



# PBRA RAD Conversion FASTForms Description As of 5/2019

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## **Sharing Forms**

*This “FASTForms CD” has been purchased by your organization for use within your organization. Sharing forms with others outside your organization is prohibited. Except for HUD’s Notices and Forms, documents on this CD, are the intellectual property of RBD and general distribution, publishing on web sites and publishing in training and resource materials, for use outside your organization, is strictly prohibited.*

*Thank you for your consideration.*

## **Modifying the PBRA RAD Conversion Forms**

PLEASE NOTE: These sample documents have been created in Microsoft Word or Microsoft Excel. The sample forms include references to HUD guidance. We used HH 4350.3 R1, C4, HUD’s Monthly Activity Transmission (MAT) Guide, HUD’s RHIIP ListServ and various memos and Notices to create these documents.

The forms included on the CD must be carefully reviewed and edited before they are “finalized” and implemented in your own policies and procedures. The Policy Templates and supporting forms include notes about options. These notes are in blue and start with “(Note from RBD...)”.

Review by the owner/agent’s compliance team and legal counsel – particularly a fair housing attorney – is strongly recommended.

While the forms can be edited, you cannot save changes to the FASTForms CD. You should create a dedicated directory on your hard drive and save any changes to forms there. Be sure to use the “Save As” option and remove “Notes from RBD” from the final version of each form. The original, unedited version will remain on the FASTForms CD.

### **Making the Forms Fillable**

Forms can be made “fillable” by following the instruction below.

#### **Microsoft Word 2007 +**

1. Click on Review
2. Click on Restrict Editing
3. Make sure there is a check next to option #2 – Allow only this type of editing in the document
4. Make sure “filling in forms” is the option selected in the drop-down menu
5. Click on “Yes, start enforcing Protection”
6. Requiring a password is optional – when prompted, you can skip this step by clicking on OK without entering a password

If you need to make edits after making the form fillable, just follow the steps above but click on the Stop Protection option

After several months working with PHAs and OAs converting to PBRA RAD, we realized that we were getting the same requests for the same information over and over again.

Available resources seemed to be incomplete or outdated.

We analyzed our customers’ needs and found that you need help complying with the requirements surrounding conversion to PBRA RAD.



## **PBRA RAD Conversion FASTForms Description As of 5/2019**

This package provides you with the forms you may need to make sure that, when you convert your residents to PBRA RAD, you are complying with HUD's requirements. We reference, not only the latest HUD Notice, but also the many publications providing guidance for compliance with HUD's Multifamily Housing Rules. We have also drawn on our years of property management experience to provide suggestions about documents you may want to execute.

This package, by no means, provides all of the policy and procedures you will need, but does provide you with what you need to take the first step.

Additional FASTForms packages providing policies and supporting forms for House Rules, Tenant Selection Plans, VAWA Policies, EIV Policies and Reasonable Accommodation/Modification Policies are available on our web site at <https://www.rbdnow.com/fast-forms>.

We appreciate your business and look forward to a long and mutually beneficial relationship.

Mary Ross  
President  
Ross Business Development, Inc.

## PBRA RAD Conversion FASTForms Description As of 5/2019

### RBD REFERENCE GUIDE – CONVERTING TO PBRA RAD

[RAD Reference Component 1 PH to PBRA RAD Updated 5/2019](#). This reference guide provides you with a summary of information provided in HSG Notice 17-03 Rental Assistance Demonstration – Final Implementation, Revision 3. This document also explains requirements set forth for MFH compliance. We have included information provided in HUD’s MAT Guide and in HH 4350.3.

[RAD Reference Component 2 MOD REHAB to PBRA RAD Updated 5/2019](#). This reference guide provides you with a summary of information provided in HSG Notice 17-03 Rental Assistance Demonstration – Final Implementation, Revision 3. This document also explains requirements set forth for MFH compliance. We have included information provided in HUD’s MAT Guide and in HH 4350.3.

[RAD Reference Component 2 Rent Supp/RAP to PBRA RAD Updated 5/2019](#). This reference guide provides you with a summary of information provided in HSG Notice 17-03 Rental Assistance Demonstration – Final Implementation, Revision 3. This document also explains requirements set forth for MFH compliance. We have included information provided in HUD’s MAT Guide and in HH 4350.3.

