
 TABLE OF CONTENTS

Paragraph	Page
CHAPTER 1. GENERAL ADMINISTRATIVE POLICY	
1-1. Scope	1-1
1-2. Responsibilities	1-1
1-3. Contract of Insurance	1-1
1-4. Lending Area	1-3
1-5. Dealer Relations	1-3
1-6. Dealer Approval	1-4
1-7. Supervision by Lending Institutions	1-6
1-8. Maintenance of Record on Each Approved Dealer	1-7
1-9. Reporting Irregularities to HUD-FHA	1-7
1-10. Precautionary Measures	1-7
1-11. Ineligible Persons	1-8
1-12. Insurance Reserves	1-8
1-13. Claim for Loss	1-9
1-14. Insurance Charge	1-10
1-15. Restrictions of Eligibility of Loans for Insurance	1-10
1-16. GNMA Participation	1-12
CHAPTER 2. DISBURSEMENT OF ELIGIBLE LOANS	
2-1. General	2-1
2-2. Distinction Between "Direct Loans" and "Dealer Loans"	2-1
2-3. Direct Loans	2-1
2-4. Dealer Loans	2-1
2-5. Borrower's Use	2-2
2-6. New or Used Mobile Homes	2-2
2-7. Structural Design and Standards	2-2
2-8. Location Standards	2-3
2-9. Credit Investigation and Approval	2-4
2-10. Eligible Obligations	2-5
2-11. Loan Documents	2-6
2-12. Borrower's and Dealer's Placement Certificate, Form FH-2 (MH)	2-6
2-13. Manufacturer's Invoice	2-7
2-14. Advance Notice to Borrower	2-8
2-15. Additional Loan Requirements	2-10
2-16. Charge Formula	2-11
2-17. Prepayment Rebate	2-12
2-18. Refinancing	2-13
2-19. Collections	2-13
2-20. Assumption Agreements	2-14
2-21. Permissible Late Charges	2-14
2-22. Pre-Claim Collection Assistance	2-15

Paragraph	Page
Chapter 3. REPORTING OF LOANS	
* 3-1. General	3-1
3-2. Reporting Requirements	3-1
3-3. Mailing Instructions	3-3
3-4. Preparation of Reporting Forms	3-3
3-5. Clearance of Exceptions	3-4
3-6. Computation of Term and Insurance Charge	3-4
3-7. New Loans	3-5
3-8. Refinancing	3-6
3-9. Insurance Charge Payment	3-8
3-10. HUD Assigned Numbers	3-10
3-11. Reconciliation Form	3-10
3-12. Late Charges on Insurance Charges	3-12
3-13. Refund or Abatement	3-13
3-14. Loan Acknowledgment Date	3-14
	*
Chapter 4. SETTLEMENT OF CLAIMS	
4-1. Introduction	4-1
4-2. Assembling the Necessary Papers	4-1
4-3. Examining Papers for Completion	4-2
4-4. Correspondence File	4-4
4-5. Repossession Costs	4-4
4-6. Deficiency Judgments	4-5
4-7. Insurance Refunds	4-5
4-8. Title I Claim for Loss (FH-7)	4-5
4-9. Computation of Insured Loss	4-6
4-10. Example of Computation of Insured Loss	4-6
Appendices	
1. Loan Chart	
2. FH-1, Credit Application for Mobile Home Loan FH-2, Placement Certificate for Mobile Home	
* 3. HUD-56004, Title I Loan Reporting Manifest (Reverse) HUD-56004, Instructions for Preparation of Title I Loan Reporting Manifest HUD-56004, Title I Loan Reporting Manifest (Face) Instructions for Preparation of Punched Tabulating Cards Title I Punch Tabulating Card Reporting of Loans	*

Appendices

- * Instructions for Preparation of FH-5, Title I Refinancing Report
- FH-5, Title I Refinancing Report
- Instructions for Preparation of Title I Transfer of Note Report, FH-6
- FH-6, Title I Transfer of Note Report
- Instructions for Preparation of Title I Transfer of Mobile Home Loans to GNMA Pool, Form HUD-676
- Form HUD-676, Title I Transfer of Mobile Home Loans to GNMA Pool
- Form HUD-2041, Title I Loan Statement - Exceptions Reported Key to Reject Error Codes Appearing on Monthly Statement, FHA Form 679
- Form HUD-2041, Title I Loan Statement - Initial Billing Section
- Form HUD-2041, Title I Loan Statement - Renewal Insurance Billings Section
- Form HUD-2041, Title I Loan Statement - Special Billings Section
- Form HUD-2041, Title I Loan Statement - Claims Section
- Form HUD-2041, Title I Loan Statement - Summary Section
- Form HUD-2041, Title I Loan Statement - Return Sheet
- Form HUD-2041, Title I Loan Statement - Exceptions Reported
- Form HUD-646, Title I Monthly Statement Reconciliation of Insurance Charges *
- 4. FH-7, Title I Claim for Loss (Cover Sheet)
- Instructions for Preparation of Title I Claim for Loss - Transmittal Letter
- FH-7, Title I Claim for Loss - Transmittal Letter
- Instructions for Preparation of Title I Claim for Loss - Application Voucher
- FH-7, Title I Claim for Loss - Application Voucher
- Table - Exact Number of Days in Fractional Parts of a Year
- Table - Interest on \$1.00 at 7 Percent Per Annum
- 5. Alphabetical Index

FOREWORD

This Title I Mobile Home Loan Handbook, comprising four chapters, has been prepared to assist lending institutions in the proper operation of their Title I Mobile Home lending activity pursuant to the requirements of the Housing Act of 1969 and the Title I Regulations.

The general administrative policy of the Department of Housing and

Urban Development-Federal Housing Administration is contained in Chapter 1. Chapter 2 sets forth the policy and procedures with respect to the disbursement of eligible loans (the loan documents required, financing charges, and refinancing and collection procedures). Chapter 3 covers the reporting of loans for insurance registration and the insurance charge procedures. Chapter 4 covers the settlement of claims for loss.

We believe the Operating Handbook will be helpful in answering numerous questions normally encountered by lenders in the Title I lending activities.

References:

- (1) GNMA 5500.1A - Government National Mortgage Association
Mortgage Backed Securities Guide