

**EPS, Inc. HAP VOUCHER REQUEST**

**EPS must receive this signed form on or before the 1st of each month so we can process your information in a timely manner. If it is received after the 1st, we cannot guarantee that the HUD or Contract Administration reporting deadline of the 10<sup>th</sup> of the month will be met.**

\_\_\_\_/\_\_\_\_/\_\_\_\_ HAP Voucher date  
 Month Year

Project Name (required) \_\_\_\_\_

- My HAP Voucher has not changed. Create a HAP Voucher for the Month/Year listed above.
- My HAP Voucher has changed. I have attached \_\_\_\_\_ 50059 and/or 50059-A forms.
- Approved **Gross Rent Change** attached. Please include approval letter from HUD and a copy of the new, fully executed Rent Schedule (form HUD-92458).
- Approved Special Claim form(s) attached.
- My HAP Voucher has changed, as indicated below:

**Move-out Reason Codes (recently updated by HUD)**

**CHANGES:**

(not being submitted on a 50059-A form)

- 1) Owner initiated for non-payment of rent
- 2) Owner Initiated – Other reason
- 3) Tenant Initiated
- 4) Death of Sole Family Member

**Move-Outs** (that have taken place)

	<u>Move-out Date</u>	<u>Reason Code</u> (see above)	<u>If #4, Date of Death</u> <small>(Move-out date is date unit vacated. Assistance collected will not exceed 14 days after date of death.)</small>
_____ Name	_____ Unit #	____/____/____ Last Day In Unit	1 2 3 4 ____/____/____
_____ Name	_____ Unit #	____/____/____ Last Day In Unit	1 2 3 4 ____/____/____
_____ Name	_____ Unit #	____/____/____ Last Day In Unit	1 2 3 4 ____/____/____

**Unit Transfers** (that have taken place)

_____ Name	_____ Previous Unit #	_____ New Unit #	____/____/____ 1 <sup>st</sup> Day in New Unit
_____ Name	_____ Previous Unit #	_____ New Unit #	____/____/____ 1 <sup>st</sup> Day in New Unit

**Terminations**

_____ Name	_____ Unit #	____/____/____ First Day at Market Rent	_____ Termination Code (see below)
_____ Name	_____ Unit #	____/____/____ First Day at Market Rent	_____ Termination Code

Termination Codes:

**TI** = TTP Equals/Exceeds Gross Rent or moving to market rent (Section 236 and BMIR), **TR** = Did not re-certify on time. Required to pay market rent.  
**ST** = Ineligible Student (Note: "ST" code cannot be sued in a PRAC property), **DS** = Double subsidy at move-in. Use to terminate subsidy when a move-out from a former property is effective after the move-in date for the new property.  
**TF** = Tenant refused to transfer as agreed or submitted false data, **TC** = Did not supply citizenship/eligible alien documentation  
**CE** = Subsidy contract expired-not renewed. (Not for use when contract renewal is delayed)

Signature \_\_\_\_\_ Phone or E-Mail \_\_\_\_\_ Date \_\_\_\_\_