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PROPERTY DISPOSITION HANDBOOK - ONE-TO-FOUR FAMILY PROPERTIES

FORM	DESCRIPTION	APP	RQD	CHP	ID
SF PROPERTY DISPOSITION MANAGEMENT FORMS					
HUD-9516-A	Initial Inspection Report - Condition of Property	16	X	3,12, 13	2502-0306 HB4310.5
HUD-9518	Notice (Sign: Property Under Management of the REAM)	17	X	3	HB4310.5
HUD-9519	Acquired Property Inspection Report	28	X	13,16	2502-0306 HB4310.5
HUD-9519-A	Property Maintenance Inspection Report	44	X	2,12	2502-0306 HB4310.5

HUD-9524	Monthly Inspection of Acquired Properties	51	X	12	HB4310.5
HUD-9529	Checklist for HUD Review of AMB Office	47	X	12	HB4310.5
HUD-9537	CPO's Annual Evaluation of AMB	45	X	12	HB4310.5
HUD-9538	Hold Harmless Agreement	9	X	2	HB4310.5
HUD-9733	Real Estate Asset Manager (REAM) Qualification Data	43	X	12	2502-0306 HB4310.5
HUD-9842	Real Estate Asset Managers - Prohibited Activities	63	X	12	HB4310.5 HB4310.27
LEASES AND RENTAL AGREEMENTS					
HUD-9530	Agreement for Payment of Delinquent Rents	33	X	7	HB4310.5
	Lease - Standard Lease	29	X	2,7, 10	HB4310.5
	Lease - Governmental Entity for Defense or Law Enforcement	30	X	7	HB4310.5
HUD-9534	Lease - Governmental Entity or Private Nonprofit except Homeless	1	X	7	HB4310.5
	Lease with Option to Purchase (Broker Participation)	35	X	7	HB4310.5
	Lease with Option to Purchase for the Homeless Program	77	X	8	HB4310.5
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FORM	DESCRIPTION	APP	RQD	CHP	ID
	Lease with Option to Purchase for the Homeless - Supportive Housing Program	78	X	8	HB4310.5
	Master Agreement - HUD and Homeless Provider	79	X	8	HB4310.5
	Model Sublease-Provider and	80	X	8	HB4310.5

Tenant

HUD-9623	Authorization for Tenant Account Adjustments	34	X	7	HB4310.5
SALES CONTRACTS, SETTLEMENT AND CLOSING FORMS					
HUD-1	Settlement Statement	54	X	11	2502-0265 HB4305.2 RESPA
HUD-9429	Record of Negotiations	53	X	10	HB4310.5
HUD-9544	Contract of Sale and Purchase (All Cash) Bulk Sale	24	X	6	2502-0306 HB4310.5
HUD-9548	Sales Contract	39	X	6,10, 11	2502-0249 HB4310.5
ACCOUNTING FORMS					
HUD-235	Collection Register	67	X	15	HB1911.1 (AFGA)
HUD-235.1	Receipt for Remittance Delivery	68	X	15	HB4310.5
HUD-2542	Purchase Order and Payment Authorization	32	X	11	2502-0278 HB4320.1 HB4310.5
SF-210	Signature/Designation Card for Authorized Certifying Officer	12	X	16	HB4310.5

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FORM	DESCRIPTION	APP	RQD	CHP	ID
CONVEYANCE FORMS					
HUD-9539	Request for Occupied Conveyance	1	X	2	2502-0268 HB4310.5
HUD-27011	Single Family Application for Insurance Benefits	11	X	3	2502-0429 formerly 2535-0093

HUD-50012	Mortgagee's Request for Extension of Time	21	X	4	HB4310.5
HUD-92004-G	Request for Verification of Employment	1	X	2	2502-0059 HB4155.1

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GLOSSARY OF ACRONYMS AND TERMS

