



**U.S. Department of Housing & Urban Development
Office of Public and Indian Housing (PIH)
Real Estate Assessment Center (REAC)
HCV Single Deceased Tenants Documentation Checklist**

Public Housing Agencies (PHAs) may use this checklist to ensure complete and accurate documentation is submitted to PIH-REAC to close out identified deceased tenant cases. Submit **only** the below documentation.

DO NOT SUBMIT COPIES OF FORM HUD-50058s TO HUD! INCLUDE YOUR PHA CODE ON YOUR SUBMISSION.

Submit the following documentation for each individual identified on the attached Deceased Tenants Report:

- Housing Assistance Payment (HAP) register (tenant-specific) for the **month and year in which the tenant death occurred** through the current date.
- Landlord/tenant HAP history which shows that the improper payment was recovered by offsetting subsequent HAP checks to the landlord. (Required if your agency paid HAP in any month following the month in which the death occurred).
- Copies of checks submitted by the landlord to the PHA to repay improper payments, including proof of deposit into HCV account. (Required if your agency paid HAP in any month following the month in which the death occurred and the landlord repaid the overpaid HAP).
- Documentation from the PHA's accounting software showing that the amount of improper payment was repaid to the HCV program, as evidenced by showing the transfer of funds from either unrestricted net assets, also known as UNA (administrative fee reserves), central office cost center (COCC), or a non-federal account to the net restricted assets (NRA) of the HCV program. (Required if your agency paid HAP in any month following the month in which the death occurred and your agency **did not recover** the total amount of overpaid HAP from the landlord within 60 days of the HUD notice of deficiency).
- Obituary or death certificate to confirm date of death. (Required if no date of death is listed on the Deceased Tenants Report).

If the tenant is **not deceased**, the **tenant** must contact the Social Security Administration (SSA) for resolution within the PHA's specified timeframe. **Only SSA can correct erroneous death information.**

PHA CODE:

SUBMITTER'S NAME:

TELEPHONE NUMBER:

DO NOT SUBMIT ANY DOCUMENTS NOT REQUESTED BY HUD, THANK YOU.