



Office Memorandum

Date: July 20, 2006

To: Property Owners / Management Agents

From: Minnesota Housing Finance Agency (MHFA)
Multifamily Division
HUD Portfolio – Section 8 Contract Administration
MHFA Portfolio – Section 8 Contract Administration

Subject: **Special Claims Guidebook**

IF YOU ARE NOT THE PERSON IN YOUR ORGANIZATION WHO WORKS WITH THIS PROCESS, PLEASE GIVE THIS INFORMATION TO THE APPROPRIATE STAFF IMMEDIATELY.

On June 30, 2006, The Department of Housing and Urban Development (HUD) issued the new guidebook for Special Claims.

This new guidebook can be found at: <http://www.hudclips.org/cgi/index.cgi> listed under "New Documents".

We encourage you to review this Special Claim Guidebook as there are changes that will affect all **Special Claims that are submitted and/or processed on or after AUGUST 1, 2006.**

Attached, you will find a recap of changes that will affect how you submit your special claims and what additional information is required. Please remember that this is **NOT** a complete list of changes.

If you have any questions, please contact your Voucher Specialist. Thank you.