24 CFR	Title 24, U.S. Code of Federal Regulations for Housing and Urban Development
AACO	Alternate Assistant Collection Officer
CCO	Claims Collection Officer
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CPD	Community Planning and Development
CPO	Chief Property Officer
CO	Contracting Officer
CRA	Credit Reporting Agency
CWCOT	Claim Without Conveyance of Title
DOD	Department of Defense
DOH	Director of Housing
DVA	Department of Veterans Affairs
ELB	Exclusive Listing Broker
FHA	Federal Housing Administration
FOM	Field Office Manager
GAO	General Accounting Office
GTM	Government Technical Monitor
GTR	Government Technical Representative
HOM	Hold Off Market
HOME	A block grant program to promote partnerships finding ways to meet housing needs
HOPE	"Home Ownership and Opportunity for People Everywhere"
HUD	Department of Housing and Urban Development
IRS	Internal Revenue Service
LBP	Lead-Based Paint
LM	Loan Management
MIAS	Mortgage Insurance Accounting and Servicing
MPS	Minimum Property Standards
OGC	Office of General Counsel
OMB	Office of Management and Budget
PD	Property Disposition
P&P	Preservation and Protection
RA	Regional Administrator
RAD	Regional Accounting Division
RC	Regional Comptroller

RCD	Regional Contracting Division
REAM	Real Estate Asset Manager
RPB	Real Property Branch
RS	Realty Specialist
SAMS	Single Family Accounting Management System
SFPD	Single Family Property Disposition
SFPDD	Single Family Property Disposition Division
TA	Tax Authority
URAR	Uniform Residential Appraisal Report

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TERMS

90-Day Sale Value. The value established by HUD based upon an appraisal estimating value for sale within 90 days of listing.

Acceptable Bid. The bid offering the greatest acceptable net to HUD and otherwise meeting the terms of HUD's offering of the property, with priority given to owner-occupant purchasers in the case of a net tie. In the case of identical bids, award will be determined by drawing lots.

Appraisal. As used in this handbook, a written Uniform Residential Appraisal Report (URAR) independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

Appraiser. As used in this handbook, an independent appraiser currently licensed or certified under state law, as applicable, in the state where the property is located.

As Is Condition. The property in its present condition.

As Is Value. The value of the property established by HUD based upon an appraisal of the property in its present, as is condition.

As Repaired Value. The value of the property established by HUD based upon an appraisal of the property's value after repairs, generally those necessary for the property to meet the intent of Minimum Property Standards and/or typical market condition.

Bid Period. A 10-day period during which the public may compete by sealed bid with other bidders after properties have been publicly advertised for bids. Offers received during the 10 days will be considered to have been received simultaneously, except for Full Price Offers.

Claim. As used in this Handbook: 1.) The mortgagee's Single Family Application for Insurance Benefits, Form HUD-27011, or 2.) A debt that is 90 days old or older.

Competitive Sale. Sale through a sealed bid process in competition with other bidders after properties have been publicly advertised for bids.

Counter Offer. A process whereby Field Offices may reject all bids and notify bidders of a predetermined net acceptable price.

Custodial Property. An abandoned property in inventory for the sole purpose of inspection, preservation and protection. These properties are always Secretary-held mortgages pending foreclosure.

Debt. Money owed HUD by virtue of a legal agreement or obligation.

Direct Sale. Sale to a selected purchaser to the exclusion of all others without resorting to advertising for bids.

Direct Sale Purchaser. See 24 CFR 291.5.

Disclosure. Statutory requirements for communicating with the public on issues of fair housing, equipment and facilities for the hearing and visually impaired and handicapped, lead-based paint, and general notice of properties located in flood control zones, airport clear zones and historic areas, and

possible code violations. HUD policy also requires disclosure of known defects such as structural damage, termite infestation, asbestos, Radon or other damage which may not be readily apparent to a buyer through a visual inspection.

Disposition Program. The approved method of sale or use of the property.

FEDWIRE (CASHLINK). The CASHLINK interface is used to obtain information regarding SFPD daily wires received by Riggs National Bank (RNB) into SAMS. RPB reviews SAMS reports on a daily basis to confirm that CASHLINK data loaded into SAMS is accurate and reconciles to the amounts received in Treasury.

