funds requested by owner/agent for special claims payments. HUD may disclose this information to Federal, state, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. Otherwise, it will not be disclosed or released outside of HUD, except as permitted or required by law. Providing all information is mandatory, and failure to provide information will affect participation in HUD programs.

Public reporting burden for this collection of information is estimated to average 0.33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Appendix 4B

SAMPLE CHECKLIST

Special Claim for Debt Service Claims

Project Name: _____

Contract Number: _____

Unit Number: _____

Attach the following items to the claim submission

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Completed form HUD 52670-A, Part 2.

Completed form HUD-52671-D.

Unaudited financial statements covering a six-month period for which claims are made.

Written narrative detailing the following items:

Causes of vacancies.

Causes for financial problems.

Actions being taken to correct the financial condition and to prevent recurrence.

Sources of funds and time frames for paying off delinquent mortgage and excessive accounts.

Efforts to market the vacant units if applicable.