[PBRA RAD Conversion Checklist Component 1: Updated 5/2019](#). This comprehensive checklist provides a step-by-step list of requirements for PHAs converting from Public Housing to PBRA RAD.

[PBRA RAD Conversion Checklist Component 2 MOD REHAB to PBRA RAD: Updated 5/2019](#). This comprehensive checklist provides a step-by-step list of requirements for PHAs converting from Public Housing to PBRA RAD.

[PBRA RAD Conversion Checklist Component 2 Rent Supp/RAP to PBRA RAD: Updated 5/2019](#). This comprehensive checklist provides a step-by-step list of requirements for PHAs converting from Public Housing to PBRA RAD.

### CONVERSION IC – ESTABLISHING THE PBRA RAD TENANT FILE

[PBRA RAD Conversion File Checklist. Updated 5/2019](#). Review this checklist and modify to meet your own corporate procedure. Please note when HUD MF Rules require that certain information is in the file. Since this is used to convert residents from the existing program to PBRA RAD, most of the documents indicated on this form should already be in the current resident file. As appropriate, make copies and place them in the new tenant file.

[PBRA RAD Conversion Package. Updated 5/2019](#). Similar to an application package, this PBRA RAD Conversion Package helps you provide your existing residents with questionnaires, checklists and forms to start the process to create a compliant resident file. You choose which documents you want to provide as part of the package and which documents you wish to provide during any face-to-face meeting. Customize this document to conform to your own policy.

[PBRA RAD Conversion IC Questionnaire. Updated 5/2019](#). When you convert to PBRA RAD, PHA/OAs are required to submit Conversion ICs to HUD to establish residents under the new contract. This is done by submitting a Conversion IC. There are special data entry rules that apply only to this particular 50059 submission. This document will assist you in gathering information that you may not have collected in the past. When converting from Rent Supp and RAP, you may not need to use this questionnaire since you are already complying with MFH rules. However, if you are converting from PH or Mod Rehab, new information is collected on the 50059 and this document can help you organize data collection. If you will be implementing a LIHTC (Low-Income Housing Tax Credit) contract, you may need to gather new information about income and assets. We have created a second questionnaire that includes questions about income and assets. [PBRA RAD Conversion IC Questionnaire with IncomeAsset Questions](#).

[50059 RBD PBRA RAD Conversion IC Instructions. Updated 5/2019](#). When converting from PH, Mod Rehab, Rent Supp or RAP to PBRA RAD, PHA/OAs must submit a Conversion Initial Certification to TRACS so that the resident is established under the new contract. Data entry rules for the Conversion IC differ from standard 50059 data entry rules. This document provides a field-by-field explanation of the requirements for the Conversion IC regardless of whether you are converting from PH, Mod Rehab, Rent Supp or RAP. Keep in mind, if you are converting from PH or Mod Rehab to PBRA RAD, you will need to gather additional information.

## PBRA RAD Conversion FASTForms Description As of 5/2019

**[Acknowledgement of Receipt of Documents for PBRA RAD Conversion.](#)** Updated 5/2019. PHA/OAs must be able to demonstrate that residents were provided with required documents. Rather than file each form, residents can acknowledge that such forms were provided. This allows you to reduce the size of the resident file. This version includes documents such as EIV & You, Fact Sheet, 9887 Fact Sheet, Resident Rights and Responsibilities, VAWA Notice/Cert, HUD Form 1141 Is Fraud Worth It?, Right to Organize, Lead-based paint brochure. See links to those documents below.

### **HUD 5380 VAWA Notice Occupancy Rights.**

Link to HUDClips version: [VAWA Notice of Occupancy Rights Under the Violence Against Women Act, form HUD-5380](#)

Edited version part of this FASTForms CD: [HUD 5380 VAWA Notice Edited](#)

Must be provided to any applicant who is rejected and to any family that moves in. You will need to add your property information, program information, HUD field office information and information about local resources for victims of VAWA crimes. **Please note: this form expired 6/30/2017. OAs should check HUDClips periodically to see if a new form has been released.**

### **HUD 5382 VAWA Certification as a Victim**

Link to HUDClips version: [VAWA Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation, form HUD-5382](#)

Copy of form part of this FASTForms CD: [HUD 5382 VAWA Cert](#)

The new certification form for documenting incidents of domestic violence, dating violence, sexual assault, and stalking that must be used by housing providers. OAs must replace any previous versions of this form, including HUD Form 91066 and begin using this form. **Please note: this form expired 6/30/2017. OAs should check HUDClips periodically to see if a new form has been released.**

**[Grievance Policy.](#)** Updated 5/2019. Owner/agents must develop a comprehensive Grievance Policy. Some state requirements may apply. This Grievance Policy must be updated/edited to describe your own internal process.

