

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.

NOTICE OF DISCLOSURE OF DEBT TO CONSUMER REPORTING AGENCY

(Prepare on Regional, Field Office or HUD contractor letterhead)

Mr. Ima Debtor
123 Any Street
Home Town, VA 00000-0000

Dear Mr. Ima Debtor:

Subject: Notice of Disclosure of Debt to Consumer Reporting Agencies
Property address:
FHA Case No.
Amount of Rent: (Insert total amount of rent due)
Date of the Debt: (Insert last payment date)

You have not satisfied your debt the Department of Housing and Urban Development. The current amount that is due in \$ (insert dollar amount). HUD has reviewed this debt and determined that the debt is valid and overdue.

HUD is authorized by Federal Law (Section 3711(f) of Title 3, United States Code and Section 17.76 of Title 24, Code of Federal Regulations) to report valid, overdue debts to consumer reporting agencies (credit bureaus).

This letter is official notification that your debt is overdue and you have 65 days from the date of this notice to make a written repayment agreement or to otherwise satisfy your debt. Otherwise, HUD will report your debt and the fact that you are responsible for the debt to national consumer reporting agencies and a collection agency. Interest at the rate of (amount) percent per annum and a 6 percent per annum penalty will accrue from the date of the date. An administrative charge will be added once your debt is referred to a collection agency.

Other information to be reported includes your name; address; Social Security Number; the federal program under which you incurred the debt; the balance to be repaid on the debt; and the status of any repayment plan.

HUD will update its reports as necessary to reflect important changes in the status of your account.

4310.5 REV-2

APPENDIX 73

If you would like further information about your debt, if you wish to dispute any information in HUD's records concerning your debt, or if you wish a review or appeal with respect to your debt, you must send a letter including a copy of this notice within 65 days from the date of this notice to:

Insert contact name and phone number (usually a HUD contractor) and complete mailing address

Include the FHA Case number shown in the subject of this letter on all correspondence. Also, provide the telephone number including area code where you can be reached during the day.

Should you have any questions regarding this matter, please call (Insert contact name and telephone number).

Sincerely,

Signature of authorized official

Enclosure