

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

DATE

February 1, 1990

REQUEST FOR SINGLE FAMILY CASE BINDERS

REQUEST NUMBER

**TO:**

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 SINGLE FAMILY RECORDS  
 451 - 7th STREET, S. W. ROOM B-264  
 WASHINGTON, D. C. 20410

**FROM:** (*Name, Title and Address*)

Joe Doe, Chief of Payroll  
 451 7th Street, S. W.  
 Washington, D. C. 20410

**THIS FORM MAY BE REPRINTED BY FIELD OFFICES AS NEEDED.**

*(Case binders listed below should be sent by certified mail to this address as soon as possible. Addressee assumes full responsibility for safeguarding case binders upon receipt)*

CASE NUMBER	ENDORSED	ACTION	CASE NUMBER	ENDORSED	ACTION
581-1647890	6/1/89				

REMARKS

SIGNATURE OF CHIEF, SINGLE FAMILY RECORDS

SIGNATURE OF REQUESTING OFFICIAL