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New and Revised HUD Forms

IMMEDIATE ACTION REQUIRED

The following is an important notice from HUD concerning the addition of OM to certain key HUD forms and the instructions for the use of those forms. You should read this notice carefully to ensure that you are in compliance.

Comments and recommendations from IPM-Software concerning the implementation of these forms in HUDControl and CornerStone are highlighted in YELLOW.

All of the HUD forms mentioned can be found on HUDClips at <http://www.hud.gov/offices/adm/hudclips/>, IPM-Software's recommended version will be posted to our web early next week at the following location:

<http://www.ipm-software.net/update.html>

You will receive another IPM-Software email blast when the forms have been posted to our website.

FORM NUMBERS, OMB APPROVAL NUMBERS AND OMB EXPIRATION DATES ASSIGNED TO FORMS FROM HANDBOOK 4350.3 REV-1

The following forms from Handbook 4350.3 REV-1, *Occupancy Requirements for Subsidized Multifamily Housing Programs*, have now been assigned HUD form numbers, OMB approval and/or OMB expiration dates. **There are no changes to the language in any of the forms other than the addition of the public reporting burden paragraph.** The forms are now posted on HUDCLIP at <http://www.hud.gov/offices/adm/hudclips/>. Not all forms are currently available in a pdf fillable format at this time, but will be soon.

HUD-50059, *Owners Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures*

NEW OMB expiration date

Effective Date: Until such time as the O/A's computer software is updated to incorporate the new expiration date on the HUD-50059, after printing the form HUD-50059 from their software, O/As must cross out the old expiration date and write in the new expiration date of 3/31/2011. The expiration date should be changed prior to obtaining tenant signatures. If for any reason an O/A does not use a computer generated form as the certified/signed HUD-50059, the O/A must use the form HUD-50059 posted on HUDCLIP which includes the revised OMB expiration date of 3/31/2011.

Note the requirement to cross out and write in the new expiration date on the current 50059 on all pages until such time as your software contains the new version. IPM will be updating the 50059 printed by CornerStone and HUDControl in the near future.

HUD Model Leases

The following have been assigned HUD form numbers, OMB approval numbers and OMB expiration dates

- HUD-90105a – Exhibit 4-A, Model Lease for Subsidized Programs (Family Model Lease)
- HUD-90105b – Exhibit 4-B, Model Lease for Section 202/8 or 202 PAC
- HUD-90105c – Exhibit 4-C, Model Lease for Section 202 PRA
- HUD-90105d – Exhibit 4-D, Model Lease for Section 811 PRA

Effective Date: O/As must begin using the new HUD Model Leases **new admissions immediately and for existing tenants beginning annual recertifications effective January 1, 2009, or later.** Because those that have OMB approval and OMB expiration dates cannot be modified, O/As who have lease modifications will need to develop lease addendums to incorporate the lease modifications. O/As who have had lease modifications approved by HUD or the Contract Administrator do not have to have those modifications included on the lease addendums approved again prior to implementation. Only if the O/A has obtained approval from HUD or the Contract Administrator to incorporate additional lease modifications, O/A provide notice to the tenants in accordance with Chapter 6, Paragraph 12 D of Handbook 4350.3 REV-1.

HUD was asked to allow time for software vendor implementation of the new forms. While that request was granted for the 50059, it was not granted for the new model leases. IPM is addressing the new requirement in two ways:

1. We are providing, courtesy of Mary Ross of Ross Business Development (www.RBDNow.com), copies of the new leases in Microsoft Word format. You should use these for new leases until we can provide the software update.
2. We will update the leases contained in CornerStone and HUD that you will not have to fill in all of the blanks manually. The new leases will be sent to you as soon as they are ready -- hopefully today or first thing Tuesday morning. In addition, they will be posted on our web site.

Also note that, if you have approved lease modifications, these modifications **MUST** be removed from your current model lease and incorporated into a new addendum. Absolutely no wording changes are allowed for an OMB

HUD-9887/HUD-9887-A - Consent forms

REVISED – inclusion of OMB Approval Number/Expiration date information on the consent forms is not required because it is not considered an information collection

Effective Date: O/As must continue to use these forms for new admissions and at annual recertification.

IPM sent you PDF versions of a 9887 package that included new OMB numbers and expiration dates that were published by HUD in April. However, then, HUD has determined that the OMB information is not needed. Therefore, you can discard the 9887 PDF package that we sent you and continue to use the current forms.

the versions in CornerStone and HUDControl.

HUD-27061-H - Exhibit 4-3 – Race & Ethnic Data Reporting Form

NEW OMB expiration date

Effective Date: O/As must begin using this form immediately for new admissions and, when applicable, at the time of a tenant's interim or recertification.

This form is not in either CornerStone or HUDControl. You should delete the old form and start using the new form immediately.

Sample Forms

The following have been assigned HUD form numbers, OMB approval numbers and OMB expiration dates

- **HUD-90100** – Exhibit 7-1 – Sample Initial Notice
- **HUD-90101** – Exhibit 5-4 – Sample Certification for Qualified Long-Term Care Insurance Expenses
- **HUD-90102** – Appendix 6-B – Sample Verification of Disability Voucher Eligibility for Admission or Qualification for Certain Income Deductions Based on Disability – Section 202/8, Section 202 PAC, Section 202 PRAC and Section 811 PRAC
- **HUD-90103** – Appendix 6-B – Sample Verification of Disability Voucher Eligibility for Admission or Qualification for Certain Income Deductions Based on Disability – For use with all programs Except Section 202/8, Section 202 PAC, Section 202 PRAC and Section 811 PRAC
- **HUD-90104** – Exhibit 3-1 – Sample Request for Exception to Limit on Admission of Families with Incomes Above 50% of the Area Median Income
- **HUD-90106** – Appendix 5, Sample Move-in/Move-Out Inspection

Effective Date: O/As using the sample forms listed above without any modifications must begin using the forms immediately.

O/As not using the sample forms provided above and who have developed their own modified forms are not required to use the forms as posted on HUD.gov. O/As may continue to use the forms they have developed. The modified forms O/As have developed **must not** include the HUD form number, OMB approval number or OMB Expiration date or Public reporting burden language. O/As must

guidance in Appendix 6-A of Handbook 4350.3 REV-1 for development individual consent forms.

Neither CornerStone nor HUDControl contains forms 90101 through 90100 as presented so you can continue to use whatever verification forms you currently using.

- Per the instructions above, if you are using a version of one of the forms that is identical to the HUD samples (minus the OMB information and burden language) you **must** add the new information to your form to be compliant.
- An alternative would be to modify the forms you are using in some way to avoid having to add the changes. Remember: the wording in approved OMB sample forms may not be modified in any way. If it is modified, it is no longer the OMB approved form and can not contain the OMB information.

Both CornerStone and HUDControl contain a form substantially like the 90100 Sample Initial Notice. However there are differences in the IPM information so you can continue to use the IPM versions as they currently are.