

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

In jurisdictions where winterization is required, all properties must be winterized between October 1 and March 31. Properties should not be winterized between April 1 and September 30. Exceptions to these winterization time periods are specified in this attachment. Properties should be winterized only once a year. The property may be re-winterized only if the initial winterization is deemed to be no longer effective and the lender obtains prior approval from the local HUD office. The winterization process must include a thorough and complete draining of all plumbing and heating systems. Use of air pressure to clear the system or, in some cases, adding antifreeze to the systems are both acceptable provided that the effect prevents freeze-ups.

The water supply to the property must be shut off at the curb. If curb shut off is not possible, the main interior water supply must be shut off. In either case, the water meter must be disconnected and left in the property unless the City or County ordinance requires return of the meter to the water company to eliminate further water charges. The disconnected feed pipe leading from the main water valve must be plugged. Tags, labels, or warning signs must be affixed to all items winterized and must include the date of winterization and the name, address, and telephone number of the firm that performed the work. For properties with wells, the pump (if not submersible) and tank must be drained. All winterization must be performed in accordance with state and local codes, ordinances and regulations.

Local HUD offices should be contacted for directions on maintaining water services to houses where a community water service is involved and on utility services to townhouses, duplexes, attached dwellings in PUDS, and condominiums where such services must be left on due to homeowners association or party wall requirements. In condominiums and attached dwellings in PUDS, water services and utilities should remain on if the systems are shared with other units.

See Attachment 3 for instructions regarding swimming pools.

1. DRY HEAT SYSTEMS - The hot water heater and all domestic supply and distribution piping must be thoroughly drained. All faucet and valves must be opened in the process and then closed after draining is completed. Adequate amounts of antifreeze are to be placed in all fixture traps including toilet tanks and bowls.
2. WET HEAT SYSTEMS - The winterization requirements outlined above apply. In addition, the house boiler system must be thoroughly drained. All radiator vents are to be opened in the process, bleeder pins must not be removed from the radiators.
3. RADIANT HEAT SYSTEM - The winterization requirements outlined above apply. In addition, winterization must include a thorough draining of the heater. Radiant heat piping must be drained and blown dry by compressed air pressure and an adequate amount of antifreeze is to be put in the radiant piping.
4. SUMP PUMPS - Where there is an existing sump pump used to keep basements or crawl space dry, the electricity must remain on to assure that the property is not damaged by flooding. Check to make sure the sump pump is operable and operating. Contact the local HUD office for guidance if the existing pump does not work.

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

New England Offices

| <i>Local HUD Office(s)</i> | <i>Variation(s) From General Requirements</i> | <i>Service</i> | <i>Cost</i> |
|----------------------------|---|--|---|
| Connecticut State | | Dry Heat System Wet Heat System Radiant Heat System Sump Pump | \$130 \$180 \$130 \$25 |
| Massachusetts State | Winterize year round regardless of the month the property is secured. | Dry Heat System Wet Heat System Radiant Heat System Sump Pump Water well(pump,tank & lines) Add'l bathroom (per bathroom) | \$130 \$225 \$130 \$25 \$25 \$10 |
| New Hampshire State | Do not winterize multi-unit attached condominiums. | Dry Heat System Wet Heat System Radiant Heat System Sump Pump | \$130 \$180 \$130 \$25 |
| Rhode Island State | | Dry Heat System Wet Heat System Radiant Heat System Sump Pump | \$150 \$200 \$150 \$30 |

New York / New Jersey Offices

| <i>Local HUD Office(s)</i> | <i>Variation(s) From General Requirements</i> | <i>Service</i> | <i>Cost</i> |
|----------------------------|---|--|-----------------------------|
| Albany | | Dry Heat Systems Wet Heat System Additional Units | \$100 \$125 \$49/unit |
| Buffalo | Winterize year round, regardless of the month the property is secured. Pools must be drained. The mortgagee/contractor should check with the local jurisdiction to determine if there are restrictions on the use of anti-freeze compounds. The mortgagee must note in the comments section of the 27011A when curb shut-off is not possible & the reason it could not be shut off. | Dry Heat Systems Wet Heat Systems Additional Units | \$100 \$125 \$49/unit |
| Camden New Jersey State | Winterize year round, regardless of the month the property is secured. | Dry Heat Systems Wet Heat System Additional Units | \$100 \$125 \$49/unit |
| New York State | Winterize year round, regardless of the month the property is secured. | Dry Heat Systems Wet Heat System Additional Units | \$150 \$155 \$49/unit |

