

Tip Sheet for Owners

How to Complete the HUD 9834, Addendum B, Part A

Multifamily Housing requires that FHA-insured and HUD-assisted owners complete, certify, and submit **HUD 9834, Addendum B, Part A** at the time of the Management and Occupancy Review. The purpose of the form is to survey insured and assisted housing to ensure that affordable accessible housing is available to seniors and persons with disabilities as directed by Congress.

We have noticed frequent inconsistencies, omissions, or errors as described below. HUD or your Contract Administrator cannot correct information on a certified form because it invalidates the certification. Therefore, please pay special attention to the following items.

Addendum B, Part A, Section I	
1	Before selecting Elderly and Disabled, please review the instructions to make sure your project fits that designation.
2	Enter the number of units of your housing that are currently occupied by a household of each category
	Enter zero if your project currently has no households in the defined category.
	“Elderly/disabled” means a household is both elderly and disabled. Do not use that choice for elderly or disabled.
3	If your project is exclusively elderly, you must answer this question. This includes all 202/PRAC projects.
4	You must answer this question if your project has Section 8 combined with the following programs: New Construction (880); Sub Rehab (881); state bond-financed (883); RD 515/8 (884), or HUD-owned disposition project (886, part C).
5	You must answer this question if you project was developed under Section 236, 202 Direct Loan, 202/8, or 221(d)(3) BMIR.
6, 7, 8	Please enter zero or the appropriate number. Note that certain types of elderly/disabled housing may choose to not have exclusively reserved units.
Signature	A principal of the owner must certify the form, not the management agent.
Date	The signature must be dated.
Addendum B, Part A, Section II	
1-9	Enter numbers, not check marks in each box.
	Do not leave a box blank. Please enter zero instead.
	Check your arithmetic to make sure your numbers add up.
5	If a unit is both mobility accessible and vision or hearing accessible, count the unit only once.
10-12	Please check your percentages are accurate.
	Do not leave a line blank. Please enter zero instead.
Signature	A principal of the owner must certify the form, not the management agent.
Date	The signature must be dated.
Addendum B, Part A, Section III	
Only required if housing is subsidized or built with federal funds	
1	Recipients are the owning entity, not the management agent.
Signature	A principal of the owner must certify the form, not the management agent.
Date	The signature must be dated.