

Sample

Mark-to-Market PAE's Request to Owner for Missing Documentation

Form 4.5

(Date)

Project Name: _____

FHA Number: _____

Section 8 Expiration Date: _____

Dear (Property Owner):

At the Kick-off meeting held on _____ of 200_, we provided you with an Owner's Package, which listed the documentation we needed to complete a debt Restructuring Plan. You were required to provide the information within 30 days of the Kick-off meeting. We are still missing some key elements of that required documentation. The list below indicates the missing information:

1. _____
2. _____
3. _____
4. _____
5. _____

We cannot complete our review without the information indicated above. If we do not receive the requested information within 10 business days (by _____, 200_), we may be forced to discontinue our development of your restructuring plan, and to recommend to OAHP that your project be declared ineligible for restructuring. This would result in a reduction of rents to market without the benefit of a debt restructuring.

Sincerely,

(Name of PAE)