
 SAMPLE FORMAT

This is not an approved Departmental form. Its use is not prescribed, nor is it available from any Departmental administrative source. The requested information may be collected in any desired format.

REMITTANCE TO MORTGAGEE FOR SOLD AND CLOSED PROPERTY

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

(Insert company name and complete address)

 Subject: FHA Case Number:
 Mortgagee Reference Number:
 Property Address:

The Department's records indicate that the subject property was not FHA-insured and was conveyed to HUD in error. The property has been sold and closed and is no longer in the Department's inventory.

After further review of this matter, since no insurance claim can be paid, we are able to reimburse only the amount HUD received from the sale, less its expenses. The computation of this is as follows:

| | | |
|-------------|--------------|--------------------------------------|
| Sales Price | \$ _____ | |
| Minus | \$ (_____) | Sales Expenses |
| Minus | \$ (_____) | Expenses while in HUD's Inventory |
| | \$ _____ | Reimbursement |

If you are in agreement, please notify us at your earliest convenience and we will prepare the necessary documents for payment. Please forward your response the attention of (insert contact name and telephone number).

Sincerely,

Director

Housing Management Division