

APPENDIX 7

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)) _____ (t or 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)) _____ (t or 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)) _____ (t or a)
mm/dd/yy

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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

(circle target (t) or actual (a))

_____ (t or a)
mm/dd/yy