

INTRODUCTION TO INSTRUCTION FOR COMPLETION OF
FHA FORMS NO. 2013-GP-1 AND 2013-GP-2
APPLICATION FOR GROUP PRACTICE MORTGAGE INSURANCE

HUD-FHA procedures divide the process for filing an application for group practice facility mortgage insurance into two stages, the first being the "Preliminary Analysis" and the second being the "Application" itself. There is a \$400 fee for preliminary analysis and the proposal may be made by the sponsor by filing FHA Form No. 2013 GP-1, Request for Preliminary Analysis, with the appropriate Field Office. Formal application, through an approved mortgagee (lender) on FHA Form 2013 GP-2, together with a fee of \$1.50 per \$1,000 of mortgage amount requested, may be filed upon invitation after the preliminary analysis.

In addition, within thirty days after date of commitment, a commitment fee must be paid which, when added to the fee paid with the application for mortgage insurance, will aggregate \$3.00 per \$1,000 of the amount of the loan set forth in the commitment.

Field Offices will provide advice and assistance to potential sponsors in connection with the submission of an application. Due to the variety of HUD-FHA requirements with regard to the nature of the sponsorship, size and character of the proposed project, etc., it is advisable to seek the assistance of the Field Office in order to submit an application which will meet all of these requirements and will, therefore, not be subject to avoidable delay. Accordingly the following instructions assume that all necessary preapplication advice and assistance has been obtained. In all instances where there are no specific instructions given below, it is presumed that the item is self-explanatory.

In every instance in which the spaces provided herein are insufficient for a fully and complete itemization or description, attach a supplementary sheet to be captioned in each instance with the section and subsection number of which it is a continuation; e.g., Section E, subsection 5 (continued).