

Index

HUD-50059, Appendix 7-B
 HUD-50059 data requirements, Appendix 7-A
 asset record, Appendix 7-A, p31
 basic record, Appendix 7-A, p9
 certification, Appendix 7-A, p2, 3
 electronic submission, **9-5A/9-3**
 entry of data, Appendix 8
 gross rent changes, **7-17/7-30**; **7-18/7-31**
 household or family record, Appendix 7-A,
 p25
 income record, Appendix 7-A, p29
 leases, HUD-50059
 attachment requirement, **6-5A/6-7**
 rental amount, change in, **6-11B/6-24**
 recordkeeping requirements for HUD-50059,
9-7E/9-9
 rent calculation, **5-31B/5-77**
 source data, as, **9-4A/9-2**
 summary or header record, Appendix 7-A, p5
 TRACS (Tenant Rental Assistance
 Certification System), See TRACS

A

ability to pay, increase in, *see increased
 ability to pay*
 absence from unit
 annual income, **5-5A/5-3**
 house rule overview/guidelines, **6-9B/6-17**
 permanently confined family members
 annual income, **5-6C/5-8**
 program eligibility income limits and family
 size, **3-6E/3-8**
 temporarily absent family members
 annual income, **5-6B/5-8**
 access to records
 nondiscrimination requirements data,
2-11B/2-10
 tenant selection plan, **4-4F/4-7**
 accessibility requirements, **2-35/2-33**
 alterations to existing housing, **2-35E/2-34**
 building standards, **2-36A/2-35**
 common use facilities, **2-35D/2-34**
 communication of accessibility features,
2-29C/2-24
 definition of accessible, Glossary, p1

Fair Housing Act, **2-5C/2-6**
 limitations on owner obligations, **2-37/2-36**
 public spaces, **2-35D/2-34**
 routes and paths of travel, **2-35C/2-33**;
 Glossary, p2
 Section 504 of Rehabilitation Act of 1973, **2-
 25A/2-19**
 technical resources, **2-26/2-21**
 Uniform Federal Accessibility Standards
 (UFAS), **2-26C/2-21**; **2-36A/2-36**
 accessible units, **2-25E/2-20**
 applicability of rules regarding, **2-32A/2-28**
 availability, information about, **2-30/2-26**
 distribution of, **2-32C/2-28**; **Exhibit 2-1/2-47**
 eligibility for, **2-32B/2-29**
 order and priority in assignment of, **2-32C/2-
 29**; **Exhibit 2-1/2-47**
 reasonable accommodation via physical
 alteration, **2-42/2-38**
 unit transfers, **2-33/2-30**; **3-23I/3-69**;
7-15D/7-28
 verification of need for, **4-29/4-56**
 waiting list management, **4-17/4-36**; **4-
 29C/4-56**
 adaptability, defined, Glossary, p2, *see also
 accessibility requirements; accessible
 units; alterations*
 adjusted income, **5-1A/5-1**; **5-9/5-37**
 child care deduction, **5-10B/5-38**; **5-10C/5-
 42**
 deductions available, **5-9/5-37**
 defined, Glossary, p2
 dependent deduction, **5-10A/5-38**
 disability and person with disabilities
 child care and disability assistance
 combined, **5-10C/5-42**
 deduction for disability assistance
 expense, **5-10C/5-40**
 elderly or disabled family deduction, **5-
 10E/5-47**
 medical expense and disability assistance
 deduction combined, **5-10D/5-46**
 elderly or disabled family deduction, **5-10E/5-
 47**
 medical expense deduction, **5-10D/5-43**;
Exhibit 5-3/5-91

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- types of deduction available, **5-9/5-37**
verification, Appendix 6-C, p27
- adopted children
nondiscrimination requirements, **2-4A/2-3**; **3-3-23D/3-64**
program eligibility income limits, **3-6E/3-8**
- adult children
annual income, calculating, **5-6A/5-6**; **7-4D/7-5**; **Fig. 7-2/7-6**
annual recertification, **7-4D/7-5**
interim recertification, **7-4D/7-5**; **7-4E/7-5**; **7-10C/7-23**
- adults
defined, Glossary, p3
foster adults, see foster children and adults
- advertising, **4-12D/4-27**
- Affirmative Fair Housing Marketing Plan
Multifamily Housing (HUD 935.2A),
Appendix 1, see *also marketing*
key requirements, **4-11A/4-25**; **4-12B/4-26**
nondiscrimination requirements, **2-19/2-14**
regular vacancy losses (after rent-up), special
claims for, **9-14D/9-27**
rent-up, special claims for vacancy during, **9-14B/9-22**
updating, **4-12F/4-28**
- age
nondiscrimination requirements regarding,
see *nondiscrimination requirements*
verification of, **3-27C/3-70**
- Age Discrimination Act of 1975, **2-7/2-7**;
Fig. 1-2/1-16
- alcohol abuse, termination of tenancy by
owners for, **8-14A/8-16**
- Alien Status Verification Index (ASVI),
Appendix 2-B, p2
- aliens, see *noncitizens*
- alimony
deduction not allowed for, **5-10F/5-48**
inclusion in annual income, **5-6E/5-9**
verification, Appendix 6-C, p23
- allowances, see *deductions*
- alterations
accessible units not created by, **2-42B/2-38**
defined, Glossary, p3
existing housing, **2-35E/2-34**
reasonable accommodation, physical
alterations as, **2-42A/2-38**
tenants, by, see tenant modification of unit
- Americans with Disabilities Act (ADA), **2-26E-F/2-21**
- anniversary date, see *annual recertification*
- annual income, **5-1A/5-1**
HUD-50059 income record, Appendix 7-A,
p29
adults, income of, **5-6A/5-6**
annuities, **5-6K/5-12**; **5-7G/5-30**
anticipating, **5-5A/5-3**
"as-paid" state or local public assistance
programs, **5-6J/5-11**
bonds, **Exhibit 5-2/5-86**
business, income from, **5-6G/5-10**
capital investments, **Exhibit 5-2/5-86**
cash contributions as, **5-6F/5-10**
changes in, amendments and modifications
due to, **7-1/7-1**
conversion of periodic wages to annual
figure, **5-5B/5-4**
death benefits, **5-6K/5-12**
deeds of trust, **5-7G/5-34**; **Exhibit 5-2/5-88**
defined, Glossary, p3
dependents, income of, **5-6A/5-6**
developmentally disabled, intermediate care
facilities for, **5-6N/5-16**
disability and person with disabilities
definitions, **5-2B/5-2**
interim care facility residents, **5-6N/5-16**
periodic payments of disability benefits, **5-6K/5-12**
educational scholarships and grants, **5-6D/5-9**
estimating, methods for, **5-5A/5-3**
exclusions, **5-4B/5-3**; **5-6Q/5-16**; **Exhibit 5-1/5-82**
fair market value, assets disposed of for less
than, **5-7G/5-36**
Federal government pensions, **5-6K/5-13**; **5-7G/5-34**
foster children and adults, **5-6A/5-7**; **Fig. 5-2/5-7**
gifts as, **5-6F/5-10**
imputed, **5-5A/5-3**
included amounts, **5-4B/5-3**; **5-4C/5-3**;
Exhibit 5-1/5-83
insurance, **5-6K/5-12**; **Exhibit 5-2/5-88**
intermediate care facility residents, **5-6N/5-16**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- investments
- annual income, capital investments as, **Exhibit 5-2/5-86**
 - withdrawals of cash or assets, **5-O/5-16**
- irregular work, **5-5C/5-5**
- jointly owned assets, **5-7D/5-22**
- long-term care insurance, **5-6K/5-13**
- lump-sum payments, **5-6P/5-17**
- mentally retarded, intermediate care facilities for, **5-6N/5-16**
- mortgages, **5-7G/5-34**; **Exhibit 5-2/5-88**
- noncash contributions as, **5-6F/5-10**
- nonrevocable trusts, **5-7G/5-26**
- overpayments, adjustments for, **5-6I/5-11**
- periodic payments, **5-5B/5-4**; **5-6K/5-12**; **Exhibit 5-1/5-82**; **Exhibit 5-2/5-87**
- permanently confined family members, **5-6C/5-8**
- persons whose income counts toward, **5-6A/5-8**; **Fig. 5-2/5-7**
- adults, **5-6A/5-8**
 - dependents, **5-6A/5-8**
 - permanently confined family members, **5-6C/5-8**
 - temporarily absent family members, **5-6B/5-8**
- real estate, **Exhibit 5-2/5-86**
- regular contributions as, **5-6F/5-10**
- rental property, **Exhibit 5-2/5-86**
- resident services stipends, **5-6M/5-15**
- revocable trusts, **5-7G/5-26**; **Exhibit 5-2/5-86**
- rounding, Appendix 8
- seasonal or sporadic work, **5-5C/5-5**
- social security payments, **5-6H/5-11**;
- special needs trusts, **5-7G/5-29**
- state or local public assistance programs, "as-paid," **5-6J/5-11**
- stocks, **Exhibit 5-2/5-86**
- students, **3-13/3-36**; **5-6A/5-7**; **5-6D/5-9**
- temporarily absent family members, **5-6B/5-8**
- training programs, **5-6L/5-14**
- trusts, **5-7G/5-26**; **Exhibit 5-2/5-86**
- unemployment compensation, Appendix 6-C, p21
- verification, see verification of eligibility and income
- withdrawals
- investments, **5-6O/5-16**
 - pension and retirement accounts, **5-6K/5-12**
- annual recertification, **7-4A/7-3**
- anniversary date
 - alternative date, approval of, **7-5C/7-7**
 - defined, Glossary, p29
 - determination, **7-5B/7-6**
 - recertification required by, **7-5A/7-6**
 - assisted tenants, **7-4A/7-3**
 - change in rent due to, notice of, **Exhibit 7-6/7-40**; **Fig. 7-4/7-11**
 - completion of process, **7-8B/7-14**
 - effective dates, **7-8A/7-14**
 - extenuating circumstances, **7-8D/7-20**
 - first reminder notice, **7-7B/7-12**; **Exhibit 7-2/7-36**
 - initial notice, **7-7B/7-11**; **Exhibit 7-1/7-35**
 - interview, **Exhibit 7-5/7-39**; **Fig. 7-3/7-10**
 - late response or processing, **7-8D/7-16**
 - market rents, tenants paying, **7-4B/7-4**
 - notice to tenant, **7-7A/7-9**
 - change in rent due to recertification, **Exhibit 7-6/7-40**; **Fig. 7-3/7-10**
 - description of, **7-7B/7-9**
 - first reminder notice, **7-7B/7-12**; **Exhibit 7-2/7-36**
 - initial notice, **7-7B/7-11**; **Exhibit 7-1/7-35**
 - second reminder notice, **7-7B/7-13**; **Exhibit 7-3/7-37**
 - third reminder notice (final notice), **7-7B/7-13**; **Exhibit 7-4/7-38**
 - timing and due dates, **7-6D/7-9**; **Fig. 7-4/7-11**
 - procedures, **7-6/7-8**
 - recordkeeping requirements, **7-6C/7-9**
 - second reminder notice, **7-7/7-13**; **Exhibit 7-3/7-37**
 - tenant response timely but with short processing time, **7-8C/7-15**
 - third reminder notice, **7-7B/7-13**; **Exhibit 7-4/7-38**
 - timeliness, **7-6A/7-8**
 - verification record, **Exhibit 7-5/7-39**; **Fig. 7-3/7-10**
- annuities, **5-6K/5-12**; **5-7G/5-30**
- appeals
- denial of assistance, **4-31E/4-59**
 - rejection of applicants, **4-9D/4-24**
 - verification of immigration status, see *verification of immigration status*
- applications and applicants, **4-14A/4-30**
- contents of application, **4-14B/4-30**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- definitions, Glossary, p3
ineligible applicants, *see ineligible applicants*
interviews, **4-24**/4-41; **Exhibit 4-1**/4-63
misuse of applicant information, Appendix 7, p2
preliminary application forms, **4-14C**/4-31; Glossary, p27
receiving and recording, **4-16A**/4-33
types of applications, **4-14C**/4-31
- armed forces, *see military*
- "as-paid" state or local public assistance programs
annual income, **5-6J**/5-11
verification, Appendix 6-C, p22
welfare rent calculation, **5-26E**/5-67
- assets, **5-7**/5-20
HUD-50059 asset record, Appendix 7-A, p31
cash, **Exhibit 5-2**/5-86
cash from sale of, **5-7G**/5-34
cash value of, **5-7C**/5-21
defined, **5-7A**/5-20; Glossary, p3
determining income from, **5-7B**/5-20
exclusion from income, **Exhibit 5-2**/5-89
fair market value, disposed of for less than, **5-7G**/5-35; Appendix 6-C, p25
imputed income from, **5-7F**/5-24
inclusion in income, **5-4C**/5-3
investment withdrawals, **5-6O**/5-16
jointly owned assets, **5-7D**/5-22
less than \$5000, **5-7E**/5-24
lottery winnings as, **5-6P**/5-17
lump-sum payments as, **5-7G**/5-32; **Exhibit 5-2**/5-87
more than \$5000, **5-7F**/5-24
specific types of, **5-7G**/5-26; **Exhibit 5-2**/5-86
total cash value, **5-7C**/5-21
verification, Appendix 6-C, p24
- assistance payments, **9-12**/9-14
applicability, **9-12A**/9-14
calculating, **9-12D**/9-16
certifications required for, **9-12F**/9-19
civil penalties for fraud, **9-12G**/9-20
criminal penalties for fraud, **9-12G**/9-20
deceased tenants, prorated payments for, **9-12E**/9-16
defined, Glossary, p3
fraud, **9-12G**/9-20
HAP, **5-26B**/5-64
- HUD forms, *see* entries at HUD-52670 and HUD-52671
key requirements for obtaining, **9-12B**/9-15
partial-month occupancies, **9-12E**/9-16
procedures for obtaining, **9-12C**/9-16
project assistance payments/PACs
calculating, **9-12D**/9-16
procedures for obtaining, **9-12C**/9-16
project rental assistance payments/PRACs
calculating, **9-12D**/9-16
procedures for obtaining, **9-12C**/9-16
prorated, **9-12E**/9-16
rent calculation, **5-26B**/5-64
double occupancy in Section 202/8 group homes, **5-28**/5-68
double occupancy in Section 811 group homes, **5-28D**/5-70
- Section 8
calculating, **9-12D**/9-16
procedures for obtaining, **9-12C**/9-16
unit transfers, partial-month occupancies, **9-12E**/9-16
- assisted rent, defined, Glossary, p3
- assisted tenants
annual recertification, **7-4A**/7-3
defined, Glossary, p4
- assistance animals
defined, Glossary, p4
owner policies, **2-27B**/2-22
verification of need for, **3-293**-72
- attendant care
disability and person with disabilities, **5-10C**/5-40
medical expense, as, **5-10D**/5-43 **Exhibit 5-3**/5-91
verification, Appendix 6-C, p17
- attorney's fees and costs, eviction suits, **6-25E**/6-39
- auxiliary aids, **2-29B**/2-24; **Exhibit 2-2**/2-48; Glossary, p4
- auxiliary apparatus, **5-10C**/5-40
- availability of units
discrimination in making units available, **2-16B**/2-12
misrepresentations regarding, **2-17**/2-13

