

CHAPTER 9. DISTRIBUTION OF CLOSING INSTRUMENTS

9-1. PREPARATION OF WASHINGTON DOCKET. Immediately upon final endorsement of the credit instrument (regardless of whether there are any funds in escrow) the Field Office Director will require preparation of a permanent Washington Docket. The forms and documents to be filed in it and instructions for its preparation are given in FHA Form 2471, Contents of Washington Docket.

- a. As the availability of the Washington Docket is necessary for the adjustment of the mortgage insurance premium account and for routine preparation of the amortization schedule by the Comptroller, its preparation and submission to Washington should be expedited.
- b. If submission of the Washington Docket is delayed for any reason, separate requisition of amortization schedule must be made by the Field Office pursuant to instructions in Paragraph 10-1.

9-2. MAILING OF WASHINGTON DOCKET. Immediately following preparation of the Washington Docket, it will be forwarded to the Comptroller, Department of Housing and Urban Development, Washington, D.C. 20412, Attention: Multifamily Mortgage Branch, with a suitable letter of transmittal. One copy of the transmittal letter shall be sent to the Director of Unsubsidized Insured Housing Programs. The Comptroller will be responsible for recordation and safekeeping.

9-3. PREPARATION OF FIELD OFFICE DOCKET. After preparation of the Washington Docket, all remaining original and duplicate material, except that covered in Paragraph 9-4 will be filed in the Field Office Docket. The contents of the Field Office Docket are to remain in chronological order.

- a. Correspondence may be fastened to the left side of binder.

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- b. When a project is of such size as to make arrangement in one binder bulky, auxiliary binders will be made. The binder will be designated No. 1, No. 2, No. 3, etc., and the No. 1 binder will indicate the total number of binders.
 - c. None of these binders or their contents may be destroyed before termination of mortgage insurance, nor shall recommendation be made to the National Archives for their destruction without prior approval of the Director, Office of Unsubsidized Housing.
- 9-4. MATERIAL NOT IN WASHINGTON OR FIELD OFFICE DOCKETS. The master set of drawings and specifications, and copies of all approved Construction Changes, FHA Form 2437, are not to be placed in either docket, but are to be handled as follows:
- a. Retain in the Field Office until expiration of the one-year guarantee period under the construction contract.

- b. After expiration of the one-year guarantee period review statements for completeness and so certify on FHA Form 2488.
- c. After review, integrate each set of plans, specifications and change orders in a tightly rolled bundle with the plans on the outside. Tie securely with twine at each end. Paste FHA Form 2488 securely on one end of the rolled bundle.
- d. Forward to the regional Federal Records Center in accordance with Records Control Schedule, FHA 1, Item 5. This schedule provides for reasonable accumulations, on a once a year basis.