
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 APPROVAL OF OCCUPIED CONVEYANCE OF PROPERTIES

Occupant Name Date
Street Address
Town or City, State and Zip Code
HUD/FHA Case No.

Dear Occupant:

HUD has approved your request to remain in the property at the address shown above as a renter when ownership of the property is transferred to HUD. This approval is conditional upon (1) your signing the month-to-month lease presented to you by HUD and (2) your paying to HUD, or to HUD's representative, one month's rent as shown in the lease you sign. You must sign the lease and pay the one month's rent within 15 days of the lease being presented to you. If you do not sign the lease and pay the one month's rent within the required 15 days, HUD will require you to move from the property.

The lease will state that you will begin renting from HUD on the day that HUD actually becomes the owner of the property. Your monthly rent will be (insert monthly rent amount) and must be paid to HUD before the first day of each month for the following months. (Note: Where continued occupancy was approved due to illness/injury, delete references to advance payment of rent and include the following: HUD approved your request for continued occupancy because you or a member of your family residing in the property suffer from a temporary, permanent, or long-term illness or injury which would be aggravated by moving from the property. Your continued occupancy will end (insert date) in order to allow HUD to prepare the property for sale.)

If HUD becomes the owner of the property in the middle of the month, you will still be required to pay a full month's rent at the time you sign the lease. Your second rental payment will be reduced so that you pay HUD only for those days in the previous month that HUD owned the property. All other rental payments will be at the full monthly rate as stated in this letter and in the lease.

4310.5 REV-2

APPENDIX 5

You will be contacted in the near future by a HUD employee, or other designated representative, so that you can sign the required lease and pay the one month's advance rent. The name the person who will contact you is: (Insert contract name).

HUD will not be responsible for rent payments due HUD which are paid to someone who does not work for or represent HUD. If you have any questions about the person asking you to pay rent due HUD, please telephone the local HUD office at the number listed below to make sure he or she is a HUD employee or authorized representative.

Please note that HUD does not as yet own this property and that the agreement allowing you to stay in this property as set forth in this letter, will depend upon HUD actually becoming owner.

Sincerely,

Name
Title