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

B

basic rent, **5-25B/5-62**; Glossary, p5

billing
 assistance payments, procedures for obtaining, **9-12C/9-16**
 HUD-52670, Housing Owner Certification and Application for Housing Assistance Payments, *see entries at HUD-56270*
 HUD-52671 special claims, *see entries at HUD-52671*
 special claims, *see special claims*

bills, medical
 deductions, **5-10D/5-43**; **Exhibit 5-3/5-91**
 verification of, Appendix 6-C, p27

birth certificates, **3-27C/3-71**; Appendix 3

birthdate, verification of, **3-27C/3-71**

BMIR, Section 221(d)(3), *see Section 221(d)(3) BMIR properties*

bonds as annual income, **Exhibit 5-2/5-86**, *see also investments*

Braille readers, **2-29B/2-24**

briefing new tenants, **6-27/6-39**
 defined, Glossary, p5
 topics involved in, **6-27B/6-40**; **Exhibit 6-6/6-53**

building standards **2-36/2-35**

business assets, *see assets*

business income
 annual income, as, **5-6G/5-10**; **Exhibit 5-1/5-81**
 verification, Appendix 6-C, p23

business loans, **5-6G/5-10**

C

capital advances, **1-3B/1-5**

capital gains, **5-7G/5-32**; **Exhibit 5-1/5-82**

capital investments as annual income, **Exhibit 5-2/5-86**

cash assets, **Exhibit 5-2/5-86**

cash contributions
 annual income, as, **5-6F/5-10**
 verification, Appendix 6-C, p24

cash from sale of assets, **5-7G/5-32**
 cash value of assets, **5-7C/5-21**

certificates of deposit (CDs)
 annual income, capital investments as, **Exhibit 5-2/5-86**
 withdrawals as annual income, **5-6O/5-16**

certification, *see also recertification*
 HUD-50059 data requirements, Appendix 7, p2, 3
 assistance payments, **9-12F/9-19**
 HUD-56270, Housing Owner Certification and Application for Housing Assistance Payments, *see entries at HUD-56270*
 Internet queries, **9-5B/9-6**

charges in addition to rent
 allowability of, **6-25A/6-38**; **6-25F/6-39**
 application fees and costs, **6-20/6-35**
 attorney's fees and costs, **6-25E/6-39**
 behavior problems, **6-25D/6-38**
 checks returned for insufficient funds, **6-25B/6-38**
 damages, **6-25C/6-38**
 initial occupancy, at, **6-21/6-35**
 keys, **6-25D/6-38**
 late payment of rent, charges for, **6-23/6-36**
 meal programs, **6-22/6-35**
 pets, **6-24/6-36**
 prior to occupancy, **6-20/6-35**
 special management services, **6-25D/6-38**

check stubs as verification of income, Appendix 6-C, p19

checking account statements as verification of assets, Appendix 6-C, p25

checks
 payment of rent or security deposit via, **6-28/6-41**
 returned for insufficient funds
 charges in addition to rent for, **6-25B/6-38**
 guaranteed payment forms required due to, **6-28C/6-41**

child care expenses
 deduction for adjusted income, **5-10B/5-38**; **5-10C/5-40**
 verification, Appendix 6-C, p27

child custody, **3-23E/3-64**; **5-6A/5-6**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- child support
deduction not allowed for, **5-10F/5-48**
garnished from wages, **5-10F/5-48**
inclusion in annual income, **5-6E/5-9**
verification, Appendix 6-C, p23
- children
adopted
nondiscrimination requirements, **2-4A/2-3;**
3-23D/3-64
program eligibility income limits, **3-6E/3-8**
adult, see adult children
dependents
annual income of, **5-6A/5-6**
deduction for, **5-10A/5-38**
defined, Glossary, p6,p7
emancipated minors, income of, **5-6A/5-6**
foster children, see foster children and adults
income of, **5-6A/5-6**
nondiscrimination requirements for families
with, **2-4A/2-3;** **3.23D/3-64**
occupancy standards, prohibited, **3.23D/3-64**
students, **3-23E/3-66**
- chronically mentally ill
defined, Glossary, p5
permanently confined family members
annual income, **5-6C/5-8**
medical expenses of, **5-10D/5-43**
program eligibility income limits, **3-6E/3-8**
Section 202 programs for, see *Section 202*
Section 811 programs for, see *Section 811*
- citizenship
evidence of, Glossary, p10
national, defined, Glossary, p21
noncitizen restrictions, see *noncitizens*
- civil rights, see *nondiscrimination requirements*
- Civil Rights Act of 1964, Title VI, **2-6/2-7;**
Fig. 1-2/1-15
- Civil Rights Act of 1968, Title VIII, see *Fair Housing Act*
- co-head of household
annual income calculations, **5-6A/5-6;** **Fig. 5-2/5-7**
defined, Glossary, p5
- coercion, Fair Housing Act prohibition on, **2-20/2-15**
- college student, see *student*
- common household pets
defined, Glossary, p5
rules regarding, see *pet rules*
- common use facilities, accessibility of, **2-35D/2-34**
- communications with person with disabilities, **2-29A/2-23**
accessibility features, **2-29C/2-24**
auxiliary aids, **2-29B/2-24;** **Exhibit 2-2/2-49**
notice of nondiscrimination, **Exhibit 2-3/2-51**
telecommunications/TTYs/TDDs, **2-29D/2-26;** **Exhibit 2-4/2-52**
written communications, **2-29C/2-24;** **Exhibit 2-3/2-51**
- compliance, **1-2E/1-3,** see also *noncompliance*
- confidentiality, see *privacy and confidentiality of tenant and applicant information*
- conflict of laws, **1-5A/1-8**
leases
amendment or modification of lease, **6-12C/6-26**
interest on security deposits, **6-17A/6-32**
model leases, **6-4E/6-4**
most rigorous standard requirement, **1-5D/1-9**
multiple federal laws applicable, **1-5C/1-9**
nondiscrimination requirements, **2-13/2-11**
preemption of state or local law by federal statutory program eligibility requirements, **1-5B/1-8**
- consent forms
program eligibility, **3-11A/3-18**
refusal to sign or submit, **3-11C/3-19**
signing forms, **3-11B/3-19**
verification of eligibility and income, **5-12A/5-49;** **5-15A/5-54**
disability, reasonable accommodation of, **5-19F/5-59**
document package, **Exhibits 5-5, 5-6, 5-7/5-95**
guidance for development of, Appendix 6-A, p3
HUD-9887 forms, see *entries at HUD-9887*
HUD-required, **5-15B/5-54**
language required in, **Fig. 5-5/5-56**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

refusal or inability to sign, **5-21/5-60**; **8-5B/8-3**
 sample forms, Appendix 6-A, p4;
 Appendix 6-A, p5

Contract Administrators, **1-1C/1-1**; **1-1D/1-1**;
1-4A/1-8
 Traditional Contract Administrators, **1-1C/1-1**;
1-4B/1-8
 Performance-Based Contract Administrators
 (PBCAs), **1-1C/1-1**; **1-4B/1-8**
 responsibilities, assignment of, **1-4A/1-8**
 TRACS requirements, **9-6/9-7**

contract rent, **5-25B/5-62**
 defined, Glossary, p5
 double occupancy, **5-28/5-68**
 operating rent, Glossary p22
 Section 202/8 group homes, **5-28C/5-69**
 Section 811 group homes, **5-28D/5-70**

cooperatives
 leases
 application fees and costs, **6-20B/6-35**
 attorney's fees and costs, **6-25E/6-39**
 form of lease, **6-5A/6-5**; **Fig. 6-2/6-6**
 late payment of rent, **6-23A/6-36**
 model leases, **6-4B/6-4**
 overcrowding or under utilization, **3-23H/3-67**
 rent calculation, **5-29A/5-73**
 screening criteria, **4-7D/4-18**
 see also Section 221(d)(3) BMIR properties
 and see Section 236
 transfers, **7-16A/7-28**

court action to terminate tenancy, **8-13B/8-13**

court awards excluded from income,
Exhibit 5-1/5-81

court costs, eviction suits, **6-25E/6-39**

covered person, defined, Glossary, p5

Cranston-Gonzales National Affordable
 Housing Act, **Fig. 1-2/1-16**

credit reports, **4-7D/4-19**; **4-7E/4-20**; **4-27B/4-51**

criminal activity
 accessing records, **8-14C/8-18**
 assistance payments, fraud involving, **9-12G/9-20**
 drug-related, Glossary, p8, *see also drug
 abuse*
 fraud, **8-18/8-24**, *see fraud*

screening for, **4-3D/4-3**; **4-7C/4-16**; **4-27E/4-53**
 termination of tenancy for, *see* termination of
 tenancy by owners, subhead "drug
 abuse or other criminal activity"
 violent criminal activity defined, Glossary, p35
 "currently engaging in," Glossary, p6, *see
 also criminal activity; drug abuse*

custody of children, **3-23E/3-64**; **5-6A/5-6**

D

damages
 charges in addition to rent for, **6-25C/6-38**
 security deposit, deducted from, **6-25C/6-38**
 special claims for, *see* special claims,
 subhead "unpaid rent and damages"

data entry rules, HUD-50059, Appendix 8

data gathering, *see recordkeeping
 requirements*

death benefits as annual income, **5-6K/5-12**

debt service, special claims for, **9-14E/9-30**
 calculating claim amount, **9-14E/9-30**
 processing claims, **9-14E/9-30**

deceased tenants
 prorated assistance payments, **9-12E/9-16**
 remaining family members, **3-4/3-3**; **3-16/3-39**

deductions, **5-9/5-37**
 child care deduction, **5-10B/5-38**; **5-10C/5-40**
 defined, Glossary, p6
 dependent deduction, **5-10A/5-38**
 disability assistance expense, **5-10C/5-40**
 elderly or disabled family deduction, **5-10E/5-47**
 medical expense deduction, **5-10D/5-43**;
Exhibit 5-3/5-91
 types of deductions available, **5-9/5-37**
 verification, Appendix 6-C, p27

deeds of trust, **5-7G/5-34**; **Exhibit 5-1/5-82**; **Exhibit 5-2/5-88**

deferred periodic amounts, **5-6P/5-17**; **Exhibit 5-1/5-83**; **Fig. 5-3/5-18**

definitions, *see under* specific topic, or in
 Glossary

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- denial of assistance
 appeals, **4-31E/4-59**
 defined, Glossary, p6
 Fair Housing Act, **2-16C/2-12**
 noncitizens, **4-31/4-57**
 applicability of requirements, **4-31A/4-57**
 notice of denial, **4-31D/4-58**
 program eligibility restrictions, notice of,
 Exhibit 3-10/3-99
 triggering events, **4-31C/4-58**
 nondiscrimination requirements, **4-9A/4-23**
 notice to tenants and applicants, **4-9A/4-23**;
4-31D/4-58; **Exhibit 3-10/3-99**
- denial of tenancy, *see rejection of applicants*
- Department of Housing and Urban Development, U.S., *see entries at HUD*
- dependents, *see also children*
 annual income of, **5-6A/5-6**
 deduction for, **5-10A/5-38**
 defined, Glossary, p6,p7
- developmentally disabled
 annual income of intermediate care facility residents, **5-6N/5-16**
 defined, Glossary, p7
 person with disabilities, defined as, **Fig. 3-6/3-43**
 unit transfers, Appendix 6-C, p28
- disability and person with disabilities, **2-21/2-16**
 ADA, **2-26E-F/2-21**
 adjusted income, *see adjusted income*
 amendments and modifications, defined for purposes of, **7-2B/7-2**
 annual income, *see annual income*
 applicability of requirements regarding, **2-24/2-19**
 auxiliary aids, **2-29B/2-24**; **Exhibit 2-2/2-48**
 communications, *see communications with disabled persons*
 deduction for disabled assistance expense adjusted income determination, **5-10C/5-40**
 verification, Appendix 6-C, p28
 deduction for disabled or elderly family adjusted income, determining, **5-10E/5-47**
 verification, Appendix 6-C, p29
 definitions, **1-6C/1-10**
 civil rights protections, for purposes of, **2-23A/2-18**
 families, disabled, **Fig. 3-6/3-43**;
 Glossary, p7
 household, disabled, Glossary, p8
 person with disabilities, Glossary, p22-26
 program eligibility, for purposes of, **2-23B/2-18**; **Fig. 3-6/3-43**
 project eligibility, for purposes of, **3-15/3-38**; **Fig. 3-6/3-43**
 qualified individuals with a disability,
 Glossary, p29
 developmentally disabled, *see developmentally disabled*
 eligibility, *see eligibility*
 errors and discrepancies, **8-17/8-22**
 Fair Housing Act, *see Fair Housing Act*
 family, disabled, *see family, disabled or elderly*
 fundamental alteration in program or activity, actions leading to, **Exhibit 2-5/2-54**
 hearing disabilities, **2-29B/2-24**
 inquiries about disability, prohibitions on eligibility, **2-31E/2-27**
 screening, **4-8E/4-21**
 leases, *see leases*
 most integrated setting possible, priority given to, **2-25D/2-20**
 multiple forms of subsidy, properties with, **2-25B/2-20**
 nondiscrimination requirements, *see nondiscrimination requirements*
 notice of nondiscrimination on basis of, **Exhibit 2-3/2-51**
 owner policies, nondiscrimination in, **2-27/2-22**
 owner self-evaluation, *see self-evaluation*
 preferences, **4-6C/4-12**; **4-6D/4-14**; **4-26B/4-49**
 program eligibility, **2-23B/2-18**; **2-31C/2-26**;
Fig. 3-6/3-43
 project eligibility, *see project eligibility*
 reasonable accommodation of, *see reasonable accommodation*
 regulations, **2-21/2-16**
 Rehabilitation Act, *see Rehabilitation Act of 1973, Section 504*
 resources, **2-26/2-21**
 screening criteria, **4-8E/4-22**
 Section 202, *see Section 202*

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- Section 221(d)(3) BMIR properties,
applicability of requirements to, **2-24/2-19**
- Section 504, Rehabilitation Act, see
Rehabilitation Act of 1973, Section
504
- Section 811, see *Section 811*
- self-evaluation by owner, see *self-evaluation*
statutes, **2-22/2-16**
- supportive services, provision of, **2-27E/2-23**
- technical resources, **2-26/2-21**
- telecommunications/TTYs/TDDs, **2-29D/2-26**; **Exhibit 2-4/2-52**
- tenant modification of unit, see *tenant
modification of unit*
- termination of assistance, **8-3/8-3**
- termination of tenancy, **8-8/8-9**
- transition plans, **2-34E/2-32**
- unit transfers, **7-15C/7-28**; Appendix 6-C,
p28
- verification consent form, reasonable
accommodation as to signing of, **5-19F/5-59**
- verification of status, see verification of
eligibility and income
- waiting list management, **4-17/4-36**
- disability benefits as annual income, **5-6K/5-12**
- disclosure form, lead-based paint, see *lead-
based paint*
- discrepancies, see *errors and discrepancies*
- discrimination, see *nondiscrimination
requirements*
- disparate impact
Fair Housing Act prohibitions, **2-17/2-13**
house rules as lease attachments, **6-9A/6-17**
owner policies and person with disabilities, **2-27D/2-23**
- displaced persons and families, statutory
and HUD preference definitions,
Glossary, p8
verification of displacement, **4-26B/4-49**
- disposal of records, **4-22F/4-40**; **5-23E/5-62**
- disposed assets
fair market value, disposed of for less than, **5-7G/5-35**; Appendix 6-C, p25
trusts, **5-7G/5-26**; **Exhibit 5-2/5-88**
- divorce
- alimony
deduction not allowed for, **5-10F/5-48**
inclusion in annual income, **5-6E/5-9**
verification, Appendix 6-C, p23
- child support
deduction not allowed for, **5-10F/5-48**
garnished from wages, **5-10F/5-48**
inclusion in annual income, **5-6E/5-9**
verification, Appendix 6-C, p23
custody of children, **3-23E/3-64**; **5-6A/5-7**
- documentation, see *recordkeeping
requirements*
- double occupancy in group homes, rent
calculation, **5-28A/5-68**
assistance payments, Section 202/8 homes,
5-28C/5-69
assistance payments, Section 811 homes, **5-28D/5-70**
change in occupancy, **5-28E/5-72**
contract rent, Section 202/8 homes, **5-28C/5-69**
contract rent, Section 811 homes, **5-28D/5-70**
TTP, **5-28B/5-69**
- double subsidy prohibition, **3-10C/3-18**
- drug abuse
definition, of drug-related criminal activity,
Glossary, p9
screening for, **4-3D/4-3**; **4-7C/4-16**; **4-27E/4-53**
termination of tenancy for, see termination of
tenancy by owners
- drugs as medical expenses, **5-10D/5-43**;
Exhibit 5-3/5-91

E

- e-mail, verification by, **5-13B/5-51**
- earned income tax credit, **Exhibit 5-1/5-84**
- educational scholarships and grants, **3-13/3-36**; **5-6D/5-9**
- elderly persons
children, prohibited occupancy standards
against families with, **3-23D/3-64**
definitions, **3-17/3-40** ; Glossary, p9
families, elderly, see family, disabled or
elderly
meal programs, charges for, **6-22/6-35**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- preferences, **4-6C/4-12**; **4-26B/4-49**
 project eligibility, **3-16/3-39**
 admission requirements, **3-17/3-40**
 definitions, **3-17/3-40**; **Fig. 3-5/3-41**; **Fig. 3-6/3-43**
 families, elderly, **Fig. 3-6/3-41**
 verification of eligibility and income
 age, **3-27C/3-70**
 deduction for elderly family, Appendix 6-C, p29
- electronic data processing and
 transmission, TRACS, **9-5A/9-2**
- electronic rent calculation, **5-31A/5-77**
- electronic verification, **5-13B/5-51**
- electronic waiting lists, **4-18E/4-37**
- eligibility, **3-1/3-1**
 disability and person with disabilities
 accessible units, **2-32B/2-29**
 case-by-case basis, determination of
 eligibility on, **2-31B/2-26**
 inquiries, prohibitions on, **2-31E/2-27**
 program eligibility, **2-23B/2-18**; **2-31C/2-26**; **Fig. 3-6/3-43**
 project eligibility, **2-31C/2-26**; **3-15/3-38**;
 Fig. 3-5/3-41; **Fig. 3-6/3-43**
 Rehabilitation Act Section 504
 requirements, **2-31A/2-26**
 uniform application of criteria, **2-31D/2-26**
 verification of disability, **2-31F/2-28**
 program eligibility, *see program eligibility*
 project eligibility, *see project eligibility*
 screening vs. determination of, **4-7A/4-14**
 verification, *see verification of eligibility and
 income*
 waiting list management, determining
 preliminary eligibility for, **4-16C/4-34**
- emancipated minors, income of, **5-6A/5-6**
- employment income
 conversion of periodic payments to annual
 income, **5-5B/5-4**
 errors and discrepancies in wage information,
 see errors and discrepancies,
 subhead "wage information"
 garnishment for child support, **5-10F/5-48**
 verifying, Appendix 6-C, p17
- errors and discrepancies, **8-17A/8-22**
 amendment or modification of rent due to, **8-17E/8-23**
 criminal violations, *see fraud*
 disability and disabled persons, **8-17D/8-23**
 fraud vs. error, **Fig. 8-3/8-12**, *see also fraud*
 investigations
 determinations, **8-17E/8-23**
 factfinding, **8-17C/8-23**
 notice and meeting, **8-17D/8-23**
 MAT, **9-8/9-10**
 meeting with tenant regarding, **8-17D/8-23**
 notice to tenant, **8-17D/8-23**
 overpayment of assistance, repaying, **8-20/8-29**
 owner's obligation to reimburse HUD, **8-20/8-29**
 tenant's obligation to repay, **8-20/8-28**
 overpayment of rent, repaying, **8-21/8-29**
 program violations., **8-17B/8-22**; **8-17E/8-23**;
 repayments, *see repayments*
 SWICA wage information, **8-19/8-26**
 contesting findings, **8-19D/8-27**
 nondisclosure requirements, **8-19C/8-27**
 procedures for handling, **8-19B/8-27**
 termination of tenancy for inaccurate or
 incomplete information, **8-13A/8-11**
 TRACS, **9-8/9-11**; **9-9C/9-12**
 verification of eligibility and income
 procedures for addressing, **5-18/5-58**
- eviction, *see termination of tenancy*
- exceptions,
 program eligibility income limits, **3-7/3-10**;
 Exhibit 3-1/3-78
- exclusions,
 annual income exclusions, **5-4B/5-3**;
 5-6Q/5-19; **Exhibit 5-1/5-82**
- exemptions,
 hardship exemptions
 defined, Glossary, p14
 minimum rent requirement, financial
 hardship exemption to, **5-26D/5-65**
 reasonable accommodation causing
 undue financial or administrative
 burden, **2-40B/2-37**; **2-43B/2-39**;
 Exhibit 2-6/2-55
 lead-based paint disclosure form exemptions,
 Fig. 6-4/6-13
- excess income, **9-15A/9-33**
 defined, **9-15A/9-33**
 HUD-93104, *see HUD-93104, Monthly
 Report of Excess Income*

