

U.S. Department of Housing and Urban Development

H O U S I N G

Special Attention of:
Regional Administrators; Regional
Housing Directors; Managers and
Directors of Housing Development;
Chiefs, Housing Programs, Valuation
Mortgage Credit and Architectural,
Engineering and Cost Branches

Transmittal for Handbook No.:
4410.1 REV-2
CHG-2
Issued: 8/4/93

1. This Transmits

Correction to Appendix 2, Handbook 4410.1 REV-2.

2. Appendix 2 of Handbook 4410.1 REV-2 incorrectly identifies the Office of Mortgage Insurance Accounting and Servicing as the contact for changes to suffix letters for project numbers. The Housing Information Systems Division tracks this information; therefore, all suffix-changes should be forwarded to that Division.

3. Filing instructions:

Remove

Insert

Appendix 2, page 7, dated 6/92

Appendix 2, page 7, dated 8/93

Nicolas P. Retsinas
Assistant Secretary for Housing
- Federal Housing Commissioner

W-3-1,W-2(H),W-3(A)(H)(OGC)(ZAS),W-4(H),R-1,R-2,R-3,

R-3-1(H)(RC),R-3-2,R-3-3,R-6,R-6-1,R-6-2,R-7,R-7-1,R-8
Handbook

4410.1 REV-2

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Transmittal Handbook No.: 4410.1 REV-2
CHG-1
Issued: March 5, 1993

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APPENDICES

1. Section of the Act Codes and Project Block Numbers
2. Identifying Suffix Letters for Project Numbers

1. This Transmits

Correction to Appendix 3, Handbook 4410.1
REV-2.

2. Appendix 3 of Handbook 4410.1 REV-2 contains a typographical error that could result in an incorrect 1 percent Mortgage Insurance Premium (MIP) charge for Section 232 Nursing Homes, Intermediate Care Facilities, and Board and Care Homes. It is the Section 232(i) program (Fire Safety Equipment) that has a 1 percent MIP. The MIP for Section 232 projects is .5 percent and is governed by 24 CFR Section 207.252. Section 232 has been deleted from the list of programs with a 1 percent MIP.

3. Filing instructions:

Remove

Pages 3 and 4 of Appendix 3,
Handbook 4410.1 REV-2 dated
6/92.

Insert

New pages 3 and
4 of Appendix 3 - CHG-1
dated 6/92 and 3/93
respectively

James E. Schoenberger
Associate General Deputy Assistant
Secretary for Housing

W-3-1, W-2 (H), W-3(A)(A)(H)(OGC)(ZAS), W-4(H), R-1, R-2,
R-3, R-3-1(H)(RC), R-3-2, R-3-3, R-6, R-6-1, R-6-2, R-7, R-7-1,
R-8

HUD-23 (9-81)

W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)
W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries
R-8 Category C offices - Office Managers and Deputy Office
Managers

U.S. Department of Housing and Urban Development

H O U S I N G

Special Attention of:

Transmittal Handbook No.:
4410.1 REV-2

1. This Transmits

Revised Handbook 4410.1 REV-2, Project Fiscal Procedures, dated 6/92.

2. Explanation of Material Transmitted:

This is a complete revision with a new format and incorporates all Handbook changes, Notices, and policy changes since the previous issuance. The major changes and/or additions include the following:

- A. Instructions in Paragraph 8, "Docketing," have been moved to Handbook 4440.1.
- B. Instructions in Paragraph 12, "Prompt Depositing of Remittances," have been moved to Paragraph 1-7.
- C. Instructions in Paragraph 17, "Earned Fees and Premiums," have been moved to Paragraph 1-6.
- D. Instructions have been included in paragraph 1-8 for preparation of an Official Receipt for each fee and initial premium collection.
- E. Paragraph 21, "Refund of Unearned Fees," has been moved to Paragraph 1-11.
- F. Instructions in Paragraph 22.1, "Section 234(d) Application Fee," have been deleted. The simplified procedure is no longer used.
- G. Paragraph 23, "Authorization to use Fee Appraisers," has been deleted. Use of fee panels will be replaced by Technical Discipline Contracts.
- H. Paragraph 25, "Collection of Mortgage Insurance Premiums," has been moved to Paragraph 1-14.

I. Paragraph 30, "Requisitions for Amortization Schedules," has been moved to Paragraph 1-16.

J. Instructions in Paragraph 31, "Washington Docket," have been moved to Handbook 4440.1.

K. Instructions for use of the following forms have been removed from the Handbook either because use of the form has been discontinued or because the instructions have been moved to another handbook as indicated below:

- i. Form FHA 290, "Closing Memorandum," has been moved to

Handbook 4440.1.

- ii. Form HUD-185, "Regional Fund Assignment," has been moved to Handbook 7400.10, "Housing Funding Control Handbook."
- iii. Form HUD-2409, "Amortization Schedule Request."
- iv. Form HUD-3650, "Appraisal, Inspection or Credit Analysis Assignment."
- V. Form HUD-904, "Number Control Register."
- vi. Form FHA 2038P, "Monthly Report."
- vii. Standard Form 1034, "Public Voucher for Services Other than Personal."

3. Filing Instructions:

Remove:

Handbook 4410.1 REV dated 5/74
and CHG 1 thru 8

Insert:

Handbook 4410.1 REV-2,
dated 6/92

Arthur J. Hill, Assistant Secretary for
Housing-Federal Housing Commissioner

U.S. Department of Housing and Urban Development
Washington, D.C. 20410

Program Participants
and Departmental
Staff

June 1992 Project Fiscal
 Procedures

W-3-1, W-2(H), W-3(A)(H)(OGC)(ZAS), W-4(H), R-1, R-2,
R-3, R-3-1(H)(RC), R-3-2, R-3-3, R-6, R-6-1, R-6-2,
R-7, R-7-1, R-8
HUD-23 (9-81)

W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)

W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries

W-4 Branch Chiefs, multiple copies for staff

R-1 Regional Administrators, Deputy Regional Administrators

R-2 Office Directors, Principal Assistants in Regional
Administrators' offices

R-3 Bulk shipment to Regional Offices

R-3-1 Bulk shipment to Regional Offices for selective
distribution by program area

R-3-2 Directors, Administrative Services Divisions and
Administrative and Management Services Divisions, and
Administrative staffs

R-3-3 Category D offices - bulk

R-6 Category A offices - Office Managers and Deputy Office
Managers

R-6-1 Category A offices - bulk

R-6-2 Category A offices - Division Directors

R-7 Category B offices - Office Managers and Deputy Office
Managers

R-7-1 Category B offices - bulk

R-8 Category C offices - Office Managers and Deputy Office
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APPENDICES

1. Section of the Act Codes and Project Block Numbers
2. Identifying Suffix Letters for Project Numbers

CHAPTER 1. PROJECT FISCAL PROCEDURES

- 1-1. NUMBERING NEW PROJECTS. Upon acceptance of an application (i.e., SAMA, Feasibility for Rehabilitation, Conditional Commitment, or Firm Commitment, whichever is received first) by the Director of Development, the Multifamily Housing Program Staff (Program Staff) will assign an FHA project number.
- A. Deviations. For Section 1101 (Title XI) -- Group Practice Facilities, the Program Staff will assign an FHA project number upon receiving an Application for Preapplication Analysis (Section 1101).
 - B. Numbering Machine. The Program Staff must use a numbering machine to imprint the assigned project number:
 - 1. In the upper right corner of the application.
 - 2. On the tab of the project binder.
 - 3. On all exhibits, plans, specifications, correspondence, and other material submitted with the initial and subsequent applications for that project.
- 1-2. COMPOSITION OF PROJECT NUMBERS. Program Staff will compose project numbers using the issuing office's three-digit code as a prefix and the five-digit serial number.
- A. Number Consecutively. For applications under each section of the Act (Appendix 1), the Program Staff will assign project numbers consecutively. To control the consecutive assignment of these numbers, Program Staff will set up and use a register for each project mortgage insurance program.
 - 1. As Program Staff assign each new project number, they will:
 - a. Select the next available sequential number for that program.

