
CHAPTER 2. APPLICATION

- 2-1. PROJECT APPLICATION. The project application form to be used is the Application for Mortgage Insurance, FHA Form 3202.
- 2-2. INDIVIDUAL UNIT APPLICATION. Applications for the insurance of individual mortgages on property released from a sales type blanket mortgage--the proper form is FHA Form 2900-1.
- 2-3. INSPECTION FEE. In Sales Type cases, there is no inspection fee.
- 2-4. EXHIBITS. The following exhibits, properly identified as part of of the application, shall be submitted.
- a. Development Plan in triplicate showing clearly the proposed development and including the following information:
- (1) The delineation of each lot in the development, dimensioned and identified with the lot and block number.
 - (2) Easements, zoning or restriction requirements, if any.
 - (3) Location of streets, utilities, and similar improvements.
 - (4) Location of the proposed buildings, walks, drives and other improvements on each lot indicating width of side yards and depth of set-back.
 - (5) Identification of the house type proposed for each lot.
 - (6) The proposed grade elevation of the first floor of each house in relation to the finished grade of the lot and to the established finished grade of the center line of street pavement.
 - (7) Other information such as topographic data as requested by the HUD Field Office.
- b. Complete Drawings for each house type including all floor plans, all elevations, sectional wall details, and, if required, heating layout. (2 sets of drawings.)

- (2-4) c. Outline Specifications, in duplicate, for each house type on FHA Form 2005, Description of Materials completely filled out.
- d. If an Individual Water-Supply and/or Sewage-Disposal System is Proposed, separate exhibits, as required by the local HUD Field Office, must be submitted.
- e. Request for Determination of Prevailing Wages, Form FH-21 (a), (Department of Labor form) in triplicate.
- f. Mortgagor's Breakdown of Construction Cost for each house type, and amount of contract bid, if any, in duplicate.
- g. Certification and Agreement with respect to charges, fees and discounts, executed in triplicate by the builder and the sponsor on the form prescribed by HUD-FHA.
- h. Cooperative Membership Exhibit, FHA Form 3203, in triplicate, listing prospective members totaling not less than 100% of the total units in the project, showing name of member, veteran status, number of rooms in dwelling unit to be occupied, total acquisition cost, amount already paid into cooperative corporation, amount of monthly charge to each member to cover debt service, hazard insurance, taxes, special assessments, and ground rents, if any, and the identity number of the dwelling unit he will occupy. A credit report on each individual and Schedules D through K on the reverse side of FHA Form 2900, properly completed and signed by each applicant, shall accompany FHA Form 3203.