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

key reporting and remittance requirements, **9-15B/9-33**
 key requirements, **9-15B/9-33**
 preparation and submission of monthly reports, **9-15C/9-33**

extenuating circumstances
 annual recertification, **7-8D/7-20**
 screening, **4-7E/4-20**; **4-28B/4-55**

extremely low-income limit
 definition of extremely low-income family, Glossary, p11
 income-targeting, **4-5B/4-8**; **4-25B/4-44**; **4-25E/4-45**
 program eligibility, **3-6D/3-5**; **Fig. 3-2/3-6**
 tenant selection plan, **4-5B/4-8**
 waiting list applicants matched to available units, **4-15D/4-32**; **4-15E/4-32**

F

facsimile, verification by, **5-13B/5-51**

fact sheets, How Rent Is Determined, Appendix 14

Fair Housing - It's Your Right (HUD-1686-FHEO), **2-48C/2-44**

Fair Housing Act, **2-14/2-11**; **Fig. 1-2/1-16**;
 Glossary, p11
 accessibility requirements, **2-5C/2-6**
 actions prohibited by, **2-5B/2-5**
 affirmative furtherance of fair housing, **2-5D/2-6**
 availability of units
 discrimination in making units available, **2-16B/2-12**
 misrepresentations regarding, **2-17/2-13**
 denial or delay of application, **2-16C/2-12**
 disability and person with disability, **2-5C/2-6**;
2-22B/2-16
 applicability, **2-22D/2-17**
 technical resources, **2-26B/2-21**
 tenant modification of unit, **2-46A/2-43**
 discouraging persons from inspecting or renting units, **2-16C/2-12**
 disparate impact, **2-18/2-13**
 marketing, discrimination in, **2-19/2-14**
 reasonable accommodation, **2-5C/2-6**
 refusal to rent or negotiate for rental, unlawful, **2-15/2-12**
 retaliatory practices, **2-20/2-15**

terms, privileges, services, or facilities, discrimination in, **2-18/2-13**
 types of discrimination prohibited by, **2-5A/2-4**
 unit discrimination, **2-16A/2-12**; **2-16C/2-12**

Fair Housing Poster
 display requirements, **2-5E/2-7**; **4-11B/4-24**;
4-12G/4-29

fair housing requirements, *see nondiscrimination requirements*

fair market value of assets, **5-7G/5-35**;
 Appendix 6-C, p25

familial status, **2-4A/2-3**; **3-23D/3-64**;
 Glossary, p11

family certification, verification by, **5-13D/5-54**

family composition
 absent family members, *see absence from unit*
 adult children, *see adult children*
 changes in, amendments and modifications due to, **7-1/7-1**
 children, *see children*
 definitions, **Fig. 3-6/3-43**; Glossary, p12;
 household defined, Glossary, p14
 displaced families, *see displaced persons and families*
 elderly or person with disabilities, *see family, elderly, or person with disabilities*
 member of family, who counts as, **3-23E/3-64**; **Fig. 5-2/5-7**
 mixed families, *see mixed families*
 nondiscrimination requirements regarding
 familial status, **2-4A/2-3**; **3-23D/3-64**;
 Glossary, p11
 preferences
 disability, **4-6C/4-12**; **4-6D/4-14**
 working families, **4-6C/4-12**
 program eligibility income limits by family size, **3-6E/3-8/3-8**
 prohibited occupancy standards against families with children, **2-4A/2-3**; **3-23D/3-59**; Glossary, p11
 recertification due to changes in, *see recertification*
 remaining family members, project eligibility of, **3-16/3-39**
 summary sheet, **Exhibit 3-4/3-86**; **Exhibit 3-7/3-91**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- unit size and, *see unit size*
unit transfers due to changes in, *see unit transfers*
verification, **3-27/3-70**; **3-28A/3-70**
waiting list applicants matched to available units, **4-15C/4-32**
- family, disabled or elderly
children, prohibited occupancy standards against elderly families with, **3-23D/3-64**
- deduction for
adjusted income, determining, **5-10E/5-47**
verification, Appendix 6-C, p29
definitions, **Fig. 3-6/3-43**;
household, disabled, Glossary, p8
preferences, **4-6C/4-12**; **4-6D/4-14**
verification of eligibility and income, **3-28/3-70**; **3-28C/3-70**
waiting list management, **4-17/4-36**
- family model lease, **6-5C/6-8**; Appendix 4-A
- federal financial assistance, defined, Glossary, p12, *see also Rehabilitation Act of 1973, Section 504*
- federal, state, and local requirements, overlapping, *see conflict of laws*
- federally assisted housing, defined, Glossary, p12
- final notice
annual recertification, **7-7B/7-9**; **Exhibit 7-4/7-38**
program eligibility notice to tenants and applicants regarding noncitizen restrictions
applicant family, final decision notice for, **Exhibit 3-11/3-102**
tenant family, final decision notice for, **Exhibit 3-10/3-99**
- financing subsidies, **1-3A/1-3**
- first reminder notice, annual recertification, **7-7B/7-12**; **Exhibit 7-2/7-36**
- forms
annual recertification interview and verification record, **Exhibit 7-5/7-39**
applications, **4-14C/4-31**
consent forms, *see consent forms*
- DHS document verification request form, **Exhibit 4-2/4-64**
disability, sample verification form for, Appendix 6-B, p9; Appendix 6-B, p13
G-845S, *see verification of immigration status*
HUD forms, official, *see entries at "HUD"*
income limit exception, request for, **Exhibit 3-1/3-78**
lead-based paint disclosure form, *see lead-based paint*
- noncitizen restrictions on program eligibility
applicant family, option sheet for, **Exhibit 3-9/3-96**
declaration form, **Exhibit 3-5/3-87**
tenant family, option sheet for, **Exhibit 3-8/3-92**
verification and consent form, **Exhibit 3-6/3-90**
- owner verification forms, **5-15A/5-54**; **5-15D/5-55**
verification of immigration status
program eligibility, **Exhibit 3-6/3-90**
- foster children and adults
annual income, **5-6A/5-6**; **Fig. 5-2/5-7**
definitions, Glossary, p13
nondiscrimination requirements, **2-4A/2-3**; **3-23D/3-64**
program eligibility income limits, **3-6E/3-8**
- fraud, **8-13A/8-11**; **8-18/8-24**
assistance payments, **9-12G/9-20**
civil vs. criminal handling of, **8-18D/8-25**
defined, **8-13A/8-12**; Glossary, p13
determination of, **8-18/8-24**
documentation of, **8-18C/8-25**
error vs., **Fig. 8-3/8-12**
program vs. criminal violations, **8-17B/8-20**; **8-18B/8-24**
termination of tenancy for, **8-18D/8-25**
- full-time students, *see students*
- fundamental alteration in program or activity, actions leading to, **Exhibit 2-5/2-54**

G

G-845S, *see verification of immigration status*

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

garnishment of wages for child support, **5-10F/5-48**

gifts

annual income, as, **5-6F/5-10**
verification, Appendix 6-C, p24

grants

annual income, educational grants as, **5-6D/5-9**

gross rent changes, **7-17/7-30**

HUD-50059, **7-17D/7-30**; **7-17E/7-30**

approval of, **7-17B/7-30** **7-18/7-31**

defined, Glossary, p1

MAT unit transfer/gross rent change record,
Appendix 6, p10

notice to tenant, **7-17B/7-30**

reasons for, **7-17A/7-30**

recertification, **7-18D/7-31**

submission of request for, **7-18/7-31**

group home double occupancy, rent

calculation for, *see double occupancy
in group homes, rent calculation*

guests

defined, Glossary, p14

program eligibility income limits, **3-6E/3-8**

guide dogs, *see assistance animals*

H

handicap, *see disability and person with disabilities*

HAP, *see Housing Assistance Payment (HAP)*

hardship exemptions

defined, Glossary, p14

minimum rent requirement, financial hardship
exemption to, **5-26D/5-65**

reasonable accommodation causing undue
financial or administrative burden, **2-40B/2-37**; **2-43B/2-40**; **Exhibit 2-6/2-55**

head of household

annual income calculations, **5-6A/5-6**; **Fig. 5-2/5-7**

defined, Glossary, p14

health care services, **5-10D/5-46** **Exhibit 5-3/5-91**

health examinations, screening criteria
requiring, **4-8B/4-22**

health insurance

premiums as medical expense, **5-10D/5-46**;

Exhibit 5-3/5-91

verification, Appendix 6-, p27

hearing disabilities, **2-29B/2-24**

house rules, **6-9A/6-17**

disabled persons, nondiscrimination
requirements, **2-27C/2-22**

reasonableness requirements, **6-9B/6-17**

Fig. 6-5/6-18

requirements regarding, **6-9B/6-17**

termination of tenancy by owner for repeated
minor violations, **8-13A/8-11**

household, Glossary, p14, *see also family composition*

housekeeping habits, screening for, **4-7E/4-21**; **4-27D/4-53**

Housing Act of 1937, U.S., **Fig. 1-2/1-16**

Housing Act of 1959, **Fig. 1-2/1-16**

Housing and Community Development Act
of 1992, Title VI-D, **2-10/2-9**; **Fig. 1-2/1-16** Glossary, p27

Housing and Urban Development Act of
1965, **Fig. 1-2/1-16**

Housing Assistance Payment (HAP), **1-3C/1-6**; **5-26B/5-64** *see also assistance payments*

defined, Glossary, p14

LMSA, *see* Section 8

New Construction, *see* Section 8

PACs, *see* PACs

PDSA, *see* Section 8

PRACs, *see* PRACs

Substantial Rehabilitation, *see* Section 8

housing choice vouchers, *see vouchers*

HUD-935.2A, *see Affirmative Fair Housing Marketing Plan Multifamily Housing (HUD 935.2A)*

HUD-1124-PDA, Adaptable Housing,
Marketable Accessible Housing for
Everyone, **2-26D/2-21**

HUD-1686-FHEO, Fair Housing - It's Your
Right, **2-48C/2-44**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- HUD-4350.1, Multifamily Asset Management and Project Servicing Handbook
 compliance and noncompliance, **1-2E**/1–3
 excess income, **9-15B**/9–33 **9-15C**/9–33
 reasonable accommodation as undue burden, **2-43E**/2–41
- HUD-9887, Notice and Consent for the Release of Information to HUD and to a PHA
 effective dates, **5-17A**/5–57
 refusal or inability to sign, **5-21**/5–60;**8-5B**/8–3
 requirement to use, **5-15B**/5–54
 termination of assistance for failure to sign or submit, **8-5B**/8–3
 text, **Exhibit 5-5**/5–95
- HUD-9887-A, Applicant's/Tenant's Consent to the Release of Information - Verification by Owners of Information Supplied by Individuals Who Apply for Housing Assistance
 effective dates, **5-17A**/5–57
 refusal or inability to sign, **5-21**/5–60;**8-5B**/8–4
 requirement to use, **5-15B**/5–54
 termination of assistance for failure to sign or submit, **8-5B**/8–3
 text, **Exhibit 5-6**/5–95
- HUD-9887 Fact Sheet, How Rent Is Determined
 requirement to provide to tenants, **5-15C**/5–55
- HUD-50059, Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures
- HUD-52670, Housing Owner Certification and Application for Housing Assistance Payments
 assistance payments
 procedures for obtaining, **9-12C**/9–16
 requirements for obtaining, **9-12B**/9–15
 electronic submission, **9-5A**/9–3
 source data, as, **9-4A**/9–2
 text, Appendix 9
- HUD-52670-A Part 1, Schedule of Tenant Assistance Payments Due, Appendix 10
- assistance payments
 procedures for obtaining, **9-12C**/9–15
 requirements for obtaining, **9-12B**/9–15
 source data, as, **9-4A**/9–2
- HUD-52670-A Part 2, Schedule of Section 8 Special Claims, Appendix 11
- HUD-52671-A, Section 8 Special Claims for Unpaid Rent/Damages, Appendix 12
- HUD-52671-B, Section 8 Special Claims for Vacancies During Rent-Up, Appendix 12
- HUD-52671-C, Section 8 Special Claims for Regular Vacancies, Appendix 12
- HUD-52671-D, Section 8 Special Claims for Debt Service, Appendix 12
- HUD-93104, Monthly Report of Excess Income
 monthly reports, preparation and submission of, **9-15C**/9–33ext, Appendix 13
- HUD handbooks, **1-7A**/1–10
- HUD-subsidized multifamily properties and programs, *see also under more specific topics and project types*
 applicable programs, list of, **Fig. 1-1**/1–2
 direct loans and capital advances, **1-3B**/1–5
 financing subsidies, **1-3A**/1–3
 list of applicable programs, **1-2A**/1–1
 mortgage insurance and mortgage interest rate subsidies, **1-3A**/1–3
 nonapplicable properties, **1-2D**/1–3
 nondiscrimination requirements particular to, **2-4B**/2–4
 project rental subsidies, **1-3C**/1–6
 variations in applicability, **1-2C**/1–2
- HUD Websites, **1-7B**/1–11
-
- illegal drugs
 definition of drug, Glossary, p8
 screening for, **4-3D**/4–3; **4-7C**/4–16; **4-27E**/4–53
 termination of tenancy for, *see* termination of tenancy by owners
- immigration

