

ATTACHMENT 1

REFERRAL OF SINGLE FAMILY MORTGAGE FORECLOSURE(S)

Date

TO:

Subject: Referral of Single Family Mortgage Foreclosure(s)

FHA No. _____

Name of Mortgagor:

Property Address:

[Repeat above information as many times as necessary if more than one referral is being made]

We are under contract with the U.S. Department of Housing and Urban Development (HUD) to service the mortgage loan(s) referred to above. A decision has been made, in conjunction with HUD, to foreclose on the above-referenced loans. Therefore, we are referring to you the captioned case(s) for foreclosure, in accordance with your Designation as a Foreclosure Commissioner for the Secretary of Housing and Urban Development.

These single family foreclosures are to be handled pursuant to Section 805 of the Single Family Mortgage Foreclosure Act of 1994, 12 U.S.C. ¶3751, et seq. The current regulations, along with an Appendix entitled Non-judicial Foreclosure of Single Family Mortgages – Guide, were published in the Federal Register on September 1, 1996. The regulations may now be found at 24 C.F.R. Part 27 (1998). The Appendix is not currently published in the Code of Federal Regulations, but should have been provided to you at the time you were appointed as a Foreclosure Commissioner.

The following materials are enclosed:

- 1. Instructions to Foreclosure Commissioner;
- 2. Notice of Intent to Foreclose;
- 3. Foreclosure Check Sheet (Form HUD-92218);

4. Notice of Default and Foreclosure Sale Form;
5. Deed Form;
6. Copies of Loan Documents for each case referred:
 - a. Mortgage [Deed of Trust Note] [Mortgage Deed] [Security Deed] [Purchase Money Mortgage];
 - b. Mortgage Note [Deed of Trust Note];
 - c. Assignment of [Mortgage] [Deed of Trust] [Mortgage Deed] [Security Deed] to the Secretary [unless Purchase Money Mortgage];
7. Latest title evidence in our possession; and
8. Statement of Account.

As soon as you receive this referral letter, please call the contact person in our office that is identified below to acknowledge receipt and to confirm that you will be handling the case(s).

As set forth in your Designation, the commission that will be paid to you for a completed foreclosure in the State of _____ is \$ _____. A percentage of that amount will be paid for a case that is withdrawn from foreclosure by HUD, based on the following schedule:

20% Work completed up to “service” of the Notice of
Foreclosure and Sale

80% Notice of Foreclosure and Sale has been “served,”
including the start of publication, or posting if required.

Payment will be made as described in Section XV of the enclosed Instructions. You are to submit your statements to the contact person in our office who is identified below. When you submit your statement of expenditures, you must send the original invoice for every reimbursable cost over \$25, along with evidence of payment. You should also include your Social Security Number or your firm’s Taxpayer Identification Number. Your statements are presented to us for tracking purposes only. Your statements will be promptly forwarded to HUD for payment.

If you need further information regarding this/these referrals, please contact _____ in our office at _____.

You should address any questions you may have for HUD concerning this/these referral(s) to the Government Technical Manager for our contract with HUD, who is located in HUD’s Tulsa, Oklahoma Office at (918) 581-7168 extension 3015.

HUD has authorized us to inquire about and track the status of foreclosure cases referred to Foreclosure Commissioners. Therefore, we may be in occasional contact with you on the status of the case(s) assigned to you.

Enclosures