- (1-2) b. Note the assigned schedule of collections number (see paragraph 1-8) on the register opposite the assigned project number.
2. Reference the appropriate register sheet to:
- a. Disclose the next open project number under each section of the Act.
- b. Disclose the schedule of collections number reflecting the last project number assigned.
- B. Use of Suffix Letters. Many types of project transactions require suffix letters. Appendix 2 lists the suffix letters assigned to different types of projects. Handbook 4110.1, "Fiscal and ADP Handbook," details the assignment, formation, and required suffix designations for home mortgage sections of the act (i.e., single family).
- 1-3. CHANGES IN PROJECT NUMBERS. Any change in the status of a project which will involve the modification of an existing insured mortgage will be processed under the existing project number; however, new project numbers will be assigned under certain circumstances:
- A. Supersession by Another Mortgage. If any proposed change later results in supersession of another mortgage, a new project number will be assigned and a new application fee will be required.
- B. Transfers between Sections of the Act. Any active uninsured project transferred between sections of the Act as permitted by paragraph 1-9 will be assigned a new project number.

- (1-3) C. Complete Change of Plans or Different Site. When there is a complete change of plans proposed by the sponsor or a different site is proposed, a new project number must be assigned.
- D. Making Two or More Commitments from a single Mortgage. In those instances when HUD has issued a commitment and subsequently receives a request to split the commitment into two or more mortgageable entities, the Program Staff will:
1. Retain the first (i.e., the lowest) project number.

2. Assign the next available project number(s) followed by the appropriate identifying suffix (as in Appendix 2) to each new project covered by a separate mortgage.

EXAMPLE. Assume that the Denver, Colorado Office had issued a commitment for 1,000 units and assigned Project No. 101-00060. If the Office subsequently receives a request to divide the project into three separate projects, the first containing 500 units, the second 300 units, and the third 200 units; then the 500-unit project would retain the number 101-00060, and assuming that the office had assigned no intervening project numbers, the Program Staff would assign 101-00061 to the 300-unit project, and 101-00062 to the 200-unit project.

- E. Combining Two or More Commitments into a Single Mortgage. When HUD has issued two or more commitments and HUD receives a request to combine them into a single mortgage, the Director of Development may approve the request if the combined amount does not exceed the maximum insurable amount as stated in the applicable FHA regulations. Program staff will:

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- (1-3)
 1. Retain the first (i.e., the lowest) project number for the combined project.
 2. Not reassign the higher number.
 - 1-4. DOCKETING. A Sponsor/Mortgagee will submit each application in triplicate and each supporting exhibit in duplicate. The application and exhibit duplicates will form the basis for establishing a Washington Docket and a Field Office Docket. Handbook 4440.1, "Final Closing," details how the Field Office will create and maintain these dockets.
 - 1-5. FEES AND PREMIUMS. The fee and premium chart in Appendix 3 details the amount Field Offices will collect for specific sections of the Act and processing stages and the appropriate code numbers. There will be no deviation from these rates or the basis defined for their use.
 - A. Form of Payment. checks for fees and premiums must

be payable to the Secretary of the Department of Housing and Urban Development.

- B. Amount of Fees and Premiums. The Director of Development is responsible for deciding the amount of fees and premiums due in connection with each project. The Programs Staff will collect all fees and premiums.
- C. Part or Balance of Fees and Premiums. Inadequate fee submissions will have their applicable code numbers (i.e., 1 = Commitment, 6 = Inspection, 7 = Application) prefixed as follows:
 - 1. Less than the required amount will be prefixed with P, for "part," e.g., P-1, P-6, P-7, etc.

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- (1-5) 2. Increases in amounts of applications, commitments and insured mortgages that require additional (1-5) charges and their code numbers will be prefixed "B-_" for "balance," e.g., B-1, B-6, B-7, etc. This latter prefix will also be used for any balance of fee or premium when collected on a previously submitted insufficient remittance.

1-6. EARNED FEES AND PREMIUMS. The following conditions establish earned fees and premiums.

- A. Application Fee. Fees are earned under the following three step process:
 - 1. The Multifamily Housing Representative determines that the SAMA, Conditional Commitment, or Firm Commitment application is acceptable;
 - 2. A memorandum is prepared and sent to the Director of Development recommending that the application be accepted; and
 - 3. When the Director concurs in the memorandum, the application fee is earned and a notation is included in the endorsement and Form HUD 3416, "Schedule of Project Collections," (Appendix 5).
- B. Inspection Fee. The inspection fee is earned at the start of the construction stage of a project as defined in Handbook 4460.1 REV-1. If the amount of

the commitment is decreased before the inspection fee has been earned, the inspection fee should be based on the decreased amount of the commitment. When the commitment is decreased after the fee has been earned, the inspection fee is determined on the amount of the commitment before the decrease.

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(1-6)

For Section 223(f) projects, the inspection fee is earned upon the first site visit to inspect completed repairs, whether before or after endorsement.

- C. Reopening Fee. The reopening fee is earned when the application for reopening is assigned for processing.
 - D. Transfer Fee. Upon granting approval, transfer fees (defined under Paragraph 1-9) will be considered earned and no refund will be made.
 - E. Preliminary Analysis Fee. The preliminary analysis fee for Title XI, group practice facilities projects, is earned when the request for preliminary analysis is forwarded to the Department of Health and Human Services for review. No refund will be made thereafter.
 - F. Mortgage Insurance Premium. The mortgage insurance premium is earned when the credit instrument is endorsed for insurance.
- 1-7. PROMPT DEPOSITING OF REMITTANCES. All remittances must be promptly scheduled, official receipts prepared, and the original issued to the remitter. The deposit will be made by the Program Staff by close of the following business day.
- A. Requirements. Prompt deposit of funds is a fiscal requirement of HUD and is mandatory under Federal statutes, procedures of the Comptroller General of the United States, and requirements of the Treasury Department.
 - B. After Banking Hours. All collections received after bank closing hours, and collections on business days preceding Saturdays and holidays will be deposited by the close of the next available business day.

1-8. SCHEDULING COLLECTIONS AND PREPARING OFFICIAL RECEIPTS.

