

FORM HUD 92257, ACKNOWLEDGEMENT OF RECEIPT OF CERTIFIED EXHIBITS

a. Purpose: To immediately notify the developer (1) that the exhibits were received in acceptable form and processing had begun; or (2) that the submittal was incomplete and is being returned to correct listed major deficiencies.

b. Prepared By: The Appraiser.

c. Instructions:

(1) Complete Submissions:

The Appraiser reviews the adequacy of the exhibits for form and quantity, but not content, against the items listed on Exhibits Required for Certification, Form HUD 92256. All items are received in one complete package. Pertinent identifying information shall be entered in the heading including the HUD file number and date. Check the first box and enter the date the exhibit package was received. The acknowledgement is then mailed to the developer.

(2) Incomplete Submissions:

The Appraiser reviews the adequacy of the exhibits as to form and quantity, but not content, against the items listed on Exhibits Required for Certification, Form HUD 92256. Any missing required exhibits may be requested by telephone or the complete package may be returned to the developer. If the package is returned to the developer, identifying information will be entered in the heading including the file number and date. Check the second box on the form and list the submission deficiencies.

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