

# Mortgagee's Report of Net Sales Proceeds Schedule F Risk-Sharing

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

OMB Approval #2502-0500  
(exp. 04/30/2020)

**Instructions:** See HUD Handbook 4590.1 instructions on how to prepare this Schedule. Submit an original and two copies. Submit supporting documentation required by HUD Handbook 4590.1.

1. HFA Name	2. HFA Mortgagee Number:
3. Project Name	4. FHA Project Number
5a. Appraised Value	5b. Appraiser Name
5c. Appraiser Address	5d. Date Appraisal Performed (mm/dd/yy)
6. Contract Sales Price	7. Method of Disposition <input type="checkbox"/> Negotiated Sale <input type="checkbox"/> Competitive Bid <input type="checkbox"/> Project Not Sold

**Part I – Complete If Project Has Been Sold**

**A. Sales Price/Appraised Value** (If the project was sold by negotiated sale, enter the highest of the amounts in Items 5a or 6. If the project was sold by competitive bid, enter the amount in Item 6) A. \$ \_\_\_\_\_

**B. Additions** (Amounts due from buyer at closing)

Taxes	\$ _____
Insurance	\$ _____
Water and Sewer	\$ _____
Ground Rents	\$ _____
Other Operating Expenses (describe)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Additions</b>	<b>B \$ _____</b>

**C. Deductions** (Amounts due to buyer at closing)

Prepaid rents (Schedule B, Column 8)	\$ _____
Taxes	\$ _____
Insurance	\$ _____
Water and Sewer	\$ _____
Ground Rents	\$ _____
Other Operating Expenses (describe)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Deductions</b>	<b>C. \$ _____</b>

**D. Net Sales Proceeds**  
(Line A plus Line B minus Line C) D. \$ \_\_\_\_\_

**Part II – Complete If Project Has Not Been Sold**

**A. Appraised Value** (Enter amount in Item 5a) A. \$ \_\_\_\_\_

**B. Deductions**

Prepaid rents (Schedule B, Column 8)	\$ _____
Taxes	\$ _____
Insurance	\$ _____
Water and Sewer	\$ _____
Ground Rents	\$ _____
Other Operating Expenses (describe)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Deductions</b>	<b>B \$ _____</b>

**C. Net Sales Proceeds** (Line A minus Line B) C. \$ \_\_\_\_\_

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signed By: HFA Representative	Signature	Date

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**Instructions for Completing F - Mortgagee's Report of Net Sales Proceeds**

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- A. **Overview.** Report the results of the appraisal and compute the "net sales proceeds".
- B. **Steps to Complete Form.**
1. Complete the lender data and fill in the requested information on the appraisal, the contract sales price and the method of disposition.
  2. If you have sold the property, complete Part 1 of this Schedule. Show how project income and expense were prorated at the time of settlement. Do not deduct any real estate sales commission or other disposition cost, since these are shown on Schedule D.
  3. If you have not sold the property prior to the expiration of the terms of the HFA Debenture, complete Part II of this Schedule.
- C. **Required Supporting Documentation.** Retain the following documentation to support amounts shown on Schedule F:
1. Copies of the two required appraisals
  2. If the project has been sold:
    - a. Copy of Sales Contract
    - b. Copy of Settlement Statement
  3. If the project has not been sold, documentation to support prorated expenses.