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## FOREWORD

This Handbook provides basic instructions for cost personnel in the cost estimation and analysis of multifamily projects for mortgage insurance. These instructions apply except as modified by the specific program Handbook.

The objectives of these instructions are to expedite processing and provide reasonable estimates. The cost estimation system requires the selection of recorded data which is adjusted to reflect cost differences due to time, location and price fluctuations, and to recognize major design and specification variations.

It is not the intent of these instructions to describe duties according to specific job descriptions or job titles but to designate the duties and functions of cost personnel.

### References:

4480.1 - Multifamily Underwriting Reports and Forms Catalog

4470.2 - Cost Certification Guide for Mortgagors and Contractors

