
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.

HUD'S NOTICE TO MORTGAGEE THAT NO REQUEST FOR OCCUPIED CONVEYANCE WAS RECEIVED AND TO CONVEY VACANT

Mortgage Company
Address
City, State, Zip Code

SUBJECT: Occupant Name
Street Address, Apt. No.
Town or City, State, Zip Code
HUD/FHA Case No.

This is to advise you that we have not received a request for occupied conveyance from the above-named occupant. Therefore, please convey the subject property unit, if the property is a multiple-unit property in a vacant condition.

Sincerely,

Signature
Title