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FORMS APPENDIX VI SECTION 213 SALES TYPE

APPENDIX	FORM NUMBERS	TITLE
6-1.	FHA-3202	Application for Mortgage Insurance
	FHA-3203	Cooperative Membership Exhibit
6-2.	FHA-3207	Commitment for Insurance of Advances
6-3.	FHA-3207-A	Commitment for Insurance of Advances (Involving One Mortgagor Corporation, Two or More Project Mortgages, and a Community Facility)
6-4.	FHA-3210	Commitment to Insure Upon Completion
6-5.	FHA-3210-A	Commitment to Insure Upon Completion (Involving One Mortgagor Corporation, Two or More Project Mortgages, and a Community Facility)
*	HM-93211	Monthly Report of Cooperative Housing Corporations
*	FHA-3212	Mortgagor's Certificate
*	FHA-3213	Off-Site Bond
6-6.	FHA-3214	Mortgagor Rider
6-7.	FHA-3216	Commitment for Insurance of Individual Mortgage
*	FHA-3218	Mortgage' Certificate (Insurance Upon Completion)
*	FHA-3219	Permission to Occupy
*	FHA-3220	Mortgagee's Certificate
*	FHA-3224	Certificate of Mortgagee (Insurance Upon Completion)

APPENDIX	FORM NUMBER	TITLE
*	FHA-3225	Regulatory Agreement
*	FHA-3227	Sponsor's Certification
6-8.	FHA-3231	Model Form of Subscription and Purchase Agreement

*	FHA-3232-B	Model Form of Additional down Payment Agreement
*	FHA-3232-C	Model Form of Additional Payment Agreement
6-9.	FHA-3233	Model Form of Subscription and Purchase Agreement (Insurance Upon Completion)
*	FHA-3234-B	Model Form of Certificate of Incorporation (When Regulatory Agreement Used)
*	FHA-3235	Model Form of Certificate of Incorporation
6-10.	FHA-3235-A	Model Form of Certificate of Incorporation (Stock Basis, Community Facilities and One or More Project Mortgage)
*	FHA-3237	Model Form of Occupancy Agreement (One Mortgage Parcel)
*	FHA-3237-A	Model Form of Sublease
*	FHA-3237-B	Model form of Occupancy Agreement (More Than One Mortgage Parcel)
*	FHA-3238	Model Form of Management Agreement
*	HM-93240	Annual Operating Budget for Cooperative Housing Corporations
6-11.	FHA-3243	Model Form of Information Bulletin
*	FHA-3245	Model Form of By-Laws
*	FHA-3257-D	FHA Required Closing Instruments (Insurance Upon Completion)
*	FHA-3257-G	FHA Required Closing Instruments-Final Endorsement
*	FHA-3258	Model Form of Ground Lease
*	FHA-3259	Surety Bond Against Defects, ETC., (Insurance Upon Completion)

*Copy of form included in Forms Appendix of Handbook HUD 4550.2.

NOTE: The above-listed forms contain much information that is not repeated in the text of this Handbook.

FOREWORD

This handbook is the sixth and final handbook of the cooperative housing series. It deals with the Section 213 program for "Sales Type" cooperatives. Unlike the approaches described in preceding handbooks, the ultimate objective of this approach is not to create a management type housing cooperative. Instead, the cooperative corporation is formed for the sale and conveyance of dwelling units to individual purchasers. Meaningful community facilities are a requirement. The cooperative corporation continues to exist after the members have taken title to their individual homes only for the purpose of owning and

operating the community facilities.

The Section 213 Sales Type program can be useful in certain circumstances. For example, a housing development of the Planned Unit Development type, where single deed estates are conveyed, since it provides for insurance of advances and makes it possible to include better amenities in the community facilities.

The following instructions outline HUD administrative requirements and underwriting procedures in detail during the planning, construction, insurance and final release of the individual units from the project mortgage.

An Appendix of model forms and a numerical reference to applicable HUD-FHA Regulations are included for ready reference and convenience.

Copies of this handbook should be made available to prospective sponsors. In addition, Reference (1) and (2) of the Foreword should be made available.

Legal Authority:

Subchapter E - Cooperative Housing Insurance

Sales Type

Subpart A - Eligibility Requirements for Projects - 213.1(a), (b), (c), (g), (k); 213.2 through 213.6 (except (d)); 213.7 (c), (d), (f), (i)-(2)-(3), (j); 213.8 through 213.22; 213.23 (except (c)); 213.24; 213.27 (except (f)); 213.28 and.29; 213.33; 213.35 and 36; 213.38 through.40; 213.42 through.46.

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Subpart B - Contract Rights and Obligations - Projects - 213.251 and.252; 213.253(a); 213.254(a); 213.255(a); 213.256(a); 213.258(a); 213.259 and.260; 213.265(a); 213.266(a); 213.267 and.268, and 207 except as provided in 213.251.

Subpart C - Eligibility Requirements - Individual Properties Released from the Project Mortgage - 213.501 through 213.550, and 213 as defined in 213.502.

Subpart D - Contract Rights and Obligations - Individual Properties - 213.751, and 203 except as provided in 213.751.

References:

- (1) 4550.1 - Basic Cooperative Housing Insurance
- (2) 4550.2 - Pre-Sale Management Type Cooperative
- (3) HPMC-FHA 4200.15 (4480.1)* - Multifamily Reports and Forms Catalog
- (4) 4460.1 - Architectural Analysis and Inspections Handbook for Project Mortgage Insurance
- (5) FHA 300 (4900.1)* - Minimum Property Standards for One and Two Families
- (6) 4155.1 - Mortgage Credit Analysis Handbook for Mortgage Insurance on One to Two Family Properties
- (7) HPMC-FHA 4000.9 (4190.1)* - Single Family Reports and Forms Catalog
- (8) 4470.1 - Mortgage Credit Analysis for Project Mortgage Insurance

*The information in parentheses indicates the location of the referenced material in the new classification system.

Cancellations: Handbooks numbered 4550.1, 4550.2, 4550.3, 4550.4, 4550.5 and 4550.6 cancel the following portions of Volume VI, Book 2, of the FHA Manual.

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Appendices IV-1, 2, 3, 4, 5, 6, 7
Paragraph 63402.17-a(1)
Paragraph 63511-(exceptions)
Paragraph 63608.6-Note
Paragraph 63608.6k
Paragraph 63608.6-o-Note
Paragraph 63608.6-p-Note
Paragraph 63616 thru 63616.6

The following FHA Manual, Volume VII, Book 2 references are cancelled:
Paragraph 72435.2 and Table 1, Paragraph 72456 thru 72456.19, Paragraph 72514.2 and 3, Paragraphs 72627 thru 72627.2, 72628 thru 72628.2, 72632, 72717 thru 72717.1, 72718 thru 72718.3, 72724 thru 72724.2, 72933 thru 72933.1, 72934 thru 72937, 72943 thru 72945, 72946 thru 72946.5, 72961 thru 72961.6, 72963 thru 72963.5, 73050 thru 73059.8, 73060 thru 73069.4, 73080 thru 73087.7, and 73087.30 thru 73087.36.

Circular HPMC-FHA 4200.11 - Mortgage Insurance on Cooperative
Mobile Home Parks
Dated January 4, 1971

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