

SAMPLE MEMO TO RAD REQUESTING

SECTION 8 OFFSET

TO: Director, Regional Accounting Division

FROM: Chief, Loan Management Branch

SUBJECT: Section 8 Offset  
Project Name \_\_\_\_\_  
Section 8 Project No. \_\_\_\_\_  
FHA Project No. \_\_\_\_\_

We have decided to offset the Section 8 assistance on this mortgage because \_\_\_\_\_. Therefore, beginning (month) and until further notice, please withhold \$ \_\_\_\_\_ from the Section 8 payment to the owner and have it remitted to:

Multifamily Payment Processing Center  
(Field Office insert correct address)

The FHA number of the project must be included on the check. The balance of the Section 8 payment should continue to be sent directly to the owner or agent.

If you have any questions, please contact \_\_\_\_\_ at \_\_\_\_\_.

cc: HMHO, HUD HQ Rm 6164  
HOMMN, HUD HQ Rm 6246