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

Mid-Atlantic Offices

| <i>Local HUD Office(s)</i> | <i>Variation(s) From General Requirements</i> | <i>Service</i> | <i>Cost</i> |
|---|---|--|--|
| District of Columbia Maryland State Pennsylvania State Virginia State West Virginia State | Winterize year round, regardless of the month the property is secured. | Dry Heat Systems Dry Heat Systems (add'l unit) Wet Heat System Wet Heat System (add'l unit) Radiant Heat System Radiant Heat System (add'l unit) | \$55 \$35 \$100 \$80 \$100 \$80 |
| Pittsburgh | <p>Winterize year round, regardless of the month the property is secured. When winterizing all properties located in the following areas of Pennsylvania: City of Erie, Millcreek Twp., Harborcreek Twp., Wesleyville, Lawrence Park Twp., mortgagee/contractor must contact the following public authorities to have water turned off at the curb and to stop trash pickups:</p> <p>Erie Water Authority P.O. Box 1729 Erie, PA 16507 Phone (814) 455-1049 ext 258</p> <p>Erie Public Works Dept. Municipal Bldg., Rm 504 626 State St. Erie, PA Phone (814) 870-1450</p> <p>Failure to do this will result in water, sewage and trash pickup services to continue and for charges to continue to accrue against the property.</p> | <p>Dry Heat Systems Dry Heat Systems (add'l unit) Wet Heat Systems Wet Heat Systems (add'l unit) Radiant Heat Systems Radiant Heat System (add'l unit)</p> | <p>\$55 \$35 \$100 \$80 \$100 \$80</p> |

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

Southeast / Caribbean Offices

| <i>Local HUD Office(s)</i> | <i>Variation(s) From General Requirements</i> | <i>Service</i> | <i>Cost</i> |
|---|--|----------------|-------------|
| Alabama State | Electricity and utilities are to be turned off or disconnected unless approval by the local HUD office. <u>Do not</u> disconnect water meter. Use only non-toxic biodegradable materials. Toilets must be cleaned before winterization materials are used. | Winterization | \$45/unit |
| Caribbean | Not applicable. No winterization necessary. | | |
| Coral Gables Orlando | The water supply must be shut off at the curb. Notify utility companies to cancel all services. Do not drain the water heater or water lines. No other winterization is required. These services are a standard requirement and do not have an allowable charge. | | |
| Jacksonville | Winterize properties year round. Shut off water at the curb. Drain water lines except for the water heater. Notify utility companies to cancel all services. | | \$45 |
| Tampa | Winterize year round. Shut off water at meter, notify utility companies to cancel all services. Do not drain lines or water heater. These services are a standard requirement and do not have an allowable charge. | | |
| Georgia State Kentucky State Knoxville Memphis North Carolina State South Carolina State Tennessee State Mississippi State | See specific requirements on page 13 of this attachment. | Winterization | \$45/unit |

