### APPLICATION FOR MORTGAGE INSURANCE

**Form Approved**

**OMB No. 8020-0018**

**APPLICATION FOR MORTGAGE INSURANCE**

**Section 211**

**Section 221**

**Section 234**

**Section 256**

*(TO BE SUBMITTED IN TRIPlicate)*

**REPORT NO.**

**Property Name:**

**A. LOCATION AND DESCRIPTION OF PROPERTY:**

1. **Street Name:**
2. **City:**
3. **County:**
4. **State:**
5. **Zip Code:**

6. **Type of Property:**
   - Residential
   - Commercial
   - Industrial

7. **Gravity:**
   - Elevated
   - Detached
   - Semi-Detached
   - Attached

8. **Foundation:**
   - Full basement
   - Partial crawl space
   - Slab-on-grade

9. **Exterior:**
   - Stucco
   - Brick
   - Other

10. **Roof:**
    - Shingles
    - Composition
    - Metal
    - Other

11. **Site Information:**
    - Lot Size:
    - Square Feet:

12. **Building Information:**
    - Number of Stories:
    - Number of Units:
    - Gross Area:

13. **Information Concerning Land or Property:**
    - Date Acquired:
    - Purchase Price:
    - Additional Costs Paid or Accrued:

14. **Total Cost:**
    - Initial Capital Cost:
    - Financing:

15. **Total Estimated Charges for All Family Units:**
    - Interest:
    - Principal:

16. **Total Estimated Accessory Income at 100% Occupancy:**
    - Yearly:
    - Monthly:

17. **Non-Revenue Producing Space:**
    - Gross Annual Income:
    - Net Annual Income:

18. **Equipment and Services Included in Charges:**
    - Garbage Disposal
    - Water Softener
    - Air Conditioning

19. **Special Assessments:**
    - Sewer:
    - Gas:
    - Water:

20. **Special Notes:**
    - Prepayment:
    - Non-Prepayment:

21. **Financing:**
    - FHA
    - VA
    - Other

22. **Summary:**
    - Summary:
    - Summary:

23. **Application:**
    - Application:
    - Application:

**APPENDIX D**

**Page 1**

**HUD-Wash., D.C.**

**6/73**
## 5. ESTIMATE OF ANNUAL COMMON EXPENSE

<table>
<thead>
<tr>
<th>ADMINISTRATIVE</th>
<th>N. ESTIMATED REPLACEMENT COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1. Annual Board Expense</td>
<td>$2.32</td>
</tr>
<tr>
<td>6.2. Management</td>
<td>$2.33</td>
</tr>
<tr>
<td>6.3. Other</td>
<td>$2.34</td>
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<tr>
<td>6.4. TOTAL ADMINISTRATIVE</td>
<td>$2.35</td>
</tr>
<tr>
<td>6.5. OPERATING</td>
<td>6.45. Main Building</td>
</tr>
<tr>
<td>6.6. Elevator Maintenance</td>
<td>$2.36</td>
</tr>
<tr>
<td>6.8. Water</td>
<td>$2.38</td>
</tr>
<tr>
<td>6.10. Cash &amp; Truck Reserve</td>
<td>$2.40</td>
</tr>
<tr>
<td>6.12. Other</td>
<td>$2.42</td>
</tr>
<tr>
<td>6.13. TOTAL OPERATING</td>
<td>$2.43</td>
</tr>
<tr>
<td>6.15. Repairs</td>
<td>$2.45</td>
</tr>
<tr>
<td>6.16. Exterminating</td>
<td>$2.46</td>
</tr>
<tr>
<td>6.17. Insurance</td>
<td>$2.47</td>
</tr>
<tr>
<td>6.18. Ground Expense</td>
<td>$2.48</td>
</tr>
<tr>
<td>6.20. TOTAL MAINTENANCE</td>
<td>$2.50</td>
</tr>
<tr>
<td>6.21. Replacement Reserve (0.0060 or 0.0080 x Total structures from Line 20)</td>
<td>$2.51</td>
</tr>
<tr>
<td>6.22. TOTAL COMMON EXPENSE</td>
<td>$2.52</td>
</tr>
<tr>
<td>6.23. Real Estate Exc. Amort.</td>
<td>$2.53</td>
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<tr>
<td>Vol. 1</td>
<td>$2.54</td>
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<td>$1,000</td>
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<tr>
<td>6.24. Personal Prop. Exc. Amort.</td>
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<tr>
<td>Vol. 1</td>
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<tr>
<td>$1</td>
<td>$2.58</td>
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<tr>
<td>6.25. Other</td>
<td>$2.59</td>
</tr>
<tr>
<td>6.26. Other</td>
<td>$2.60</td>
</tr>
<tr>
<td>6.27. Other</td>
<td>$2.61</td>
</tr>
<tr>
<td>6.28. TOTAL TAXES</td>
<td>$2.62</td>
</tr>
<tr>
<td>6.29. TOTAL COMMON EXPENSE</td>
<td>$2.63</td>
</tr>
<tr>
<td>6.30. ANNUAL FIXED CHARGES</td>
<td>$2.64</td>
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<tr>
<td>6.31. Insurance</td>
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<td>$2.66</td>
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<tr>
<td>$1,000</td>
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<td>6.32. Operating Reserve</td>
<td>$2.68</td>
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<tr>
<td>$3.00</td>
<td>$2.69</td>
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<tr>
<td>6.33. Total Annual Fixed Charges</td>
<td>$2.70</td>
</tr>
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<td>6.34. TOTAL FIXED CHARGES</td>
<td>$2.71</td>
</tr>
<tr>
<td>6.35. Net Common Expense &amp; Fixed Charges</td>
<td>$2.72</td>
</tr>
</tbody>
</table>

