

### Mortgage Record Change

For Insured Loans Only,  
Not for Commitment Assignments

U.S. Department of Housing  
and Urban Development  
Office of Housing  
Federal Housing Commissioner

OMB Approval No. 2502-0422 (exp. 1/31/86)

Public reporting burden for this collection of information is estimated to average 0.1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3800 and to the Office of Management and Budget, Paperwork Reduction Project (2502-0422), Washington, D.C. 20503. Do not send this completed form to either of these addresses.

Instructions: Submit the original only to HUD within 15 calendar days from the date of change for home or multifamily mortgage.

**Sale of Mortgage** It is the Seller's responsibility to submit this form. Boxes 1, 2, 3, and 5 thru 14 must be completed by the Seller. Box 15 must be signed by an authorized official of the purchasing mortgagee. Signatures in boxes 14 and 15 are official notice to HUD that this insured loan has been sold in accordance with HUD regulations. Seller and purchaser agree that the purchaser succeeds to all rights and assumes all obligations of the Seller under the HUD contract of insurance. Upon receipt of this notice by HUD, the Seller will be released from its obligations under the contract of insurance. HUD will acknowledge receipt of this notice to the Seller and to the Purchaser by monthly computer listing.

**Change of Servicer** Boxes 1, 2, 3, 5, 7, 8, 10, 12, and 15 must be completed.

**Change of Mortgagee** Boxes 1, 2, 3, 4, 5, 7, 8, 10, 12, and 15 must be completed. If a mortgagee marks the form indicating that a new home mortgage borrower has HUD-approved credit, HUD will accept this notice as mortgagee certification that all HUD requirements have been met. On all changes involving Section 220 cases, box 13 must be completed. On home mortgage assumptions by eligible military personnel, attach the previously filled-in DD Form 802, *Certificate of Eligibility*, plus all copies and mark this box.

1. Type of Action: (mark all applicable boxes)

- |   |   |
|---|---|
| <input type="checkbox"/> Change of Holding Mortgage or Servicer | <input type="checkbox"/> Change of Mortgagee (Home Mortgages Only)                    |
| <input type="checkbox"/> Sale of Mortgage                       | <input type="checkbox"/> Credit of new Mortgagee not approved by HUD                  |
| <input type="checkbox"/> Change of Servicer                     | <input type="checkbox"/> Credit of new Mortgagee approved by HUD under 2210 procedure |

2. Original Amount of Mortgage: 3. FHA Case or Project No.: Section of Act Case:

\$ \_\_\_\_\_

4. Name of New Mortgagee: (change of Home Mortgagee only)

\_\_\_\_\_

5. Maturity Date: (month/year)

\_\_\_\_\_

6. (for Projects Only)

- Construction is Completed
- Construction is Uncompleted

7. Date of This Notice: (month/year)

\_\_\_\_\_

8. Date of Transfer: (month/year)

\_\_\_\_\_

9. Selling Mortgagee: (mortgage code no., name, address & ZIP code)

\_\_\_\_\_

10. Purchasing Mortgagee: (mortgage code no., name, address & ZIP code)

\_\_\_\_\_

11. Name of Present Mortgagee or Previous Mortgagee if for a Mortgagee change:

\_\_\_\_\_

12. Servicer to Which Future Premium Notices Should Be Sent: (mortgage code no., name, address & ZIP code)

\_\_\_\_\_

13. Property Address: (include ZIP code)

\_\_\_\_\_

14. Selling Mortgagee: (signature of Authorized Official)

\_\_\_\_\_

15. Purchasing or Holding Mortgagee: (signature of Authorized Official) For Multifamily Projects Only

\_\_\_\_\_

X

X

For Multifamily changes, mail the completed form to:

U.S. Department of Housing and Urban Development  
Multifamily Insurance Operations Branch  
PO Box 44124  
Washington, DC 20025-4124

For Single Family changes, mail the completed form to:

U.S. Department of Housing and Urban Development  
Insurance Operations Systems Management Branch  
Room 2232  
451 Seventh Street, SW  
Washington, DC 20410-3415

Previous editions are obsolete

Form HUD-63088 (6/91)  
Rev. Handbook 4110.2