

APPENDIX 4. FIRM APPROVAL LETTER PROCESSING

U.S. Department of Housing and Urban Development

REQUEST FOR HUD-RETAINED PROCESSING

Housing Finance Agency Risk Sharing Pilot Program

Housing Finance Agency/Mortgagee (HUD Mortgagee Number)

Project Name

Project Information:

Address

City County State Zip Code

Congressional District:

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Project Type:

New Construction Substantial Rehabilitation

Existing Construction Year Built: 19

Purchase Refinance

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Mortgagor Type:

Occupant Type (e.g., family, elderly, non-elderly handicapped):

Superseded HUD Project Number, if any:

Section 8 Project Number, if any:  
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No. of Units: Revenue Non-Revenue Total

No. of Sec. 8 units, if any:

No. of Buildings:

List Accessory Buildings:

Area Sq. Ft.

Type of Buildings (check all applicable):

Elevator Walkup Row (Townhouse)

Detached Semi-Detached

No of Stories: No. Elevators:

Type of Foundation:

Slab on Grade	Crawl Space	Full Basement
Partial Basement		

Structural System	Floor System
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Exterior Finish

Site Area	Sq. Ft.
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Zoning:

Off-Site Facilities: Public Community At Site Feet from Site

Water

Sewer

Paving

Gas

Electrical

Unusual Site Features:

None	Poor Drainage	Cuts	Erosion
Retaining Walls	Fill	Rock Foundations	
High Water Table	Other		

Estimate of Project Income:

Unit Type	No. of PBE Not	No. of Units Unit Rent Living Units	Living Area Total Monthly Assisted in Rent (\$)	Composition of Units (Sq. Ft.) Per Mo. (\$)	Rent (\$)
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Employee(s)  
Living Unit(s)

TOTALS:

Note: For Assisted Living and Board and Care Facilities, please attach a list of non-housing services and the per-unit charge for each service.

Estimated Mortgage Amount:\$  
years

Loan Term:

Risk Share Percentage to be borne by Mortgagee:

Required Exhibits Attached to this Document are:

Location Map

Legal Description of the Property

Evidence of Permissive Zoning

Sketch Plan of Site

The undersigned certifies that it is the intention of the Housing Finance Agency/Mortgagee to issue a mortgage on the above-described multifamily property pursuant to the Housing Finance Agency Risk Sharing Pilot Program legislated by Section 542(c) of the Housing and Community Development Act of 1992 and governed by the implementing regulations.

The undersigned requests the Department of Housing and Urban Development to undertake the following reviews and processing as required by 24 CFR Part 266 and handbook procedures (check as applicable):

Previous Participation of Principals (HUD Form(s)-2530 are attached).

Environmental Review pursuant to the National Environmental Policy Act of 1969 and related laws and authorities, in accordance with 24 CFR Parts 50, 51 and 55.

Intergovernmental Review pursuant to Federal Executive Order 12372 (if the State has selected this program for review, HFA evidence that request for review has been made using Form SF-424). If Intergovernmental Review does not apply to this project, mark "na."

Subsidy Layering Review (for projects receiving the Low Income Housing Tax Credit), where not delegated to Housing Credit Agency. [NOTE: If not requested at this stage, the Subsidy Layering Review must be complete prior to the HFA's approval of the loan under its own procedures.]

During the HUD-retained review phase, the Department of Housing and Urban Development will also provide to your Agency:

Determination of project location relative to military impact area as defined by 24 CFR 266.205(b).

Market comments relative to any existing or proposed Federally insured or assisted projects in the market area.

Date

Authorized Signatory

HFA/Mortgagee Contact

Telephone Number

Address

City

State

Zip Code