**[General Release.](#)** Updated 5/2019. Most companies have a General Release Form in place. Please note, general releases are often subject to state law so PHA/OAs should make sure that the release used in the tenant file is legal. This is a sample.

**[Release - Tenant Utility Info Cover.](#)** Updated 5/2019. Cover letter used when property pays a Utility Allowance and PHA/OA is required to obtain necessary information to update UA Amounts each year as part of the annual Rent Review.

**[Release - Tenant Utility Info.](#)** Updated 5/2019. Release form that may be used to obtain permission to collect utility billing information.

**[Animal Registration.](#)** Updated 5/2019. This sample animal registration allows residents to request that an animal is allowed in a unit. This can be used for pets and assistance animals.

**[Vehicle Registration.](#)** Updated 5/2019. This sample vehicle registration allows owner/agents to track which vehicles belong to each family. This also ensures that vehicle parked on the property are properly insured.

**[Self-Certification SSN Exempt Status.](#)** Updated 5/2019. When no SSN is provided, PHA/OAs may want residents to certify why. In the case of minors, this document outlines penalties for failure to provide the SSN or adequate documentation to verify the SSN.

**[Student Questionnaire Section 8.](#)** Updated 5/2019. Owner/agents are required to ask all adults if they are a student enrolled in an institute of higher education (full time or part time). If the answer is yes, student eligibility must be determined. The questionnaire is a tool created by the owner/agent. There is no HUD requirement to have a questionnaire. This form was completely revised based on recent changes and customer comments. You may also be required to complete a different student certification form for the LIHTC program.

**Notice - Requirement to Determine Citizen/Non-citizen Eligibility:** HUD provides a Sample Notice 1, in HUD Handbook 4350.3 Exhibit 3-3. This form was created using the sample as a model. It was modified to make it easier to include in the application package. Personal applicant information has been removed. Alternative language option was added to comply with Limited English Proficiency recommendations. Alternative language added is Spanish. Please refer to your Language Assistance Plan to determine if other languages may be more appropriate.



## PBRA RAD Conversion FASTForms Description As of 5/2019

**Family Summary Sheet:** **Updated 5/2019.** HUD does provide a Sample Family Summary in HUD Handbook 4350.3 Exhibit 3-4. This form has been designed to conform to that sample. *We have opted to remove inquiries about gender since the release of the new Final Rule published as Equal Access to Housing in HUD Programs – Regardless of Sexual Orientation or Gender Identity. We have also removed the inquiry re: relationship to HOH since this information is gathered on the application.*

**Citizen/Non-citizen Declaration:** **Updated 5/2019.** HUD does provide a Sample Citizenship Declaration in HUD Handbook 4350.3, Exhibit 3-5. This form was created using the sample as a model. This form was updated to comply with new requirements introduced with the release of HUD Handbook 4350.3 Revision 1, Change 4. *We have opted to remove inquiries about gender since the release of the new Final Rule published as Equal Access to Housing in HUD Programs – Regardless of Sexual Orientation or Gender Identity. We have also removed the inquiry re: relationship to HOH since this information is gathered on the application.*

**Non-Citizen Eligibility Verification Consent Form:** **Updated 5/2019.** HUD does provide a Sample Citizenship Verification Consent Form in HUD Handbook 4350.3 Exhibit 3-6. This form was created using the sample as a model.

**Owner Summary:** **Updated 5/2019.** HUD does provide a Sample Owner Summary in HUD Handbook 4350.3. This form has been designed to conform to that sample. We have opted to remove inquiries about gender since the release of the new Final Rule published as *Equal Access to Housing in HUD Programs – Regardless of Sexual Orientation or Gender Identity.* We have also removed the inquiry re: relationship to HOH since this information is gathered on the application.

**[HUD Form 92006 Supplement to the Application.](#)** The HUD 92006 Supplement to the Application must be provided at application. The resident must complete the form but does not have to provide an alternative contact. You need at least one adult household member to complete this form but any household member may provide an alternative contact. This is a link to the HUD 92006 on HUD's web site.

