

**M-29 Tenant Based Rental Assistance - Request for Payment HAP (Administrative Fees) (page 1 of 2)**

Participant Number: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Participant Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Participant Address: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Directions provided on Page 2.

\_\_\_\_\_  
Activity Number  
(Administrative)

\_\_\_\_\_  
Request Number

1. Amount of administrative funds requested to date: \_\_\_\_\_
  
2. Amount of current request: \_\_\_\_\_
  
3. Month requested for: \_\_\_\_\_
  
4. Number of units assisted this month: \_\_\_\_\_

Submit this form along with a completed **HOME Tenant Based Rental Assistance Activity Form** to the Authority.

**Note:** Do **not** include HOME Housing Assistance Payment (HAP) amounts on this form. Payment requests for HAP must be requested on the **Tenant Based Rental Assistance Request for Payment (HAP) Form**.

**The Participant certifies that this payment request is for eligible expended costs in accordance with the HOME Program and that proper documentation has been included to support this request.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

SCSHFDA Approval by: \_\_\_\_\_

\_\_\_\_\_  
Date

## Instructions for Completing the Request for Payment Form

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1. **Activity Number:** Is the number that will be assigned to each unit by the HOME staff. It is generated from the IDIS system when a HOME set-up form is submitted. This number relates to a specific activity. This number should be included on each draw request that is submitted. There will be one activity number assigned for the HAP funds and another one assigned for the administrative funds.
2. **Request Number:** Is the number of draw requests that have been submitted for this specific activity number (i.e. 1, 2, 3, final draw).
3. **Total Amount of Administrative Funds Requested to Date:** The total amount of administrative funds previously requested for this specific activity number.
4. **Amount of Current Request:** The amount of TBRA administrative funds requested for this payment request.

**NOTE:** Be sure to attach copies of the appropriate documentation required. Draw requests must contain an original signature in order to be processed. It may take up to 21 days to process payment requests.

**DO NOT** include Housing Assistance Payments (HAP) on this form. Payment requests for HAP funds must be requested on the Tenant Based Rental Assistance Request for Payment (Administrative) Form.