

Check Transmittal Letter
Template
Check Transmittal Letter
Section 232

U.S. Department of Housing
and Urban Development
Office of Healthcare Programs

OMB Approval No. 9999-9999
(exp. mm/dd/yyyy)

Public reporting burden for this collection of information is estimated to average 0.25 hours. This includes the time for collecting, reviewing, and reporting the data. The information is being collected to obtain the supportive documentation which must be submitted to HUD for approval, and is necessary to ensure that viable projects are developed and maintained. The Department will use this information to determine if properties meet HUD requirements with respect to development, operation and/or asset management, as well as ensuring the continued marketability of the properties. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number. No confidentiality is assured.

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)

Privacy Act Notice: The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in the form by virtue of Title 12, United States Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. While no assurance of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information Act request.

The information contained in this letter is required for the submission of application fees via check to HUD. The application fee is sent to HUD when the electronic version of the Firm Application is submitted (and project is placed in the queue).

Date

<<Addressee>>

U.S. Department of Housing and Urban Development

<<Address>>

Subject: Remittance of HUD/FHA Application Fee

<<Project Name>>

FHA No: xxx-~~22~~xxxxxxx

<<Salutation>>:

Please find the enclosed check in the amount of \$XXXX for payment of the HUD/FHA Application fee regarding the following:

Project Name:	_____
FHA Project Number:	_____
Project Location:	<<full address>>
Section of the Act:	232/223(f)
Mortgage Amount:	\$ _____
Mortgagor Name:	_____
Lender Underwriter:	_____

The enclosed check is remitted by:

Remitter: <<lender>>
Mortgagee Number: XXXXXXXX
Check Date/Number: <<date>> / No. XXXX

If you require any further information, please do not hesitate to contact:

E-mail: xxx@xx
Phone: xxx-xxx-xxxx
Facsimile: xxx-xxx-xxxx

Sincerely,

Encl