
Special Attention of:
Regional Directors
Multifamily Hub Directors
Multifamily Program Center Directors
Supervisory Project Managers
Project Managers
Contract Administrators and
Owners and Management Agents of Projects covered by
this Handbook.

Transmittal for Handbook No.: 4350.3 REV-1,CHG-1
Issued: August 26, 2004

1. This Transmits

Handbook 4350.3 REV-1, CHG-1, "Occupancy Requirements of Subsidized Multifamily Housing Programs".

- A. Revised Chapter 2
- B. Revised Chapter 3
- C. Revised Exhibits 3-1, 3-3, 3-5, 3-8, 3-10, 3-12, 3-13, 3-14
- D. Revised Chapter 4
- E. Added Exhibit 4-3
- F. Revised Glossary

2. Explanation of Materials Transmitted

- A. Revised Chapter 2.

Corrected erroneous reference:
Paragraph 2-32 C.2.a

- B. Revised Chapter 3

Corrected erroneous references and typos:

Paragraphs 3-6.D.5, 3-8 A.2-4, 3-12 G.1, 3-18, 3-18 A, 3-20 B Note, 3-22 B.1, 3-23 B.2, 3-23 E.2,
Figure 3-5, Exhibits 3-1, 3-3, 3-5, 3-12, 3-13-, 3-14

Additional clarification on existing text:

Paragraph 3-12 B.1.b - removed "as determined by HUD".

Paragraph 3-12 B.5 - added paragraph references for mixed family.

Paragraph 3-12 K.1.a - added that at least one family member must be determined to be eligible.
changed "prorated assistance " to "full assistance".
added advice to owners related to verifying eligible immigration status.

Paragraph 3-12 K 1.b - changed "prorated assistance" to "full assistance".

Paragraph 3-12 K.2.b - added paragraph references for eligibility for temporary deferral of termination of assistance.

Paragraph 3-12 Q.1 and Q.2 - added clarification on eligibility for temporary deferral of termination of assistance.

Paragraph 3-12 Q 3.b (4) - added clarification that in the case of temporary deferral of assistance, the rent the family
can pay for available affordable housing must be less than or equal to 125% of the family's Total Tenant Payment,
including utilities.

Paragraph 3-18 B.1.c - added paragraph references for 202/8 eligibility requirements.

Paragraph 3-23 E.3.b - added age as a factor owners must take into consideration when developing occupancy
standards.

Exhibits 3-8 and 3-10 - added clarification that for temporary deferral of termination of assistance, the family must
have been in residence on June 19, 1995.

New guidance:

Paragraphs 3-8 D.4 - added requirement that police officers and other security personnel are subject to the same
screening requirements as other applicants.

Paragraphs 3-16 and 3-33 - provides guidance on determining eligibility of students who are head or co-head of a household and verification requirements.

Figure 3-1 - added independent student.

C. Revised Chapter 4

Corrected erroneous references and typos:

4-15 F, 4-16 C.1.b, 4-19 C, 4-25 H

Additional clarification on existing text:

Paragraphs 4-5 A Note, 4-25 C Note and 4-25 D - added clarification for counting initial certifications for income targeting.

Paragraph 4-7 C.3.c Note and 4.d - added clarification that the owner's admission policy can include a time period for which an applicant must not have engaged in criminal activity prior to admission.

Paragraphs 4-11 A and 4-12 B.5- added clarification that an owner must have an Affirmative Fair Housing Marketing Plan if one is required by an assistance contract.

Paragraph 4-12 D - clarifies when owners must advertise.

Paragraph 4-14 B.5 - added BMIR.

New guidance:

Paragraph 4-7 B.6 - added requirement that police officers and other security personnel are subject to the same screening requirements as other applicants.

Paragraph 4-14 A.3 - added requirement that applicants provide self-certification of their race and ethnicity for data collection purposes by completing form HUD-27601-H.

Paragraph 4-27 E.3 - added that owners are not required to, but may if they wish to, conduct background checks on applicants applying for unassisted units or tenants living in an unassisted unit.

Paragraph 4-31 B 1 - added that at least one family member must be eligible.

Paragraph 4-31 B 2 - changed "prorated assistance" to "full assistance."

Exhibit 4-3 - added form HUD-27601-H, Race and Ethnic Data Reporting Form.

D. Glossary

Added definition for independent student.

3. Implementation

These changes are effective immediately.

4. Filing Instructions

Handbook 4350.3 REV-1

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