

ATTACHMENT 2

**SECTION 236 INTEREST REDUCTION PROGRAM (IRP)
OCFO CHANGE CONTROL FORM
FOR PAS/LOCCS CHANGES**

CONTROL #: example: H2006-236-0001

EFFECTIVE DATE OF CHANGE: _____ (e.g., Date of Decoupling, M2M Closing, etc.)

NATURE OF CHANGE

- Suspend (*whether initiated by Housing or CFO, the appropriate documentation should be attached to this form*)
- Terminate
- Change Contract data (e.g. IRP payments, terms, name, servicer, project number)

REASON(S) FOR CHANGE: (please complete applicable fields under Transfers, Recaptures/De-obligations and Supporting Documentation attached)

- Add, Update, or Change Servicer or State Agency Banking Information (attach required forms)
- Change Property Name
- Change Service, **including HUD-Held** (New Assignment)
- Close Out (*please list IRP and associated Rental Supplement or Rental Assistance project number and amount of budget/contract authority to de-obligate under the Recapture section of this form, if applicable*)
- Decouple – Change Original Contract #
- Decouple – Retain Original Contract #
- Decouple – Many-to-One Transfer
- Foreclosure
- Mark-to-Market
- Mortgage Maturity
- Mortgage Modification
- Prepayment of Mortgage
- Refinanced (indicate type)
- Other _____

TRANSFER

Description	Old	New
1. Contract name		
2. HUD Number		
3. Interest Rate		
4. Mortgage Terms (including maturity date) (not applicable if payment schedule is attached)		
5. Monthly IRP		
6. IRP Run out Cost		
7. Holder		
8. Servicer		
9. Month/Year of Last Earned Payment to Old and Month/Year of First Earned Payment to New		

ATTACHMENT 2 CONTINUED

RECAPTURES/De-OBLIGATIONS

1. IRP Contract Number: _____ Amount: \$ _____
(If change results in reuse of IRP please indicate any remaining amount that is available for recapture/de-obligation)
2. Rental Assistant or Rental Supplement Project Number: _____ Amount: \$ _____

Supporting Documentation Attach:

- Direct Deposit Form (SF-1199A)
- Executed IRP Agreement (applicable only to 236s, 236e2, 236b)
- Insurance Termination Request for Multifamily Mortgage (HUD Form 9807)
- IRP Payment Schedule (new and original when applicable)
- Line of Credit Control System Access Authorization (LOCCS), Form # HUD-27054 (06/2003)
- Mortgage
- Mortgage Assignment Documents to HUD
- Mortgage Note
- M2M Restructuring Commitment
- Section 236 Grant and Use Agreement
- Section 236 Regulatory Agreement, Form HUD # 93225A, 93136, or 93135
- Suspension Memorandum
- Other _____

AUTHORIZED BY: _____
(Print Name)

SIGNATURE: _____

DATE: _____
(Date Signed)

Change Updated in PAS/LOCCS by: _____
 _____ Date: _____

Deliver to: HUD-OCFO – Accounting Monitoring and Analysis Division, Room 3224 –
 Attn: Section 236 IRP Staff (for all updates and changes)
 HUD-OCFO FTW – Reports and Control Division, Attn: Teena Neptune, Fax
 (817) 978-5748 or mail to CFO National Accounting Center, P O Box 901013,
 Forth Worth, TX 76101, (for Servicer or State Agency banking information
 setup or changes)
 HUD-CFO – Financial Systems Maintenance Division, Room 3224 (for
 PAS/LOCCS Reports)