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

Midwest Offices

| <i>Local HUD Office(s)</i> | <i>Variation(s) From General Requirements</i> | <i>Service</i> | <i>Cost</i> |
|--|---|--|--|
| Cincinnati | Winterize year round, regardless of the month the property is secured. | Dry Heat Systems Wet Heat Systems Radiant Heat Systems Sump Pumps Water meter removal Pumping water from basement | \$50 \$60 \$55 \$15 \$25 \$100 |
| Cleveland Illinois State Indiana State Ohio State | Winterize year round, regardless of the month the property is secured. | Dry Heat Systems Wet Heat Systems Sump Pumps Pumping water from basement | \$50 \$60 \$55 \$15 \$100 |
| Flint | Winterize year round, regardless of the month the property is secured. Do not remove sump pump. | Dry Heat Systems Wet Heat Systems Radiant Heat Systems Sump Pumps Water meter removal Pumping water from basement | \$50 \$60 \$55 \$15 \$40 \$100 |
| Grand Rapids | Winterize year round, regardless of the month the property is secured. Install new submersible sump pump if existing pump is inoperable or missing from the property. | Dry Heat Systems Wet Heat Systems Radiant Heat Systems Sump Pump Sump Pump Replacement Water meter removal Pumping water from basement | \$50 \$60 \$55 \$15 \$225 \$25 \$100 |
| Michigan State | Winterize year round, regardless of the month the property is secured. | Pumping water from basement Remove water meter and return to the City Dry Heat Systems Wet Heat Systems Radiant Heat Systems Posting signs/stickers for winterization | \$100 \$25 \$50 \$60 \$55 \$10 |

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

*Midwest Offices
(continued)*

| <i>Local HUD Office(s)</i> | <i>Variation(s) From General Requirements</i> | <i>Service</i> | <i>Cost</i> |
|----------------------------|--|---|---|
| Minnesota State | See specific requirements on pages 14 - 16 of this attachment. | Domestic Plumbing (includes anti-freeze) Dry Heat System - No additional charge. Hot Water Heating winterize system (plus cost of anti-freeze; document quantity) RPZ Valve Installation - required on all hot water systems Steam Heat Sump Pumps - No additional fee Utilities (utility charges are not included in the per-unit max.) Trip fee for properties outside 8-county Twin-City metro area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington, Wright Counties) where the contractor must travel over 50 miles from base to property. | \$125 - \$225 \$210 \$100 Actual cost \$25 |
| Wisconsin State | Winterize year round, regardless of the month the property is secured. <u>Do not</u> turn water off at curb. | Dry heat systems Wet heat systems Radiant heat systems Sump pumps Pumping water from basement (only with prior approval) | \$75 \$85 \$75 \$15 \$100 |

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

Southwest Offices

| <i>Local HUD Office(s)</i> | <i>Variation(s) From General Requirements</i> | <i>Service</i> | <i>Cost</i> |
|---|---|-------------------------------------|-------------|
| Arkansas State Louisiana State Lubbock Oklahoma State San Antonio Shreveport | | Winterization | \$45 |
| Houston | No winterization necessary. | | |
| New Mexico State | Winterize from October 1 through April 15 only | Winterization | \$45 |
| Texas State | Winterize from October 15 through March 15 only. Air blow systems to clear all lines, drain water heater, open all faucets and add 2 cups of environmentally safe anti-freeze to all commodes and 1/2 cup to all sinks and showers. | Winterization | \$55 |
| Tulsa | | Winterization Add'l bath/kitchen | \$45 \$5 |

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

Great Plains Offices

| <i>Local HUD Office(s)</i> | <i>Variation(s) From General Requirements</i> | <i>Service</i> | <i>Cost</i> |
|----------------------------|--|--|-------------|
| Iowa State | <p>Winterize all year, regardless of the month the property is secured. Follow the directions listed in the Guidelines with the following additions:</p> <p>Leave thermostat at 55 degrees.</p> <p>Hot Water/Steam Heating Systems: Check pipes and radiators for leaks and repair as necessary and leave system properly operating. If the property has a propane or oil system, put on "KEEP FULL" contract with a local supplier.</p> <p>Slab Foundations: Leave heating system on and in proper operation. If the property has a propane or oil system, put on "KEEP FULL" contract with a local supplier. Systems check of furnace, lights, water heater, etc., if utilities are on - not to exceed \$10. Send report to HUD with conveyance papers. If hot water heating systems, leave on in proper operating condition.</p> <p>Private Wells and Septic Tanks: Wells - all pressure tanks should be drained. If pump is surface mounted, drain pump housing; if submersible, then disconnect the check valve and drain all pump, suction, and discharge pipes. All fixtures should be winterized. Septic Tanks - consult with local contractor.</p> | <p>Dry heat systems (1 unit) \$50 Dry heat systems (2 units) \$80 Dry heat systems (3 units) \$110 Dry heat systems (4 units) \$140</p> <p>Wet heat systems (1 unit) \$90 Wet heat systems (2 units) \$160 Wet heat systems (3 units) \$220 Wet heat systems (4 units) \$300</p> <p>Radiant heat systems (1 unit) \$135 Radiant heat systems (2 units) \$250 Radiant heat systems (3 units) \$365 Radiant heat systems (4 units) \$480</p> <p>Sump Pump (1 unit) \$10 Sump Pump (2 units) \$20 Sump Pump (3 units) \$30 Sump Pump (4 units) \$40</p> | |

