



ASSISTANT SECRETARY FOR HOUSING-  
FEDERAL HOUSING COMMISSIONER

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-8000

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Special Attention of  
All Multifamily Hub Directors  
All Program Center Directors  
All Project Managers  
All Field Office Directors

Notice H 2014-02

Issued: February 28, 2014

Expires: This Notice remains in effect until  
amended, superseded, or recinded.

Cross References

Mortgage Letter 2014-05

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SUBJECT: Standardized Multifamily FHA Mortgage Insurance Applications

I. Purpose

This Housing Notice updates the Lender's application submission templates for mortgage insurance under the Federal Housing Administration's (FHA) Multifamily housing programs.

The following standardized documents are being implemented:

- Underwriter's Narrative (s)
- Application Checklist (s)
- FHA Summary Report

HUD's goal in publishing new submission templates is to streamline its application process, standardize the Underwriter's Narrative and update the application submission requirements to incorporate recent underwriting policy changes. HUD reviewed industry best practices and incorporated those standards into the new submission templates. This HN describes the updated application exhibits, the eligibility requirements and the process for submission of the processing exhibits.

These application templates are for use for all multifamily FHA applications submitted under both Traditional Application Processing (TAP) and Multifamily Accelerated Processing (MAP), with the exception of Section 223(a)(7) applications. Further, this HN does not apply to the health care programs administered by the Office of Healthcare Programs (Section 232 and 242, or refinancing of those sections pursuant to Section 223(f) or the Risk-Sharing Programs (Section 542(b) or 542 (c)).

II. Background

Lenders have been moving towards a standardized approach consistent with industry practices and the development of the Department's National Loan Committee template. Based on prior experience, recommendations and examples reviewed from industry stakeholders, the Department has created standard templates for the FHA application submission process.

By creating standardized underwriting forms and a more structured application format, HUD will be able to expedite the application review process for the Lenders and staff while reducing its risk during the

underwriting analysis of the application.

Missing or inconsistent data in the non-standardized Underwriter's Narrative often lacked pertinent facts about the proposed project. The Underwriting Narratives were submitted in various formats by the Lenders, which increased the occurrence of inconsistencies, as well as missing, or duplicate information. These inconsistencies or oversights made it difficult for HUD to recommend approval of a mortgage insurance application in a timely and efficient manner.

In order to implement these new underwriting changes and requirements, HUD updated the application submission templates to facilitate faster processing, more robust underwriting and to incorporate risk-based processing.

### **III. Application Submission Templates**

#### **A. General**

The updated submission documents are designed for Multifamily Accelerated Processing (MAP), but to the extent practical, should also be used for Traditional Application Processing (TAP) submissions as well. The new application submission forms must be used for Section 220, 221(d)(4), 223(f), 231 and the 241 (a) mortgage insurance programs.

Separate Underwriter's Narrative and Checklist templates are provided for the refinancing/acquisition of existing projects, and the new construction/substantial rehabilitation mortgage insurance programs referenced above.

The FHA Summary Report should be used for both the existing and proposed construction programs. Sections that do not apply should be noted as not applicable (N/A).

The Lender will submit and the Hub Directors must accept, the application as required by Mortgagee Letter 2010-21, Section IV, C., which reads: "Partial Electronic Submission – Lenders must submit an original and one hard copy of the underwriting file, exhibits and third-party reports and must submit an electronic version of these materials on a disc or a removable drive." The application templates must be in "fillable" form (no PDFs) so that HUD staff and the lender may make amendments electronically as needed. If the application templates are not complete and do not contain all required content, the application will be returned to the lender. The new submission forms will be listed and available after the publication of this notice under the Application for Multifamily Housing Project, Form HUD-92013 and available online at [www.hud.gov/hudclips](http://www.hud.gov/hudclips).

The data and conclusions required to complete the templates for the Underwriter's Narratives and Checklist(s) should be consistent with other application submission forms and third-party reports. These submission templates have been designed to be flexible for different program requirements and stages of processing. Lenders may modify the presentation to accommodate software requirements so long as the content and order of the information presented is consistent with the original templates.

The FHA Summary Report is an excel spreadsheet which will be submitted electronically and will enable HUD to create various production reports, therefore the format for this document cannot be revised or modified by the Lender.

The FHA Summary Report replicates the forms now available for the National Loan Committee submissions. These reports provide a uniform approach for completion of the underwriting analysis, a reduction of entry errors and the added ability to create various ad hoc reports for HUD's future use.

## **B. Underwriter’s Narrative**

The Underwriter’s Narrative includes existing MAP underwriting requirements and meets the MAP Guide requirements for the Underwriter’s Narrative referenced in Chapter 11, “Lender Underwriting, HUD Review” Section 11.1, A. & B. Where policy conflict exists, this Notice and the attached templates supersede previous guidance.

## **C. Processing Checklists**

The new processing checklist will facilitate electronic submission, and HUD’s completeness review of deliverables by organizing the checklist into separate sections directly related to each technical discipline.

The new checklists will supersede the existing MAP Guide application requirement checklists located in Appendix 4.A & C of the Guide. Staff will utilize the new checklist forms in the same way as the existing MAP Guide checklists. The pre-application and firm commitment checklists are identified by their prospective processing stage and by the assigned mortgage insurance program.

The checklist contains the “Loan Directory Structure Naming Convention”, which will enable the HUD reviewer and Lender to locate exhibits easily within the application binder and facilitate electronic submission and review.

## **III. Implementation**

The information collection requirements contained in these documents have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0029 and 2502-0541. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

The new format will be required for applications submitted after 120 days following the publication date of this Notice. However, a Lender may elect to use and HUD will accept the new application submission document formats with the publication of this notice.

Questions about this Housing Notice should be directed to Linda Albro at [Linda.Albro@hud.gov](mailto:Linda.Albro@hud.gov) or (202) 402-2043.

Sincerely,

Carol J. Galante  
Assistant Secretary for Housing –  
Federal Housing Commissioner

Attachments:

[Underwriter’s Narrative 221\(d\)\(4\) Template](#)

[Underwriter’s Narrative 223\(f\) Template](#)

[New Construction/Substantial Rehabilitation Checklist](#)  
[Refinance/Acquisition Checklist](#)  
[FHA Summary Report](#)