

FORMAT FOR LETTER
VERIFYING EXISTING INDEBTEDNESS
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
FEDERAL HOUSING ADMINISTRATION
WASHINGTON, D.C. 20411

IN REPLY REFER TO:

Name and Address of Mortgagee

Gentlemen:

Subject: Name and Address of Project

Your Account No. _____

This office has received an application for FHA mortgage insurance for the subject project. We are advised that your firm is the mortgagee. Please provide us with the following information:

Date of Mortgage _____ Original Amount \$ _____
Monthly Payment Amount \$ _____ Next Payment Due _____
Present Mortgage Balance \$ _____ As of (Date) _____
Other Amounts Due: Interest \$ _____ Penalties \$ _____
Total Payoff Balance (Excluding Forgiven Indebtedness, Rebates, Etc.) \$ _____
Balance of Escrows, Reserves, Etc. (Itemize) _____

Is Debt Current - Yes _____ No _____ Satisfactory _____
Unsatisfactory _____
Other known Indebtedness Against Property (Explain) _____

Remarks _____

Date _____ Signature _____
Title _____

Information provided will be used solely for our evaluation and will otherwise be held in confidence. We are enclosing a stamped, self-addressed envelope. Please reply at your earliest convenience.

Sincerely,

Field Office Director