

Second Notice of Intent  
To Sell Rental Housing or  
Terminate Affordability

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## APPENDIX 6B

Instructions for Completing  
SECOND NOTICE OF INTENT  
Form HUD-9609

1. Fill in the submission date of this Notice.
2. Check box which appropriately describes owner's intent for the project. Please note that the owner may choose Mandatory Sale only if the information received from HUD indicated that the Transfer Preservation Rent for the project exceeds the Federal Cost Limit.
3. Use lines a. through d. to provide project information including: FHA Number or State Agency Number, if applicable; official Project name; and complete address.
4. List the name of the current mortgagee.
5. List the name of the State or Local Agency receiving this Second Notice of Intent pursuant to Chapter 1, Paragraph 1-10.
6. Check one box indicating whether or not you are willing to accept a reduced or no earnest money deposit.
7. Owner must certify that the information on this form is accurate and that the form has been submitted to all appropriate parties. This certification must include owner's signature and date, along with the owner's printed or typed name and complete business address. If you know of no tenant representatives, indicate by checking the box.

Reverse of Form HUD-9609

In the body of the letter, indicate the date on which the information from HUD regarding the appraisal was posted in each building of the project.

On the bottom of the reverse of the form list the complete address and phone number of the Multifamily Loan Management Branch in the local HUD field office. This should be the same office which will be processing this Notice and the Plan of Action.