**[HUD 27061-H Race & Ethnicity Form.](#)** HUD Form 27061-H allows residents the opportunity to disclose race and ethnicity information. This form is provided/completed for all household members. Applicants/residents are not required to complete this form. Do not complete this form on behalf of any resident. This is a link to the 27061-H on HUD's web site.

**[EIV & You Brochure](#)** The EIV & You brochure is provided whenever an applicant reaches the top of the waiting list when eligibility is determined. This form is also provided at each AR. This is a link to the EIV & You brochure on HUD's web site. Please note that the brochure is available in multiple languages. You can also order copies of this brochure from HUD's Direct Distribution Center.

**[HUD FACT Sheets - How Your Rent is Determined.](#)** The Section 8 FACT Sheet must be provided at move-in and at each annual certification (based on program type). This is a link to the HUD Fact Sheets on HUD's web site. Please note that the brochure is available in multiple languages. You can also order copies of this brochure from HUD's Direct Distribution Center.

**[Residents Rights and Responsibilities - New Version.](#)** The Resident Rights and Responsibilities brochure must be provided at move-in and at each annual certification This is a link to the Resident's Rights and Responsibilities brochure on HUD's web site. Please note that the brochure is available in multiple languages. You can also order copies of this brochure from HUD's Direct Distribution Center.

**[HUD Form 1141 Is Fraud Worth It? \(2005\).](#)** This form is NOT required. However, many PHA/OA/agents opt to provide the form at application, MI and/or annual certification. You can also order copies of this brochure from HUD's Direct Distribution Center.

### **[HUD Direct Distribution Center](#)**

HUD's Direct Distribution Center provides documents to the public, HUD clients, and employees. Materials distributed include publications, handbooks, forms, posters; and mortgagee letters, ethics letters, Title 1 letters, and labor relations letters. Order the EIV and You Brochure, HUD FACT Sheets and Resident's Rights and Responsibilities brochures from the DDC.

You can also order Handbooks from the DDC. Most items can be viewed on-line and are available to download 24 hours per day. Some items must be mailed and will arrive in 7 to 10 business days. The following information is required to access the system:

**User Name:** Guest

**Password:** Welcome



## PBRA RAD Conversion FASTForms Description As of 5/2019

Also, requests are accepted by telephone. You can contact DDC Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. ET at (800) 767-7468.

### RESIDENT LEASE PACKAGE

**HUD Model Lease.** The link is to the Word version of the lease on HUDClips. The lease is also available in PDF form and in multiple languages. You must use the most current version of the HUD Model Lease displayed on HUDClips. Your TRACS compatible software usually produces the lease for you. Currently, HUD Form 90105A expires on 6/30/2017. HUD allows owner/agents to remove the lease expiration date. Do not modify the lease. Any lease modifications must be included as an addendum and must have HUD approval.

For our customers' convenience, we have reformatted the lease in Word and corrected any typos. This version of the lease is also available on this CD. [Alternative HUD Model Lease.](#)

**Move-in/Unit Inspection.** The Move-in Inspection is part of the lease. There are several versions of a Move-in Inspection Form. HUD requires that the Move-in Inspection Form is signed and dated by the OA and an adult member of the household. The form must state that the unit is in decent, safe and sanitary condition. If there is no recent unit inspection in the file or if the resident is returning after relocation, this form provides a comprehensive checklist.  
*See HH 4350.3 Paragraph 6-29*

**Lead-Based Paint Disclosure.** *Updated 5/2019.* If the property was constructed prior to 1978, and if there are children under the age of six living in a unit on the property, you may be required to provide a Lead-based Paint disclosure as part of the lease. This is a sample Disclosure. You will also provide the appropriate Lead-based paint brochure. See the Acknowledgement of Receipt of Documents (below). *See HH 4350.3 Revision 1 Paragraph 6-8 to review your requirements to provide lead-based paint disclosure.* If you are required to provide a Lead-based paint disclosure, you must also provide Protect Your Family from Lead in Your Home.

