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CHAPTER 3. APPLICATION SUBMISSION REQUIREMENTS

- 3-1. SUBMISSION OF APPLICATION. An application with fee must be submitted by a HUD-approved mortgagee to the HUD Field Office with jurisdiction. A Section 223(a)(7) application is for the Firm Commitment stage only.
- 3-2. REQUIRED EXHIBITS.
- A. Signed application form for mortgage insurance (Forms HUD-92013, 92013NHICF, or 93201, as appropriate). The only exhibits listed on the back of Form HUD-92013 that are required for a Section 223(a)(7) application are those included in this section.
  - B. Form HUD-92013-SUP for the mortgagor entity.
  - C. Verification of the existing insured mortgage and verification of any other secured or unsecured debt of the mortgagor, including references to any prepayment penalties.
  - D. Verification of escrow balances.
  - E. Current rent roll.
  - F. Credit reports on the mortgagor entity.
  - G. Audited project financial statements for the last 3 years or since occupancy, whichever is less, if not available at Field Office (Loan Management). In all cases, if the latest audit is more than 3 months old, it must be supplemented by an owner-certified year-to-date balance sheet and operating statement with the criminal certification found on the reverse of Form HUD-92417.
  - H. Description and estimate of required repairs, if any.

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- (3-2) I. If new partners are proposed, a Form HUD-2530 for each new covered principal as required in Handbook 4065.1. Changes in ownership are subject to Handbook 4350.1, Insured Project Servicing Handbook, relative to Transfer of Physical Assets.

- J. Byrd Amendment (lobbying) disclosure forms.
- K. For projects built prior to 1978 (except for elderly projects and residential care facilities under Section 232), lead-based paint test report and certification if lead-based paint was previously abated.
- L. If repairs are proposed, Form HUD-92010 on equal employment opportunity.