- A. Official Receipt. Form HUD-27038, "Official Receipt" (Appendix 4) must be prepared for each fee and initial premium collection. The receipt must be prepared according to instructions in paragraph 6-5 of Handbook 4110.1 REV-1 except as modified below:

Paragraph 6-5b: include the Alpha Section of Act Code (see Appendix 1 of this Handbook).

Paragraph 6-5i: include the appropriate accounting code for the transaction type, e.g., Initial MIP fee = Acct. Code 2 (see Appendix 3 of this Handbook).

The receipt should be distributed according to instructions in paragraph 6-6 of Handbook 4110.1 REV-1 except that a copy of the Schedule of Project Collections, Form HUD-3416, should be included as supporting documentation required by paragraph 6-6b(1).

Form HUD-3416, Schedule of Project Collections (see Appendix 5 of this Handbook) will be used to report in summary fees and premiums for multifamily mortgages.

Additional instructions for the preparation of an official receipt for certain transactions are shown in B through G below.

- B. Transfers. A "no money" official receipt will be issued in connection with permissible transfers between sections of the Act immediately upon approval of the transfer and concurrent notice of such approval to the mortgagee. The receipt must show the applicable cross-reference to the former project number.

- (1-8) C. Change in Amount of Application or Insurance. The amount of the application or amount of mortgage to be insured must be shown as "Application Mortgage" in each official receipt. When reporting any change in the amount to be insured, show the new total amount to be insured immediately following the dollar sign and then show the former amount as "Was _____."
- D. Supersession. In the event of a change in amount by supersession, show the face amount immediately after the dollar sign and then show the old outstanding balance of the superseded mortgage as "Old Bal. ____."
- E. Section 213 Investor Projects. When preparing the official receipt acknowledging collection of a commitment fee for Section 213 investor projects, show the amount of the commitment applicable to the owner of a management project in the panel for "Application-Mortgage" followed by the letters "COMM."
- F. Transfer Fee. When preparing the official receipt acknowledging the collection of a transfer fee involving the transfer of physical assets or substitution of mortgagor, show "Transfer of Physical Assets" in the panel for "Application Mortgage."
- G. Insured Secondary Loans. Whenever an official receipt is prepared for an application pertaining to a supplemental or operating loss loan insured under Section 241 or 223(d), the official receipt issued for the loan application must be noted in the panel for "Location or Property Address" with the FHA project number assigned to the underlying first project mortgage.

1-9. PERMISSIBLE FEE TRANSFERS. Before fees are earned under the original application, a project application may be transferred to any other title and section under which it is eligible. The full amount of the fees collected and retained under the initial application may serve as a

(1-9) credit for fees due under the transfer. Any excess fee collected in connection with the initial application will be refunded as an overpayment, as provided for in paragraph 1-11. The reason cited for such refund will be "Overpayment of Fee" or "Transfer to Home Section of the

Act," as applicable. A change of mortgagor or sponsor is not considered to be a transfer. Permissible transfers to home mortgage (i.e., single family) sections of the Act will be found in Handbook 4110.1.

A. Project Transfers Between Titles and Sections After Fees Are Earned. Transfer may be made between stated sections of the Act, subject to limitations under 1. below. If a commitment has been issued under the project, the commitment may be issued for a term not to exceed the remaining unexpired term of the original or reopened commitment, or 30 days, whichever is the greater. The amount of fees collected and retained under the initial application (except any earned reopening fees) may serve as a credit on any fees due under the transfer. No fees earned under 1 or 2 below may be refunded.

1. Transfer of Fees Between Titles and Sections After Processing Has Begun. Credit for fees may be transferred provided:

- a. Eligibility requirements are met for the section of the Act to which the transfer is made.
- b. Fees are earned prior to Initial Endorsement for Insurance.
- c. Project location is the same.
- d. Plans are substantially the same.

(1-9) 2. Transfer of Fees Within the Same Section of the Act. After processing has begun and prior to Initial Endorsement for Insurance, it is permissible to transfer fees, with full credit allowed for the amount of fees paid, from one type of commitment to another, within the same Section of the Act (e.g., from Section 221(d)(3) to Section 221(d)(4)), and on the same project.

EXAMPLE: If a sponsor who has submitted an application for Conditional Commitment processing submits an application for Firm Commitment for that project prior to issuance of a Conditional Commitment, the Conditional Commitment fee may be counted towards the Firm Commitment fee.

B. Other Transfers of Fees. Any request for a transfer of fees not classified within the provisions of this paragraph must be treated as a new application and assigned a new project number. No fees earned under the initial application may be credited to the second application.

1-10. SUBMISSION OF COMPLETELY DIFFERENT PLANS. A new application and a new application fee are required if sponsor/mortgagee requests processing of significantly different plans after architectural and commitment processing has begun. No credit will be allowed for any fees previously paid in connection with the earlier application.

1-11. REFUND OF FEES. A Public Voucher for Refunds (Appendix 6) will be initiated by the Field Office and forwarded to the Office of Finance and Accounting, P.O. Box 23290, Washington, DC 20026. When refunds are to be made under two or more collection items for one project at the same

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(1-11) time, they shall be included in one refund voucher. It is preferred that required refunds be made at the time of Initial Endorsement or at the issuance of a commitment. Earlier refunds are granted if requested by the remitter. Any erroneous refund must be recollected promptly. Unearned fees are those fees that are not earned under paragraph 1-6.

A. Types of Refunds. Refund vouchers covering fee collections in connection with project mortgage applications should be prepared in the situations described in the following subparagraphs only. The refund voucher will indicate the reason for the refund, for example, "Rejected Prior to Start of Processing," "Should Have Been Rejected Prior to Start of Processing," etc.

1. Application Rejected or Withdrawn Prior to Start of Processing. Refund any unearned collected fees at the time of the closing fiscal examination. start of processing is the acceptance by the Director of Development of the application for processing.
2. Application Should Have Been Rejected Prior to Start of Processing. The Multifamily Housing

Representative will prepare a memorandum detailing why the application should have been rejected prior to assignment for processing. Any unearned fees collected will be refunded at the time of the closing fiscal examination. The memorandum is to be signed by the Director of Development and retained in the project docket.

3. Application Rejected or Withdrawn During Processing. During the period between assignment for processing and issuance of a commitment, a refund will be made of the amount of the fee which is in excess of the amount earned (paragraph 1-6) based on the amount of mortgage requested. This refund will be made at the time of the closing fiscal examination.

- (1-11) EXAMPLE. If an application comes in for Firm Commitment processing (with an application fee of \$3 per \$1,000 of the applied mortgage amount), and if in the conduct of the site appraisal/market analysis portion of the review the Director of Development determines that HUD should reject the application, HUD will refund the part of the application fee that is not earned.
4. Construction Not Started. If construction has not started as defined in paragraph 1-6.B, any collected inspection fee may be refunded at the time the application is withdrawn, provided any commitment to insure upon completion or any endorsed instrument is returned for cancellation. This refund will be made at the time of the closing fiscal examination.
 5. Overpayment of Fee. An overpayment of fees requiring a refund during the fiscal examination includes:
 - a. Duplication of fees.
 - b. Fees remitted in error.
 - c. Situations where the amount of the commitment issued or the increase in the mortgage granted is for less than the amount applied.

