

FHA FORM 3635 Rev. September 1991	U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FEDERAL HOUSING ADMINISTRATION					
CLOSING FISCAL EXAMINATION WORK SHEET						
INSTRUCTIONS: Prepare original and one copy in pencil. File original in Washington docket and copy in office docket. Appropriate entries are to be made at time of (1) initial endorsement for insurance of advances, (2) initial-final endorsement of commitment to insure upon completion, (3) final endorsement for insurance of advances, and/or (4) final closing of non-insured projects. Any additional collection items should be identified in column (1). Enter in column (2), opposite (a) Application Fee, date application was received; (b) Commitment Fee, date commitment was issued; (c) Inspection Fee, date of acceptance of Commitment to Insure Upon Completion or date of initial endorsement when advances are insured; (d) Reopening Fee, date of receipt of request for reopening; and (e) Premium, date of initial endorsement for insurance. After completion, the certification panel will be completed by an employee designated by the Director. If any fee credit represents a transfer from another project, indicate former project number under Remarks column. See Handbook 4410.1, Project Fiscal Procedures, paragraph 1-12.		Project No. Section of the Act Area/Insuring Office				
Collection Item	Date	Amount of App. Commitment or Mortgage	Amount of Fee or Premium Collected	Schedule Number	Amount of Refund	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Application Fee		\$	\$		\$	
Commitment Fee						
Inspection Fee						
Reopening Fee						
Premium						
I certify that, as applicable, on the basis of (1) the highest amount applied for, (2) the highest commitment, and (3) the mortgage endorsed for insurance, all fees and premiums collected and retained are correct.			Date	Signature		