

From: [REDACTED]
To: pracontracts@hud.gov
Cc: [Lisa Sloane; Romero, Flossie M \(Flossie.M.Romero@hud.gov\); Hayward, Marvis S \(Marvis.S.Hayward@hud.gov\); Stacy Fox; "Washington, Katina X"; \[REDACTED\]](mailto:Lisa.Sloane;Romero.Flossie.M(Flossie.M.Romero@hud.gov);Hayward.Marvis.S(Marvis.S.Hayward@hud.gov);Stacy.Fox;Washington.Katina.X)
Subject: FW: RAC amendment for [REDACTED]
Date: Friday, July 24, 2015 1:01:15 PM
Attachments: [201507151031.pdf](#)
Importance: High

This email serves as justification for the amendment to [REDACTED]. The original contract was for 4 1-bedroom units. There was a need for a studio unit, so the RAC was changed to reflect 1 studio and 3 1-bedroom units.

-----Original Message-----

From: Washington, Katina X [<mailto:Katina.X.Washington@hud.gov>]
Sent: Friday, July 24, 2015 9:56 AM
To: [REDACTED]
Cc: Romero, Flossie M; Hayward, Marvis S; Hayes, Adia S; 'Lisa Sloane'; 'Stacy Fox'
Subject: FW: RAC amendment for [REDACTED]
Importance: High

Thank you for submitting your amendment to the RAC for [REDACTED]. In order to process this amendment, you will need to submit a justification for the amendment. This for recordkeeping and auditing purposes. If you can submit a justification, we will amend the RAC. The justification can be short note to identify the need for the change. You can submit your justification to the PRAContracts Mailbox. If you have any questions, please feel free to contact me.

Katina Washington
Program Analyst
Grants and New Funding Branch/Assisted Housing Oversight Division Office of Asset Management and Portfolio Oversight
(202) 402-2651
Katina.X.Washington@hud.gov

-----Original Message-----

From: PRAContracts
Sent: Thursday, July 23, 2015 11:19 AM
To: Washington, Katina X
Subject: FW: RAC amendment for [REDACTED]
Importance: High

-----Original Message-----

From: [REDACTED]
Sent: Tuesday, July 21, 2015 12:46 PM
To: PRAContracts
Cc: Romero, Flossie M; [REDACTED]; [REDACTED] lsloane@tacinc.org; [REDACTED]
Subject: RAC amendment for [REDACTED]
Importance: High

Please enter this amendment as soon as possible. Rent is due on this RAC. Thank you!

[REDACTED]

Part G - Information on Mortgagor Entity

Name of Entity

[Redacted]

Type of Entity

- Individual General Partnership Joint Tenancy/Tenants in Common Other (specify)
 Corporation Limited Partnership Trust

List all Principals Comprising Mortgagor Entity: provide name and title of each principal. Use extra sheets, if needed. If mortgagor is a:
• corporation, list: (1) all officers; (2) all directors; and (3) each stockholder having a 10% or more interest.
• partnership, list: (1) all general partners; and (2) limited partners having a 25% or more interest in the partnership.
• trust, list: (1) all managers, directors or trustees and (2) each beneficiary having at least a 10% beneficial interest in the trust.

Name and Title

[Redacted]

Name and Title

[Redacted]

Name and Title

[Redacted]

Name and Title

[Redacted]

Name and Title

[Redacted]

Name and Title

[Redacted]

Name and Title

[Redacted]

Name and Title

[Redacted]

Name and Title

[Redacted]

Name and Title

Name and Title

Part H - Owner Certification

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name and Title

[Redacted]

Authorized Official's Signature

[Redacted]

Part I - HUD/Lender Approval

Addendum Number

HAP Contract Number

Exhibit Number

Loan Servicer Signature

Date (mm/dd/yyyy)

Branch Chief/Lender Official Signature

[Redacted]

[Redacted]

Exhibit 1

Schedule of Contract Units and Contract Rents¹

Number of Assisted Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent	Maximum Annual Contract Commitment (Number of Assisted Units x Gross Rent)
1	0	\$602	\$67	\$602	\$7,224
3	1	\$644	\$79	\$644	\$23,184

Total Maximum Annual Contract Commitment²: \$30,408.00

Total Number of Assisted Units: 4

Total Number of Non-Assisted Units Restricted to Persons with Disabilities: 0

Expiration Date of the Unit Restriction above, if applicable: NA

Total Number of Units at the Property (Assisted + Non-Assisted): 21

Percent of Assisted Units and other Units Restricted to Persons with Disabilities at the Property³: 20%

Instructions: This signature box should only be signed by the Owner and Grantee if the schedule of units needs an amendment.

