
EXAMPLE OF NOTIFICATION TO THE DEPARTMENT OF THE
ACQUISITION OF A SECTION 312 PROPERTY

The Field Office will receive this memorandum from:

Wendover Funding, Inc.
Government Services Division
3100 Smoketree Court, Suite 300
Raleigh, NC 27604

Attention: Property Disposition Unit

MEMORANDUM FOR:

FROM:

SUBJECT: Acquisition of Property Formerly Securing a
Section 312 Loan
312 Loan Number:
Loan Servicing Number:
Property Address:

The U.S. Department of Housing and Urban Development has acquired the subject property through foreclosure action. Enclosed are the following:

1. Original title policy (or)
Title documentation currently in our records. Full title policy will follow.
2. Recorded deed to HUD.
3. Copy of original Promissory Note and Mortgage/Deed of Trust.
4. Other documentation:

As soon as you receive this documentation:

- A. Assign an FHA Case Number from the block of numbers 980001-989999 and use the "986" suffix.
- B. Place the property into the disposition process through the REAM; and
- C. Acknowledge receipt of this memorandum and provide us with the FHA Case Number which has been assigned. Please refer to the 312 and Loan Servicing numbers, so that we can match the various numbers.

If the property is occupied, and you have not done so, please initiate occupied conveyance procedures.

Please contact (contact name and telephone number) if we can be of further assistance.

