

FORMAT - MORTGAGEE DISAPPROVAL LETTER

PURPOSE: To notify applicant mortgagee that application is not eligible for approval. Letter is to outline reasons for the disapproval.

PREPARED BY: Mortgagee Approval Specialist, with appropriate assistance from technical branches.

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Appendix 10

FORMAT

TO: Mortgagee Name  
Address  
Ten Digit Mortgagee Number (I.D.)

The purpose of this letter is to inform you that we have received and reviewed your application to participate in the Department's Direct Endorsement program.

Based on the information you have provided, we have determined that your office is not eligible for approval. The following requirements of the program have not been satisfied:

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(List requirements not met, with appropriate

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references from HUD Handbook 4000.4,

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Single Family Direct Endorsement program)

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