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- program eligibility, see noncitizen restrictions
on program eligibility
verification of status, see verification of
immigration status
- imputed income, **5-5A/5-3**
annual income, determining, **5-5A/5-3**
assets, from, **5-7F/5-24**
deeds of trust and, **Exhibit 5-2/5-86**
- income, see *annual income*
- income limits, **3-6A/3-4**; **3-6D/3-5**; **Fig. 3-2/3-6**
admission of over-income applicants, **3-8/3-10**
defined, Glossary, p14

determination of applicable limit and
eligibility, **3-6F/3-10**
exceptions for, **3-7/3-10**; **Exhibit 3-1/3-78**
extremely low-income limit, see *extremely
low-income limit*
family size, **3-6E/3-8**
in-place tenants, exceptions for, **3-7C/3-11**
low-income limit
definition of low-income family, Glossary,
p20
program eligibility, **3-6D/3-5**; **Fig. 3-2/3-6**
multiple forms of subsidy, properties with, **3-6D/3-5**
PACs, **3-6D/3-7**
Post-1981 universe of properties, exceptions
for, **3-7A/3-10**; **3-7D/3-11**; **3-7E/3-13**
PRACs, **3-6D/3-7**
Pre-1981 universe of properties, exceptions
for, **3-7B/3-11**
program, limits by, **3-6D/3-5**; **Fig. 3-3/3-8**
RAP, **3-6D/3-6**
Rent Supplement, **3-6D/3-6**
request for exception to, **Exhibit 3-1/3-78**
Section 8, **3-6D/3-6**
Section 202, **3-6D/3-7**
Section 221(d)(3) BMIR properties, **3-6D/3-7**;
Fig. 3-2/3-6
Section 236, **3-6D/3-6**
Section 811, **3-6D/3-7**
setting of, **3-6B/3-4**
tenant selection plan, **4-4C/4-5**
timing of eligibility determination, **3-6C/3-4**
very low-income limit, **3-6D/3-6**; **Fig. 3-2/3-6**
definition of very low-income family,
Glossary, p28

program eligibility, **3-6D/3-5**; **Fig. 3-2/3-6**
- income-targeting, **4-5A/4-7**
compliance methods, **4-5B/4-8**
defined, Glossary, p14
extremely low-income limit, **4-5B/4-8**; **4-25B/4-44**; **4-25E/4-45**
marketing, **4-25E/4-45**; **4-25F/4-45**
monitoring, **4-25C/4-44**; **4-25H/4-45**
procedures for implementing, **4-25A/4-43**;
Fig. 4-6/4-44
recordkeeping requirements, **4-25D/4-45**; **4-25G/4-45**
TRACs, **4-25I/4-46**
waiting list
chronological order, following, **4-5B/4-8**
matching applicants to available units, **4-15D/4-32**; **4-15E/4-32**
tenant selection from, **4-25/4-43**
- increased ability to pay
annual recertification, notice of change in rent
due to, **Exhibit 7-6/7-40**
defined, Glossary, p15
interim recertification due to, **7-10A/7-22**
market rent, see *market rent*
termination of assistance due to, **8-5C/8-4**
- ineligible applicants
denial of assistance, see *denial of assistance*
program eligibility income limits, admission of
over-income applicants despite, **3-8/3-14**
program eligibility noncitizen restrictions
continued assistance, **3-12O/3-29 4-31B/4-55**
prorated assistance, see *prorated
assistance*
rejection of, see rejection of applicants
termination of assistance for residence of, **8-7D/8-8**
- initial notice
annual recertification, **7-7B/7-9 Exhibit 7-1/7-35**
interim recertification, **Exhibit 7-7/7-41**
- initial occupancy, charges in addition to rent
at, **6-21/6-35**
- injury to persons, Fair Housing Act
prohibition on, **2-20/2-15**
- inspections of units, see *unit inspections*
- institutionalized family members
annual income, **5-6C/5-8**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

program eligibility income limits, **3-6E/3-9**

insurance
 annual income, as, **5-6K5-12; Exhibit 5-2/5-86**
 health insurance
 premiums as medical expense, **5-10D/5-43 Exhibit 5-3/5-91**
 verification, Appendix 6-P, p27
 long-term care insurance
 annual income, payments as, **5-6K5-12**
 certification for expenses, **Exhibit 5-4/5-94**
 lump-sum insurance settlements, **5-6P5-17 Exhibit 5-1/5-82**
 periodic payments as annual income, **5-6K5-12; Exhibit 5-2/5-86**

interest
 mortgage interest rate subsidies, **1-3A/1-3**
 security deposits, **6-17/6-32**

interim recertification, **7-10/7-22**
 delay of processing by owner, **7-11F/7-25**
 effective date, **7-13/7-27**
 failure to report change, **7-12B/7-26**
 key requirements, **7-10A/7-22**
 market rent, tenants paying, **7-11G/7-25**
 notice by tenants to owners, **7-10A/7-22**
 notice to tenant of failure to report change requiring, **7-10B/7-22**
 initial notice, **Exhibit 7-7/7-41**
 termination of assistance, **Exhibit 7-8/7-42**

owner responsibilities
 failure to report change, **7-12B/7-26**
 receipt of tenant request, **7-11A/7-23 7-11B/7-24**

processing, **7-12/7-26**
 refusal to process, **7-11D/7-24**
 requirement of owner to process, **7-11A/7-23**
 tenant request for
 failure to request, **7-12B/7-26**
 mandatory requests, **7-10A/7-22**
 owner responsibilities, **7-11A/7-24 7-12A/7-26**
 voluntary requests, **7-10B/7-22**
 termination of assistance for failure to ensure, **7-12B/7-26 Exhibit 7-8/7-42**
 verification, **5-22/5-61**
 welfare assistance, tenants receiving, **7-11E/7-25**

intermediate care facilities for the mentally retarded or developmentally disabled (ICF/MR or ICF/DD), annual income of residents, **5-6N-16**

Internal Revenue Service (IRS)
 annual and adjusted income definitions, **5-1B/5-1**
 HUD-9887 verification form time restrictions, **5-17A/5-57**

Internet
 HUD Websites, **1-7B/1-11**
 TRACS applications, **9-5B/9-6; 9-9C/9-12**
 TRACS Website, **1-7B/1-11**
 verification by, **5-13B/5-51**

interviews
 annual recertification, **Exhibit 7-5/7-39* Fig. 7-2/7-6**
 applicants, **4-24/4-41 Exhibit 4-1/4-63**
 documents required to be brought to, **Exhibit 4-1/4-63**

investments
 annual income, capital investments as, **Exhibit 5-2/5-86**
 withdrawals as annual income, **5-6O/5-16**

IRAs, *see pension and retirement accounts*

irregular work, annual income from, **5-5C/5-5**

J

joint child custody, **3-23E/3-66 5-6A/5-6**
 jointly owned assets as annual income, **5-7D/5-22**

judgments
 attorney's fees and costs, eviction suits, **6-25E/6-39**
 income exclusions, **Exhibit 5-1/5-81**
 judicial action to terminate tenancy, **8-13B/8-13**

K

Keogh accounts, *see pension and retirement accounts*

keys, additional charges related to, **6-25D/6-38**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

L

- larger unit needed
 smaller unit than required, assigning, **3-23F/3-66**
 unit transfers, **3-23H/3-67** *see also unit transfers*
- late payment of rent, charges for, **6-23/6-36**
- late response or processing of annual recertification, **7-8D/7-16**
- law enforcement officers
 definition of law enforcement agency, Glossary, p20
 program eligibility, **3-8D/3-15**
 rent calculation, **5-27/5-68**
- lead-based paint
 disclosure form, **6-8B/6-14**
 applicability, **6-8A/6-14**
 exemptions to disclosure, **Fig. 6-4/6-14**
 key requirements for, **6-8C/6-15**
 recordkeeping requirements, **6-8D/6-17**
 sample form, **Exhibit 6-3/6-49**
 regulations, **6-3B/6-3**
- leases, **6-1/6-1**; **6-4A/6-3**; **Fig. 6-2/6-6**
 HUD-50059
 attachment requirement, **6-5A/6-5**
 rental amount, change in, **6-11B/6-24**
 abandonment of unit, **6-9B/6-17**
 amendments and modifications
 applicability, **6-12A/6-25**
 approval process, **6-12C/6-26**
 key requirements, **6-12B/6-25**
 model leases, **6-4D/6-4**
 notice to tenant, **6-12D/6-27**
 rent changes, for purposes of, **6-11/6-24**
 submitting, **6-12C/6-26**
 attachments, **6-5A/6-5**; **6-7/6-12**; **6-30/6-43**; **Fig. 6-8/6-44**
 attorney's fees and costs charged in addition to rent, **6-25E/6-39**
 behavior problems, additional charges for, **6-25D/6-38**
 bounced checks, *see checks*
 briefing new tenants, *see briefing new tenants*
 charges in addition to rent, *see charges in addition to rent*
 conflict of laws, *see conflict of laws*
 cooperatives, *see cooperatives*
 defined, **6-1A/6-1**; Glossary, p20
 disability and person with disabilities
 definitions, **6-2B/6-2**
 meal programs, charges for, **6-22/6-35**
 pet rules, **6-10A/6-20**
 documents provided to tenants, **6-5A/6-5**; **6-30/6-40**; **Fig. 6-8/6-44**
 evictions, *see termination of tenancy*
 expiration, **8-12C/8-11**
 family model lease, **6-5C/6-8**; Appendix 4-A
 form of, **6-5A/6-5**; **Fig. 6-2/6-6**
 house rules, *see house rules*
 initial term, **6-6B/6-11**; **Fig. 6-3/6-13**
 inspections, *see unit inspections*
 lead-based paint, *see lead-based paint*
 live-in aide addendum, **6-5A/6-5**; **Fig. 6-8/6-44**
 meal programs, charges for, **6-22/6-35**
 move-in inspections, **6-5A/6-5**; **6-29C/6-42**; Appendix 5
 move-out inspections, **6-29D/6-43**; Appendix 5
 notice to tenants and applicants
 amendments and modifications, **6-12D/6-27**
 pet rules, violations of, **6-10E/6-23**
 payment of rent and security deposit, **6-28/6-41**
 pet rules, *see pet rules*
 RAP
 amount of security deposit, **Fig. 6-6/6-31**
 term (time period) of lease, **Fig. 6-3/6-13**
 recordkeeping requirements
 lead-based paint disclosure forms, **6-8D/6-17**
 security deposits, **6-17D/6-33**
 refunds on security deposits, **6-18/6-33**
 renewals, **6-6C/6-12**; **Fig. 6-3/6-13**
 Rent Supplement
 amount of security deposit, **Fig. 6-6/6-31**
 term (time period) of lease, **Fig. 6-3/6-13**
 Section 8
 Required lease provisions for, **6-5F/6-11**
 Section 515, **Exhibit 6-2/6-48**
 State Agency, **Exhibit 6-1/6-47**
 amount of security deposit, **Fig. 6-6/6-31**
 collection of security deposit, **6-15C/6-29**
 form of lease, **Fig. 6-2/6-6**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- interest on security deposit, **6-17/6-32**
 model leases, **6-5C/6-8**
 pet deposits, **Fig. 6-7/6-37**
 pets, **6-5C/6-9**
 refund of security deposit, **6-18/6-33**
 required lease provisions for, **6-5F/6-11**;
Exhibit 6-2/6-48
 special lease provision requirements,
Exhibit 6-1/6-47
 term (time period) of lease, **Fig. 6-3/6-13**
 Section 202/8 or Section 202 PACs
 amendment or modification of lease, **6-12A/6-25**
 amount of security deposit, **Fig. 6-6/6-31**
 form of lease, **Fig. 6-2/6-6**
 interest on security deposit, **6-17/6-32**
 model leases, **6-4D/6-4**; **6-5D/6-10** Appendix 4-B
 pet deposits, **Fig. 6-7/6-37**
 pets, **6-5C/6-8**
 requirement to collect security deposit, **6-15C/6-29**
 term (time period) of lease, **Fig. 6-3/6-13**
 Section 202 and Section 811 PRACs
 amendment or modification of lease, **6-12A/6-25**
 amount of security deposit, **Fig. 6-6/6-31**
 form of lease, **Fig. 6-2/6-6**
 interest on security deposit, **6-17B/6-32** **6-17C/6-33**
 model leases, **6-4D/6-4**; **6-5E/6-10**
 Appendix 4-C; Appendix 4-D
 pet deposits, **Fig. 6-7/6-37**
 pets, **6-5C/6-8**
 requirement to collect security deposit, **6-15C/6-29**
 term (time period) of lease, **Fig. 6-3/6-13**
 Section 221(d)(3) BMIR properties
 amount of security deposit, **Fig. 6-6/6-31**
 form of lease, **Fig. 6-2/6-6**
 model leases, **6-4B/6-4**; **6-5C/6-8**
 pet deposits, **Fig. 6-7/6-37**
 term (time period) of lease, **Fig. 6-3/6-13**
 Section 236
 amount of security deposit, **Fig. 6-6/6-31**
 form of lease, **Fig. 6-2/6-6**
 model leases, **6-5C/6-8**
 pet deposits, **Fig. 6-7/6-37**
 term (time period) of lease, **Fig. 6-3/6-13**
 special management services, additional
 charges for, **6-25D/6-38**
 subsidized programs, model lease for
 amount of security deposit, **Fig. 6-6/6-31**
 form of lease, **Fig. 6-2/6-6**
 interest on security deposit **6-17/6-32**
 model leases, **6-5C/6-8**; Appendix 4-A
 pet deposits, **Fig 6-7/6-37**
 pets, **6-5C/6-8**
 refund of security deposit, **6-18/6-33**
 requirement to collect security deposit, **6-15C/6-29**
 special lease provision requirements for
 RHS 515 with Section 8, **Exhibit 6-2/6-48**
 term (time period) of lease, **Fig. 6-3/6-13**
 term (time period) of, **6-6A/6-11**; **Fig. 6-3/6-13**;
 Glossary, p15
 termination of tenancy
 expiration of lease, **8-12C/8-11**
 material noncompliance with lease, for,
see termination of tenancy by owners
 legal awards excluded from income, **Exhibit 5-1/5-80**
 legal fees, eviction suits, **6-25E/6-39**
 legitimate tenant organization, defined,
 Glossary, p20
 life insurance, *see insurance* Limited English
 Proficiency (LEP), **Fig.2-1/2-2**; **2-9C/2-9**; **3-32/3-73**; **4-12D/4-28**; **6-4A/6-3**; **6-27C/6-40**
 live-in aides
 defined, Glossary, p20
 lease agenda, **6-5A/6-5**; **Fig. 6-8/6-44**
 program eligibility income limits, **3-6E/3-8**
 Loan Management Set-Aside (LMSA), *see Section 8 LMSA*
 loans
 business loans and annual income
 determinations, **5-6G/5-10**
 direct loans and capital advances, **1-3B/1-5**
 local laws, *see state and local laws*
 local residency preferences, **4-6C/4-12**; **4-26B/4-49**
 long-term care insurance
 annual income, payments as, **5-6K/5-12**
 certification for expenses, **Exhibit 5-4/5-94**
 lottery winnings, **5-6P/5-17**; **5-7G/5-33**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- low-income limit
definition of low-income family, Glossary, p20
program eligibility, **3-6D/3-5**; **Fig. 3-2/3-6**
- lump-sum payments
annual income, **5-6P/5-17**
assets, as, **5-7G/5-33**; **Exhibit 5-2/5-86**
treatment of delayed benefits received as,
Exhibit 5-1/5-81; **Fig. 5-3/5-18**
- ## M
- management agent, defined, Glossary, p20
- market area, defined, Glossary, p20
- market rent
annual recertification, **7-4B/7-4**
defined, Glossary, p21
interim recertification, **7-11F/7-25**
- marketing, **4-1/4-1**
advertising, **4-12D/4-27**
Affirmative Fair Housing Marketing Plan, see
Affirmative Fair Housing Marketing
Plan Multifamily Housing (HUD
935.2A)
Fair Housing Act nondiscrimination
requirements, **2-19/2-14**
Fair Housing Poster display requirements, **2-5E/2-7**; **4-11B/4-24**; **4-12G/4-25**
HUD 935.2A, see Affirmative Fair Housing
Marketing Plan Multifamily Housing
(HUD 935.2A)
income-targeting, **4-25E/4-45**; **4-25F/4-45**
key requirements, **4-11/4-25**; **4-12A/4-25**
program eligibility income limits, exceptions
to, **3-7E/3-13**
recordkeeping requirements, **4-12E/4-28**
Section 8 special marketing requirements, **4-12C/4-26**
Section 202/811 special marketing
requirements, **4-12C/4-26**
updating plan for, **4-12F/4-28**
- MAT, TRACS component, **9-7A/9-8**; **9-7B/9-8**
data entry rules for TRACS transmissions,
Appendix 8
defined, **9-7B/9-8**
procedures for, **9-7C/9-8**
User's Guide, **9-9C/9-12**
- material noncompliance with lease,
termination of tenancy by owners for,
see termination of tenancy by owners
- meal programs
charges in addition to rent, **6-23/6-36**
informing applicants about, **4-24C/4-43**
screening criteria, **4-8C/4-22**
- medical examinations, screening criteria
requiring, **4-8B/4-22**
- medical expenses
deduction for adjusted income, **5-10D/5-43**;
Exhibit 5-3/5-91
verification, Appendix 6-C, p27
- medical insurance
premiums as medical expense, **5-10D/5-43**;
Exhibit 5-3/5-91
verification, Appendix 6-C, p27
- medical services, **5-10D/5-43**; **Exhibit 5-3/5-91**
- mentally ill, *see chronically mentally ill*
- military
income from service, **Exhibit 5-1/5-81**
verification of income, Appendix 6-C, p17
verification of status, **4-26B/4-49**
- minimum income requirement, **4-7E/4-20**
- minimum rent
defined, Glossary, p21
financial hardship exemption to requirement,
5-26D/5-65
- minors, *see children*
- mixed families
defined, Glossary, p16
program eligibility noncitizen restrictions, **3-12N/3-28**; **3-12O/3-29**
verification of immigration status related to
termination of assistance, **8-7B/8-6**
- model certification, rent calculation, **5-31C/5-77**; **Fig. 5-7/5-75**
- model leases, **6-4B/6-4**; Appendix 4; **Fig. 6-2/6-6**
amendments, **6-4D/6-4**
conflict of laws, **6-4E/6-4**
cooperatives, **6-4B/6-4**
family model lease, **6-5C/6-8**; Appendix 4-A
key requirements, **6-5B/6-7**
program requirements, **6-4C/6-4**; **6-5A/6-5**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- RHS 515 , **6-5F/6-11**
 Section 8 state agency lease provisions, **6-5F/6-11**
 Section 202/8 and Section 202 PACs, **6-5D/6-10**; Appendix 4-B
 Section 202 and Section 811 PRACs, **6-5E/6-10**; Appendix 4-C; Appendix 4-D
 subsidized programs, **6-5C/6-8**; Appendix 4-A
- money market accounts, *see investments*
- Monthly Activity Transmission, *see MAT*
- Monthly Report of Excess Income (HUD-93104), *see HUD-93104, Monthly Report of Excess Income*
- mortgages
 annual income, **5-7G/5-34**; **Exhibit 5-2/5-86**
 insurance and interest rate subsidies, **1-3A/1-3**
- move-in inspections, **6-5A/6-5** **6-29C/6-42**
 Appendix 5
- move-out
 inspections, **6-29D/6-43** Appendix 5
- moving costs, unit transfers
 fees, **7-16D/7-30**
 tenant responsibility for, **7-16B/7-29**
- Multifamily Asset Management and Project Servicing Handbook (HUD-4350.1), *see HUD-4530.1, Multifamily Asset Management and Project Servicing Handbook*
- multifamily properties and programs, HUD-subsidized, *see HUD-subsidized multifamily properties and programs*
- multiple forms of subsidy,
 properties with person with disabilities under Rehabilitation Act, **2-25B/2-20**
 program eligibility income limits, **3-6D/3-5**
 rent calculation, *see rent calculation*
-
- N**
-
- National Affordable Housing Act (Cranston-Gonzales Act), **Fig. 1-2/1-15**
- national, defined, Glossary, p21
- National Housing Act, **Fig. 1-2/1-15**
- national origin, nondiscrimination requirements regarding, *see nondiscrimination requirements*
- near-elderly families, *see family, disabled or elderly*
- New Construction, *see Section 8 New Construction*
- Non-Performance Based Contract Administrators, **1-4B/1-8**
- noncash contributions
 annual income, as, **5-6F/5-10**
 verification, Appendix 6-C, p24
- noncitizens
 continued assistance, **3-12O/3-29** **4-31B/4-58**
 defined, Glossary, p21
 delay of assistance, prohibition on, **3-12K/3-25** **4-31B/4-58**
 denial of assistance to, *see denial of assistance*
 eligible noncitizens, Glossary, p9
 program eligibility restrictions, *see noncitizen restrictions on program eligibility*
 students, program eligibility restrictions for, **3-12R/3-34**
 verification of status, *see verification of immigration status*
- noncitizen restrictions on program eligibility, **3-12A/3-19**; **3-12B/3-20**
 applicable properties, **3-12F/3-22**
 collection of documentation, **3-12H/3-23**
 continued assistance, **3-12P/3-29** **4-31B/4-58**
 declaration format, **Exhibit 3-5/3-87**
 delay of assistance, prohibition on, **3-12K/3-25** **4-31B/4-58**
 denial of assistance, *see denial of assistance*
 family summary sheet, **Exhibit 3-4/3-86**; **Exhibit 3-7/3-91**
- forms, *see forms*
- mixed families, **3-12N/3-28**; **3-12O/3-29**
- notice to tenants and applicants, **3-12G/3-22**
 denial of assistance notice for applicant family, **Exhibit 3-9/3-96**
 final decision notice for applicant family, **Exhibit 3-11/3-102**
 final decision notice for tenant family, **Exhibit 3-10/3-99**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- requirements for obtaining assistance, **Exhibit 3-3/3-84**
- termination of assistance notice for tenant family, **Exhibit 3-8/3-92**
- owner administration of, **3-12C/3-21**
- owner liability protections, **3-12D/3-21**
- prorated assistance, *see prorated assistance*
- review of citizenship/immigration status, **3-12E/3-21**
- students, **3-12R/3-34**
- termination of assistance
- temporary deferrals, **3-12Q/3-32; Exhibit 3-10/3-99**
 - tenant family notice of termination, **3-12Q/3-32**
- timeframe for submission of status documents, **3-12J/3-24**
- verification of immigration status, **3-12L/3-27**
- noncompliance, **1-2E/1-3**
- nondiscrimination requirements, **2-1/2-1**
- Age Discrimination Act of 1975, **2-7/2-7; Fig. 1-2/1-15**
 - children, families with, **2-4A/2-3; 3-23D/3-64**
 - Civil Rights Act of 1964, Title VI, **2-6/2-7; Fig. 1-2/1-15**
 - complaints of discrimination, **2-48/2-44**
 - compliance reviews, **2-49/2-44**
 - conflict of laws, **2-12/2-11**
 - disparate impact, *see disparate impact*
 - Fair Housing Act, *see Fair Housing Act*
 - familial status, **2-4A/2-3; 3-23D/3-64**
 - Housing and Community Development Act of 1992, **2-10/2-9; Fig. 1-2/1-15**
 - HUD-subsidized multifamily housing, rights particular to, **2-4B/2-4**
 - occupancy standards, notice and statement of policy, **Exhibit 3-2/3-83**
 - owner responsibilities, **2-4C/2-4**
 - pre-occupancy activities, **4-1C/4-1**
 - recordkeeping requirements
 - access to records, **2-11B/2-10**
 - data gathering requirements, **2-11A/2-10**
 - maintenance and retention of records, **2-11B/2-10**
 - owner self-evaluations, **2-34D/2-32**
 - Rehabilitation Act of 1973, Section 504, **2-8/2-8**, *see also disability and person with disabilities*
 - screening, **48A/4-21; 4-28A/4-55**
 - statutes, **2-3/2-2; 2-4D/2-4**
 - tenant selection plan, **4-4C/4-5**
 - types of prohibited discrimination, **2-4A/2-3**
 - waiting list applicants matched to available units, **4-15B/4-31**
- nonelderly disabled families, *see family, disabled or elderly*
- nonprescription drugs as medical expenses, **5-10D/5-43; Exhibit 5-3/5-91**
- nonrecurring income, **5-6F/5-10; 5-6P/5-17**
- nonrevocable trusts, **5-7G/5-27**
- notarized statements, verification by, **5-13D/5-54**
- notice to owners
 - interim recertification, **7-10A/7-22**
 - termination of tenancy by tenant, **8-9/8-9**
- notice to tenants and applicants
 - annual recertification, *see annual recertification*
 - denial of assistance, **4-9A/4-23 4-31D/4-58; Exhibit 3-9/3-96**
 - disability, notice of nondiscrimination on basis of, **Exhibit 2-3/2-50**
 - errors and discrepancies, **8-17D/8-23**
 - Fair Housing Poster
 - display requirements, **2-5E/2-7; 4-11B/4-25; 4-12G/4-29**
 - regulations, **4-10/4-25**
 - gross rent changes, **7-17A/7-30**
 - interim recertification, **7-10B/7-22**
 - initial notice, **Exhibit 7-7/7-41**
 - termination of assistance, **Exhibit 7-8/7-42**
- leases
 - amendments and modifications, **6-12D/6-27**
 - pet rules, violations of, **6-10E/6-23**
- noncitizen restrictions on program eligibility, *see noncitizen restrictions on program eligibility*
- occupancy standards, **Exhibit 3-2/3-83**
- pet rules, violations of, **6-10E/6-23**
- Privacy Act notice, Appendix 7, p2
- rejection of applicants, **4-9A/4-23 4-9C/4-24**
- termination of tenancy by owners, *see termination of tenancy by owners*
- nursing homes
 - medical expenses, **5-10D/5-43 Exhibit 5-3/5-91**
 - permanently confined family members

