

SAMPLE FORMAT

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

HUD'S PRELIMINARY DISAPPROVAL OF OCCUPIED CONVEYANCE OF PROPERTIES

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

Dear Occupant:

We regret that HUD cannot approve your request to continue living in the property at the above address as a tenant when ownership (title) to the property is transferred to HUD.

Our reason or reasons for not approving your request are checked below:

Your request was not received by HUD within 20 days of the date on the lender's notice to you.

HUD representatives were not allowed to inspect the property to determine whether or not the property is habitable.

The property in its present condition has been determined not to be habitable because: \_\_\_\_\_

It has been determined that you will not have been living in the property at least 90 days prior to the date the lender expects to acquire title to the property.

It has been determined that you do not have the financial ability to make the monthly rental payments under the terms of the lease with HUD because: \_\_\_\_\_

It has been determined that none of the following conditions were met:

- (a) Occupancy of the property is essential to protect it from vandalism from the time of acquisition to the time of preparation for sale.
- (b) The average time in inventory for HUD's unsold inventory in the residential area in which the property is located

exceeds six months.

- (c) You or a member of your family suffer from a temporary, permanent, or long-term illness or injury which would be aggravated by moving from the property.
- (d) For two-to-four unit properties, the marketability of the property would be improved by your continuing in occupancy.

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4310.5 REV-2

APPENDIX 6

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You are advised that HUD will reconsider this decision if you make a written request to request reconsideration. You may request an informal conference with a representative of the HUD Office Manager (see return address). A request for an informal conference must be made to the Office Manager within 10 days of the date of this notice. You may also appeal this decision to the Office Manager. An appeal must be made in writing within 20 days after the date of this notice.

If you wish, you may be represented at the conference by counsel or by other person(s) with pertinent expert knowledge or experience. If you appeal this decision or request an informal conference, you will be permitted to review relevant material in HUD's possession directly pertaining to the reason(s) HUD has denied continued occupancy.

IMPORTANT NOTICE

If you do not contact HUD in writing as shown above, HUD's decision that you must move from the property shall be final.

Sincerely,

Name\*  
Chief Property Officer

\*Must be signed by the Chief Property Officer

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