

Sample Format Letter of Approval

Re: ____ (name of condominium)____
____ (address)_____

Dear _____:

We have reviewed all the required documents pertaining to the subject condominium and the certifications attesting to compliance with State and local laws and regulations and with the Department's guidelines and regulations. This review and an inspection of the project shows that the condominium regime and the project is acceptable to HUD.

This letter of approval is effective for two years. Reapproval is required after the two-year period before any new applications are accepted.

Applications for mortgage insurance will be accepted without resubmission of the documents and certifications provided a copy of this letter accompanies each application. A current certification from the condominium project management shall accompany the application which verifies that no changes have been made to the organizational documents since issuance of this letter.

The Department reserves the right to withdraw this letter at any time if conditions or new information is presented to warrant cancellation.

Commitments issued during the time this letter is in effect will be honored.

(S.OS/Area Manager)