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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.

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HUD'S NOTICE TO MORTGAGEE OF ITS FINAL DECISION TO  
DISAPPROVE OCCUPIED CONVEYANCE

Mortgage Company  
Address  
City, State, Zip Code

SUBJECT:           Occupant's Name  
                    Street Address, Apt. No.  
                    Town or City, State, Zip Code  
                    HUD/FHA Case No:

This is to advise you that we have received a Request for Occupied Conveyance from the above-named occupant and that our final decision is to reject this request. Therefore, please convey the subject property (unit if the property is a multiple-unit property) in a vacant condition.

Sincerely,

Signature  
Title