EXCEPTION. Any minor overpayment of an application fee will be adjusted in the collection of the commitment fee; however, if the overpayment of the application fee is material, it should be refunded without delay after receipt in the office.

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- (1-11) 6. Partial Refund of the Inspection Fee. The refund voucher (Appendix 6) must be completed to show the following relevant information in the remarks portion:
- a. Original amount of the commitment.
 - b. Amount of the inspection fee collected.
 - c. Each increase in the commitment and the corresponding amount of inspection fee collected.
 - d. Amount of the commitment outstanding at the start of construction.
 - e. Reason for the foregoing refund shown as "Overpayment of Fee."
7. Construction or Financing Prevented. Collected fees may be refunded where condemnation proceedings or other legal action taken by any state, county, municipality, or other public agency prevents project continuation.
8. Lack of Need for Housing. Fees may be refunded if HUD determines that there is no need for the additional housing represented by an application in process or active commitment, subject to surrender of the commitment involved.
9. Reopening Refused. Refund any collected reopening fees if the request for reopening is not approved.
10. Transfer to Home Section of the Act. When a transfer is made from a project mortgage section (i.e., multifamily) to a home mortgage section (i.e., single family), the fees paid under the project section which are ineligible for transfer

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- (1-11) to the home section will be refunded. The refund voucher must show complete details concerning the fees collected on the project (schedule of collections number, date, accounting code, etc.) and the opening and closing FHA case numbers to which the transfer is being made. In no instance should the refund voucher be submitted until after the transfer has been made.
11. Rejected or Withdrawn Before Submission to Health and Human Services (HHS). When the request for preliminary analysis of a Title XI group practice facilities project is withdrawn or rejected at any time prior to the date the submission is forwarded to HHS, the \$400 fee will be refunded upon receipt by the Financial Control and Accounting Division, of a certified voucher from the Field Office. The reason for refund will be shown as "Withdrawn Before Submission to HHS" or "Rejected Before Submission to HHS," as applicable.
 12. Insurance Cannot be Made Effective. If insurance endorsement is prevented by noncompliance with commitment, expiration, or withdrawal, etc., any collected initial mortgage insurance premium will be refunded at the time of the closing fiscal examination.
- B. Approval of Refund Voucher. Send refund vouchers to the Office of Finance and Accounting for approval. Complete the voucher (Appendix 6) per OFA's Voucher Payment Guide Book.
 - C. Certifying Officer's Responsibility. Each voucher must be properly certified by an authorized certifying officer. The certifying officer is accountable for the amount of any illegal, improper, or incorrect payment resulting from any false, inaccurate, or misleading certification made.

1-12. CLOSING FISCAL EXAMINATION WORK SHEET. Form FHA 3635, "Closing Fiscal Examination Work Sheet" (Appendix 7), is designed to record all the fiscal transactions in connection with the project, from the collection of the application fee through Final Endorsement, rejection, or expiration. It should be completed during the course of the project.

- A. Completion of the Form. Program Staff will record fiscal entries on this form per its instructions after receipt of the application and deposit of the remittance. The Director of Development will sign the certification panel in the lower portion of the form.
- B. Distribution of the Form. The original of the form will be filed in the fiscal section of the Washington Docket and a copy in the Field Office Docket.

1-13. CLOSING FISCAL EXAMINATION. A thorough review of all the fiscal aspects of a project is required. The purpose of this examination is to: determine the sufficiency of all fees and premiums; establish those fees and premiums which have been earned per Paragraph 1-6; and refund those fees and premiums which have not been earned and collect those which were.

- A. When Closing Fiscal Examinations Are Performed:
 - 1. Issuance of a commitment. The fiscal examination will ensure the billing of fee deficiencies as promptly as possible and avoid retaining unearned fees during the construction period.
 - 2. Initial closing. When a mortgage is initially endorsed for insurance, the mortgagee will be promptly billed for any fee deficiencies that exceed \$1. A refund voucher will be initiated for any fees that both exceed \$1 and which have been collected but not earned.

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- (1-13) 3. Final Closing. This is defined as when:
- a. A mortgage is insured by Final (or Initial/Final) Endorsement of the credit instrument.

- b. An application or commitment is either rejected, withdrawn, expired, or terminated.
 - c. The SAMA letter has expired.
- B. Reviews of the Fiscal Examination. The Field Office Manager will designate personnel to conduct quality control reviews of Field Office Dockets to look for fiscal errors and unreconciled discrepancies. If any collection item is not represented by an initialed entry, an imprinted receipt date-stamp, cannot be traced to a schedule of collections, or fiscal errors are apparent, the designated personnel will report promptly to the Director of Development who can take the necessary corrective action. The Director will report all actions to the Financial Control Branch, OFA.
- C. Final Closing of Mortgage Transaction. Final review and arrangement of the original material in the Washington Docket are the responsibility of the attorney who conducted the final closing of the mortgage transaction as detailed in Handbook 4440.1.
- D. Deficiency Created by an Erroneous Refund. Erroneous refunds must be recollected promptly and reported to Multifamily Accounting and Servicing Division, Attention: Multifamily Insurance Operations Branch. This report must include all pertinent details concerning the transaction and an explanation of the circumstances surrounding the initiation, preparation, and certification of the voucher.

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- 1-14. COLLECTION OF MORTGAGE INSURANCE PREMIUMS. The Field Office will collect the initial Mortgage Insurance Premium. Once this premium is collected, the Field Office will follow the procedures in paragraphs 1-7 and 1-8 of this Handbook. The Multifamily Insurance Operations Branch of the Multifamily Accounting and Servicing Division bills and collects subsequent premiums. Any mortgage insurance premium received in the Field Office in response to a billing by the Multifamily Insurance Operations Branch should be forwarded promptly with a letter of explanation by certified mail to:

Department of Housing and Urban Development

Multifamily Premiums
Post Office Box 198045
Atlanta, GA 30384-8045

- 1-15. FUNDING AND DISBURSEMENT PROCEDURES. Funding and disbursement procedures for the Delegated Processing Procedures and Technical Discipline Contracts should be in accordance with HUD Handbook No. 7400.10, "Housing Funding Control Handbook," associated notices and memorandum, and OFA's Voucher Payment Guide Book.
- 1-16. REQUESTS FOR AMORTIZATION SCHEDULES. Requests will be submitted within 2 working days of closing to the Department of Housing and Urban Development, Multifamily Insurance Operations Branch, HFMMI, P.O. Box 44124, Washington, DC 20026-4124 in accordance with detailed instructions provided in Handbook 4440.1.