This Exhibit was amended on June 1, 2015 (date) by [Redacted] (Legal Name of Owner) and [Redacted] (Grantee) to be EFFECTIVE on June 1, 2015.

Signatures of Authorized Representatives (Sign and Print):

Owner Signature: [Redacted] Print Name: [Redacted]
 Grantee Signature: [Redacted] Print Name: [Redacted]

¹ This Exhibit must be completed and attached to the Contract at the time the Agreement is executed. It may, however, be amended in accordance with program rules.

² The Total Maximum Annual Contract Commitment will amend as the rent increases occur in subsequent years or as other contract adjustments are made. To calculate the adjusted amount, refer to the Number of Assisted Units and Gross Rent identified on the rent schedule (form HUD-92458).

³ The percentage of Assisted Units AND any other units restricted to people with disabilities MUST NOT exceed 25% of Total Number of Units.

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This collection of information is authorized under Section 207 of the National Housing Act. The information is necessary for the Department to ensure that project owners are not overcharging their tenants and to ensure that the rent levels approved by the Department are not exceeded. The Department uses this information to enforce rent regulations which otherwise would be difficult because there would be no clear record of the rents and charges that the Department had approved. In addition, the Department needs to periodically collect information regarding project principals, so unauthorized participation by previously excluded or otherwise undesirable owners can be detected. This information is required to obtain benefits. HUD may disclose certain information to Federal, State, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law.

Instructions

All project owners must submit the form HUD-92458 when requesting an adjustment to project rents. HUD establishes and approves rental charges and utility allowances on the Form. The owner is responsible for notifying tenants of the approved rents.

General. For projects with fully-insured or HUD-held mortgages, the owner/agent submits this Form to the HUD Field Office. For projects with coinsured mortgages, the owner/agent submits this Form to the lender.

Part A. If the monthly rent potential you are proposing is less than or equal to the Maximum Allowable Monthly Rent Potential approved by HUD/lender on your original Rent Formula or on your most recent Rent Computation Worksheet, complete all of Part A according to the instructions below. If the monthly rent potential you are requesting exceeds the Maximum Allowable Monthly Rent Potential approved by HUD/lender on your original Rent Formula or on your most recent Rent Computation Worksheet, complete only Columns 1 and 2 according to the instructions below. Show your proposed rents and monthly rent potential in the cover letter transmitting your rent increase request.

Column 1. Show each type of unit for which rents will vary. Show the number of bedrooms and bathrooms and other features that cause rents to vary (e.g., 2 BDM, 1 B, DA, KETTE, vs 2 BDM, 2B, DR, K). Use the following symbols:

BDM	- Bedroom	LR	- Living Room
B	- Bath	DR	- Dining Room
K	- Kitchen	DA	- Dining Alcove
KETTE	- Kitchenette		

Column 2. Show the number of units for each unit type. Include non-revenue producing units.

Column 3. For unsubsidized projects, show the rent you intend to charge for each unit type. For subsidized projects, show the contract rent (as defined in HUD Handbook 4350.3) for each unit type.

Column 4. For each line, multiply the contract rent in Column 3 by the number of units in Column 4. Add monthly contract rent potentials for each unit size to compute the total monthly contract rent potential. Multiply the monthly total by 12 to compute the annual contract rent potential.

Columns 5 and 6. Complete the Columns only if the project has a subsidy contract with HUD and some utilities are not included in the rent. In Column 5, show the utility allowance for each unit type. Compute the gross rent for each unit type by adding the contract rent in Column 3 and the utility allowance in Column 5. Show this amount in Column 6.

Columns 7 and 8. Complete these Columns only if the project is receiving Section 236 Interest Reduction Payments. In Column 7, show the market rent for each unit type. In Column 8, for each line multiply the market rent in Column 7 by the number of units in Column 2. Add the monthly market rent potentials for each unit size to compute the total monthly market rent potential. Multiply the monthly total by 12 to compute the annual market rent potential.

Parts B, C, D and E. Complete these Parts according to the instructions on the Rent Schedule.

Part F. Do not complete this Part. The HUD Field Office/lender will complete this Part.

Parts G and H. Complete these Parts according to the instructions on the Rent Schedule.

Part I. Do not complete this Part. The HUD Field Office/lender will complete this part.