

## HM-32A: ARREARS & EVICTIONS REPORT

### Instructions



Homes and  
Community Renewal

This form is required to be completed on a monthly basis by all Article II (Mitchell-Lama) and Article IV housing companies. Each project must submit a separate form. Do not aggregate multiple projects onto one form. Submit completed Excel files to [AMU@hcr.ny.gov](mailto:AMU@hcr.ny.gov).

**Project Name** — Field will be completed automatically based on your selection of Project ID.

**Project ID** — Select the project's HID from the dropdown.

**Number of Units** — The total number of dwelling units within the project, including management/super units

### Part I: Receivables Analysis

**Current residential** — Include rent or carrying charges billed to current tenants. For tenants or cooperators receiving a rental subsidy, such as Section 8 or CityFHEPS, only include the share paid by the tenant in this row.

**Current commercial** — Include rent billed to commercial units, including ancillary space such as a cell tower.

**Section 8** — Include rent charges to any Section 8 program, including tenant-based Housing Choice Vouchers, Project-Based Vouchers, and Project Based Rental Assistance. **Note: The associated tenant share should not be included in this row.**

**Other subsidy** — Include rent charges billed to any subsidy program other than Section 8. (Eg. CityFHEPS, RRAP)

**Opening Balance** — Enter the outstanding amount of rent receivable for each category on the first day of the reporting month.

**Billed** — Amount of rent charged to each category during the reporting month.

**Collected** — The rent collected from each rent category during the reporting month (note the amounts collected may have been billed during or prior to the current reporting month.)

**Written Off** — Any amount determined to be uncollectible or otherwise removed from the balance sheet in each rent category.

**Current to Former** — For tenants who move out during the month with a balance, and the balance was not paid or written off by the end of the month, enter the balance here. (This amount will transfer to the Former Residential category.)

**Aged Receivables** — In the right-hand section, break down the amount in Closing Balance, for each category, by age.

### Part II: Evictions Analysis

**Rent Demand/Notices Sent** — Enter the number of rent demand letters (nonpayment cases) and predicate notices/letters (holdover cases) sent to tenants during the month.

**Petitions Filed** — Enter the number of eviction proceedings commenced in court during the month.

**Judgments Rendered** — Enter the number of eviction judgments rendered by a court, even if the warrant of eviction was not ultimately executed.

**Warrants Executed** — Enter the number of warrants of eviction actually executed by a marshal or sheriff during the month.

**Skips** — Enter the number of cases closed due to tenant voluntarily vacating and/or abandoning unit during legal proceedings.

**Settled Cases** — Enter the number of cases settled with tenant (such as by payment in full, or by an agreement reached in court).

**Balance of Units in Legal** — Total amount of rent owed by the tenants in legal proceedings at end of month.

### **Part III: Miscellaneous**

**Number of vacant units** — Number of vacant residential units as of the final day of the month

**Current tenants with balance exceeding \$0** — Number of current tenants owing any amount as of the final day of the month

**Current tenants with balance exceeding 2 months' rent** — Number of current tenants (units) owing more than two months' worth of their unit's rent as of the final day of the month

**Former tenants with remaining balance** — Number of former tenants (units) with an outstanding balance that has not been written off as uncollectible.

**Current tenants with pending ERAP applications** — Number of current tenants (units) who have submitted an ERAP application which is awaiting a decision

**Current tenants under ERAP protections** — Number of current tenants (units) who are under ERAP protections due to receiving assistance

**Briefly explain your accounting procedures for former tenant arrears** — This information helps us interpret figures from Part I in regards to write offs and balances of former tenants. These procedures should match those outlined in your HCR-approved management plan.