

**Contract Renewal  
Request Form  
Multifamily Section 8 Contracts**

**U.S. Department of Housing  
and Urban Development**  
Office of Housing

OMB No. 2502-0587  
(Exp. 04/30/2017)

**Public reporting burden** for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Title V of the Departments of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act of 1988 (P.L. 106-65, 111 Stat. 1384) authorizes the FHA Multifamily Housing Mortgage and Housing Assistance Restructuring Program. HUD implemented a statutory permanent program directed at FHA-insured multifamily projects that have project-based Section 8 contracts with above-market rents. The information collection is used to determine criteria eligibility of FHA-insured multifamily properties for participation in the Mark to Market program and the terms on which participation should occur. The purpose of the program is to preserve low-income rental housing affordability while reducing the long-term costs of Federal rental assistance. While no assurances of confidentiality are pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

## Cover Sheet

PROJECT NAME	
PROJECT ADDRESS	
PROJECT OWNER	
FHA PROJECT NO	DUNS NUMBER
TOTAL UNITS IN PROJECT	TOTAL SECTION 8 UNITS IN PROJECT
DATE OF SUBMISSION	DATE RECEIVED BY HUD

**Section 8 contracts and stages in the project:**

Section 8 Contract Number	Stage Number (if applicable)	Combine (Yes?)	# Units	Expiration Date	Renew (Yes?)
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>

I hereby elect to renew the above-indicated contracts under the following option (Check the appropriate box(es) below and provide the corresponding worksheet(s)):

This is an  **Initial** or  **Subsequent** Renewal of a MAHRA contract.

**OPTION ONE - Request Renewal Under Mark-Up-To-Market Procedures**

**Option One A** Entitlement Mark-Up-To-Market

**Option One B** Discretionary Authority

I hereby request a contract renewal for a \_\_\_\_\_-year term. (A five-year minimum term)

**OPTION TWO - Request Renewal With Rents At or Below Comparable Market Rents And Without Restructuring**

I hereby request a contract renewal for a \_\_\_\_\_-year term. (A maximum 20-year term)

**OPTION THREE - Request Referral to OAHP for: Choose One**

**OPTION THREE-A** - Reduction of Section 8 Rents to Comparable Market Rents without Restructuring (Lite)

**OPTION THREE-B** - Restructure of the mortgage and reduction of Section 8 Rents to Comparable Market Rents (Full)

**OPTION FOUR - Request Renewal of the Contract for Projects Exempt from or not Eligible for Debt Restructuring**

I hereby request a contract renewal for a \_\_\_\_\_-year term.

**OPTION FIVE - Portfolio Reengineering Demonstration and Preservation Contract Renewals**

**I request a contract renewal of my Demonstration Program Contract.**  
(Based on Use Agreement)

Mortgage Restructuring Demonstration Use Agreement

Budget Based Without Mortgage Restructuring Demonstration Use Agreement

**I request a contract renewal of my Preservation Program Contract.**

I hereby request a contract renewal for a \_\_\_\_\_-year term. (The term may not exceed the remaining term of the recorded Use Agreement.)

**OPTION SIX - Opt-Out of the Section 8 Contract**

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# RENEWAL WORKSHEET FOR OPTION THREE-B

## Requesting Referral to OAHP

I hereby elect to participate in the **Mark-To-Market program** and request a renewal of the Section 8 contract(s) shown on the attached Cover Sheet (*Select one of the following Options*):

Option 3B – I believe that the current contract rents are **greater than** the market rent potential of the comparable market rents. I would like to restructure the FHA insured or HUD-held insured mortgage and reduce the Section 8 contract rents to market (**Mortgage Restructuring**).

I understand that I will receive an Interim Full contract renewal at current rents while my project goes through the restructuring process if this Renewal Worksheet for Option 3B is accepted by HUD as specified above, subject to Appropriations.

### I hereby certify that:

The project rents exceed comparable market rents: AND

The project currently has a HUD-insured (or HUD-held) mortgage; AND

Neither I, nor any of my affiliates, are suspended or debarred, OR I, or my affiliates are suspended or debarred and are requesting a contract renewal subject to HUD approval; AND

This information is true and complete.

**Project Name** \_\_\_\_\_

**Owner's Name** \_\_\_\_\_

**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name and Title of Authorized Representative of HUD**

**(Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Warning: Any person who knowingly presents a false, fictitious, or fraudulent statement or claim in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to criminal penalties, civil liability, and administrative sanctions, including but not limited to: (i) fines and imprisonment under 18 U.S.C. §§ 287, 1001, 1010 and 1012; (ii) civil penalties and damages under 31 U.S.C. § 3729; and (iii) administrative sanctions, claims, and penalties under 24 C.F.R parts 24, 28 and 30.*

**RENEWAL WORKSHEET FOR OPTION THREE**  
**Accepting a Subsequent Renewal of Mark-to-Market Contract**

I hereby accept HUD's Offer of a SUBSEQUENT RENEWAL of my Mark-To-Market contract for the remaining life of the Mark-To-Market Use Agreement:

I understand that I am statutorily required to accept HUD's offer of contract renewal during the life of the Mark-To-Market Use Agreement

The project has a Mark-To-Market Use Agreement and such agreement runs until \_\_\_\_\_.

I understand that rents will be adjusted by the OCAF for the life of the Use Agreement.

**I hereby certify that:**

Neither I, nor any of my affiliates, are suspended or debarred,

I, or my affiliates are suspended or debarred and are requesting a contract renewal subject to HUD approval; AND

This information is true and complete.

**Project Name** \_\_\_\_\_

**Owner's Name** \_\_\_\_\_

**Owner's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name and Title of Authorized Representative of HUD**

**(Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Warning: Any person who knowingly presents a false, fictitious, or fraudulent statement or claim in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to criminal penalties, civil liability, and administrative sanctions, including but not limited to: (i) fines and imprisonment under 18 U.S.C. §§ 287, 1001, 1010 and 1012; (ii) civil penalties and damages under 31 U.S.C. § 3729; and (iii) administrative sanctions, claims, and penalties under 24 C.F.R parts 24, 28 and 30.*