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

*Great Plains Offices
(continued)*

| <i>Local HUD Office(s)</i> | <i>Variation(s) From General Requirements</i> | <i>Service</i> | <i>Cost</i> |
|--------------------------------|---|--------------------------------|-------------|
| Kansas/Missouri State | | Dry heat systems (1 unit) | \$50 |
| | | Dry heat systems (2 units) | \$70 |
| | | Dry heat systems (3 units) | \$90 |
| | | Dry heat systems (4 units) | \$110 |
| | | Wet heat systems (1 unit) | \$90 |
| | | Wet heat systems (2 units) | \$150 |
| | | Wet heat systems (3 units) | \$200 |
| | | Wet heat systems (4 units) | \$250 |
| | | Radiant heat systems (1 unit) | \$135 |
| | | Radiant heat systems (2 units) | \$250 |
| | | Radiant heat systems (3 units) | \$365 |
| | | Radiant heat systems (4 units) | \$480 |
| | | Nebraska State St. Louis | |
| Dry heat systems (2 units) | \$80 | | |
| Dry heat systems (3 units) | \$110 | | |
| Dry heat systems (4 units) | \$140 | | |
| Wet heat systems (1 unit) | \$90 | | |
| Wet heat systems (2 units) | \$160 | | |
| Wet heat systems (3 units) | \$220 | | |
| Wet heat systems (4 units) | \$300 | | |
| Radiant heat systems (1 unit) | \$135 | | |
| Radiant heat systems (2 units) | \$250 | | |
| Radiant heat systems (3 units) | \$365 | | |
| Radiant heat systems (4 units) | \$480 | | |
| Sump Pump (1 unit) | \$10 | | |
| Sump Pump (2 units) | \$20 | | |
| Sump Pump (3 units) | \$30 | | |
| Sump Pump (4 units) | \$40 | | |

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

Rocky Mountain Offices

| <i>Local HUD Office(s)</i> | <i>Variation(s) From General Requirements</i> | <i>Service</i> | <i>Cost</i> |
|--|---|---|----------------------------------|
| Colorado State (Includes States of Colorado, South Dakota, Wyoming) North Dakota State Utah State | Winterize immediately upon determining vacancy regardless of the time of year. The gas and electricity must be turned on, the furnace must be activated, and the thermostat set at 55 degrees. The utility account must be transferred to the mortgagee. Subsequent property inspections should assure that the gas and electricity are on and the heating systems are functional. If, for some reason, it would be dangerous to have the gas or electricity on, it may be turned off, however, this should be a rare occurrence and HUD must be notified. If the property cannot be winterized, the local HUD office must be notified immediately. Drain non-collapsible swimming pools. Disconnect appliances. Place fuel oil systems on a "keep full" basis with contractor. | Winterization (per unit) Waiting for utility company to connect. | \$100 \$15/hr \$60 max |
| Montana State | Winterize immediately upon determining vacancy regardless of the time of year. The gas and electricity must be turned on, the furnace must be activated, and the thermostat set at 55 degrees. The utility account must be transferred to the mortgagee. Subsequent property inspections should assure that the gas and electricity are on and the heating systems are functional. If, for some reason, it would be dangerous to have the gas or electricity on, it may be turned off, however, HUD must be notified. Hot water systems must be left on and must not be drained. If the property cannot be winterized, the local HUD office must be notified immediately. Drain non-collapsible swimming pools. Disconnect appliances. Place fuel oil systems on a "keep full" basis with contractor. | Winterization (per unit) Waiting for utility company to connect. | \$100 \$15/hr \$60 max |