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

annual income, **5-6C/5-8**
 medical expenses of, **5-10D/5-43**
 program eligibility income limits, **3-6E/3-8**
 nursing services, **5-10D/5-42 Exhibit 5-3/5-91**

O

occupancy standards, **3-23A/3-63**
 children, restrictions on, **3-23D/3-64**
 Fair Housing Standards notice and statement of policy, **Exhibit 3-2/3-83**
 family size and unit size, *see unit size*
 general occupancy standards, **3-23E/3-64**
 key requirements, **3-23B/3-64**
 prohibited, **3-23D/3-64**
 tenant selection plan, **4-4C/4-5**
 timeframe for application of, **3-23C/3-64**
 operating rent, **5-25B/5-62** Glossary p22
 oral (telephone) verification, **5-13B/5-51/5-19C/5-58**
 ordering publications, **1-7C/1-13**
 other charges
 rent, charges in addition to, *see charges in addition to rent*
 special claims, *see special claims*
 other good cause, termination of tenancy by owners for, **8-16/8-21**
 "other person under the tenant's control"
 defined, Glossary, p22
 termination of tenancy, **8-14A/8-16**
 overcrowded units
 smaller unit than required, assigning, **3-23F/3-66**
 unit transfers, **3-23H/3-67** *see also unit transfers*
 overpayment of assistance, **8-17E/8-23**
 annual income adjustments for prior overpayment, **5-6I/5-11**
 owner's obligation to reimburse HUD, **8-20B/8-29***
 tenant's obligation to repay, **8-20A/8-28**
 overpayment of rent, **8-20/8-28**
 owner certification, *see certification*
 owners, notice to
 interim recertification, **7-10A/7-22**

termination of tenancy by tenant, **8-9/8-9**
 policies, *see policies*
 preferences, owner-adopted, **4-6C/4-12**
 self-evaluation by, *see self-evaluation*

P

PACs, **1-3C/1-7**
 annual recertification, **7-4A/7-3**
 assistance payments
 calculating, **9-12D/9-16**
 procedures for obtaining, **9-12C/9-16**
 defined, **5-26B/5-64**; Glossary, p22
 Fact Sheet, How Rent Is Determined, Appendix 14
 leases, *see leases*, subhead "Section 202/8 or Section 202 PACs"
 PAC TRACS submissions deadlines, **Fig. 9-2/9-6**
 program eligibility
 admission of over-income applicants, **3-8A/3-14**
 income limits, **3-6D/3-5**
 project eligibility
 admission requirements, elderly and disabled, **3-19/3-57**
 disability and elderly definitions, **Fig. 3-5/3-41**
 rent calculation, *see rent calculation*
 special claims
 debt service losses, **9-14E/9-30**
 regular vacancy losses (after rent-up), **9-14D/9-27**
 rent-up, vacancy loss during, **9-14B/9-22**
 unpaid rent and damages, **9-14C/9-25**
 termination of tenancy by owners, manner of service of notice of, **8-13B/8-13**
 partial-month occupancies, assistance payments for, **9-12E/9-16**
 partially assisted properties, use of housing choice vouchers for, **3-20B/3-58**
 payments, **9-1/9-1**; **9-11/9-14**
 assistance payments, *see assistance payments*
 checks, *see checks*
 errors and discrepancies, repayments and adjustments following, *see repayments*
 excess income, *see excess income*

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- HUD-52670-A Part I, Schedule of Tenant Assistance Payments Due, Appendix 10
- increased ability to pay, *see increased ability to pay*
- late payment of rent, charges for, **6-23/6-36**
- means of payment of rent and security deposit, **6-28/6-41**
- special claims, *see special claims*
- termination of tenancy for nonpayment of rent, **8-13A/8-11**
- utility reimbursements, **9-13/9-21**
- penalties
- assistance payments, fraud involving, **9-12G/9-20**
 - criminal records, improper release of, **8-14C/8-18**
 - fraud, Appendix 7, p1
 - misuse of applicant and tenant information, Appendix 7, p1
 - noncompliance, **1-2E/1-3**
- pension and retirement accounts
- assets, accounts as, **Exhibit 5-2/5-86**
 - balances held in accounts as income, **5-7G/5-33**
 - verification, Appendix 6-C, p20
 - withdrawals, **5-6K/5-12**
- Performance-Based Contract Administrators (PBCAs), **1-4B/1-8; 9-14D/9-29**
- periodic payments as annual income, **5-5B/5-4; 5-6K/5-12; Exhibit 5-1/5-81; Exhibit 5-2/5-86**
- permanently confined family members
- annual income, **5-6C/5-8**
 - medical expenses of, **5-10D/5-43; Exhibit 5-3/5-91**
 - program eligibility income limits, **3-6E/3-8**
- person with disabilities, Glossary, p17-22, *see disability and person with disabilities*
- pet deposits, Glossary, p27
- pet rules, **6-10B/6-20**
- applicability, **6-10A/6-20**
 - definition of common household pet, Glossary, p5
 - development of, **Exhibit 6-5/6-51**
 - key requirements, **6-10C/6-21**
 - lease provisions, **6-10D/6-22**
 - mandatory and discretionary, **Exhibit 6-4/6-50**
 - pet deposits, **6-24/6-36**; Glossary, p27
 - subsidized programs, **6-5C/6-9**
 - tenant consultations regarding, **6-10B/6-20; 6-10E/6-23**; Glossary, p32
 - violations of, **6-10E/6-23**
- pets, assistive, *see assistance animals*
- physical accessibility, *see accessibility requirements*
- physical alterations, *see alterations*
- physical impairment, *see disability and person with disabilities*
- police officers
- program eligibility, **3-8D/3-15**
 - rent calculation, **5-27/5-68**
- PRACs, **1-3C/1-6**
- assistance payments
 - calculating, **9-12D/9-16**
 - procedures for obtaining, **9-12C/9-16**
 - capital advances, **1-3B/1-5**
 - defined, **5-26B/5-64**; Glossary, p28
 - Fact Sheet, How Rent Is Determined, Appendix 14
 - leases, *see leases*, subhead "Section 202 and Section 811 PRACs"
 - marketing, **4-12C/4-26**
 - operating rent, **5-25B/5-62**; Glossary p22
 - program eligibility
 - admission of over-income applicants, **3-8A/3-14**
 - income limits, **3-6D/3-5**
 - project eligibility
 - disability and elderly definitions, **Fig. 3-5/3-41**
 - regulations, **3-14B/3-38**
 - rent calculation, *see rent calculation*
 - special claims
 - debt service losses, **9-14E/9-30**
 - regular vacancy losses (after rent-up), **9-14D/9-27**
 - rent-up, vacancy loss during, **9-14B/9-22**
 - unpaid rent and damages, **9-14C/9-25**
 - termination of assistance, Section 202 and Section 811 PRACs
 - applicability, **8-4A/8-3; 8-7A/8-6**
 - verification of immigration status, **8-5E/8-4; 8-7A/8-6**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- termination of tenancy by owners, manner of
 service of notice of, **8-13B/8-14**
 TRACS submissions deadlines, **Fig. 9-2/9-6**
 utility allowances, **5-25B/5-62**
- pre-occupancy activities
 charges in addition to rent, **6-20/6-35**
 nondiscrimination requirements, **4-1C/4-1**
 tenant selection
 plan for, *see tenant selection plan*
 waiting list, from, *see waiting list management, subhead "tenant selection from waiting list"*
 waiting list management, *see waiting list management*
- preemption of state or local law by federal
 statutory program eligibility
 requirements, **1-5B/1-9**
- preferences, **4-6A/4-10**
 defined, **4-6/4-9**; Glossary p27
 disabled families and non-elderly disabled
 families, **4-26B/4-49**
 elderly, **4-26B/4-49**
 owner-adopted preferences, **4-6C/4-12**
 property type, by, **4-6B/4-10**; **Fig. 4-3/4-11**
 ranking or rating, **4-6D/4-14**
 RAP, **4-6B/4-10**, **4-26B/4-49**
 regulatory, **4-6B/4-10**
 residency, **4-6C/4-13**; **4-26B/4-50**
 Section 8, **Fig. 4-3/4-11**
 Section 221(d)(3) BMIR properties, **4-6B/4-10**; **Fig. 4-3/4-11**
 Section 221(d)(4), **4-6B/4-11**; **Fig. 4-3/4-11**
 Section 236, **4-6B/4-10**; **4-26B/4-49** **Fig. 4-3/4-11**; **Fig. 4-4/4-12**
 state and local laws, **4-6B/4-12**; **4-26B/4-49**
 statutory, **4-6B/4-10**
 verification, **4-26A/4-49**
 working families, **4-6C/4-14**; **4-26B/4-49**
- pregnant women
 nondiscrimination requirements, **2-4A/2-3**
 screening criteria, prohibited, **4-8B/4-22**
 unit size, **3-23E/3-64**
- preliminary application forms, **4-14C/4-31**
 glossary p27
- premises, defined, Glossary, p27
- premiums for health insurance as medical
 expense, **5-10D/5-43**; **Exhibit 5-3/5-91**
- prescription drugs as medical expenses, **5-10D/5-43**; **Exhibit 5-3/5-91**
- privacy and confidentiality of tenant and
 applicant information, **5-20/5-60**
 recordkeeping requirements, **5-23C/5-61**
 state and local laws, **5-20C/5-60**
 tenant notice, Privacy Act, Appendix 7, p2
 verification of income, Privacy Act
 requirements, **5-12A/5-49**; **5-20/5-60**;
Fig. 5-4/5-50
- program accessibility, nondiscriminatory,
see nondiscrimination requirements
- program eligibility
 admission of over-income applicants, **3-8/3-14**
 consent forms, *see consent forms*
 continued assistance for noncitizens, **3-12O/3-29**; **4-31B/4-58**
 disability and person with disabilities, **2-23B/2-18**; **2-31C/2-26**; **Fig. 3-6/3-44**
 extremely low-income limit, **3-6D/3-5**; **Fig. 3-2/3-6**
 family size and income limits, **3-6E/3-8**
 family summary sheet, **Exhibit 3-4/3-86**;
Exhibit 3-7/3-91
 in-place tenants, income limit exceptions for,
3-7C/3-11
 income limits, *see income limits*
 key requirements, **3-5/3-3**
 low-income limit, **3-6D/3-5**; **Fig. 3-2/3-6**
 mixed families, noncitizen restrictions on, **3-12N/3-28**; **3-12O/3-29**
 noncitizen restrictions on, *see noncitizen restrictions on program eligibility*
 over-income applicants, admission of, **3-8/3-14**
 owner determination, **3-4/3-3**
 police officers, **3-8D/3-15**
 residence criteria, **3-10A/3-18**
 double subsidy prohibitions, **3-10C/3-18**
 sole residence requirement, **3-10B/3-18**
 security personnel, **3-8D/3-15**
 social security number disclosure, **3-9A/3-17**
 acceptance without documentation, **3-9C/3-17**
 documentation required for, **3-9B/3-17**
 regulations, **3-3B/3-3**
 students, noncitizen, **3-12R/3-34**
 verification forms, **3-11A/3-18**
 refusal to sign or submit, **3-11C/3-19**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- signing forms, **3-11B/3-19**
 very low-income limit, **3-6D/3-5**; **Fig. 3-2/3-6**
- prohibited bases, Glossary, p28, *see also nondiscrimination requirements*
- Project Assistance Contracts (PACs), *see PACs*
- project assistance payments, *see also PACs*
 calculating, **9-12D/9-16**
 defined, Glossary, p28
 procedures for obtaining, **9-12C/9-16**
- project eligibility
 children, restrictions on, **3-23D/3-54**
 disability and person with disabilities
 admission requirements, **3-19/3-57**
 definitions, **3-16/3-39**; **Fig. 3-5/3-41**; **Fig. 3-6/3-43**
 nondiscrimination requirements, **2-31/2-26**
 remaining family members, **3-15/3-38**
 types of, **3-16/3-39**
 elderly persons, *see elderly persons*
 family defined for purposes of, **Fig. 3-6/3-43**
 family size and unit size, occupancy standards, *see unit size*
 housing choice vouchers, **3-21/3-61**
 all units receiving assistance, **3-21A/3-61**
 partially assisted properties, **3-21B/3-61**
 previously HUD-owned projects, **3-21D/3-62**
 Section 202, 236, and 221(d)(3) properties, **3-21C/3-61**
 mortgages, formerly HUD-insured, **3-19C/3-58**
 occupancy standards, *see occupancy standards*
- PACs
 admission requirements, elderly and disabled, **3-20/3-58**
 disability and elderly definitions, **Fig. 3-5/3-41**
 regulations, **3-14B/3-38**
- PRACs
 admission requirements, elderly and disabled, **3-20/3-58**
 disability and elderly definitions, **Fig. 3-5/3-41**
 regulations, **3-14B/3-38**
 program eligibility vs., **3-15/3-38**
 RAP admission requirements, elderly and disabled, **3-18B/3-52**
- remaining family members, **3-16/3-39**
- Section 8
 admission requirements, elderly and disabled, **3-18A/3-47**
 disability and elderly definitions, **Fig. 3-5/3-41**; **Fig. 3-6/3-43**
 regulations, **3-14A/3-38**
- Section 202
 admission requirements, elderly and disabled, **3-20A/3-58**
 disability and elderly definitions, **Fig. 3-5/3-41**
 housing choice vouchers, **3-21C/3-62**
 regulations, **3-14B/3-38**
- Section 202/8
 admission requirements, elderly and disabled, **3-20C/3-58**
 disability and elderly definitions, **Fig. 3-5/3-41**
 regulations, **3-14B/3-38**
- Section 221(d)(3) BMIR properties
 admission requirements, elderly and disabled, **3-18B/3-52**
 disability and elderly definitions, **Fig. 3-5/3-41**
 housing choice vouchers, **3-21C/3-62**
- Section 231
 admission requirements, elderly and disabled, **3-19A/3-57**; **3-19C/3-58**
 disability and elderly definitions, **Fig. 3-5/3-41**
- Section 236
 admission requirements, elderly and disabled, **3-18B/3-52**
 disability and elderly definitions, **Fig. 3-5/3-41**
 housing choice vouchers, **3-21C/3-62**
- Section 515/8
 admission requirements, **3-18A.12/3-52**
- Section 811
 admission requirements, elderly and disabled, **3-20E/3-59**
 disability and elderly definitions, **Fig. 3-5/3-41**
 regulations, **3-14B/3-38**
 tenant selection plan, **4-4C/4-5**
 unit size and family size, *see unit size*
 unit transfers, **3-23H/3-67**
- Project Rental Assistance Contracts (PRACs), *see PRACs*

