Sample

Mark-to-Market Form 4.1
Data Release Authorization Letter

(Date)

Project Name:_____ FHA Number:_____
Section 8 Expiration Date:_____ REMS I.D. #:_____
Mortgagee of Record:_____ Mortgagee ID#:_____
Mortgagee Tax ID#:_____

RE: ***(Property names, addresses)***

Dear ***(Mortgagee and Loan Servicer):***

I am currently the owner of the above-referenced property that is participating in the U.S. Department of Housing and Urban Development's Mark-to-Market program. I will be working with a Participating Administrative Entity (PAE) who is under contract with HUD to review the above-referenced property and to possibly restructure the financing of that property.

I hereby grant permission to ***(Mortgagee/Loan Servicer)*** to release all loan servicing information (complete loan history, legal files) including:

- Loan payment history for the last five years
- Property inspection reports
- Original and current note terms, including a loan amortization table showing the outstanding principal balance each month for the remaining term of the loan
- Current escrow balances
- Outstanding arrears or advances
- Information that identifies the original mortgagee of record and all subsequent changes to the mortgagee over the life of the loan
- Information that identifies all changes to the loan principal balance and accrued interest, such as those that have occurred by result of loan modifications or partial prepayments during the loan term
- Lender's willingness to consider a modification to the terms of the existing loan and if willing to consider modification, please specify the information the owner would be required to submit for lender/servicer to make a determination on modification.

The information is requested for the following mortgages: ***(List all mortgages by FHA number, property name, address, and project number).***

This information shall be gathered and forwarded to ***(Contact name)*** of ***(PAE)*** located at ***(address, phone number)*** and to no other party without my written permission.

Sincerely,

(Owner/ Designee) (Title)
(Phone Number)