

Date:

Maureen Harzinski, Program Manager  
MPDU Office  
100 Maryland Avenue, 4<sup>th</sup> floor  
Rockville, MD 20850

Dear Ms. Harzinski:

I am writing this letter for the following purpose (check one):

☐ RESALE ☐ HOME EQUITY LOAN OR LINE OF CREDIT

☐ PERSONAL INFORMATION ☐ FORECLOSURE ☐ REFINANCE

My home address is \_\_\_\_\_

\_\_\_\_\_

I have made improvements to my home (please list the improvements on the back of this page and provide ***copies*** of receipts, cancelled checks or other documentation to verify the cost of these improvements). If no improvements have been made, please indicate "No Improvements".

If you have any questions regarding this matter, you can contact me during the day at the following phone number: \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
PRINT NAME

## List of Creditable MPDU Improvements

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

<u>Improvement</u>	<u>Cost</u>	<u>Proof of Payment?</u>	
		<u>Yes</u>	<u>No</u>

*Example:*

<i>Carpet in main bedroom</i>	<i>\$500</i>	<i>X</i>	
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1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Note: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please number your receipt or cancelled check with the same number of the improvement listed above. Circle or highlight the cost, especially when there are several items on the receipt.