

CHAPTER 4. COMPUTER-GENERATED FACSIMILE OF
FORM HUD-50058, TENANT DATA SUMMARY

- 4-1. PURPOSE. This Chapter informs Public and Indian Housing Agencies about producing a computer-generated HUD-50058.
- 4-2. APPLICABILITY. These requirements apply to PHAs/IHAs operating public housing (including the Indian rental and the Section 23 and 10c programs), the Turnkey III Homeownership Opportunity program, the Mutual Help Homeownership Opportunity program, and the Section 8 Existing, Moderate Rehabilitation, and Housing Voucher programs.
- 4-3. REQUIREMENT. Form HUD-50058 (or a facsimile) must be used to record data on each household at admission and each household at its annual reexamination. The Form (or facsimile) must be kept in the PHA's file for each household.
- 4-4. COMPUTER-GENERATED FACSIMILES. PHAs will be able to submit the data to the Department on a computer-generated facsimile. Only facsimiles that receive approval from HUD Headquarters will be accepted. Such approval will be necessary to insure that the facsimiles can be key-punched.
- a. Headquarters approval is not necessary for facsimiles that are for PHA internal use only and are not intended for data-submission to HUD.
 - b. PHAs may submit facsimiles for approval even though the data-submission requirement has not been put into effect.
- 4-5. FACSIMILE STANDARDS. The standards that the Department will use in evaluating facsimiles are given here. An example of an acceptable computer-generated facsimile is in Appendix 3-1. The example gives a general idea of what will be acceptable. The following guidelines apply:
- a. The format must be identical to that of Form HUD-50058. The sequence, position, and number of the data-items must remain unchanged.
 - b. The facsimile must be 8 1/2 by 11 inches.
 - c. The printing must be legible and the quality of the paper must be comparable to bond.
 - d. The print type and size used for the item numbers and titles should be different from those used for the data. If this is not possible, do something to distinguish the item numbers and titles from the data, such as underlining the item numbers and titles or enclosing them in parentheses.
 - e. The item titles do not have to be printed.

- f. If titles are not printed, the space between an item number and the data below it should be small to avoid confusing which data goes with which item. This is especially important for items with numerical data.
- g. The OMB clearance number (OMB No. 2577-0083) must be printed in the upper-right hand corner of each facsimile.
- h. The PHA certification may be on a separate page filed with Form HUD-50058.