Full Price Offer. A sales offer for the full list price and otherwise meeting the terms of public offering which may be opened at specified times during the 10-day bid period and, if accepted at the time of opening, will cancel the 10-day bid period.

Hold Harmless. To hold the Secretary harmless against any personal injury or property damage that may occur during the process of making repairs, including lead-based paint abatement.

Imminent Hazard. A condition that poses an immediate threat to safety or health of the public.

Initial List Price. The value approved by the Chief Property Officer based

on the estimate of fair market value shown on the URAR, provided the appraisal is accurate and the comparables are valid based upon in-house and other data, considering the objective of disposing of the property within a 90-day time frame.

Insurable. A property that HUD believes meets the intent of MPS for existing dwellings or will meet the intent with the expenditure of no more than \$5,000 for repairs.

Insured Mortgage. A mortgage insured under the National Housing Act.

Investor Purchaser. Purchaser who does not intend to use the property as his or her principal residence.

Lockbox. Used for deposit within 24 hours of all Field Office collections for transfer to the U.S. Department of Treasury.

Minimum Property Standards (MPS). Minimum requirements for existing one to four unit housing, as shown in Handbook 4905.1, REV-1, Requirements for Existing Housing One to Four Family Units, dated August 1991. In the PD program, HUD-owned properties that are insurable must meet the "intent" of MPS, which means that, from a visual inspection, they are structurally sound, free of roof leaks, and have operable mechanical systems.

Net to HUD. The bid price after deductions for financing or closing costs, the sales commission (and cash bonus, if any), and the repair escrow amount, if applicable.

Nonprofit Organization, private. A secular or religious organization, no part of the net earnings of which may inure to the benefit of any member, founder, contributor, or individual. The organizations:
(1) Have a voluntary board; (2)(i) Have a functioning accounting system that is operated in accordance with generally-accepted accounting principles; or (ii) Designate an entity that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles; (3) Practice nondiscrimination in the provision of assistance in accordance with authorities described in 291.430(a); and (4) Have nonprofit status as demonstrated by section 501(c)(3) of the Internal Revenue

Code approval, or demonstrate that an application for such status is currently pending approval (24 CFR 291.405).

Owner-Occupant Purchaser. A purchaser who intends to use the property as his or her principal residence (291.5).

Preapproved. A commitment obtained from a recognized mortgage lender for mortgage financing in a specified dollar amount sufficient to purchase the property (291.5).

Preservation and Protection. Action required by 24 CFR 203.377 to be taken by the mortgagee to inspect, preserve and protect a property. Identical action taken by HUD for custodial or HUD-owned properties.

Purchase Money Mortgage (PMM). A note secured by a mortgage or trust deed given by a buyer, as mortgagor, to the seller, as mortgagee, as part of the purchase price of the real estate.

Real Estate Asset Manager (REAM). Entity with responsibility for inspection, securing, preserving and protecting custodial or HUD-owned properties.

REAM Monitor. Individual or firm under contract to HUD to inspect and monitor contract performance of REAM.

Revitalization Area. An urban neighborhood that is targeted by a city for coordinating affordable housing programs and enhanced support services, and where a significant number of HUD-owned properties have been in inventory at least six months. Alternatively, HUD may target urban areas as revitalization areas where it has a significant concentration of properties that have been in inventory at least six months, whether or not targeted by a city (24 CFR 291.5).

Right of First Refusal. The right offered to a qualified HUD tenant to purchase the leased property without competition.

Sealed Bid. The completed Sales Contract, HUD 9548, in a sealed envelope marked with the FHA Case Number, property address, return address of the broker, bid opening date and, in the case of a Full Price Offer, marked with "Full Price Offer."

Secretary. Secretary of Housing and Urban Development.

Secretary-held Mortgage (SHM). A mortgage held by the Secretary, administered by Loan Management in most Field Offices.

Single Family Property. A residence generally containing dwellings of one to four living units.