

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)\_\_\_\_\_ representing 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