Pacific / Hawaii Offices

| <i>Local HUD Office(s)</i> | <i>Variation(s) From General Requirements</i> | <i>Service</i> | <i>Cost</i> |
|--|---|--|-------------|
| Arizona State California State Santa Ana Tucson | Winterize properties above 4,000 feet only. | Winterization | \$75 |
| Fresno | Winterization is not required. If a lender has a concern on a property whose elevation exceeds 4,000 feet, they should contact the local HUD office for approval. | Winterization (only with prior written approval) | \$75 |
| Hawaii State Los Angeles San Diego | Winterization not required. | | |

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

*Pacific / Hawaii Offices
(continued)*

| <i>Local HUD Office(s)</i> | <i>Variation(s) From General Requirements</i> | <i>Service</i> | <i>Cost</i> |
|----------------------------|--|---|-------------|
| Nevada State | No winterization except for Pahrump zip code 89041 and Mt. Charleston zip code 89124. All other winterization on a case by case basis. | Winterization (only in designated areas or on approval) | \$75 |
| Reno | Winterize from September 15 - April 15. Use "non-toxic" anti-freeze. In cases such as condominiums or PUD complexes that have no individual curbside shutoffs and no main shutoff in the individual units, maintain the heat at 55 degrees Fahrenheit. | Winterization | \$75 |
| Sacramento | Winterize properties above 1,000 feet only, from September 1 through March 31. | Winterization | \$75 |

Northwest / Alaska Offices

| <i>Local HUD Office(s)</i> | <i>Variation(s) From General Requirements</i> | <i>Service</i> | <i>Cost</i> |
|----------------------------|---|------------------------|-------------|
| Alaska State | Properties should be winterized (with heat left on, thermostat set at 65 degrees Fahrenheit), ALWAYS , regardless of the time of the year, and should be conveyed with water, gas, and utilities <u>ON</u> . Propane and fuel oil delivery services shall remain on automatic fill. The servicing mortgagee is hereby instructed and authorized to switch utilities into HUD's name effective on the <u>date of conveyance</u> . Utilities shall remain in the servicing mortgagee's name until conveyance. Water service may be turned off at the street (key box) only if the property has a forced air or electric heating system and the domestic water system has been properly winterized. See pages 17 through 23 for additional specifications, checklist, and certifications. | Dry Heat (per unit) | \$125 |
| | | Wet Heat (per unit) | \$425 |
| | | Sump Pump | \$100 |
| | | Well-Water Storage | \$25 |
| | | Pool | \$100 |
| | | Hot Tub / Jacuzzi | \$25 |
| | | Testing Hosebib/ Valve | \$70 |
| | | Backflow Preventer | \$80 |
| | | Solar Systems | \$25 |

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

*Northwest / Alaska Offices
(continued)*

| <i>Local HUD Office(s)</i> | <i>Variation(s) From General Requirements</i> | <i>Service</i> | <i>Cost</i> |
|----------------------------|---|--|---|
| Idaho State | Maximum Indoor Temperature: 55 degrees Additional units: 50% of maximum cost per additional unit. See pages 17 through 23 for additional specifications, checklist, and certifications. | Dry Heat (per unit) Wet Heat (per unit) Sump Pump Well-Water Storage Pool Hot Tub / Jacuzzi Solar Systems | \$100 \$175 \$100 \$25 \$100 \$25 \$50 |
| Oregon State | Winterize between Nov. 1 through Mar. 31 only. Maximum Indoor Temperature: 55 degrees Additional units: 50% of maximum cost per additional unit. See pages 17 through 23 for additional specifications, checklist, and certifications. | Dry Heat (per unit) Dry Heat Maximum Wet Heat (per unit) Wet Heat Maximum Sump Pump Well-Water Storage Pool Hot Tub / Jacuzzi Testing Hosebib / Valve Backflow Preventer Solar Systems | \$75/unit \$125 \$125/unit \$425 \$100 \$25 \$100 \$25 \$70 \$80 \$25 |
| Washington State | Maximum Indoor Temperature: 55 degrees Additional units: 50% of maximum cost per additional unit. See pages 17 through 23 for additional specifications, checklist, and certifications. | Dry Heat (per unit) Dry Heat Maximum Wet Heat (per unit) Wet Heat Maximum Sump Pump Well-Water Storage Pool Hot Tub / Jacuzzi Testing Hosebib / Valve Backflow Preventer Solar Systems | \$75/unit \$125 \$125/unit \$425 \$100 \$25 \$100 \$25 \$70 \$80 \$25 |

