

CHAPTER 10. REQUISITION FOR AMORTIZATION SCHEDULES

10-1. PREPARATION OF SCHEDULES. Timely preparation of amortization schedules is necessary for the convenience of mortgagees and to avoid misunderstandings on their part as to amortization requirements. Upon receipt of the Washington docket, the Comptroller may proceed with preparation and distribution of schedules to the mortgagee and field office.

- a. If submission of the Washington docket is to be delayed, requisition for amortization schedule must be made by the Field Office Director as follows: Immediately after final closing and insurance endorsement "Regulation for Multifamily Housing Mortgage or Loan Amortization Schedule", FHA Form 2409, will be prepared. When the required information has been entered on the Form and reviewed and the certification signed, it will be forwarded directly to the Comptroller, Attention: Multifamily Mortgage Branch.
- b. FHA Form 2409 will be accompanied by copies of (1) the mortgage instruments (including any modifications thereof), (2) FHA Form 3307, Computation of Advance Amortization, (3) FHA Form 2580, Maximum Insurable Mortgage and (4) either FHA Form 2023, Request for Final Endorsement of Credit Instrument, or FHA Form 2455, Request for Endorsement of Credit Instrument - Certificate of Mortgagee and Mortgagor. These copies may be prepared by using any suitable copying equipment available.

10-2. REVISION OF INSTRUMENTS. After final closing, revision of the terms or conditions of the insured mortgage will be governed by Reference 2 of the Foreword.