SECTION OF THE ACT
CODES AND PROJECT BLOCK NUMBERS

PROGRAM/DESCRIPTION	CODE	PROJECT BLOCK NUMBER
207 Mobile Home Courts	HRC	00001 - 01999
207/223 (f) Co-Insurance Converted to Full Insured	HRD	94001 - 94999
207 Exception (Sale of PMM)	HRF	92001 - 92499
207 Co-Insurance Converted to Fun Insurance	HRH	94001 - 94999
207/223 (f) Pur/Refin Hsg.	HRI	11001 - 11999
207/223 (f) /223 (e)	HRK	57001 - 57499
207/223 (f) /232	HRR	22001 - 22999
207/223 (f) - Delegated	HRS	11001 - 11999
207/223 (f) /244 Co - Insurance	HRL	10501 - 10999
207 Military Impact Area	HRM	02001 - 02199
207/244 Military Impact Area Co-Insurance	HRN	03001 - 03199
207 Rental Projects	HRP	00001 - 01999 09001 - 09999
213 (j) Supplemental loans	KCL	29001 - 29999
213 Sales and Inv. Projects	KCP	30001 - 31999
213 Management Projects	KCS	23001 - 24999
213 (i) Consumer Cooperative	KCT	23001 - 24999
220 Urban Renewal Hsg.	LUR	32001 - 32999
220/223 (e) Declin. Area	LUS	57001 - 57499
220 (h) Improvement Loans	LUL	20001 - 20999
221 (d) (3) Co-Insurance Converted to Full Insurance	MMC	94001 - 94999
221 (d) (3) Mkt. Rate - Delegated	MMD	35001 - 36599
221 (d) (3) Mkt. Rate /223 (e)	MME	57001 - 57499
221 (d) (3) / 244 Mkt. Rate Coinsurance	MMF	36601 - 36799
221 (d) (3) MKT. Rate	MMI	35001 - 36599
221 (d) (3) MIR ACC 10 (c)	MMJ	36801 - 36999
221 (d) (3) Mkt. Rate - Single Room Occupancy	MMR	35001 - 36599
221 (d) (3) Mkt. Rate - Delegated/ Single Room Occupancy	MMS	35001 - 36599
221 (d) (4) Co-Insurance Converted to Full Insurance	OMC	94001 - 94999
221 (d) (4) Mkt. Rate - Delegated	OMD	35001 - 36599
221 (d) (4) Mkt. Rate	OMI	35001 - 36599
221 (d) (4) Mkt. Rate/223 (e)	OML	57001 - 57499
221 (d) (4) /244 Mkt. Rate/Co-Insurance	OMM	36601 - 36799
221 (d) (4) Mkt. Rate - Single Room Occupancy	OMR	35001 - 36599
221 (d) (4) Mkt. Rate - Delegated/ Single Room Occupancy	OMS	35001 - 36599

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223 (d) /207 Two Yr. Opr. Loss	XTB	15001 - 15499
223 (d) /207-M Two Yr. Opr. Loss	XTD	15001 - 15499
223 (d) /213 Two Yr. Opr. Loss	XTF	17001 - 17499
223 (d) /220 (h) Two Yr. Opr. Loss	XTH	15001 - 15499
223 (d) /221-MIR Two Yr. Opr. Loss	XTJ	15001 - 15499
223 (d) /221-BMIR Two Yr. Opr. Loss	XTL	16001 - 16499
223 (d) /231 Two Yr. Opr. Loss	XTN	15001 - 15499
223 (d) /232 Two Yr. Opr. Loss	XTQ	15001 - 15499
223 (d) /236 Two Yr. Opr. Loss	XTS	16001 - 16499
223 (d) /242 Two Yr. Opr. Loss	XTU	15001 - 15499
231 Elderly Housing	QER	38001 - 38999
231/223 (e) Declin. Area	QET	57001 - 57499
232 Co-Insurance Converted to Full Insurance	RNC	94001 - 94999
232 Nursing Homes - Delegated	RND	43001 - 43999
232 Nursing Homes/Intermed. Care	RNF	43001 - 43999
232/244 Nursing Hms. Co-Insurance	RNM	93001 - 93499
232/223 (e) Declin. Area	RNP	57001 - 57499
232 (i) Fire Safety	RNS	49001 - 49999
233/207 Experimental Hsg.	SEB	33001 - 33499
233/213 Experimental Hsg.	SED	33001 - 33499
233/220 Experimental Hsg.	SEF	33001 - 33499
233/221 (d) (4) Exp. Hsg.	SEG	33001 - 33499
233/221 (d) (3) BMIR Exp. Hsg.	SEH	33501 - 33999
233/221 (d) (3) BMIR/223 (e) Declin.	SEJ	16501 - 16999
233 (a) (2) New Technologies	SEL	58001 - 58499
233/234 Experimental Hsg.	SEM	33001 - 33499
233/235 (j) Experimental Hsg.	SEN	72901 - 72999
233/235 (j)/223 (e) Declin. Area	SEP	73901 - 73999
233 (c) /236 Experimental Hsg.	SER	44901 - 44999
233/236/223 (e) Declin. Area	SET	83901 - 83999
234 (d) Condominium	TCH	34001 - 34999
238 (c) Military Impacted Area	VEM	02001 - 02199
241/207 Supplemental Loan	ZSB	10001 - 10499
241/213 Supplemented Loan	ZSD	10001 - 10499
241/220 Supplemental Loan	ZSF	10001 - 10499
241/220 (h) Supplemental Loan	ZSH	10001 - 10499
241/221-MIR Supplemental loan	ZSJ	10001 - 10499
241/221-BMIR Supplemental Loan	ZSL	14001 - 14499
241/223 (f) Supplemental Loan	ZSM	10001 - 10499
241/231 Supplemental Loan	ZSN	10001 - 10499
241/232 Supplemental Loan	ZSQ	10001 - 10499
241/236 Supplemental Loan	ZSR	12001 - 12499
241/242 Supplemental Loan	ZST	10001 - 10499

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241/608 Supplemental Loan	ZSU	10001 - 10499
241/908 supplemental Loan	ZSV	10001 - 10499
241/Title XI Supplemental Loan	ZSW	10001 - 10499
241 (f)/221-BMIR Equity Loan	ZFL	41001 - 41499
241 (f)/236 Equity Loan	ZFR	41001 - 41499
242 Hospitals	ZHL	13001 - 13499
242/223 (e) Declin. Area	ZHM	57001 - 57499
Title XI Group Practice	ZGF	51001 - 51999
Title XI/223 (e) Declin. Area	ZEF	57001 - 57499
202/162 Direct Loan Elderly Converted to Handicapped	ZPC	EH001 - EH999
811 Supportive Housing for Persons with Disabilities	ZPD	HD001 - HD999
202 Supportive Housing for the Elderly	ZPE	EE001 - EE999
202 Direct Loans for Elderly and Handicapped (1976-1990)	ZPF	EH001 - EH999
202 Direct Loans (Pre-1974)	ZPH	SH001 - SH999
202 Direct Loans for Handicapped (1989-1990)	ZPI	HH001 - HH999
312 Rehab. Loan	YAB	84001- 84499
College Housing	ZPK	CH001 - CH999

 IDENTIFYING SUFFIX LETTERS FOR PROJECT NUMBERS

The following suffix letters or combinations thereof are to be added to Project Numbers to identify special types of mortgages:

Suffix Letters	Description
-A	A Section 207 Elderly Housing pursuant to the Housing Act of 1956.
-AP	A Section 221 and 236 project for which a loan was made under the Appalachian Housing Assistance Program.
-BC	Indicates a project that is a residential facility that provides room, board, and continuous protective oversight.
-BS	A Section 221 project which has as the initial mortgagor a builder who agrees to sell the completed project to a private nonprofit corporation.
-BS/LDP -BS/LDI -BS/LDC	As applicable, a Section 221 builder project for which the sale to a private nonprofit corporation failed to materialize.
-BS/NP	A Section 221 builder project that has been sold to a private nonprofit corporation.
-COND	A project mortgage other than Section 234 involving new construction or existing structures on which a plan to convert to condominium ownership has been applied.
-EC	All sections involving existing project requiring repairs, alteration, improvements, etc., to refurbish a project. This does not include substantial rehabilitation where a project is raised from deteriorating or substandard condition; (see SR).
-ES	A Section 213 (management only) transaction involving the purchase of existing structures including repairs, alterations, etc., which do not

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- constitute rehabilitation and Section 221 transactions involving refinancing of existing structures located in urban renewal areas. (Note: Transactions involving refinancing of existing mortgages insured by HUD or mortgages insured in connection with the sale by HUD of an acquired mortgage or property are not to have the suffix "ES" assigned to the project number.)
- FAM Individual families -- not elderly or handicapped.
- FI A Section 232(i) project that was previously insured under Section 232.
- GC General care.
- H A Section 242 project involving the financing or refinancing of existing mortgagee indebtedness in the case of a hospital where construction thereof was completed between January 1, 1966, and the effective date of the 1968 HUD Act.
- HA A Section 213, or 221(d)(3) cooperative in which a given number of units are subsidized by HUD.
- HIV Human Acquired Immunodeficiency Virus.
- IC A Section 232 project involving intermediate care facilities.
- ICM An intermediate care facility for the mentally retarded (ICF-MR) group home for 15 or fewer residents. (Section 202 projects)
- INV/MAN A Section 213 or 221 investor-sponsor project that has been sold to a cooperative.
- INV/COND A Section 213 investor-sponsor project which, failing to be sold to a cooperative, is sold as condominium housing.
- INV/RH A Section 213 or 221 investor-sponsor project which 2 years after completion fails to be sold and must be operated as a rental housing project.

-INV	A Section 213 or 221 investor-sponsor project.
-L	A project mortgage involving a Public Housing Leasing Agreement issued under Section 23 of the U.S. Housing Act of 1937.
-L8	A project mortgage involving a Public Housing Leasing Agreement issued under Section 8 of the U.S. Housing Act of 1937, as amended.
-L8M8	A Section 8 regular and LM set aside.
-LDA	A Section 221 project with an association as a mortgagor and a limited distribution of profits.
-LDC	A Section 221 project with a limited dividend corporation as mortgagor. (Note: The suffix "LDC" is not to be assigned in combination to projects involving limited dividend mortgagors for which specific suffixes have been provided such as "RS" for builder-seller or "INV" for an investor-sponsor.)
-LDI	A Section 221 project with an individual as a mortgagor and limited distribution of profits.
-LDP	A Section 221 project with a partnership as a mortgagor and limited distribution of profits.
-LDT	A Section 221 project with a trust as a mortgagor and a limited distribution of profits.
-M	Section 207 mobile home courts.
-M8	A project with Section 8 funding provided through the Loan Management set-aside program.
-M8P8	A Section 8 LM set aside and PD.
-MAN	Sections 213 and 221 management projects.
-MOD	A Section 8 mod rehab.
-MRSC8	S8LM and rent supplement converted to S8.

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- NP Section 221, 231, 232 and 242 projects with nonprofit organizations for mortgagors. (Note: The suffix "NP" is not to be assigned in combination with projects involving public bodies or cooperatives as mortgagors.)
- NP/MAN A Section 221(d)(3) nonprofit sponsored project that has been transferred to a cooperative.
- P Sections 207, 213 (management only), 220, 221, 231, 232, 233 transactions involving public housing properties sold by Federal, State or local governments or agencies thereof.
- P8 A project with Section 8 funding provided in conjunction with the sale of a HUD-owned project.
- PAC A project designed partially to provide Congregate Services for the elderly.
- PAH A project designed partially as Housing for the elderly.
- PAM A project designed partially as Housekeeping and Congregate facilities for the elderly.
- PB All Sections involving projects with a public body as a mortgagor.
- PM Sections 221, 231 232, and 242 projects with profit-motivated organizations for mortgagors.
- PPH Partially physically handicapped.
- PR (Project Rehabilitation (Rehab.)) All sections (housing programs) where an existing project is (1) submitted by an approved Project Rehab sponsor; (2) meets the definition of Substantial Rehabilitation; and (3) is located in a city designated as a "Project Rehab" city. Should be used in conjunction with "SR." (Note: A property will be considered substantially rehabilitated when its condition is improved from deteriorating or substandard to good condition.)
- PUR/FHA A Section 207/223(f) purchase of a HUD insured project.

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- PUR/CON A Section 207/223(f) purchase of a conventionally financed project.

 - R Transactions under any section of the Act, other than Section 220, involving properties located in redevelopment or urban renewal areas. (Note: This suffix will be added to any other suffix that may also be applicable. For example, 062-35001-PM-R would indicate a Section 221 MIR project, with a profit-motivated mortgagor, located in a redevelopment or an urban renewal area.)

 - RAP A Section 236 project approved for "deep subsidy" rental assistance.

 - RC A project mortgage containing release clause provisions.

 - REF All Sections involving transactions covering refinancing of currently insured mortgages under Sections 220, 221, 608, and 908. (Note: This suffix will be added to any other suffix that may also be applicable such a "EC": to denote rehabilitation. The suffix "ES" does not apply to these transactions.)

 - REF/CON A Section 207/223(f) refinancing of a conventionally financed project.

 - RESC Designed for the frail elderly with an extensive meals service and amenities package.

 - RSC8 Rent supplement converted to Section 8.

 - S A Section 213 sales project.

 - SUP Projects approved for Rent Supplement.

 - SK Serves convalescents or other persons who are not acutely ill and not in need of hospital care but who require skilled nursing care and related medical services.

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- SR (Existing project with substantial

rehabilitation.) All sections involving existing projects where rehabilitation work is of such scope that a structurally sound but substandard or deteriorating property is brought up to good condition.

- TU A project approved for a Section 236 Tax and Utility Subsidy Contract.
- WAC A project designed wholly to provide Congregate services for the elderly. (Congregate housing for elderly families is that housing in which some or all of the individual dwelling units do not contain kitchen facilities, and in which a central dining facility is provided for the residents, and other shared facilities are included.)
- WAH A project designed wholly for the elderly.
- WAM A project designed wholly as Housekeeping and Congregate facilities for the elderly.
- WDD Wholly development disabled.
- WPD Wholly physically disabled.
- WPH Wholly physically handicapped.
- X A Section 207/223(f) exception cases which qualify under special eligibility.
- XS A project approved for a Flexible Subsidy Contract (troubled projects operating subsidy).

