

[ ]

FIELD OFFICE LETTERHEAD

Name: The Mortgagee Company  
Address: Far Away Street  
City and State: Another Place, UC 12345-6789

Dear (name or Associate):

Subject: RECONVEYANCE  
FHA Case Number: \_\_\_\_\_  
Mortgage Reference Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to advise you that the U. S. Department of Housing and Urban Development is reconveying the subject property to your association because: \_\_\_\_\_ (state reason)

\_\_\_\_\_. Therefore, please refund the settlement payment(s) you received and the following expenses incurred by the Field Office in connection with the property.

Partial Settlement	\$ _____
Final Settlement	_____
Maintenance and Upkeep	_____
Taxes	_____
 Total Due HUD	 \$ _____

Make your check for \$ \_\_\_\_\_ payable to the Department of Housing and Urban Development and forward it using the attached letter format no later than 30 days of the date of this notice to:

Department of Housing and Urban Development  
Attn: Reconveyance Specialist  
Office of Housing  
Single Family Post Insurance Division  
Single Family Mortgage Insurance Claims Branch  
P. O. Box 44807  
Washington, DC 20026-4807

APPENDIX 42

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It is important that you include the attached letter with your remittance. Send a copy of that letter to this office so your account will be correctly credited.

Failure to reimburse the Department within the time specified above may result in an off-set of any future mortgage insurance claim(s) filed by your firm.

Thank you for your cooperation in this matter.

Sincerely,

Chief Property Officer  
or designee

Enclosures

cc: MIAS



(PREPARED BY THE FIELD OFFICE ON BOND PAPER FOR USE AS AN ATTACHMENT TO RECONVEYANCE LETTER)

Department of Housing and Urban Development  
Attention: Reconveyance Specialist  
Office of Housing  
Single Family Post Insurance Division  
Single Family Mortgage Insurance Claims Branch  
P.O. Box 44807  
Washington, DC 20026-4807

Subject: RECONVEYANCE  
FHA Case Number: 123-456789-012  
Mortgagee Reference Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please find enclosed a check for \$ \_\_\_\_\_ which represents the total due HUD in connection with the reconveyance of the above property. It is our understanding that the Quitclaim Deed will be forwarded from the \_\_\_\_\_ Field Office upon notification from your office confirming receipt of these funds.

Sincerely,

\_\_\_\_\_  
(Mortgagee Representative)

Enclosure

cc: Local HUD Field Office