

Sample

Mark-to-Market PAE's Request to Multifamily Hub or Program Center for Project Information

Form 4.6

(Date)

RE: (Project name)
(Street Address)
(City, State Zip Code)
(Identification Number (REMS))

Dear (Multifamily Housing Director):

The above project has been assigned to our office under HUD's Mark-to-Market program for development of a proposed mortgage Restructuring Plan. In order to complete our due diligence, we request your assistance in obtaining information about the project that might influence our underwriting decision. We will contact you by phone to discuss the following:

- I. access to the asset management files for this project and to audited financial statements if we are unable to obtain them from the owner
- II. specific concerns about the owner, the management and the property including:
 - whether the property owner or agent has been the subject of an OIG audit and/or and Enforcement Center action and whether any sanctions have been imposed
 - violations of the Regulatory Agreement
 - compliance with Federal, state and local laws and regulations
 - management quality and financial soundness
 - tenant relations
 - the project's physical condition, including Capital Needs Assessments
 - the results of any REAC inspections
 - opt out notices

If you have any questions, please contact (name of PAE contact) by phone (phone number). We appreciate your time and effort and we look forward to working with you.

Sincerely,

(PAE Project Manager)
(Title)
(Name of PAE)
(Street Address)
(State, City Zip code)

Enclosure