

SAMPLE FORMAT

REQUEST TO EXCEED COST LIMIT(S) FOR PRESERVATION AND PROTECTION
Department of Housing and Urban Development

(_____)
(_____)
(_____)

Dear _____ :

SUBJECT: Request for Variance from Regional Preservation and
Protection Schedule

FHA CASE NO. _____
Mortgagor's Name: _____
Property Address: _____

Mortgagee's Loan No. _____

Permission is requested to:

All required documentation, including applicable estimates, is
attached. If additional information is needed, please contact
(insert name) at (insert phone number)

Check the box below if appropriate.

Please fax your response to fax number: _____

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HUD APPROVAL/DISAPPROVAL:

For the subject case, HUD will authorize expenditures for:

- (1) debris removal up to a maximum of \$ _____
- (2) boarding up to a maximum of \$ _____
- (3) winterization up to a maximum of \$ _____
- (4) other _____

TOTAL AUTHORIZATION NOT TO EXCEED \$ _____

DATE MORTGAGEE'S REQUEST RECEIVED _____

DATE OF APPROVAL _____

DATE OF THIS RESPONSE _____

APPROVED BY _____