

**DATE:** July 14, 2020

**TO:** Section 8 and Section 811 PRA Owners, Management Agents, TRACS Contacts, & Special Claim Contacts

**FROM:** Peggy Snyder  
Sr. Voucher Analyst

**RE:** HUD memorandum dated July 6, 2020

On July 6, 2020, the Department of Housing & Urban Development (HUD) issued a memorandum to the Multifamily Housing Industry – *Processing of Special Claims for Vacancy During the COVID-19 Pandemic*. The memorandum provides instructions about processing Special Claims for Vacancy Loss for properties affected by COVID-19 during the period of March 27, 2020 through September 30, 2020.

HUD's Office of Multifamily Housing (MFH) has temporarily modified the start date used for processing Special Claims for Vacancy Loss to accommodate for delays in filling vacant units as a result of the COVID-19 pandemic.

During the timeframe identified, when occupancy was prevented due to the impact of the COVID-19 pandemic, MFH will accept Special Claims for Vacancy Loss for up to 60 days starting from the prior resident's Move-out Date as opposed to the unit's Ready Date. In addition, certain documentation submission requirements are amended for owner/agents processing Vacancy Claims relating to COVID-19.

The claim must be received by PHFA within 180 days from the date the unit was vacated by the former tenant.

In the event a property owner submitted a Special Claim for Vacancy Loss prior to the issuance of the memorandum, and the Special Claim has been processed for payment, the owner may submit a supplemental Special Claim for Vacancy Loss for the gap period from the prior tenant's move-out date to the unit's Ready Date. The gap period of days added to the days claimed on the prior claim submission must not exceed 60 days.

Previously processed claims that have a gap period must be resubmitted to request approval for the additional vacancy amount. The resubmission must include the following:

- New claim forms HUD 52671 and 52671C using the day after the previous tenant's move-out date as the Date Unit Ready for Occupancy
- COVID-19 MUST be noted at the top of the form
- The additional COVID-19 documentation, as noted in the attached memorandum from HUD must be submitted

Any payments previously received for the original claim submission must be returned to HUD by using the OARQ code, in Section 6 - Miscellaneous Accounting Request, of the voucher. The comment field for the adjustment should include the original claim ID, unit number, last name of previous tenant, and the voucher MM/YY on which the original claim was posted for payment. This adjustment should appear on the same voucher as the request for the resubmitted COVID-19 claim payment. The reprocessed vacancy claim will receive a new special claim ID for submission on a voucher.

Please review the attached document and contact your Special Claims Analyst at PHFA with any questions.

Attachment