Instructions for Updating Contact Information in APPS

Go to <u>https://www.hud.gov/program_offices/housing/mfh/apps/appsmfhm</u>. At the bottom of the page, under outline of tabs, please click on the tab labeled "**Business Partner Registration HUD Multifamily**". See Below:

Step 1:

Dusii	ess Faither Registration HOD Multilarility
+ For	registering your company if it is not listed in HUD's database.
• Wł	en entering data in this system, do not use punctuation in the company name

Step 2:

Once you click the tab it will take you to the following page:



Step 3:

Follow the instructions that appear on the screen and enter your information as needed. *Note if you cannot enter your information in the system, your HUD Account Executive may be the only party enabled to change this information. Please have your corporate office contact them directly and inform them that your contact information needs to be updated.

 Note: If you do not know who your assigned HUD Account Executive is, please use the following link to access their name and contact information: <u>https://portal.hud.gov/hudportal/HUD?src=/states/shared/working/west/mf/ownmgmt/ae</u>

Home / State	Information / Shared / Working / West Region / Multifamily Housing / Owners and Agents / Account Executive Assignments
Multifam	ily Housing Account Executive Assignments:
West Re	egion
Serving Alaska	Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming
West Regi	on Listed By Apartment Name
Alaska	
Arizona	
• California	
Colorado	

- Select the Region of "California":
- Press "Ctrl + F" and type the exact name of your Property. Please see the following example:

HUD.COV	U.S. Department of Housing and Urban Secretary Ben Carson	n Development	80	eternación en Españo	-
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Project Name	 City & State 	Account Executive	a Phone Number a	Enal	
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Project Name Zwitzeh Court Apastments Vi-ca Apastments, Inc.	City & State Northridge, CA San Franceco, CA	Account Executive Denic Dedice Angela L Morrison	Phone Number (415) 489-6609 (415) 489-6645	Email Denio A Dedos@hud.gov Angela L Morrison@hud.gov	
Project Name Zelzeh Court Apertmente Viute Apertmente, Inc. Viute Gerdene	City & State Northrospe, CA San Prancisco, CA Marysville, CA	Account Executive Denic Detics Angele L. Monteon Manshell F Scott	Phone Number (415) 429-6609 (415) 429-6609 (415) 429-6665 (415) 429-6669	Email Oanlis A. Dados@hud.gov Angela L. Norrison@hud.gov Manshall F. Scott@hud.gov	
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• The highlighted Property name will list the HUD Account Executive name and contact information in the **three right-hand columns**.