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

project rental assistance payments, *see also* PRACs
 calculating, **9-12D/9-16**
 defined, Glossary, p28
 procedures for obtaining, **9-12C/9-16**

property
 real property, *see real estate*
 rentals, *see rental property*

Property Disposition Set-Aside (PDSA), *see Section 8 PDSA*

prorated assistance
 deceased tenants, prorated assistance payments for, **9-12E/9-16**
 defined, Glossary, p28
 noncitizens, **3-12P/3-29**
 Section 8, RAP, and Rent Supplement program special instructions, **Exhibit 3-12/3-104**
 Section 236 (with additional assistance) special instructions, **Exhibit 3-13/3-106**
 Section 236 (without additional assistance) special instructions, **Exhibit 3-14/3-107**

protected classes, Glossary, p28, *see also nondiscrimination requirements*

public assistance, *see welfare assistance*

Public Housing Authorities (PHAs)
 annual recertification, PHAs administering Section 8 Housing Choice Voucher Program, **7-4C/7-5**
 criminal records, accessing, **8-14C/8-18**
 housing choice vouchers and previously HUD-owned projects, **3-20D/3-59**
 HUD-9887, Notice and Consent for the Release of Information to HUD and to a PHA, **5-15B/5-54**; **8-5B/8-3**

public spaces, accessibility of, **2-35D/2-34**

Q

qualified individuals with a disability,
 Glossary, p29, *see also disability and person with disabilities*

R

race, *see nondiscrimination requirements*

ranking or rating owner-adopted preferences, **4-6D/4-14**

RAP, **1-3C/1-6**
 annual recertification, **7-4A/7-3**
 calculating assistance payments, **9-12D/9-16**
 defined, **5-26B/5-64**; Glossary, p29
 Fact Sheet, How Rent Is Determined, Appendix 14

leases
 amount of security deposit, **Fig. 6-6/6-31**
 term (time period) of lease, **Fig. 6-3/6-13**
 preferences, **4-26B/4-49**; **4-6B/4-10**
 program eligibility, *see program eligibility*
 project eligibility admission requirements, elderly and disabled, **3-18B/3-52**
 rent calculation, *see rent calculation*
 statutes, **Fig. 1-2/1-15**
 TRACS submissions deadlines, **Fig. 9-2/9-6**

real estate
 annual income, **Exhibit 5-2/5-86**
 verification of income from sale of, Appendix 6-C, p26

reasonable accommodation, **2-38/2-37**
 accessible unit not created by physical alteration, **2-42B/2-38**
 assistance animals, verification of need for, **3-28/3-70**

defined, **2-39/2-36**
 Fair Housing Act, **2-5C/2-6**
 fundamental alteration in program or activity, **Exhibit 2-5/2-53**
 owner policies, **2-27C/2-22**
 physical alterations as, **2-42A/2-38**
 property operations, **2-41/2-38**
 Rehabilitation Act of 1973, Section 504, **2-40D/2-38**
 rejection of applicants, **4-9D/4-24**
 request for, **2-40D/2-38**; **4-30/4-57**
 structural changes leading to undue burden, **2-43B-C/2-40**
 threshold of undue burden, modifications up to, **2-43D/2-40**
 undue financial or administrative burden, causing, **2-40B/2-37**; **2-43B/2-40**; **Exhibit 2-6/2-54**
 unit transfer, **2-33C/2-31**; **7-16B/7-29**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- verification consent form, signing of, **5-19F/5-59**
 waiting list management, **4-17/4-36**; **4-30/4-57**
- recertification
 annual, see annual recertification
 gross rent changes, **7-18D/7-28**
 interim, see interim recertification
 reasons for, **7-1B/7-1**
 termination of assistance
 finding of increased ability to pay, **8-5C/8-4**
 information, failure to provide, **8-5A/8-3**
- recipient of federal financial assistance,
 defined, Glossary, p29, see also
Rehabilitation Act of 1973, Section 504
- recordkeeping requirements
 access to records
 nondiscrimination requirements data, **2-11B/2-10**
 tenant selection plan, **4-4F/4-7**
 annual recertification, **7-6C/7-9**
 income-targeting, **4-25D/4-45**; **4-25G/4-45**
 lead-based paint disclosure forms, **6-8D/6-17**
 marketing, **4-12E/4-28**
 nondiscrimination requirements, see
 nondiscrimination requirements
 owner self-evaluations, **2-34D/2-32**
 program eligibility noncitizen restrictions, **3-12I/3-23**; **Fig. 3-4/3-24**
 security deposits, **6-17D/6-33**
 special claims, **9-14F/9-32**
 TRACS, **9-7E/9-9**
 verification of eligibility and income, see
 verification of eligibility and income
 verification of immigration status, see
 verification of immigration status
 vouchers, **9-7E/9-9**
 waiting list management, see *waiting list management*
- recurring gifts
 annual income, as, **5-6F/5-10**
 verification, Appendix 6-C, p24
- refunds
 security deposits on rental properties, **6-18/6-33**
- regulations, **1-8B/1-14**; **Fig. 1-2/1-15**
- Rehabilitation Act of 1973, Section 504, **2-8/2-8**; Glossary, p24, see also
disability and person with disabilities
 accessibility standards and requirements, **2-22C/2-17**; **2-25A/2-19**
 accessible units, see *accessible units*
 applicability, **2-22D/2-17**; **2-24/2-19**
 communications requirements, see
 communications with person with disabilities
 compliance, **2-25C/2-20**; **2-28/2-23**
 coordination of compliance efforts, **2-28/2-23**
 definitions, **2-23A/2-18**
 eligibility, determining, **2-31A/2-26**
 fundamental alteration in program or activity,
 Exhibit 2-5/2-53
 most integrated setting possible, priority
 given to, **2-25D/2-20**
 multiple forms of subsidy, properties with, **2-25B/2-20**
 nondiscrimination requirements, **2-25A/2-19**
 owner policies, nondiscrimination in, **2-27/2-22**
 reasonable accommodation, **2-38/2-36**, see
 also *reasonable accommodation*
 self-evaluation by owner, see *self-evaluation*
 technical resources, **2-26A/2-21**
 tenant modification of unit, **2-46B/2-43**
 transition plans, **2-34E/2-32**
- reinstatement of assistance following
 termination, **8-6B/8-5**
- rejection of applicants
 appeal meetings, **4-9D/4-24**
 nondiscrimination requirements, **4-9A/4-23**
 notice to tenants, **4-9A/4-23**; **4-9C/4-24**
 owner rejection, conditions allowing, **4-9B/4-23**
- religion, see *nondiscrimination requirements*
- remaining family members, project eligibility,
3-15/3-38
- reminder notices, annual recertification
 first reminder notice, **7-7B/7-12**; **Exhibit 7-2/7-36**
 second reminder notice, **7-7B/7-13**; **Exhibit 7-3/7-37**
 third reminder notice, **7-7B/7-13**; **Exhibit 7-4/7-38**
- removal of subsidy, see *termination of assistance*

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- renewal of lease, **6-6C/6-12**
- rent calculation, **5-1/5-1**; **5-24/5-62**
 HUD-50059, **5-31B/5-77**
 "as-paid" state or local public assistance programs, **5-26E/5-67**
 assistance payments, **5-26B/5-64**
 double occupancy in Section 202/8 group homes, **5-28C/5-69**
 double occupancy in Section 811 group homes, **5-28D/5-70**
 certification, **5-31C/5-77 Fig. 5-7/5-75**
 contract rent, *see contract rent*
 cooperatives, **5-29A/5-73**
 definitions and terms pertinent to, **5-2/5-2**
 electronic calculation, **5-31A/5-77**
 financial hardship exemption to minimum rent requirement, **5-26D/5-65**
 group home double occupancies, *see double occupancy in group homes, rent calculation*
 minimum rents, Section 8 properties, **5-26D/5-65**
 model certification, **5-31C/5-77 Fig. 5-7/5-75**
 multiple forms of subsidy, properties with, **5-30A/5-75**
 eligibility issues, **5-30D/5-76 5-30E/5-77**
 Low Income Housing Tax Credits, **5-30A/5-75 5-30B/5-76**
 tenant rent, **5-30C/5-76**
 police officers, **5-27/5-68**
 Section 8, RAP, PAC, PRAC, and Rent Supplement properties,
 calculating tenant contribution, **5-25/5-62**
 determining tenant contribution, procedures for, **5-26/5-63**
 TTP formulas, **Fig. 5-6/5-63**
 regulations, **5-24/5-62**
 Section 221(d)(3) BMIR and Section 236 properties
 tenant rent contribution, calculating, **5-29A/5-73 Fig. 5-7/5-75**
 timeframe for calculating rent, **5-29B/5-74**
 utility reimbursements, **Fig. 5-7/5-75**
 security personnel, **5-27/5-68**
 tenant rent
 formulas, **Exhibit 5-85-96**
 multiple forms of subsidy, properties with, **5-30C/5-76**
 Section 8, RAP, PAC, PRAC, and Rent Supplement properties, **5-26A/5-63**
 Section 221(d)(3) BMIR and Section 236 properties, **5-29A/5-73 Fig. 5-7/5-75**
 timeframe for
 Section 8, RAP, PAC, PRAC, and Rent Supplement properties, **5-25C/5-63**
 Section 221(d)(3) BMIR and Section 236 properties, **5-29B/5-74**
 TTP, *see total tenant payment (TTP)*
 unit rent, **5-25B/5-62**
 utility allowances, Section 236 properties, **Fig. 5-7/5-75**
 utility reimbursements, Section 8, RAP, PAC, PRAC, and Rent Supplement properties, **5-26C/5-65**; **9-13/9-21**
 welfare rent, **5-26E/5-67**
 rent change or increase, *see gross rent changes*
 Rent Supplement, **1-3C/1-6**
 annual recertification, **7-4A/7-3**
 defined, **5-26B/5-64**
 Fact Sheet, How Rent Is Determined, Appendix 14
 leases
 amount of security deposit, **Fig. 6-6/6-31**
 term (time period) of lease, **Fig. 6-3/6-13**
 program eligibility, *see program eligibility*
 project eligibility admission requirements, elderly and disabled, **3-19A/3-57**
 rent calculation, *see rent calculation*
 statutes, **Fig. 1-2/1-16**
 termination of tenancy by owners, manner of service of notice of, **8-13B/8-13**
 TRACS submissions deadlines, **Fig. 9-2/9-67**
 rent-up, vacancies during, **9-14B/9-22**
 calculating claim amount, **9-14B/9-22**
 HUD-52671-B, *see HUD-52671-B, Section 8 Special Claims for Vacancies During Rent-Up*
 processing claims, **9-14B/9-22**
 rent-up, vacancies during or after, *see special claims*
 Rental Assistance Payment, *see RAP*

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

rental history, screening for, **4-7E/4-20**; **4-27C/4-51**

rental property
 annual income, **Exhibit 5-2/5-86**
 verification of income from, Appendix 6-C, p26

repayments
 overpayment of assistance, **8-17E/8-23**
 annual income adjustments for prior overpayment, **5-6I/5-11**
 owner's obligation to reimburse HUD, **8-20B/8-29**
 tenant's obligation to repay, **8-20A/8-86**
 overpayment of rent, **8-21/8-29**

repeated minor violations, termination of tenancy for, **8-13A/8-11**

residence criteria
 preferences, **4-6C/4-12**; **4-26B/4-49**
 program eligibility, **3-10A/3-18**
 double subsidy prohibitions, **3-10C/3-18**
 sole residence requirement, **3-10B/3-18**

resident management training programs, **5-6L/5-14**

Resident Rights and Responsibilities
 Brochure, **1-7B/1-11**; **5-15C/5-55**

resident services stipends as annual income, **5-6M/5-1**

retaliatory practices, Fair Housing Act prohibition on, **2-20/2-15**

retirement, *see pension and retirement accounts*

returned checks
 charges in addition to rent for, **6-25B/6-38**
 guaranteed payment forms required due to, **6-28C/6-38**

revocable trusts, **5-7G/5-26**; **Exhibit 5-2/5-86**

Rural Housing Service (RHS 515), *see Section 8, RHS 515 with*

S

SAVE (Systematic Alien Verification for Entitlements) program, *see verification of immigration status*

savings accounts, *see investments*

scholarships, **5-6D/5-9**

screening, **4-7/4-14**
 consistency, ensuring, **4-28A/4-55**
 credit reports, **4-7D/4-18**; **4-7E/4-20**; **4-27B/4-51**
 criminal activity, **4-3D/4-3**; **4-7C/4-16**; **4-27E/4-51**
 criteria
 development of, **4-7D/4-18**
 permitted, **4-7E/4-20**
 prohibited, **4-8/4-21**
 defined, Glossary, p30
 disability inquiries, **4-8E/4-22**
 donations or contributions, criteria requiring, **4-8D/4-22**
 eligibility determination vs., **4-7A/4-14**
 extenuating circumstances, consideration of, **4-7E/4-20**; **4-28B/4-55**
 housekeeping habits, **4-7E/4-20**; **4-27D/4-53**
 key requirements, **4-7B/4-15**
 meals programs, criteria requiring, **4-8C/4-22**; **6-19/6-35**
 minimum income requirement, **4-7E/4-20**
 nondiscrimination requirements, **4-8A/4-21**; **4-28A/4-55**
 physical examinations, criteria requiring, **4-8B/4-22**
 questions for current and former landlords, **Fig. 4-7/4-52**
 rental history, **4-7E/4-20**; **4-27C/4-51**
 state and local laws, **4-8F/4-23**
 timeframe for conducting, **4-27A/4-51**
 waiting list, tenant selection from, **4-27/4-51**

seasonal or sporadic work, annual income from, **5-5C/5-5**

second reminder notice, annual recertification, **7-7B/7-13**; **Exhibit 7-3/7-37**

