

Multifamily Housing
Request to Exercise Option to Receive Vacancy Claims
Housing Participants in Sandy Declared Disaster Counties

Name of Owner/General Partner:
Project Name:
Contract/Project Number:
Total Number of Assisted Units:
Address:
City or Locality:
County:
State:

This request is to be used by owners and/or management agents (O/As) that have projects located in Presidentially Declared Disaster areas where part or all the project's units have been affected by Sandy. If you wish to exercise your option to receive vacancy claims on uninhabitable¹ units as a result of Sandy, you must complete this form for consideration of vacancy payments under the requirements of Federal Register Notice. Your claim eligibility will be for vacancy payments of up to 80% of the contract rents on uninhabitable units. This form must be submitted for each month for which you are making a claim, (December 2012 and/or January 2013).

As a condition of receiving payments under Federal Register Notice, you must submit this request to HUD within two weeks of determination of the need to use the requirements in this Notice, or as soon as possible. In addition, you must certify to the following:

I certify that there are _____ units that are uninhabitable at the project as a result of Sandy. Those units are listed on the attached.

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

Submission Instructions:

1. Complete this form, scan and submit via email to your Field Office Multifamily Housing Director or Program Center Director.

Requester's Name
(Signature)

Requester's Name
(Print)

Date

Please check the appropriate box below

Owner

Management Agent

¹ Uninhabitable refers to a unit that is pending storm damage restoration and may or may not be vacant.

Internal HUD Distribution:							
HTHH Sharkey		HTH Brennan			HT Golrick		
CAHB Forrester		CAD Acevedo			H Marin		
Identification Lines:							
J:\HMIP\HTHH\ Request to Exercise Option to Receive Vacancy Claims Sandy Disaster							
Correspondence Code	Originator HTHH	Concurrence HTH	Concurrence HTH	Concurrence HT	Concurrence CAHB	Concurrence CAD	Concurrence H
Name	Sharkey	Viviani	Brennan	Golrick	Forrester	Acevedo	Marin
Date							