### C. NET COMMON EXPENSE & FIXED CHARGES

| 6.36. Net Common Expense & Fixed Charges | $2.73 |
| 6.37. Estimated of Assemblies Room Income | $2.74 |
| 6.38. Laundry Income | $2.75 |
| 6.39. Effective Accessory Room Income | $2.76 |
| 6.40. Total Assemblies Room Income | $2.77 |
| 6.41. Total Monthly Net Common Expense & Fixed Charge (after subtracting room income) | $2.78 |
| 6.42. Total Monthly Net Common Expense & Fixed Charge per SF | $2.79 |
| 6.43. Total Monthly Net Common Expense & Fixed Charge per Room (in every room) | $2.80 |

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- **Estimated Only**
### I. Estimated Expenses Not Included in Carrying Charges or Common Expense

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Type No. 1</th>
<th>Type No. 2</th>
<th>Type No. 3</th>
<th>Type No. 4</th>
<th>Type No. 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Real Estate Taxes</strong></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td><strong>Insurance, if Paid Individually by Residents</strong></td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

### J. Total Requirements for Settlement

1. Development Cost
2. Land Indenture (or Cash required for land acquisition)
3. Total (Line 2 + Line 3)
4. Installment Payment
5. Fees paid in other than cash
6. Line 4 + Line 5
7. Add interest, if required (Line 3 - Line 6)
8. Initial Operating Deficit
9. Anticipated Deficit
10. Total Operating Capital
11. Add Offsets, construction costs
12. Total Estimated Cash Requirement

### X. Estimated Annual Operating Statement

1. Dwelling Charge (From Schedule C)
2. Garbage Rent
3. Commercial Income
4. Other Income
5. Estimated Cross Income
6. Less Vacancies Allowed
   - 1/4 of vacancies
   - 1/4 of vacancies
   - Non- Dwelling Income
7. Total Vacancy Deduction
8. Total Estimated Cross Income
9. Annual Expenses & Fixed Charges
   - Total Expenses per annum
   - Total Fixed Charges per annum
10. Total Annual Expense and Fixed Charges
11. Excess of Income Over All Charges

### Att./Exhibit

- Certificate of Title
- Evidence of Service Agreement
- Legal Description of Property
- Form 1002 Equal Employment Opportunity Certifications
- Evidence of Affiliation with Non-Profit Corporation
- Photographs of Improvements to Site & Adjacent Site
- Architectural Exhibit
- Survey
- Evidence of Architect's or Architect's Agreement
- Evidence of Architect's or Architect's Agreement
- FHA Form 492
- FHA Form 1004
- FHA Form 1029
- FHA Form 925
- FHA Form 935
- FHA Form 955

### Address, Addresses and Telephone Numbers of the Following:

- Sponsor(s)
- General Contractor
- Architect
- Sponsor's Attorney

### FOR FHA USE ONLY

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

* Comments Only
** Comments Only
SPONSOR CERTIFICATION

TO: FEDERAL HOUSING COMMISSIONER:

The undersigned hereby requests a loan in the principal amount of $_____, to be insured under the provisions of Section 203 of the National Housing Act, and to be insured by a first mortgage on the property hereinafter described.