Section 8
 annual recertification, **7-4A/7-3**
 assistance payments
 calculating, **9-12D/9-16**
 procedures for obtaining, **9-12C/9-16**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- defined, Glossary, p30
 Fact Sheet, How Rent Is Determined, Appendix 14
 leases, *see leases*
 marketing, **4-12C/4-26**
 PHA administering Section 8 Housing Choice Voucher Program, annual recertification, **7-4C/7-5**
 preferences, **Fig. 4-3/4-11**
 program eligibility, *see program eligibility*
 project eligibility, *see project eligibility*
 rent calculation, *see rent calculation*
 special claims, *see special claims*
 termination of tenancy by owners, manner of service of notice of, **8-13B/8-13**
 TRACS submissions deadlines, **Fig. 9-2/9-6**
- Section 8 LMSA, **1-3C/1-6**
 leases, *see leases*
 program eligibility, prorated assistance for noncitizens, **3-12P/3-29**
 rent-up, vacancy loss during, **9-14B/9-22**
 termination of tenancy by owners, manner of service of notice of, **8-13B/8-13**
- Section 8 New Construction, **1-3C/1-6**
 leases, *see leases*
 marketing, **4-12C/4-26**
 project eligibility for elderly and disabled, **3-18/3-47**
- Section 8 PDSA, **1-3C/1-7**
 leases, *see leases*
 project eligibility for elderly and disabled, **3-18/3-47**
 termination of tenancy by owners, manner of service of notice of, **8-13B/8-13**
- Section 8, RHS 515 with, **1-3C/1-7**
 definition of RHS, Glossary, p25
 leases, *see leases*
 project eligibility for elderly and disabled, **3-18A/3-47**
 rent-up, vacancy loss during, **9-14B/9-22**
- Section 8 State Agency properties
 applicability, **1-2B/1-1**
 leases, *see leases*
 rent-up, vacancy loss during, **9-14B/9-22**
- Section 8 Substantial Rehabilitation, **1-3C/1-6**
 leases, *see leases*
 marketing, **4-12C/4-26**
 rent-up, vacancy loss during, **9-14B/9-22**
- Section 162 programs, *see PACs*
- Section 202, *see also PACs and PRACS*
 assistance payments for PRAC units, calculating, **9-12D/9-16**
 capital advances, **1-3B/1-5**
 direct loans and capital advances, **1-3B/1-5**
 Fact Sheet, How Rent Is Determined, Appendix 14
 leases
 Section 202/8 or Section 202 PACs, *see leases*
 Section 202 and Section 811 PRACs, *see leases*
 program eligibility
 admission of over-income applicants, **3-8A/3-14**
 income limits, **3-6D/3-5**
 project eligibility, *see project eligibility*
 rent calculation, *see rent calculation*
 special claims
 debt service losses for PAC and PRAC units, **9-14E/9-30**
 regular vacancy losses (after rent-up), **9-14D/9-27**
 rent-up, vacancy loss during, **9-14B/9-22**
 unpaid rent and damages for PACs and PRACs, **9-14C/9-25**
 termination of assistance
 Section 202 and Section 811 PRACs, *see termination of assistance*
 verification of immigration status requirements not applicable to 202 PACs, **8-5E/8-4**
 termination of tenancy by owners, manner of service of notice of, **8-13B/8-13**
- Section 202/8, **1-3B/1-5**
 annual recertification, **7-4A/7-3**
 leases, *see leases*, subhead "Section 202/8 or Section 202 PACs"
 project eligibility, *see project eligibility*
- Section 221(d)(3) BMIR properties, **1-3A/1-3**
 annual recertification, **7-4A/7-3**
 assets, annual income from, **5-7B/5-20**
 assistance payments not applicable to, **9-12A/9-14**
 cooperatives, *see cooperatives*
 disability and person with disabilities, applicability, **2-24/2-19**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- Fact Sheet, How Rent Is Determined, Appendix 14
- income limit, **3-6D/3-5**, **Fig. 3-2/3-6**
- interim recertification, **7-10/7-22**
- cooperatives, **7-10D/7-23**
- leases, *see leases*
- preferences, **4-6B/4-10**; **Fig. 4-3/4-11**
- program eligibility
- admission of over-income applicants, **3-8/3-14**
 - income limits, **3-6D/3-5**
- project eligibility, *see project eligibility*
- rent calculation, *see rent calculation*
- termination of tenancy by owners, manner of service of notice of, **8-13B/8-13**
- unit transfer fees, **7-16B/7-29**
- cooperatives, **7-16D/7-30**
- Section 231, **1-3A/1-4**
- project eligibility
- admission requirements, elderly and disabled, **3-19A/3-57**; **3-19C/3-58**
 - disability and elderly definitions, **Fig. 3-5/3-41**
- Section 236, **1-3A/1-4**
- annual recertification, **7-4A/7-3**
- assistance payments not applicable to, **9-12A/9-14**
- excess income requirements, **9-15B/9-33**
- Fact Sheet, How Rent Is Determined, Appendix 14
- interim recertification, **7-10D/7-23**
- cooperatives, **7-10D/7-22**
- leases, *see leases*
- preferences, **4-6B/4-10**; **4-26B/4-49**; **Fig. 4-3/4-11**; **Fig. 4-4/4-12**
- program eligibility, *see program eligibility*
- project eligibility, *see project eligibility*
- rent calculation, *see rent calculation*
- termination of tenancy by owners, manner of service of notice of, **8-13B/8-12**
- unit transfer fees, **7-16B/7-29**
- cooperatives, **7-16D/7-30**
- Section 504 of Rehabilitation Act of 1973, *see Rehabilitation Act of 1973, Section 504*
- Section 811, *see PRACs*
- security deposits
- allocation of interest, **6-17C/6-31**
 - amount of, **6-15E/6-29**; **Fig. 6-6/6-31**
 - applicability, **6-14/6-28**
- damages deducted from, **6-25C/6-38**
- defined, Glossary, p30
- installment basis, collection on, **6-15E/6-29**
- interest earned on, **6-17/6-32**
- modification of unit by tenant, **2-47C/2-43**
- payment of, **6-28/6-41**
- recordkeeping requirements, **6-17D/6-33**
- refunds, **6-18/6-33**
- segregated interest-bearing account, placement in, **6-17B/6-32**
- termination of tenancy by tenants, **8-10/8-9**
- unit transfers, **6-16/6-30**
- security personnel
- program eligibility, **3-8D/3-15**
 - rent calculation, **5-27/5-68**
- seeing eye dogs, *see assistance animals*
- self-employment income, **5-5C/5-5**;
Appendix 6-C, p19
- self-evaluation, **2-34A/2-31**
- ongoing responsibilities regarding, **2-34B/2-31**
 - recordkeeping requirements, **2-34D/2-32**
 - transition plans, **2-34E/2-32**
 - updating, **2-34C/2-31**
- separation, *see divorce*
- service animals
- defined, Glossary, p4, 30
 - owner policies, **2-27C/2-22**
 - verification of need for, **3-28/3-71**
- service bureaus, Glossary, p25-30
- sex, nondiscrimination requirements
- regarding, *see nondiscrimination requirements*
- shelter allotment, **5-26E/5-67**
- single persons as waiting list applicants
- matched to available units, **4-15F/4-32**
- smaller unit needed
- larger unit than required, assigning, **3-23G/3-67**
 - unit transfers, **3-23H/3-67** *see also unit transfers*
- smokers, **Fig. 6-5/6-18**
- Social Security Administration (SSA), HUD-9887 verification form time restrictions, **5-17A/5-57**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- social security and supplemental security income (SSI)
 annual income adjustments for prior overpayment, **5-6I5**–11
 data match, **5-16/5**–56
 interim care facility residents, **5-6N5**–16
 verification, **5-16/5**–56 Appendix 6–C, p19; 3
- social security numbers
 program eligibility and disclosure of, see *program eligibility*
 verification requirements, **3-30/3**–725-**12A/5**–49
- socio-economic class, nondiscrimination requirements regarding, see *nondiscrimination requirements*
- sole residence requirement, **3-10B/3**–18
- special claims, **9-14A/9**–21
 debt service, **9-14E/9**–30
 calculating claim amount, **9-14E/9**–30
 HUD-52671-D, see *HUD-52671-D, Section 8 Special Claims for Debt Service*
 processing claims, **9-14E/9**–30
 forms, see entries at HUD-52671
 PACs, see *PACs*
 PRACs, see *PRACs*
 recordkeeping requirements, **9-14F/9**–32
 regular vacancies (after rent-up), **9-14D/9**–27 see also HUD-52671-C, Section 8 Special Claims for Regular Vacancies
 rent-up, vacancies during, **9-14B/9**–22
 calculating claim amount, **9-14B/9**–22
 HUD-52671-B, see *HUD-52671-B, Section 8 Special Claims for Vacancies During Rent-Up*
 processing claims, **9-14B/9**–22
 schedule (HUD-52670-A Part 2), Appendix 11
 Section 811, see *Section 811*
 unpaid rent and damages, **9-14C/9**–25
 calculating claim amount, **9-14C/9**–25
 HUD-52671-A, see *HUD-52671-A, Section 8 Special Claims for Unpaid Rent/Damages*
 processing claims, **9-14C/9**–25
 worksheets, Appendix 12
- special needs trusts, **5-7G/5**–29
- speech-impaired, auxiliary aids for, **2-29B/2**–24; **Exhibit 2–2/2**–48
- sporadic or seasonal work, annual income from, **5-5C/5**–5
- spouses, annual income calculations, **5-6A/5**–6; **Fig. 5–2/5**–7
- SSA (Social Security Administration), HUD-9887 verification form time restrictions, **5-17A/5**–57
- SSI, see *social security and supplemental security income (SSI)*
- State Agencies, projects financed by, see *Section 8 State Agency properties*
- state and local laws
 "as-paid" public assistance programs and annual income calculations, see *"as-paid" state or local public assistance programs*
 conflict of laws, see *conflict of laws*
 interest on security deposit, **6-17/6**–32
 overlapping federal, state, and local requirements, see *conflict of laws*
 preferences, **4-6B/4**–10; **4-26B/4**–49
 privacy and confidentiality requirements, **5-20C/5**–60
 screening, **4-8F/4**–23
 termination of tenancy for material failure to carry out obligations under state or local landlord and tenant act, **8-15/8**–21
- State Wage Information Collection Agency (SWICA)
 errors and discrepancies deriving from, see *errors and discrepancies*
 HUD-9887 verification form time restrictions, **5-17A/5**–57
- statutes, **1-8B/1**–14; **Fig. 1–2/1**–15
- stocks as annual income, **Exhibit 5–2/5**–86
 see also *investments*
- structural changes, see *alterations*
- students
 annual income, **3-13/3**–36; **5-6A/5**–7; **5-6D/5**–9
 child care deduction, **5-10B/5**–38
 definitions
 dependent child, Glossary p.7
 full-time student, Glossary, p14
 independent student, Glossary p.15

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- institution of higher education, Glossary p.15
- parents, Glossary p. 22
- student, Glossary p. 31
- student financial assistance, Glossary p. 31
- tuition, Glossary p. 33
- veteran, Glossary p. 34
- occupancy standards, **3-23E/3-66**
- program eligibility restrictions for noncitizens, **3-12R/3-34**
- program eligibility restrictions for Section 8, **3-3E/3-3; 3-4/3-3; 3-13A/3-35; 3-33A/3-73; Fig. 4-2/4-4**
- program eligibility other subsidized programs, **3-13B/3-37; 3-33B/3-76**
- tenant selection plan, **Fig. 4-2/4-4; 4-4C/4-7**
- termination of assistance **8-5F/8-4**
- verification of status, **3-33/3-73** Appendix 6–C, p26
- subsidized programs, *see HUD-subsidized multifamily properties and programs; leases; Section 8*
- subsidy data reporting and transmission to TRACS, *see TRACS*
- Substantial Rehabilitation, *see Section 8 Substantial Rehabilitation*
- supplemental security income, *see social security and supplemental security income (SSI)*
- supportive services, provision of, **2-27E/2-23**
- SWICA, *see State Wage Information Collection Agency (SWICA)*
- Systematic Alien Verification for Entitlements (SAVE) program, *see verification of immigration status*
-
- T**
-
- TANF
- annual income adjustments for prior overpayment, **5-6I/5-11**
- verification, Appendix 6–C, p22
- tax credits
- earned income tax credit, **Exhibit 5-3/5-91**
- Low Income Housing Tax Credits, **5-30A/5-75; 5-30B/5-76**
- TDDs, **2-29D/2-26; Exhibit 2-4/2-51**
- telecommunications for disabled persons (TTYs, TDDs), **2-29D/2-26; Exhibit 2-4/2-51**
- telephone (oral) verification, **5-13B/5-51; 5-19C/5-58**
- temporarily absent family members
- annual income, **5-6B/5-8**
- program eligibility income limits, **3-6E/3-8**
- Temporary Assistance to Needy Families, *see TANF*
- temporary income, **5-5C/5-5; 5-6F/5-10**
- tenant addresses and address changes, MAT record, Appendix 6, p3
- tenant assistance payments, *see assistance payments*
- tenant certification, *see certification*
- tenant consultations regarding pet rules, **6-10B/6-20; Glossary, p32**
- tenant damages, *see damages*
- tenant, defined, Glossary, p26
- tenant files, **4-22E/4-33; 4-22F/3-33; 5-23C/5-61; 5-23E/5-62; 9-7E/9-10**
- tenant information, misuse of, Appendix 7, p1
- tenant modification of unit
- building standards, **2-36B/2-36**
- Fair Housing Act, **2-46A/2-43**
- owner's requirement to permit, **2-47A/2-43**
- reasonable assurances, requiring, **2-47D/2-44**
- Rehabilitation Act, **2-46B/2-43**
- restoration on vacating unit, **2-7B/2-43**
- security deposits, **2-47C/2-43**
- tenant notice, *see notice to tenants and applicants*
- tenant rent
- defined, Glossary, p32
- formulas, **Exhibit 5-9/5-96**
- late payment of rent, charges for, **6-23/6-36**
- rent calculation, **5-26A/5-63**, *see also rent calculation*

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

Tenant Rental Assistance Certification System, *see TRACS*

tenant selection

income-targeting, *see income-targeting*
 plan for, *see tenant selection plan*
 preferences, *see preferences*
 rejection of applicants, *see rejection of applicants*
 screening, *see screening*
 waiting lists, from, *see waiting list management, subhead "tenant selection from waiting list"*

tenant selection plan, **4-1/4-1**; **4-4A/4-3**
 amendments and modifications, **4-4D/4-7**; **4-4E/4-7**
 availability and access, **4-4F/4-7**
 contents, **4-4C/4-5**
 defined, Glossary, p32
 HUD review of, **4-4B/4-3**
 income limits, program eligibility, **4-4C/4-5**
 nondiscrimination requirements, **4-4C/4-6**
 occupancy standards, **4-4C/4-6**
 owner policies, **4-4D/4-7**
 project eligibility, **4-4C/4-5**
 sample plan, **Fig. 4-2/4-4**
 unit transfers, **4-4C/4-6**
 waiting list procedures, **4-4C/4-5**; **4-4C/4-6**
 written plan requirements, **4-4A/4-3**; **Fig. 4-2/4-4**

termination of assistance, **8-1A/8-1**
 applicability, **8-4/8-3**
 defined, Glossary, p32
 disability and person with disabilities, **8-2B/8-2**
 interim recertification, failure to ensure, **7-12B/7-26**; **Exhibit 7-8/7-42**
 mandatory terminations, **8-5/8-3**
 MAT termination record, Appendix 6, p8
 noncitizen restrictions on program eligibility
 temporary deferrals, **3-12Q/3-32**; **Exhibit 3-10/3-99**
 tenant family notice of termination, **3-12Q/3-32**
 procedures for termination, **8-6A/8-5**
 reasons for, **8-5F/8-4**
 recertification
 finding of increased ability to pay on, **8-5C/8-4**
 information, failure to provide, **8-5A/8-3**
 reinstatement following, **8-6B/8-6**

