



**U.S. Department of Housing & Urban Development
Office of Public and Indian Housing (PIH)
Real Estate Assessment Center (REAC)
Deceased Tenant Case Review
Documentation Checklist
Public Housing Program**

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 requested documentation. PHAs may submit this completed checklist with documentation to:

PIH.ImproperPayments@hud.gov.

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

Single Member Households/Head of Household & Live-in Aide

- If tenant is **not deceased**, submit the following documentation:
 - Current EIV Summary report dated within the last 60 days which indicates that the current identity verification status is **Verified**; or
 - Current documentation from SSA which confirms that the tenant is alive (if EIV shows a current identity verification status of **Deceased**)
- If tenant **is deceased**, submit the following documentation:
 - Certification that your agency has successfully submitted an EOP form HUD-50058 to PIC and has regained possession of the public housing unit
 - Certification that your agency has initiated litigation to regain possession of the public housing unit

Multiple Member Households

- If tenant is **not deceased**, submit the following documentation:
 - Current EIV Summary report dated within the last 60 days which indicates that the current identity verification status is **Verified**; or
 - Current documentation from SSA which confirms that the tenant is alive (if EIV shows a current identity verification status of **Deceased**)
- If tenant **is deceased**, submit the following documentation:
 - Certification that your agency has successfully submitted an updated form HUD-50058 to PIC, which no longer contains the deceased household member as a part of family composition

PHA Code:

Email Address:

Submitter's Name:

Phone Number:

**Office of Public and Indian Housing: Real Estate Assessment Center
Workaround for Public Housing Deceased Tenant Cases Due to Pending Litigation**

Some Housing Authorities/Agencies (HAs) indicate that due to pending litigation, they have not submitted updated form HUD-50058s to reflect either an end of participation (EOP) or modification of family composition for those **Public Housing** households in which the head of household (HOH) is deceased.

Upon HUD's review of documentation of a household that is pending litigation; the EIV/Improper Payments team authorizes the following workaround to facilitate the updating of EIV's Deceased Tenants report based on information reported in PIC (Public and Indian Housing Information Center).

Authorized Workaround:

1. The HA will submit the following information to HUD Headquarters (HHQ) and a copy to the local HUD field office:
 - a. HA Certification signed and dated by the Executive Director or designated official on the HAs letterhead, which states the following:
 - I certify under the penalties of perjury that the attached list of head of household names are deceased, however, the Housing Authority has initiated litigation, which is currently pending, and has prevented the HA from regaining possession of the public housing unit. I agree to submit an updated form HUD-50058 to PIC, in accordance with HUD guidance, once the HA has regained possession of the public housing unit or the court has issued a final order.
 - I understand that HUD may request copies of court proceedings filed with the court and agree to furnish such documents and any other documents associated with the pending litigation upon written request of a HUD official.
 - b. A listing of the deceased HOHs in which there is pending litigation, the type of pending litigation (i.e. breach of lease, tenant holding over action, etc.) the date the litigation began and court –assigned case number.
 - HAs must download the current EIV Deceased Tenants report into Excel (**prior to implementing action item 3 below**) to create the listing of deceased HOHs, however, the HA **must delete all tenant social security numbers before sending the file to HUD and password protect the file.**
 - Send the password to PIH.ImproperPayments@hud.gov in a separate email message which does not contain the Excel file.
 - Add the following columns to the report and provide the applicable information:
 - Date Litigation Initiated
 - Court-Assigned Case Number
 - Type of Litigation

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2. Submissions must be emailed to PIH.ImproperPayments@hud.gov, with a copy to the local HUD office within 30 calendar days of the date the Housing Authority initiated litigation.

3. The HA will successfully submit an action type 3 (interim reexamination) form HUD-50058 to PIC in which the deceased HOH is removed from family composition and the current HOH information is listed as:
 - a. Line 3b, last name: Litigation
 - b. Line 3c, first name: Pending
 - c. Line 3d, middle initial: leave blank
 - d. 3e, date of birth: list same as initial HOH
 - e. Line 3g, Sex:, list same as initial HOH
 - f. 3i, citizenship: list same as initial HOH
 - g. 3j, disability: list same as initial HOH
 - h. 3k, race: list same as initial HOH
 - i. 3m, ethnicity: list same as initial HOH
 - j. 3n, social security number: create alternate ID using PIC Tenant ID Management tool
 - k. 3p, Alien registration Number: leave blank
 - l. first name: Pending , last name: Litigation; DOB: 01/01/1961
 - m. 3w, former HOH SSN: list SSN of deceased HOH