SAMPLE MEMORANDUM

MEMORANDUM FOR: Director, Office of Finance and Accounting, AF

ATTENTION: Subsidized Housing Programs Division

FROM: Field Office Manager

SUBJECT: Public Housing Project XX01P001001 - Development Requisitions

To requisition funds under the Rapid Housing Payment System for the subject project, we are providing the following information pursuant to paragraph 6-30(b) of Handbook 7417.1 REV-1.

A. For turnkey projects, enter the following:

1. Date of Turnkey Contract of Sale (circle target (t) or actual (a))
   mm/dd/yy

2. Total Development Cost (TDC) for the project
   $ ______________________

3. 1% of TDC (line A.2.), the maximum advance allowed prior to date specified on line A.1.
   $ ______________________

B. For conventional (bid) or acquisition projects, enter the following:

1. Date PHA Proposal approved (circle target (t) or actual (a))
   mm/dd/yy

2. TDC
   $ ______________________

3. 1% of TDC (line B.2.), the maximum advance allowed prior to date specified on line B.1.
   $ ______________________

4. Amount HUD approved for site/property acquisition
   $ ______________________

5. Date of recordation of deed and declaration of trust (circle target (t) or actual (a))
   mm/dd/yy
APPENDIX 7

6. Total of lines B.3. and B.4., the maximum advance allowed up to the actual date specified on line B.5. $________________________

C. For both types of projects, enter Design Document approval dates (t or a) (circle target (t) or actual (a)) mm/dd/yy

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