SPECIMEN LETTER
REQUEST TERMINATION OF THE OWNER-ARCHITECT AGREEMENT

Dear: ______(Mortgagor)__________

RE: _____(Name of Project)_______
____(HUD Project No.)________

The services of _____(name of on-site representative)____ represent the firm of ______(name of architectural firm as it appears on the Owner-Architect Agreement)_____ have been determined by the Department of Housing and Urban Development (HUD), as being inadequate in the administration of the Construction Contract for the subject project. Our efforts to correct the inadequacies have been to no avail.

Further services by _____(name of on-site representative)_____ are unacceptable to HUD, therefore, I request that you terminate your contractual agreement with ____ (name of architectural firm)_____ in accordance with the terms of the Owner-Architect Agreement. As a condition of further HUD participation in this project, you are required to employ another supervisory architect who has no identity of interest with the contractor, mortgagor, any subcontractor or any of the principles thereof for the duration of the construction period. HUD will not assume the role of the supervisory architect.

This Office will not approve any further advances for supervisory architect's fees until appropriate actions have been taken. The unpaid balance of the supervisory architect's fees is available for that purpose, provided that the chosen architect is acceptable to HUD and to _____(name of mortgagee)_____, the mortgagee.

Office Manager