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CHAPTER 9. ARCHITECTURAL PROCEDURES

9-1. PROCESSING REQUIREMENTS.

- a. Section 213, Sales Type Cooperatives are processed using architectural processing procedures conforming to reference (4) of the Foreword modified as follows:
- (1) The Design Representative should recognize that a sales type cooperative is composed of five or more individual, single family dwellings. These dwellings may be of the following types:
    - (a) Attached.
    - (b) Semi-detached, or
    - (c) Row.Community facilities must be included.
  - (2) The Design Representative's analysis takes into consideration the following:
    - (a) The project is first considered as an over-all entity.
    - (b) The exhibits required for the over-all development are those required for single family architectural processing.
    - (c) The living units become separate real estate entities when completed. The Design Representative shall establish that there is separate access provided to each property and that there are separate utilities serving each property.
    - (d) The architectural exhibits required for further processing are those required for processing cases under Section 203(b). These exhibits shall include: (1) Plot plan, (2) Floor plans, (3) Exterior elevations, (4) Details and Sections, (5) FHA Form 2005, (6) Mechanical layout, and (7) Plan showing individual water supply and sewage disposal systems, if any. See exhibits required in Chapter 2, Application.

- (9-1) (e) The FHA Form 2800 package is used in processing. For Section 213 Sales Type Cooperatives the following procedures are used:
- 1 Specific conditions applicable to all properties and pertaining to on-site improvements are entered on FHA Form 2800-3. This shall have the group identification number. This group identification number is referred to on all subsequent reports in the group.
  - 2 The drawings should be amended, thus eliminating what would otherwise be specific conditions of the commitment.
  - 3 Costs are estimated using Section 203(b) procedures adjusted to include wage rates as determined by the Secretary of Labor.
  - 4 Draperies are not eligible as part of the mortgage security.
  - 5 Commercial facilities are not permissible.

b. Inspections.

- (1) Section 213, Sales Type Cooperative project inspection procedures are modified so that:
  - (a) Inspections follow essentially Section 203(b) inspection procedures.
  - (b) The inspector makes unscheduled compliance inspections.
  - (c) Inspections are reported on the Compliance Inspection Report, FHA Form 2051.
  - (d) The Minimum Property Standards for One and Two Living Units, Reference (5) of the Foreword, is part of the architectural contract documents.
  - (e) Guarantee inspections are not required.
  - (f) The architect or the contractor submit requested changes on FHA Form 2437.

- (9-1)            (g) If there are to be insured advances, these are submitted on the Contractor's Requisition, FHA Form 2448. The inspector then completes the Project Inspection Report, FHA Form 2449.
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