

**Mortgagee Report of  
Project Collections  
Schedule B**

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

OMB Approval No. 2502-0415 (Exp. 8/31/96)

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Public Reporting Burden for this collection of information is estimated to average 0.75 hours 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. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2502-0415), Washington, D.C. 20503. Do not send this completed form to either of the above addresses.

1. From: (Mortgagee's Name and Address)	2. Project (Name and Location)		
3. Project Number	4. Number of Units	5. Date Mortgagee Assumed control of Project	6. Date Mortgagee Relinquished Control of Project

Instructions: Submit an original and three copies. Account for each unit in the Project whether occupied or vacant. Submit an assignment of rents covering all unpaid rentals. All rental collections must be listed first; then list and explain all miscellaneous project income, such as garage rental, income from washing machines, etc. Detailed instructions concerning preparation of this Schedule are contained in form HUD-2741.

Rental Unit Number (1)	Tenant's Name (If vacant, so list) (2)	Monthly Rental Rate (3)	Date Rent Started (4)	Date Unit Vacated (5)	Date Rent Paid Thru (6)	Total Collections (7)	Rent Due and Unpaid at Date Property Conveyed (8)

Send original and 3 copies to the:

U.S. Department of Housing and Urban Development  
Office of Mortgage Insurance Accounting and Servicing  
Attn: Multifamily Accounting and Servicing Division, HFMM  
Washington, D.C. 20410 - 8080

Mortgagee/Serviceur should retain 1 copy.

Previous Editions Are Obsolete.

form HUD-2744-B (3/91)  
ref Handbook 4110.2

### Instructions for Completing Schedule B Mortgagee's Report of Project Collections

- A. Overview.** List and describe all rent collections, forfeited tenant security deposits and other income collected on behalf of the project during your control or ownership of the project. In lieu of Schedule B, HUD will accept computer-generated reports of project income, as long as they (1) provide all information required, (2) follow the format of Schedule B, and (3) are legible.
- B. Steps to Complete Form.**
1. In Column (1), show the unit number or other symbol by which the unit is identified. List and account for all units whether occupied or vacant.
  2. In Column (2), report the occupancy status of each unit during the entire period covered by this report. Show the status of the unit at the date you assumed control by inserting the tenant's name or the word "vacant" in column (2). If the occupancy status changed, show the next status (i.e., new tenant's name or "vacant") on the next line under the same unit number, which need not be repeated. For each line, complete Columns (3) through (6), as applicable. Repeat this procedure for each change so that the entire report is covered.
    - a. In Column (3), show the monthly rental rate. If the rental rate changed during the period covered by this Schedule, show the original rate in column (3) and the period during which that rate was in effect in columns (4) and (5). Then show the new rate in column (3) and the period during which that rate in Column (3) and the period during which that rate in Column (3) and the date it was in effect in column (4) and columns (5) or (6) which ever is applicable.
    - b. In column (4), show the date of the first rent payment that came due after you assumed control of the project. For example, if you assumed control on March 16, and the tenant's rent had been previously paid through March 31, the date the rent started would be April 1 (assuming of course that all rents are current and the tenant is paying from the 1st.). Using the example above, if the tenant was paying rent on a 15th to 15th of month basis, the date to be shown in column (4) would be March 15. If a tenant was in arrears from December 1 when you assumed control on March 16, the date to be shown would be December 1.
    - c. In column (6), show the date through which the tenant's rent was paid by calculating rent at the rate or rates shown in column (3) against the total rent paid as shown in column (7).
  3. Complete Column (7) for each unit. Show:
    - a. total rent collected from each tenant.
    - b. any rent refunds made. Include these in parenthesis.
    - c. any tenant security deposits which have been forfeited or applied toward rent. NOTE: Do not report security deposit collections or refunds in this column.
    - d. amount collected for ancillary charges (e.g., furniture, utilities, parking, etc.). Show each amount separately. Use column (2) to identify the purpose for which each amount was collected. NOTE: Show at the end of the report all miscellaneous collections that are not applicable to a particular tenant (e.g., laundry income).
  4. In Column (8), report all prepaid rents as of the date of sale or the expiration of the 12 month period, whichever occurs first. Any prepaid rents for former tenants are to be forfeited. You must use the prepaid rents in computing the net proceeds of the sale from the sale of the property on Schedule F.
- C. Required Supporting Documentation.**  
Retain a separate accounting for any security deposits on hand as of the earlier of the date of sale or 12 months after the date you acquired the property. Include tenant name, unit number and amount of deposit now held for the tenant.