



INSTRUCTIONS TO ENTER & UPDATE OWNER & AGENT CONTACT INFORMATION

The fields in the contact form replicate the ones that HUD has in the Integrated Real Estate Management System (IREMS). **The yellow highlighted sections are data that is automatically populated in IREMS from the Active Partners Performance System (APPS).** It is critical that the Owner / Agent enter that information completely and accurately in APPS. The responsible person for APPS data management at your organization can update APPS. If you have problems logging into APPS, contact the Help Desk at (888) 297-8689, option 5, or by email at Apps-F24p at hud.gov (use @ and no spaces). If you need to register for access with any of HUD's other secured systems, please click on this link for additional information: [Multifamily Online Systems](#)

NOTES:

- Owner contact should not be anyone in the Management Agent's office unless the Management Agent also owns the project.
- HUD cannot accept a P.O. Box as an address. If you have submitted a P.O. Box as the address in the past, please update this information with a different address.

You can find more information about managing data in APPS at these links:

- [Active Partners Performance System \(APPS\)](#)
- Click here for the [APPS Industry User Guide](#) (see page 9 for information about entering contact details)
- Click here for the [Secure Systems External Login](#) to APPS.

Email the completed contact information form (including the yellow sections) to SF.Incoming at hud.gov (use @ and no spaces) so the Account Executive can enter / update the information from the white sections in the IREMS system.

Going forward, please keep APPS updated with all Owner or Agent changes and submit an updated contact form to SF.Incoming at hud.gov (use @ and no spaces) whenever the information changes.

Your current contact information is essential for us to be able to provide you with improved customer service. We appreciate your cooperation.

Should you have any questions, please contact your assigned Account Executive. You can locate your Account Executive by clicking here: [AE Portfolio Assignments](#).

OWNER / AGENT CONTACT FORM

PROJECT NAME _____

PROJECT ID, CONTRACT NO., OR FHA NO. _____

OWNER (Use Mortgagor Representative, please do not list agent owner) <i>Owner / Agent must complete Yellow Sections here AND in APPS</i>	
OWNER NAME (IE PARTNERSHIP, CORP)	
STREET ADDRESS OF OWNER	
CITY, STATE, ZIP CODE	
PHONE NUMBER	
CELL PHONE	
E-MAIL ADDRESS	
OWNER CONTACT	
OWNER CONTACT NAME (INDIVIDUAL)	
TITLE	
STREET ADDRESS OF OWNER CONTACT	
CITY, STATE, ZIP CODE	
PHONE NUMBER	
CELL PHONE	
E-MAIL ADDRESS	
MANAGEMENT AGENT <i>Owner / Agent must complete Yellow Sections here AND in APPS</i>	
MANAGEMENT NAME (IE PARTNERSHIP, CORP)	
STREET ADDRESS OF AGENT	
CITY, STATE, ZIP CODE	
PHONE NUMBER	
CELL PHONE	
E-MAIL ADDRESS	
MANAGEMENT AGENT REGIONAL OFFICE CONTACT	
NAME OF REGIONAL OFFICE CONTACT	
TITLE	
STREET ADDRESS OF REGIONAL CONTACT	
CITY, STATE, ZIP CODE	
PHONE NUMBER	
CELL PHONE	
E-MAIL ADDRESS	
MANAGEMENT AGENT CONTACT	
MANAGEMENT AGENT CONTACT NAME	
TITLE	
STREET ADDRESS OF AGENT CONTACT	
CITY, STATE, ZIP CODE	
PHONE NUMBER	
CELL PHONE	
E-MAIL ADDRESS	
MANAGEMENT AGENT SITE MANAGER	
NAME OF SITE MANAGER	
TITLE	
STREET ADDRESS OF PROPERTY	
CITY, STATE, ZIP CODE	
PHONE NUMBER	
CELL PHONE	
E-MAIL ADDRESS	
RENTAL INQUIRIES CONTACT <i>If Rental Inquiries Contact is the same as any above, please specify 'Yes'.</i> <i>Owner / Agent must complete Yellow Sections here AND in APPS</i>	
CONTACT SAME AS ABOVE (Y or N)	Yes No
NAME	
TITLE	
STREET	
CITY, STATE, ZIP CODE	
PHONE NUMBER	
CELL PHONE	
E-MAIL ADDRESS	