Select the suffix indicated by the application and make it part of the project number. The project number, together with the appropriate identifying suffix, must be shown on the project binder, the application, and all exhibits, plans, specifications, correspondence, and other related material.

* Report any changes in the suffix after initial insurance endorsement by memorandum to the Housing Information System Division, so that the appropriate records can be corrected accordingly. Additional suffixes required subsequent to initial endorsement need to be affixed only to the project binder and correspondence and documents initiated after the suffix becomes applicable.

FEE AND PREMIUM CHARGES	RATE PER \$1,000
1. APPLICATION FEE - Code 7: An amount stated in application for SAMA; with application.....	\$1.00 1/2/
Exception 1: Applications applicable to Section 242 cases. An amount stated in application for conditional commitment, with application.....	\$1.50 1/2/
Exception 2: Application, applicable to Section 232(i). Based on amount of fire safety equipment loan applied for.....	\$2.00 3/
a. For investor projects, see 2.a. below.	
b. For increase in application, fee is based on the amount of increase requested.	
c. For refinancing transactions, see 2.e. below.	
2. COMMITMENT FEE - Code 1: Conditional Commitment - An amount stated in application for conditional commitment, less SAMA application fee previously received, if any; with application (not applicable to Section 242 cases) (see application fee above).....	\$2.00 1/2/
Firm Commitment - An amount stated in application for firm commitment, less application and conditional commitment fees received, if any; with application(s).....	\$3.00 1/2/
Exception 1: Commitments under Section 232(i), fire safety equipment loan insurance ..	\$4.00 3/
a. For investor projects, application and commitment fees are based on the commitment amount applicable to the owner of a management project.	
b. No commitment fee is due in connection with applications covering AEC properties, i.e., properties sold by the Government, pursuant to the Atomic Energy Community Act of 1955, as amended.	
c. For increase in commitment, application and commitment fees are based on the amount of the increase requested.	

RATE PER \$1,000

- d. When a commitment is reissued, the term of the commitment will be for a period of at least 30 days, or such further period as estimated by the Director to permit closing.
 - e. Refinancing - application and commitment fees are based on \$3 per thousand dollars of the amount of the application for commitment for the refinancing transaction.
 - f. In connection with a loan to cover operating losses occurring during the first 2 years following completion of the project, a combined application and commitment fee of \$3 per thousand dollars of the amount of the loan applied for shall be submitted with the application for commitment.
 - g. For special fee required for Title XI transactions, see section 7 of this Appendix.
3. INSPECTION FEE - Code 6: Based on amount of commitment, due prior to the beginning of construction if commitment is to insure upon completion, or if advances are to be insured upon initial endorsement or prior to the beginning of construction, whichever is earlier \$5.00 1/2/3/
- a. Inspection fee for Title VII projects is \$2 per \$1,000.
 - b. There is no inspection fee for Section 213 sales projects.
 - c. There is no inspection fee for AEC properties.
 - d. For investor projects, fee is based on the amount committed to the purchasing cooperative. No additional fee is required when converted to a management project.

- e. In instances when the amount of commitment is reduced before the start of construction, the amount of the inspection fee should be based on the decreased amount of the commitment. If the commitment is decreased after construction has started, the amount of the inspection fee is determined on the amount of the commitment before the decrease. See paragraph 1-11 of this handbook. An inspection fee must be collected to cover any increase in the amount of commitment or mortgage during construction and prior to final endorsement, except transfers from Section 213 investor projects to Section 221(d)(3).
- f. For existing properties, the inspection fee is based on the amount of rehabilitation work involved. The method of computation is as follows:
 - (1) Add together the amounts shown on line 6(a) and 6(b) of Form FHA-2264A or line 7(a) and 7(b) on Form FHA-2264C.
 - (2) Round the result to the next higher multiple of \$100 and compute the inspection fee at \$5 per \$1,000 on the resulting amount.

Show the following information on the official receipt for inspection fees collected under this method: (a) the suffix "EC" (for existing construction), as a part of the project number; and (b) the following legend in the space at the left of the address panel: "Total est. cost of new on- and offsite work: \$____."

- g. No inspection fee is required in connection with a loan to cover operating losses occurring during the first 2 years following completion of the project. (See 207.1(f)(3) of the HUD regulations.)
- h. No inspection fee is required for that part of a Section 241 supplemental loan for "non-realty" equipment when the original mortgage was insured under Section 232, nursing homes; or 1101, group practice facilities.

RATE PER \$1,000

- i. The inspection fee for repairs on 207/223(f) projects is the greater of \$30 per unit or 1 percent of the estimated cost of repairs.
 - j. The inspection fee for repairs on 232/223(f) is 1 percent of the estimated cost of repairs.
4. INSURANCE PREMIUM - Code 2: Based on amount insured \$5.00
- a. At the time of sale of an investor project, collect \$5 per \$1,000 of purchasing cooperative's mortgage for the period from date of insurance to 1 year following first principal payment date. Mortgage Insurance Accounting and Servicing will adjust the premium previously paid for the investor project.
 - * b. The first premium due on a Section 207/223(f), * 232(i) fire safety equipment or 238(c) project will be 1 percent of the original face amount of the mortgage, to be paid at endorsement.
 - c. For mortgages insured by the Department of Health and Human Services (HHS) under Title VII of the Health Services Act, the insurance premium will be applied to that portion of the mortgage not guaranteed by HHS.
5. REOPENING FEE - Code 6: Based on amount of an expired conditional commitment or an expired firm commitment when application is received within 90 days of expiration, payable with application for reopening \$0.50 3/
- Section 232(i) an expired commitment may be reopened if a request for reopening is received by the Commissioner within 10 days of the expiration of the Commitment.
6. TRANSFER FEE - Code 6: Based on the original face amount of the mortgage in all cases involving the transfer of physical assets and in all substitution of mortgagor cases; with application \$0.50

RATE PER \$1,000

A transfer fee is not required in a case involving a

substitution of mortgagor when both parties to the transaction are nonprofit corporations or organizations.

7. PRELIMINARY ANALYSIS FEE - Code 7: A fee of \$400 for each Title XI group practice facilities project will be submitted to the Field Office with Form 2013-GP 1, Request for Preliminary Analysis. An official receipt will be prepared on Form HUD-27038 and the remittance scheduled for deposit as a suspense item on Form HUD-3416, Schedule of Project Collections, showing project number, name, and location. The fee will be transferred by Mortgage Insurance Accounting to the Department of Health and Human Services.

NOTES

- 1/ For Section 234 projects only, the combined application, commitment and inspection fees shall aggregate no less than the following amounts: (a) \$50 per dwelling unit, in a case involving new construction, and (b) \$40 per dwelling unit, in a case involving rehabilitation.

