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FORM LETTER TO REMIND OWNERS TO SUBMIT ANNUAL FINANCIAL  
STATEMENTS

Dear Mortgagor

Subject: ABC Arms

Project No. \_\_\_\_\_

Please be advised that the Annual Financial Statements for the captioned project will be due in this office by \_\_\_\_\_. Financial statements must be prepared in accordance with the guidelines contained in Handbook 4370.2, Financial Operations and Accounting Procedures for Insured Multifamily Projects.

In the past, some audited financial statements of some projects have not included all the necessary schedules, especially the "Surplus Cash and Residual Receipts" computations. Please make sure that all future annual financial statements include these schedules. The computation should be prepared on Form HUD-93486. We have enclosed three (3) copies of the Form HUD-92410, "Statement of Income", and Form HUD-93486, "Computation of Surplus Cash, Distributions and Residual Receipts", for your use.

If you have any further questions, please feel free to contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

Loan Management Branch Chief

Enclosures

cc: Management Agent