

**From:** "Koros, Belinda P" <Belinda.P.Koros@HUD.GOV>

**To:** JAX-ORL-MF-HSG-L@hudlist.hud.gov

**Sent:** Mon, June 25, 2012 2:03:33 PM

**Subject:** Reminder of Procedures in the Event of a Disaster

**TO:** All Owners and Management Agents for HUD Insured or Assisted Multifamily Properties

**SUBJECT:** Reminder of Procedures in the Event of Resident Displacement and/or Property Damage

The 2012 storm season has a very active start. With that in mind, we want to provide you with the tools that are in place to make the process after a storm or damage even go more smoothly should an event occur that impacts your residents and/or your property.

A website has been established with information and guidance in the event of a storm event or disaster. The website, Multifamily Housing Guidance for Disaster Recovery can be accessed at: <http://www.hud.gov/offices/hsg/mfh/disasterguide.cfm>. For your convenience, Chapter 38, Multifamily Emergency/Disaster Guidance, of Handbook 4350.1 is attached to this communication. We encourage you to review this material before an event occurs.

Following an event that impacts residents or properties, HUD has reporting obligations based on information staff obtains from Owners and Management Agents of HUD insured and/or assisted properties. Owners and Management Agents are obligated to always immediately report physical damage to a property interior or exterior that has resulted from fire, flood, wind, severe cold, or other natural disaster or weather event. It is most convenient for all parties if Owners and Agents proactively report to HUD. Owners are encouraged to complete and forward damage assessments to HUD. Please use the forms as follows:

FEMA Declared Emergency or Disaster: Preliminary Disaster Assessment” (Appendix A-3 of Chapter 38 of Handbook 4350.1.

Event not declared by FEMA: Basic Damage Assessment

Please forward the appropriate Assessment Form within 24 hours of the damage. Either form may be legibly handwritten, and should be emailed to

**DamageAssessmentsFlorida@hud.gov** . Alternately, the form may be faxed to your assigned HUD Project Manager at:

**Jacksonville Field Office Fax 904-232-1532**

**Tampa Field Office Fax 813-228-2844**

**Miami Program Center Fax 305-536-4789**

Negative reports (reports of no damage or resident displacement) are also required so the Field Staff can provide an accurate total assessment. Please send the report even if there is no damage or resident displacement.

Updated reports should be submitted as additional information is available concerning resident displacement or regarding the level/amount of damage sustained. While the Department is not a payee on an insurance loss draft for a property with an insured mortgage, we must still be notified of the event and any damage sustained to the property.

“HUD Providing Excellent Customer Service”