

[Redacted]

4310.5 REV-2

APPENDIX 40

FIELD OFFICE LETTERHEAD

Name: The Mortgagee Company
Address: Far Away Street
City and State: Faraway, UC 1234-5678

Dear: [Associate]:

Subject: PRELIMINARY NOTICE OF INTENT TO RECONVEY
FHA Case Number _____
Mortgagee Reference Number _____
Property Address _____

We are considering the reconveyance of the subject property within (30/90) days of the date of this notice because: (Describe title defect or damage). To prevent this action from occurring, you must correct the problem and provide my office with written documentation that this situation has been corrected within [30/90] days of the date of this notice. If a response is not received from you within the above time frame, the Department will reconvey title to the property back to your association at which time you will be required to refund to HUD any mortgage insurance awarded that has been paid and to reimburse HUD for all expenses incurred in connection with the acquisition and reconveyance of the property.

The Department is holding processing of your application for insurance benefits in abeyance in order to permit you to comply with this request.

Thank you for your prompt cooperation in this matter.

Sincerely,

Chief Property Officer
or Designee

cc:MIAS