
CHAPTER 2. POLICY STATEMENTS ON PUBLIC INFORMATION SERVICES

2-1. FASCIMILES AND OTHER REPRODUCTION OF HUD-FHA FORMS. Mortgagees and other firms are authorized to duplicate HUD-FHA forms for use within their own organizations and for conducting official business with HUD-FHA. Unless an executed original copy of an official HUD-FHA form is required by established procedure, a reproduced form is acceptable for processing and for other official uses provided it meets the criteria in "a" and "b".

a. Printed Reproduction of HUD-FHA Forms. Forms similar to official HUD-FHA Forms that have been printed by private concerns must conform to the following copying restrictions and specifications.

(1) Copying Restrictions. The following items on official forms must be omitted from printed copies:

(a) The name "HUD-FHA" in heading.

(b) The HUD-FHA Form No. _____.

approval.

(c) The Budget Bureau number and Budget Bureau expiration date.

(d) The U. S. Government Printing Office imprint and reference numbers.

(2) Specifications. Printed copies of official HUD-FHA forms are subject to the following:

(a) The format, text, size, folding and punching must be identical to that of the official form in current use.

(b) The copies must be on white paper of good durable quality.

(c) The copies must be in black print and readable.

(d) The copies must not fade, or become distorted due to heat, light, latent chemical reaction or folding.

b. Photo, Electrostatic. Infrared, and Dual Spectrum
Reproduction of HUD-FHA Forms. Facsimilies of official
forms
reproduced by photo-offset, photoengraving, photocopying,
or electrostatic processes must meet the specifications in
paragraph 2-1.a.(2). The infrared copying process, using
Thermo-fax Brand Systems Paper, Type B, and the dual
spectrum
process, using 3M Dual Spectrum Dry Photo Paper, are also
acceptable methods if the specifications are met. Since
forms
reproduced by these processes are not considered as
printing,
the copying restrictions stated in paragraph 2-1.a.(1), do
not apply.

2-2. COOPERATION WITH PLANNING AND ZONING COMMISSIONS. It is the
policy of the HUD-FHA to assist planning and zoning authorities
in every possible way. Such cooperation it is felt, will be of
mutual advantage and will enable Field Offices to secure data
concerning future developments which would otherwise be
unavailable.

* 2-3. SUPPLYING LISTS OF APPROVED MORTGAGEES. When a request is
received for the names of approved mortgagees or Title I
lenders in a specific jurisdiction, the Field Office shall
prepare from its file a list that will include only mortgagees
or lenders in the vicinity known to be interested in tile
program
and type of loan proposed.

a. Identification of Mortgagees and Lenders. Care shall be
taken that all mortgagees and lenders in a given vicinity
who are active in the program involved are identified for
the party making the inquiry.

b. Direction of Borrowers to Lenders. No effort shall be made
to direct a potential borrower to any specific mortgagee or
lender unless it has been established that such lender is
the only approved mortgagee or Title I lender in the
vicinity
willing to make loans under the program in question.

2-4. STATISTICAL SURVEY. No statistical survey in form of a
questionnaire shall be initiated without first referring the
forms
to the Regional Administrator. This ruling is based on the
President's Executive Order of June, 18, 1940, charging the
Office
of Management and Budget with the responsibility of approving
any

material or questionnaires prepared by any government agency. Briefly, a questionnaire or report form is described as any written or oral request which calls for answers to identical questions or for information upon identical items from any group of ten or more persons, corporations, government agencies, etc.
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* 2-5. APPROVAL OF STOCK PLANS. It is the policy of the HUD-FHA not to "endorse" or "approve" stock plans. It is the policy of HUD-FHA, however, to review stock plans to determine their acceptability from the standpoint of general conformance to the Minimum Property Standards. Agencies or individuals representing that their stock plans are "approved" by HUD-FHA should be (cautioned against advertising that their product has been endorsed, authorized or approved by the Department.

a. Proponents of stock plan services seeking examination of their product for inclusion in properties eligible for mortgage insurance on a national basis should be directed to the Director, Office of Technical and Credit Standards, Washington, D.C., where plans will be reviewed for general conformity with the broad objectives HUD-FHA planning and construction requirements.

b. Examination of plans, whether of the "Stock" type or otherwise, by Field Offices, shall be confined to analysis of the exhibits submitted in connection with applications for mortgage insurance, in accordance with prescribed procedures.

This shall not be construed to prevent a bona fide proponent of a housing development from obtaining planning or construction advice during preliminary negotiations with Field Offices.

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