**Addendum Live in Aide S8.** *Updated 5/2019.* HUD does not provide a "HUD approved" Live-in aide addendum but HUD does strongly recommend use of such a document when a live-in aide resides in a unit. This sample must be edited to conform to your own policies and should be reviewed by an attorney. **HUD approval is required before you may implement any lease addendum.**

**Security Deposit Agreement.** *Updated 5/2019.* This is a Memorandum of Understanding about the Security Deposit and how it is used. PHA/OAs should review this Agreement to ensure it complies with HUD and local requirements surrounding Security Deposits. HUD does not require you to have a Security Deposit Agreement.

**Pet Deposit Agreement.** *Updated 5/2019.* This is a Memorandum of Understanding about the Pet Deposit and how it is used. PHA/OAs should review this Agreement to ensure it complies with HUD and local requirements surrounding Security Deposits. HUD does not require you to have a Pet Deposit Agreement.

### VOUCHER (52670) - TOOLS

**Rehab Assistance Payment Schedule.** *Updated 5/2019.* When billing for Rehab Assistance under Component 1 PH to PBRA RAD, PHA/OAs enter one line-item on the voucher for each month. When submitting the voucher to the Account Executive for approval, the AE will want detail supporting the request on the voucher. This document gives PHA/OAs a format to provide such information.

### APPLICANTS

**Request for an Elderly Preference.** *Updated 5/2019.* RHIP Listserv Posting #410 - *Owner-Adopted Preferences in the RAD Program* makes clear that owners of RAD properties are not permitted to establish an elderly designation (i.e., a set-aside of units for the elderly) because the section 8 statute, unlike the statute governing public housing, does not authorize designations. However, owners of RAD properties may adopt a selection Preference for elderly individuals and/or elderly families, which permits those applicants to be selected from the waiting list and housed before other eligible families. Any Preference adopted as part of the

## PBRA RAD Conversion FASTForms Description As of 5/2019

conversion that will alter the occupancy of the property is subject to an upfront civil rights review during the RAD conversion process. A Preference may require approval from HUD's Multifamily Field Office.

[Applicant Notice – TSP Update with New Preferences Updated 5/2019](#). OAs must notify all applicants when a new preference is added to the TSP. This Notice advises applicants that new preferences have been added and advises applicants that they must reply to let the OA know if they wish to remain on the waiting list.

### LIVE IN AIDE FORMS

[Application Live in Aide](#). HUD does not provide nor require a live-in aide questionnaire. This is a sample. This serves as an application for someone who wishes to live on the property as a live-in aide. It has been designed to ensure that 1) the person meets HUD's definition of a live-in aide 2) that the person can be screened and 2) that the person understands the property rules and the rules of tenancy. This form was updated 10/2013 to include references to the latest HUD Handbook 4350.3 Revision 1.

### EIV

[EIV Quick Start](#) This document provides step-by-step instructions to set up EIV Users and Coordinators. This is specifically describing setup for the Multifamily Housing version of EIV.

[EIV Owner Authorization Letter](#). Coordinators must obtain a letter of authorization from the owner of each property/contract indicating that you are authorized to act as the EIV coordinator.

[EIV Coordinator Access Authorization Form](#). HUD Form 90011 is a form completed by the EIV Coordinator and submitted to the Department of Housing. PHA/OAs must keep a copy of the original executed form and make it available to HUD and HUD's representatives upon request. This form is completed once for each Coordinator. It includes the EIV Rules of Behavior.

[EIV User Access Authorization Form](#). HUD Form 90012 is a form completed by the EIV Users and submitted to the EIV Coordinator. PHA/OAs must keep a copy of the original executed form and make it available to HUD and HUD's representatives upon request. This form is completed once for each User. It includes the EIV Rules of Behavior.

[EIV Rules of Behavior](#). HUD's EIV Rules of Behavior must be signed by staff with access to EIV Reports (when staff does not have access to EIV). This document includes language in the above Authorization Forms. This form is also signed by any CPA conducting the HUD Financial Audit.

### TRACS

[TRACS Quick Start](#). This document provides step-by-step instructions to set up TRACS Users and Coordinators.

[TRACSMail ID Request](#). Submit this document to HUD to obtain a TRACS Mailbox. It is recommended that you have a separate mailbox for each property. You must have a TRACS Mailbox to send TRACS files and receive TRACS responses.

[TRACS Rules of Behavior](#). If a User or Coordinator failed to print and sign the ROB when prompted, you may use this document as a replacement. You must retain the TRACS ROB and provide it to HUD or HUD's representatives upon request. Please do not fax this form to HUD. You are an external user not an internal user.