Section 202 and Section 811 PRACs
 applicability, **8-4A/8-3**; **8-7A/8-6**
 verification of immigration status, **8-5E/8-4**; **8-7A/8-6**
 unit transfer, failure to make, **8-5D/8-4**
 verification forms, failure to sign or submit, **3-11C/3-19**; **8-5B/8-3**
 verification of immigration status related to, **8-5E/8-4**; **8-7/8-6**
 applicability, **8-7A/8-6**
 failure to provide or establish verification, **8-5E/8-4**
 inability to establish status, **8-7C/8-7**
 ineligible individuals allowed by tenant to reside in unit, **8-7D/8-8**
 mixed families, **8-7B/8-6**
 prohibition of termination, circumstances leading to, **8-7B/8-6**

termination of employment, verifying, Appendix 6-C, p19

termination of tenancy, **8-1B/8-1**
 defined, Glossary, p33
 disability and person with disabilities, **8-2B/8-2**
 leases
 expiration of lease, **8-12C/8-11**
 material noncompliance with lease, for, *see termination of tenancy by owners*

termination of tenancy by owners, **8-12/8-10**
 abandonment of unit, **8-13A/8-11**
 alcohol abuse, **8-14A/8-16**
 attorney's fees and costs, **6-25E/6-39**
 basis for termination, establishing, **8-13B/8-13**
 drug abuse or other criminal activity, **8-14A/8-16**
 accessing criminal records, **8-14C/8-18**
 notice of termination, **8-14D/8-20**
 procedures for termination, **8-14D/8-20**
 relevant circumstances, **8-14B/8-17**
 errors and discrepancies, due to, **8-13A/8-11**
 expiration of lease, **8-12C/8-11**
 fraud, **8-13A/8-11**; **8-18/8-24**, *see also fraud*
 good cause, **8-16/8-21**
 inaccurate or incomplete information, **8-13A/8-11**
 information required, failures relating to, **8-13A/8-11**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

- judicial action, **8-13B/8-13**
late charges, failure to pay, **6-23E/6-36**
material failure to carry out obligations under a state or local landlord and tenant act, **8-15/8-21**
material noncompliance with lease, **8-13A/8-11**
 fraud as, **8-1/8-24**
 notice of termination, **8-13B/8-13**
 procedures for termination in cases of, **8-13B/8-13**
nonpayment of rent, **8-13A/8-11**
notice requirements
 drug abuse or other criminal activity, **8-14D/8-20**
 good cause, **8-16B/8-22**
 judicial action, **8-13B/8-13**
 manner of service, **8-13B/8-13**
 material noncompliance with lease, **8-13B/8-13**
 procedures, **8-13B/8-13**
 state or local landlord and tenant act, material failure to carry out obligations under, **8-15B/8-21**
procedures
 drug abuse or other criminal activity, **8-14D/8-20**
 good cause, **8-16B/8-22**
 material noncompliance with lease, **8-13B/8-13**
 state or local landlord and tenant act, material failure to carry out obligations under, **8-15B/8-21**
program requirements, enforcement of, **8-1C/8-1**
purpose of, **8-12/8-10**
reasons for, **8-1C/8-1**; **Fig. 8-2/8-11**
repeated minor violations, **8-13A/8-12**
state or local landlord and tenant act, material failure to carry out obligations under, **8-15/8-21**
verification of eligibility and income information, failure to sign or submit, **8-13A/8-11**
verification of immigration status, **8-13A/8-11**
termination of tenancy by tenants
 notice requirements, **8-9/8-9**
 security deposits, **8-10/8-9**
third-party verification, **5-13B/5-51**
 electronic, **5-13B/5-49**
 nonavailability, documenting, **5-19E/5-59**
 oral (telephone) verification, **5-13B/5-51**; **5-19C/5-58**
 recordkeeping requirements, **5-19B/5-58**
 written verification, **5-13B/5-51**
third reminder notice, annual recertification, **7-7B/7-9**; **Exhibit 7-4/7-38**
threatening behavior, Fair Housing Act prohibition on, **2-20/2-15**
Title VI-D, Housing and Community Development Act of 1992, **2-10/2-9**; **Fig. 1-2/1-11**; Glossary, p33
Title VI of Civil Rights Act of 1964, **2-6/2-6**; **Fig. 1-2/1-16**
Title VIII of Civil Rights Act of 1968, *see Fair Housing Act*
total tenant payment (TTP), **5-25A/5-62**
 assistance payments, calculating, **9-12D/9-16**
 defined, Glossary, p33
 double occupancy in group homes, **5-28B/5-69**
 formulas, **Fig. 5-6/5-63**
 tenant rent, **5-26A/5-63**
TRACS, **9-1/9-1**; **9-4/9-3**
 annual recertification, **7-4A/7-3**
 Contract Administrator requirements, **9-6/9-7**
 cost of implementation, **9-5C/9-7**
 data collection and processing procedures, *see MAT*
 data entry rules, Appendix 8
 databases, **9-4B/9-3**
 deadlines for submissions, **Fig. 9-2/9-6**
 electronic data processing and transmission, **9-5A/9-3**
 funding for implementation of, **9-5C/9-7**
 income-targeting, **4-25I/4-46**
 Internet applications, **9-5B/9-6**; **9-9C/9-12**
 MAT (Monthly Activity Transmission), *see MAT*
 owner submission requirements, **9-5/9-4**
 recordkeeping requirements, **9-7D/9-9**
 resources for users of, **1-7B/1-11**; **9-9/9-12**
 source data for, **9-4A/9-2**
 User's Manual, **9-9C/9-12**
 Website, **1-7B/1-10**
 Yellow Book, TRACS information packet, **1-7B/1-10**
training programs

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

annual income, **5-6L/5-14**
 resident management training programs, **5-6L/5-14**
 transfers to another rental unit, *see unit transfers*
 transition plans, disability and person with disabilities, **2-34E/2-32**
 transportation expenses for medical care, **5-10D/5-45; Exhibit 5-3/5-91**
 trusts, **5-7G/5-26; Exhibit 5-2/5-86**
 TTP, *see total tenant payment (TTP)*
 TTYs, **2-29D/2-26; Exhibit 2-4/2-51**

U

unauthorized occupants, Glossary, p33
 unborn children
 screening criteria, prohibited, **4-8B/4-22**
 unit size, **3-23E/3-64**
 underutilized units
 larger unit than required, assigning, **3-23G/3-67**
 unit transfers, **3-23H/3-67**, *see also unit transfers*
 undue burden in reasonable
 accommodation, **2-40B/2-37; 2-43B/2-40; Exhibit 2-6/2-54**
 unearned income
 defined, Glossary, p33
 minors, **5-6A/5-6**
 unemployment compensation
 annual income adjustments for prior overpayment, **5-6I/5-11**
 lump-sum payments, **5-6P/5-17**
 verification, Appendix 6-C, p21
 Uniform Federal Accessibility Standards (UFAS), **2-26C/2-21; 2-36A/2-36**
 unintentional program violations, **8-17B/8-22; 8-17E/8-23; Glossary, p34**
 unit availability
 discrimination in making units available, **2-16B/2-12**
 misrepresentations regarding, **2-18/2-13**
 unit inspections, **6-29A/6-41**
 attachments, **6-5A/6-5**
 key requirements, **6-29B/6-42**
 move-in inspections, **6-5A/6-5; 6-29C/6-42; Appendix 5**
 move-out inspections, **6-29D/6-43; Appendix 5**
 unit rent, **5-25B/5-62**
 unit size
 changes in family size, unit transfers due to, *see unit transfers*
 general occupancy standards, **3-23E/3-64**
 larger unit than required, assigning, **3-23G/3-67**
 pregnant women/unborn children, **3-23E/3-64**
 smaller unit than required, assigning, **3-23F/3-66**
 unit transfers, **7-15/7-28**
 accessible units, **3-23I/3-69; 7-15D/7-28**
 assistance payments for partial-month occupancies, **9-12E/9-16**
 costs of move
 fees, **7-16D/7-30**
 tenant responsibility for, **7-16B/7-29**
 determining need for, **7-16A/7-28**
 developmentally disabled, Appendix 6-C, p28
 disability and person with disabilities, **7-15D/7-28; Appendix 6-C, p28**
 fees for Section 236 and BMIR cooperatives, **7-16D/7-30**
 MAT unit transfer/gross rent change record, Appendix 6, p10
 medical reasons, for, **7-15D/7-28; Appendix 6-C, p28**
 original unit, assistance payment associated with, **7-15B/7-28**
 overcrowded units, **3-23H/3-67**
 partial-month occupancies, assistance payments for, **9-12E/9-16**
 policies regarding
 additional policies, development of, **7-15D/7-28**
 written policies, importance of, **7-16C/7-29**
 reasons for, **7-15A/7-28; 7-15D/7-28**
 security deposits, **6-16/6-30**
 tenant selection plan, **4-4C/4-5**
 tenant's right to remain in original unit, **7-16B/7-29**
 termination of assistance for failure to make, **8-5D/8-4**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

timing of move, **7-15B/7-28**; **7-16B/7-29**
 underutilized units, **3-23H/3-67**
 verification of need for, Appendix 6-C, p28

unpaid rent
 special claims for, *see special claims*
 termination of tenancy by owners for, **8-13A/8-11**

U.S. Department of Housing and Urban Development, *see entries at HUD*

U.S. Housing Act of 1937, **Fig. 1-2/1-16**

utility allowances, **5-25B/5-62**; **Fig. 5-7/5-75**; Glossary p34

utility reimbursements, **5-26C/5-65**; **9-13/9-26**; Glossary, p34

V

vacancy losses
 regular vacancies (after rent-up), **9-14D/9-27**, *see also* HUD-52671-C, Section 8 Special Claims for Regular Vacancies
 rent-up, vacancies during, **9-14B/9-22**
 calculating claim amount, **9-14BC/9-22**
 HUD-52671-B, *see HUD-52671-B, Section 8 Special Claims for Vacancies During Rent-Up*
 processing claims, **9-14B/9-22**

verification of eligibility and income, **3-25/3-69**; **3-26/3-69**; **5-1/5-1**; **5-12A/5-49**
 accessible units, verification of need for, **4-29/4-56**
 adjusted income, deductions for, Appendix 6-C, p27
 age, **3-28C/3-70**
 alimony, Appendix 6-C, p23
 annual recertification, **Exhibit 7-5/7-39**; **Fig. 7-3/7-10**
 assets, Appendix 6-C, p24
 assistance animal, need for, **3-29/3-72**
 business income, Appendix 6-C, p23
 cash contributions, Appendix 6-C, p24
 child care expenses, Appendix 6-C, p27
 child support, Appendix 6-C, p23
 consent forms, *see consent forms*
 deductions for adjusting income, Appendix 6-C, p27
 definitions and terms pertinent to, **5-2/5-2**
 DHS document verification request form, **Exhibit 4-2/4-64**

disability and person with disabilities
 families, disabled, **3-27B/3-71**
 reasonable accommodation of, **5-19F/5-59**
 verification of disability, **2-31F/2-28**; **3-28B/3-71**; Appendix 6-B, p7

disabled assistance expense, Appendix 6-C, p28

disabled family deduction, Appendix 6-C, p29

disasters, persons displaced by, Appendix 6-C, p30

displaced persons, Appendix 6-C, p30

e-mail, **5-13B/5-51**

effective dates, **5-17/5-56**

elderly persons
 age, **3-28C/3-71**
 deduction for elderly family, Appendix 6-C, p29

electronic, **5-13B/5-51**

emergencies, persons displaced by, Appendix 6-C, p30

employment income, verifying, Appendix 6-C, p17

errors and discrepancies
 procedures for addressing, **5-18/5-58**

families
 certification, **5-13D/5-54**
 composition, **3-27/3-70**
 disabled families, **3-28B/3-71**
 elderly families, **3-28C/3-71**
 type and status, **3-28A/3-70**

gifts, Appendix 6-C, p24

government action, persons displaced by, Appendix 6-C, p30

information to request for purposes of, Appendix 6-C, p17

interim recertification, **5-22/5-61**

Internet, **5-13B/5-51**

medical expenses, Appendix 6-C, p27

methods of, **5-13A/5-51**

military
 income verification, Appendix 6-C, p17
 status verification, **4-26B/4-49**

noncash contributions, Appendix 6-C, p24

notarized statements, **5-13D/5-54**

oral (telephone) verification, **5-13B/5-49**; **5-19C/5-58**

owner verification forms, **5-15A/5-54**; **5-15D/5-55**

pension and retirement accounts and payments, Appendix 6-C, p20

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

photocopying original documents, **5-19D/5-59**
 preferences, verifying, **4-26B/4-49**
 real property sales, Appendix 6-C, p26
 recordkeeping requirements, **5-19A/5-58**
 nonavailability of third-party verification, **5-19E/5-59**
 photocopying original documents, **5-19D/5-59**
 privacy and confidentiality, **5-23C/5-61**
 project site, documents kept at, **5-23A/5-61**
 telephone (oral) verification, **5-19C/5-58**
 third-party verification, **5-19B/5-58**
 time period for retention of records, **5-23B/5-61**
 rental income, Appendix 6-C, p26
 retirement and pension accounts and payments, Appendix 6-C, p20
 review of documents, by, **5-13C/5-52**; **5-19D/5-59**
 social security and supplemental security income (SSI), **5-16/5-56**; Appendix 6-C, p19;
 social security numbers, **3-31/3-72**; **5-12A/5-47**
 sources, identifying, **5-14/5-54**
 student eligibility and income **3-33/3-73**
 student status, Appendix 6-C, p26
 supplemental security income data match, **5-16/5-56**
 telephone (oral) verification, **5-13B/5-51**; **5-19C/5-58**
 termination of assistance for failure to sign or submit forms, **3-11C/3-19**; **8-5B/8-3**
 termination of employment, verifying, Appendix 6-C, p19
 termination of tenancy by owner for failure to sign or submit, **8-13A/8-11**
 third-party, see third-party verification
 time period during which verification is effective, **5-17/5-56**
 timeframe for conducting, **5-12B/5-50**
 types of information to request for purposes of, Appendix 6-C, p17
 unemployment compensation, Appendix 6-C, p21
 unit transfers, Appendix 6-C, p28
 welfare assistance, tenants receiving, Appendix 6-C, p22
 written, **5-13B/5-51**

verification of immigration status, **3-32/3-73**
 DHS document verification request form, **Exhibit 4-2/4-64**
 program eligibility noncitizen restrictions, **3-12L/3-27**
 very low-income limit
 definition of very low-income family, Glossary, p34
 program eligibility, **3-6D/3-5**; **Fig. 3-2/3-6**
 visitors, program eligibility income limits, **3-6E/3-8**
 visual disabilities, **2-29B/2-24**
 vouchers
 Internet queries, **9-5B/9-6**
 project eligibility for applicants with housing choice vouchers, see *project eligibility*, subhead "*housing choice vouchers*"
 recordkeeping requirements, **9-7E/9-9**

W

waiting list management, **4-1/4-1**
 accessible units, **4-17/4-36**; **4-29/4-56**
 applications, taking, see *applications*
 changes, documenting, **4-18A/4-36**
 closing list, procedures for, **4-4C/4-5**; **4-16B/4-33**
 creating and maintaining, **4-13B/4-29**; **4-16A/4-32**; **4-16D/4-35**
 disability and person with disabilities, **4-17/4-36**
 electronic lists, **4-18E/4-37**
 families, disabled or elderly, **4-17/4-36**
 income-targeting, see *income-targeting*
 manual lists, **4-18D/4-37**
 matching applicants to available units, **4-15A/4-31**
 extremely low-income applicants, **4-15D/4-32**; **4-15E/4-32**
 family composition, **4-15C/4-32**
 income-targeting, **4-15D/4-32**; **4-15E/4-32**
 nondiscrimination requirements, **4-15B/4-31**
 single persons, **4-15F/4-35**
 opening list, procedures for, **4-4C/4-5**; **4-16B/4-33**
 preferences, verifying, **4-26A/4-49**
 preliminary eligibility, determining, **4-16C/4-34**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

reasonable accommodation, **4-17/4-36**; **4-30/4-57**

recordkeeping requirements, **4-22/4-40**
 auditable record, providing, **4-18B/4-37**
 changes, documenting, **4-18A/4-36**

document maintenance methods, **4-18C/4-37**

electronic lists, **4-18E/4-37**
 manual lists, **4-18D/4-36**

reinstating names on list, **4-21/4-40**
 removing names from list, **4-20/4-39**
 sample format, **Fig. 4-5/4-36**

tenant selection from waiting list, **4-1/4-1**; **4-23/4-40**
 accessible units, verification of need for, **4-29/4-56**
 income-targeting and, **4-5B/4-7**, **4-25/4-43**
 interviews, **4-24/4-41**
 plan for, **4-4C/4-5**
 reasonable accommodation, **4-30/4-57**
 screening, **4-27/4-51**, *see also screening*
 updating the list, **4-16D/4-35**; **4-19/4-38**
 verification of preferences, **4-26A/4-49**

waiver of directives, **1-8A/1-14**

welfare assistance
 "as-paid" public assistance programs, *see*
 "as-paid" state or local public
 assistance programs
 defined, Glossary, p35
 interim recertification, **7-11D/7-24**
 rent calculation, **5-26E/5-67**
 verification, Appendix 6-C, p22

welfare rent
 defined, Glossary, p35
 rent calculation and, **5-26E/5-67**

withdrawals
 investments, **5-6O/5-16**
 pension and retirement accounts, **5-6K/5-12**

working families, preferences for, **4-6C/4-12**; **4-26B/4-49**

worksheets for special claims, Appendix 12

written communications with disabled
 persons, **2-29C/2-24**; **Exhibit 2-3/2-50**

written tenant selection plan requirements,
4-4A/4-3; **Fig. 4-2/4-4**

written verification of eligibility and income,
5-13B/5-51

Y

Yellow Book, TRACS information packet, **1-7B/1-11**

Note: Paragraph references are presented in bold (e.g., **1-2 A**). Page number references appear in standard typeface without bold.