The undersigned, as the principal sponsor of the proposed mortgage, considers himself familiar with the provisions of the Regulations of the Federal Housing Commissioner, and that in the best of his knowledge and belief, the mortgage has been, or will be able to be completed, with all of the requirements thereof which are prerequisite to insurance of the mortgage under such provisions.

The undersigned further certifies that the loan, or the best of his knowledge and belief, on the requirements of the Regulations of the Federal Housing Commissioner, are as far as he knows or believes, to be met, or will be met, to the extent of the insurance, and that the proposed construction will not render the project unsuitable for construction or rehabilitation.

The undersigned agrees with the Department of Housing and Urban Development, Federal Housing Administration, that he will not commit, and that he will not engage in, any business to result in or encourage the formation or reorganization of any mortgage or mortgage company, and that he will not make, accept, or receive any security interest in any property, or any part thereof, by means of any scheme or device to evade the prohibition of Section 203 of the National Housing Act, or any other restriction, regulation, or provision thereof, if it results in or encourages the formation or reorganization of any mortgage or mortgage company, or any part thereof, or if any security interest in any property, or any part thereof, is transferred to such company or any part thereof, or if any other restriction, regulation, or provision thereof, is evaded.

The undersigned further certifies that the loan, or the best of his knowledge and belief, on the requirements of the Regulations of the Federal Housing Commissioner, are as far as he knows or believes, to be met, or will be met, to the extent of the insurance, and that the proposed construction will not render the project unsuitable for construction or rehabilitation.

The undersigned requests that the application be approved, and that any other requirements, if any, be satisfied.

The undersigned has read and understands the applicable form of Certificate of Insurance and the FHA insurance policy, if any.

The undersigned certifies that the loan, or the best of his knowledge and belief, on the requirements of the Regulations of the Federal Housing Commissioner, are as far as he knows or believes, to be met, or will be met, to the extent of the insurance, and that the proposed construction will not render the project unsuitable for construction or rehabilitation.

The undersigned certifies that the loan, or the best of his knowledge and belief, on the requirements of the Regulations of the Federal Housing Commissioner, are as far as he knows or believes, to be met, or will be met, to the extent of the insurance, and that the proposed construction will not render the project unsuitable for construction or rehabilitation.

REQUEST FOR CONDITIONAL COMMITMENT

TO: FEDERAL HOUSING COMMISSIONER:

In accordance with the provisions of the National Housing Act and the regulations of the Federal Housing Administration, the undersigned requests the extension of a conditional commitment to purchase a mortgage on the property described below.

After examination of the application and the proposed project, the undersigned considers the project to be acceptable and in accordance with the requirements of Section 203 of the National Housing Act, as amended, and the regulations of the Federal Housing Administration, and the undersigned hereby requests the extension of a conditional commitment to purchase a mortgage on the property described below.

The undersigned certifies that the loan, or the best of his knowledge and belief, on the requirements of the Regulations of the Federal Housing Commissioner, are as far as he knows or believes, to be met, or will be met, to the extent of the insurance, and that the proposed construction will not render the project unsuitable for construction or rehabilitation.

The undersigned certifies that the loan, or the best of his knowledge and belief, on the requirements of the Regulations of the Federal Housing Commissioner, are as far as he knows or believes, to be met, or will be met, to the extent of the insurance, and that the proposed construction will not render the project unsuitable for construction or rehabilitation.

The undersigned certifies that the loan, or the best of his knowledge and belief, on the requirements of the Regulations of the Federal Housing Commissioner, are as far as he knows or believes, to be met, or will be met, to the extent of the insurance, and that the proposed construction will not render the project unsuitable for construction or rehabilitation.

