
TITLE I CLAIM FOR LOSS (Links to Appendix 47101x4)

Settlement of Claims

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Appendix 4

INSTRUCTIONS FOR PREPARATION OF TITLE I
CLAIM FOR LOSS - TRANSMITTAL LETTER, FORM FH-7

SETTLEMENT OF CLAIMS

Prepare parts 1 and 2. Forward part 1 together with parts 3, 4 and 5 of the Application Voucher (with carbon intact) and the complete file to the Office of the Comptroller, Department of Housing and Urban Development, Washington, D. C., 20412, Attention: Title I Branch. Retain part 2.

The circled letters on the illustrated form correspond with the letters listed below.

- a. Enter the name(s) of the borrower(s).
- b. Enter the name of the payee on the disbursement check or identify the account credited.
- c. Enter the date of the disbursement check or the date an account was credited with the amount of proceeds.
- d. Enter the reason(s) for default. This item is most important in the Administration's effort to set up a plan for the liquidation of the defaulted note.
- e. Enter a check mark to the left of each item included in the claim file to be submitted.
- f. Enter in "Remarks" any inaccuracies or omissions found in assembling and examining the necessary papers. Unnecessary delays and additional correspondence will be avoided if the inaccuracies or omissions are clearly explained.
- g. Enter the date, the name of the lending institution, and the

signature and title of an authorized official who reviewed the file for completeness.

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Transmittal Letter

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Appendix 4

INSTRUCTIONS FOR PREPARATION OF TITLE I
CLAIM FOR LOSS - APPLICATION VOUCHER, FORM FH-7

SETTLEMENT OF CLAIMS

Prepare part 3 through 6 by typewriter. Forward parts 3, 4 and 5 (with carbon intact) to HUD-FHA with part 1 of Transmittal Letter and supporting file. Retain part 6.

The circled letters on the illustrated form correspond with the letters listed below.

- a. Enter the applicable earmarked reserve number if loan is a purchased transfer.
- b. Enter the Title I insurance contract number assigned to your institution.
- c. Enter the name(s) and address of the maker(s) of the note, with the surname preceding the given name. Include zip code.
- d. Enter the names of all co-makers, endorsers, or guarantors.

- e. Enter the date of the note as taken from the instrument.
- f. Enter the written face amount of the note.
- g. Enter the number of payments required and the amount of each as provided in the note.
- h. Enter the month and year of the last action which was acknowledged on a monthly statement.
- i. Enter the date of default (date of the earliest installment for which full payment has not been received).
- j. Enter the date on which final demand was made for the full unpaid balance.
- k. The following required data to be furnished should be shown in the column headed "Certified Information Furnished by Applicant." The column headed "FOR FHA USE ONLY - Determination of Amount Due" should be left blank (see paragraph 4-10. for comments on HUD-FHA's computation of the insured loss illustrated in this column). The "item" numbers below refer to the numbers printed in the left margin of the form.

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Item (1) - Enter the total finance charge which has been included in the face amount of the note.

Item (3) - Enter the actual amount of funds disbursed to the borrower or the dealer.

Item (5) - Enter the total amount of payments received on the account before the maturing of the note. Certification concerning these payments is incorporated in the Application Voucher Form.

Item (7) - Enter amount recovered on resale, plus insurance refund.

Item (13) - Enter the total amount of uncollected costs of repossession actually paid, itemized in a supplemental statement attached.

- m. Enter the name of the insured institution, street address, city, state and ZIP code. (Lenders requesting special mailing destination of the Treasury check should indicate the desired address in this space.)
- n. The application must be signed by an authorized official, with title indicated, and be dated.

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TITLE I CLAIM FOR LOSS

APPLICATION VOUCHER

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