When the combined application, commitment and inspection fees result in an amount less than \$50 or \$40 per dwelling unit, as applicable, the additional amount shall be collected with the commitment fee and made a part thereof. For example, assume a \$500,000 mortgage involving new construction consisting of 100 units. The combined application, commitment and inspection fee would be \$8 per \$1,000 or \$4,000, as follows: application fee, \$500; commitment fees, \$1,000; and inspection fee, \$2,500. The combined fee based on \$50 per dwelling units would be \$5,000. The additional \$1,000 would be collected with the

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commitment fees and the official receipt noted in the space at the left of the address panel as follows: "Fee based on 100 units." (Note: The combined fees will, of course, be less than \$8 per \$1,000 when the inspection fee is based on the total estimated cost of new on- and offsite work as prescribed in Section 3.f. of this Appendix.)

- 2/ No application, commitment or inspection fees are

required in connection with the insurance of a mortgage to finance the purchase of a Secretary-held multifamily property except for two multifamily programs. Application, commitment and inspection fees are to be collected for Section 242 (Hospitals) and Title XI (Group Practice Facilities). Enter the following notation on the "no money" official receipt in the space to the left of the address panel: "Secretary-held property sold."

- 3/ For Section 232(i) projects only an application fee of \$2 per \$1,000 of the loan amount applied for, and a commitment fee of \$2 per \$1,000 which, when added to the application fee will total \$4 per \$1,000 of the amount of the loan set forth in the commitment (with a minimum of \$50 total for both fees) are required. The minimum inspection fee shall be \$50 paid prior to the date construction is begun, except that in no case shall the combined total of the application, commitment, reopening and inspection fees exceed 1 percent of the original principal face amount of the loan.

OFFICIAL RECEIPT

OFFICIAL RECEIPT		<small>DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FEDERAL HOUSING ADMINISTRATION</small>		<small>FHA Case or Project Number</small>
<small>Mortgagor or Borrower - Last name first - Given name</small>				
<small>Official Receipt No.</small> A41999	<small>Location or Property Address</small>	<small>City</small>	<small>State</small>	<small>Application-Mortgage</small> \$
<small>Transfer of Section</small>	<small>Old Case No.</small>	<small>Old Sched. No.</small>	<small>Type of Transaction</small>	
<small>Receipt is Acknowledged of Remittance By:</small>				<small>Amount Received</small>
<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p>PART 1 - To Remitter</p> <p><small>In Correspondence Please Refer to FHA Case or project Number Above</small></p>				<small>Cash</small>
				<small>Acctg. Code</small>
				<small>Schedule Number</small>
				<small>Date of Schedule</small>
				<small>Federal Housing Administration By</small>
				HUD-27038 (5-67)

Replaces FHA-2006

**Schedule of
Project Collections**

U.S. Department of Housing
and Urban Development
Office of Finance and Accounting

Appendix 5



Instructions: Use this schedule for project collections only. Prepare original and one copy. Forward original to Mortgage Insurance Accounting with receipted C/D (triplicate) and official receipts (pink) on date of deposit. Crossfoot code totals to grand total which must equal amount of deposit. Receipts and their numbers must be reconciled. Enter collections for cases processed under 223(e) in the spaces for 223(e). Credit collections for 223(d) 2-year operating loss loans to the section under which the project mortgage was insured, except that collections for a loan that relates to a mortgage insured pursuant to 223(e) will be credited to 223(e), e.g., a 223(d) loan for a mortgage endorsed under 207/223(e) will have collections credited to 223(e). Credit collections for 241 supplemental loans to the section under which the project mortgage was insured, except that if the collection for a loan relates to a project mortgage insured pursuant to 223(e), credit the collection to the section under which eligibility requirements could not be met, e.g., a 241 loan for a mortgage endorsed under 207/223(e) will have collections credited to 207. See Fiscal and ADP handbook 4110.01 for further details.

Schedule No.	Date Received		Date of Deposit		Amount of Deposit
Insuring Sections	Code 1	Code 2	Code 6	Code 7	Section Totals
207					
213(k) CMHI Fund					
213 GI Fund					
220					
220(h)					
221					
223(e)					
231					
232					
233 (a)(1)					
233 (a)(2)					
234					
235					
236					
242					
810					
1002					
1101					
Code Totals					Grand Total \$

List Receipt Numbers Used

Total Number of Receipts Used

We certify that collection items included in amount of deposit above were jointly verified against their individual receipts by us and deposited in the amount and on the date stated above.

Signature of Receiving Clerk

Signature of Supervisor

Initials of Employee Making Deposit

X

Exception to
Standard Form 1047
approved by GSA/IRMS 5/87
September 1973
4 T FRM 2000

**PUBLIC VOUCHER
FOR REFUNDS**

Voucher No. _____

Schedule No. _____

U.S. Department of Housing and Urban Development / Federal Housing Administration

Location: _____

Appropriation of Fund: _____

To

Address

[Large rounded rectangular box for recipient address]

Pad By
[Empty rectangular box for signature]

Deposit received from the above-named depositor on _____, 19____

for _____

has been applied as herein stated and the balance indicated is returned herewith:

Amount of deposit _____ \$ _____

Applied as explained in "Remarks" below _____

Balance authorized to be refunded _____ \$ _____

Remarks:

Prompt Payment Act Requirements:

1. Days until payment due: _____
2. Payment due date: _____
3. Contact Person: _____
4. Telephone number: (____) _____
5. Prompt payment applicability indicator: _____
6. Invoice number: _____ and date: _____

(Sign Original only) _____

Title _____

Refund by {
 Check No. _____
 Cash, \$ _____ on _____ (Signature of payee) _____
 Other Method, \$ _____ (sign original only)
 _____ (Describe)

FHA FORM 3635 Rev. September 1991		U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FEDERAL HOUSING ADMINISTRATION				
CLOSING FISCAL EXAMINATION WORK SHEET						
INSTRUCTIONS: Prepare original and one copy in pencil. File original in Washington docket and copy in office docket. Appropriate entries are to be made at time of (1) initial endorsement for insurance of advances, (2) initial-final endorsement of commitment to insure upon completion, (3) final endorsement for insurance of advances, and/or (4) final closing of non-insured projects. Any additional collection items should be identified in column (1). Enter in column (2), opposite (a) Application Fee, date application was received; (b) Commitment Fee, date commitment was issued; (c) Inspection Fee, date of acceptance of Commitment to Insure Upon Completion or date of initial endorsement when advances are insured; (d) Reopening Fee, date of receipt of request for reopening; and (e) Premium, date of initial endorsement for insurance. After completion, the certification panel will be completed by an employee designated by the Director. If any fee credit represents a transfer from another project, indicate former project number under Remarks column. See Handbook 4410.1, Project Fiscal Procedures, paragraph 1-12.						Project No.
						Section of the Act
						Area/Insuring Office
Collection Item	Date	Amount of App., Commitment or Mortgage	Amount of Fee or Premium Collected	Schedule Number	Amount of Refund	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Application Fee		\$	\$		\$	
Commitment Fee						
Inspection Fee						
Reopening Fee						
Premium						
I certify that, as applicable, on the basis of (1) the highest amount applied for, (2) the highest commitment, and (3) the mortgage endorsed for insurance, all fees and premiums collected and retained are correct.		Date		Signature		

HUD-Wash., D.C.