REQUEST FOR COMMITMENT

TO: FEDERAL HOUSING COMMISSIONER:

After examination of the application and the proposed project, the undersigned considers the project to be acceptable and in accordance with the requirements of Section 203 of the National Housing Act, as amended, and the regulations of the Federal Housing Administration, and the undersigned hereby requests the extension of a commitment to purchase a mortgage on the property described below.

The undersigned certifies that the loan, or the best of his knowledge and belief, on the requirements of the Regulations of the Federal Housing Commissioner, are as far as he knows or believes, to be met, or will be met, to the extent of the insurance, and that the proposed construction will not render the project unsuitable for construction or rehabilitation.

The undersigned certifies that the loan, or the best of his knowledge and belief, on the requirements of the Regulations of the Federal Housing Commissioner, are as far as he knows or believes, to be met, or will be met, to the extent of the insurance, and that the proposed construction will not render the project unsuitable for construction or rehabilitation.

The undersigned certifies that the loan, or the best of his knowledge and belief, on the requirements of the Regulations of the Federal Housing Commissioner, are as far as he knows or believes, to be met, or will be met, to the extent of the insurance, and that the proposed construction will not render the project unsuitable for construction or rehabilitation.
APPENDIX 1

INSTRUCTIONS FOR COMPLETION OF FHA FORM 3201 - APPLICATION FOR MORTGAGE INSURANCE - COOPERATIVE HOUSING

FOREWORD TO INSTRUCTIONS - FHA procedures divide the process of filing an application for project insurance into a maximum of three stages, the first being a request for feasibility analysis, the second being a request through an approved mortgage for a conditional commitment, and the third being a formal application through an approved mortgage for a firm commitment.

Process for feasibility is emphasized under the accelerated multifamily procedures. This will enable a sponsor to bypass feasibility stage or conditional commitment stage, or both, provided he has plans and exhibits in sufficient detail to permit processing for the firm commitment.

INSTRUCTIONS

A request for feasibility analysis may be submitted directly to the FHA issuing office by letter or in person. All items except those identified by an asterisk (*) on Form 3201 must be completed. A request for a conditional commitment must be submitted by an approved mortgagee on Form 3201 with all items except those identified by an asterisk (*) completed and with the sponsor's certification and mortgagee's request executed. All information must be submitted with originality. Preliminary architectural exhibits need accompany the application, and an architect must be identified. A request for a Firm Commitment must be submitted by an approved mortgagee on Form 3201 complete in every instance.

In Line 21 insert the word "cost" or as a rule, in addition to the specified purchase price.

If the cost will require additional expense, enter such expenses in the line above the specified purchase price. If such expenses are not specified, enter the total amount of the specified purchase price in the line above the specified purchase price. All other items in this section are self-explanatory.

Section E, Lines 27 - 27b - The area of living units measured from the interior faces of partitions separating living and/or commercial areas. The approximate living area will be used in feasibility analysis. The number of rooms are counted as the number of living units.

Number of stories are counted as the number of living units. For Condominiums, room count will be that number actually used for single family occupancy.

Line 32 - Condominiums are given (in square area to the nearest 5.0 square feet) of all living areas within the interior walls measured from the various rooms. For a request for Conditional or Firm Commitment this figure should be calculated from the plans.

Line 33 - 34 - Area of all living areas within the exterior walls. For Rental Cooperative in the area of all commercial areas within the exterior walls measured from the various rooms of exterior and interior walls and from the center line of partitions separating commercial and/or living areas. Existing commercial area should be used on a basis of the sponsor in making these estimates as Feasibility. When completing the request for Conditional or Firm Commitment these areas should be calculated from the plans.

Section F, Self-explanatory.

Section G, Self-explanatory. Line 25 may be estimated by Form 3201 if desired.

Section H, Line 30 (Cooperative Only) - American council principal and interest; Sec FHA Form 1010-9 for Section 211 and 2120-A 

B & I for Sec 221 Mortgage Insurance.

Line 31, (Cooperative Only) - Self-explanatory.

Line 32, For Cooperative, Operating Reserve 12% of sum of Lines 9, 30, 31. For Condominium, sum of Line 20, 30, 32. Where a ground rent is computed, enter the ground rent figure from Line 20-22 will be included.

