

From: Hodges, Patricia A [mailto:Patricia.A.Hodges@HUD.GOV]
Sent: Thursday, May 20, 2010 9:56 AM
To: JAX-ORL-MF-HSG-L@HUDLIST.HUD.GOV
Subject: Reminder of Procedures in the Event of a Disaster

TO: All Owners and Management Agents for HUD Insured or Assisted Multifamily Properties

SUBJECT: Reminder of Procedures in the Event of a Disaster

As we begin our storm season, we wanted to once again provide you with the tools that have been put in place to make the process go smoother, should a disaster event occur that affects your residents and/or property.

First, there is a website that has been established that will be updated as the need arises with information and guidance in the event of a disaster. The website is Multifamily Housing Guidance for Disaster Recovery <http://www.hud.gov/offices/hsg/mfh/disasterguide.cfm>.

Secondly, as in the past, the following reporting procedures have been put in place. Owners and/or Management Agents should notify their local HUD Office immediately whenever there is physical damage to a property, interior or exterior, as a result of fire, flood, wind, severe cold, or other natural disaster.

The "[Damage Report](#)" should be faxed or emailed to the assigned Project Manager within 24 hours of the damage. Fax numbers are listed below. Should you wish to email, the address is hurricane.mailbox@hud.gov Updated reports should be submitted as additional information concerning the level/amount of damage sustained is received. In addition, while the Department is not a payee on a loss draft for an insured property, we still must be notified of the event and any damage sustained to the property in accordance with the above. Also please [click here](#) for instruction for processing loss claims and insurance settlements. Should you have questions and/or concerns, please contact your Project Manager.

Fax Numbers:

Jacksonville Field Office Fax 904-232-1532 Tampa Field Office Fax # 813-228-2844
Miami Program Center Fax # 305-536-4789