Line 34, For Cooperative, sum of Lines 9, 30, 32. For Condominium, sum of Lines 9, 30, 32. In Section F, condominiums, do not use Line 30, 31, 32.

Section J, Line 28, Total Gross annual expense and Direct Charges, bring figure from Line 14.

Line 36, Enter annual rental schedule from all rented common areas, such as rented parking spaces, and commercial spaces in the common area.

Line 37, Enter estimated Allowance for vacancy.

Line 38, Effective Annual Net Operating Income, (Line 36 minus Line 28)

Line 39, Annual Net Common Expense & Fixed Charge (after deducting common income). (Line 35 minus Line 38)

Line 40, Total Monthly Net Common Expense & Fixed Charge (Line 39 x 12)

Line 41, Total Monthly Net Common Expense & Fixed Charge (Line 12 x 12)

Line 42, Divide Line 40 by the number of square feet of net rentable area in all common areas (including commercial and other non-rentable areas). Do not include net rentable area of commercial space which is included in the common areas.

Section K, Line 43, Enter cost of on-site analysis costs such as building permits, inspection, etc.

Line 44, Enter cost of off-site improvements such as sewer utilities, land use, color, etc.

Line 51, See Uniform System for Construction Specifications. Data Filing and Cost Accounting Pages 1, 2 and 3.

Line 52, Enter the amount estimated to occur during the anticipated period of construction. It is computed on an equal to the lease amount.

Line 53, Tax base which accrues during the construction period are estimated on a pro rata basis for the construction period. Special assessment fees, usually estimated on a similar basis and included in the tax amount.

Line 54, Insurance includes fire, windstorm, earthquake, liability, and other risks customarily insured against in the community, does not include the weight of the building, public liability insurance, and Archbishop E&O insurance, which are included in the cost estimate.

Line 55, FHA mortgage insurance premium will be the amount during the anticipated construction period. The amount is computed on the requested loan amount as a yearly basis.

If the anticipated construction period exceeds one year, the premium will be based on a two-year period. (For units under 99, Project)

Line 56, Enter the estimated amount as a component of the requested loan amount.

Line 57, FHA mortgage insurance premium is computed on the requested loan amount when the project involves new construction, and on the cost of rehabilitation when the project involves the rehabilitation of an existing structure.

Line 58, Financing fee is computed at 9% on the loan amount. It is an initial service charge. It is to be included with discounts.

Line 59, FHA application fee is paid by the local issuing office personnel will advise interested sponsors of the current maximum rate for, and availability of, this expense.

Line 57 - Bonding Requiring Expense. This is the cost typically incurred by a mortgage with a mortgage insurance. This does not generally include such items as recording fees, mortgage insurance, cost of survey and title opinions, and other items involved between title and loan expenses.

Lines 73, 74 and 75 - Legal, Organizational, and Marketing Expenses. Estimates will be based on the typical costs usually incurred these services in the area where the project is to be located. These items may be requested separately.

Line 77, Other. This line is not used unless in proposed construction applications.

Line 78, Local. Enter purchase price of land purchased from local public authority. Includes sponsor's estimate of value in finished condition including utilities, cost, fill, drainage, etc.

Section L, Self-explanatory.

Section M, Items - Initial Operating Deficit. This is applicable in investor-sponsored, non-profit, and condominium mortgages only.

Section N, Estimating annual operating expenses for cooperative units.

Section O, The actual budget shall equal the amount equal to 2% of the operating budget for Sec. 211 units and 3% of the unit cost for Sec. 213 units where down payments are less than $100,000 occupancy may be assumed on other cases.

Section P, Line 1 - Form 3102-01 - Eligibility an operating partnership is required only when connected to a non-profit or scored cooperative mortgages.

Section Q, Line 6 - Form 3102-02 - Eligibility an operating partnership is required only when connected to a non-profit cooperative mortgage.

Section R, Line 7 - Form 3102-03 - Eligibility an operating partnership is required only when connected to a non-profit cooperative mortgage.

Section S, Line 8 - Form 3102-04 - Eligibility an operating partnership is required only when connected to a non-profit cooperative mortgage.