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

WINTERIZATION SPECIFICATIONS FOR SOUTHEAST / CARIBBEAN OFFICES

1. Disconnect main water line at property side of meter.
(Not applicable for State of Tennessee.)
2. Apply air pressure to water lines sufficient to remove all water.
3. Remove water from water heater, traps, and water closets.
4. Cap disconnected water line.
5. Place non-toxic antifreeze (minimum of one gallon per living unit or sufficient amount to prevent pipes from freezing) in all traps, toilet bowls, and water closets.
6. Failure to properly winterize property may result in mortgagee being liable for freeze damage.
7. Attach a "WARNING" sign at the kitchen sink, bath facilities and water heater, that a minimum includes the following information:

WARNING

THIS PROPERTY SYSTEM WINTERIZED ON ___/___/___ BY:

NAME OF FIRM: _____

PHONE NO.: _____

DO NOT USE PLUMBING SYSTEM

WATER TESTING MUST BE ACCOMPLISHED WITHOUT DE-WINTERIZING SYSTEMS!

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

WINTERIZATION SPECIFICATIONS FOR MINNESOTA STATE OFFICE

Properties must be winterized on a **year round basis**. Properties should be winterized only once. The property may be re-winterized only if the initial winterization is deemed to be no longer effective and the lender obtains prior approval from the local HUD office.

Domestic Water

On all properties test for system integrity. Turn the water on, inspect for leakage, and shut down. If problems are noted, inform the Minnesota HUD office at time of conveyance.

If the water supply source is a public system, have the utility turn off the supply at the street (key/stop box) if possible. Turn off the water inside the house. Do not cut any water lines or remove water meters. (A non-reimbursable charge may be made by the water utility for unauthorized water meter removal.) Most water departments, particularly the City of Minneapolis, must be notified when water is turned off so that a final meter reading can be done; be sure to do this. Note that if the heating system is hydronic or hot water baseboard heating, the water must not be turned off. (See below)

If the water supply is a private well, turn off the well at the breaker panel and tape off the breaker. Disconnect the water supply line between the house and pressure tank and install a hose bib on the pressure tank side of the break. Tag the hose bib "For Water Testing."

Drain and blow air through all domestic hot and cold water lines, the hot water heater, water softener tank, brine tank, well water storage tank and/or the well water captive air bank, and dishwasher, if any. Pour one quart maximum of non-toxic antifreeze (propolyne-glycol) into each drain: tubs, shower, laundry, floor, sinks, etc.

Remove water from toilet tank and bowl. Pour a minimum of one gallon of non-toxic antifreeze (propolyne-glycol) into each toilet bowl and a small amount of antifreeze in tanks if the water was not completely removed.

Tape all faucets to the open position. Mark all drains, fixtures, appliances, devices in the system with the statement "Winterized **** Do Not Use", and date.

Dry Heat System

The heating system should be operational and the thermostat left at a 55 degree setting. In the event major repair or replacement would be necessary in order to make the heating system operational, contact the Minnesota office for instructions.

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

WINTERIZATION SPECIFICATIONS FOR MINNESOTA STATE OFFICE

Wet Heat (Hydronic or Hot Water Baseboard) Systems

The winterization requirements outlined above for domestic water apply except that water should not be shut off to or in the property. Test for system security. Pressurize the system with an air compressor to 50 lbs. and inspect for leakage. System must hold air pressure with no leakage for a minimum of one-half hour.

Drain the boiler and all heating loops. Repair, replace, or install (as necessary to comply with state health department requirements) a Reduced Pressure Zone (RPZ) valve. Such a valve shall be installed between the furnace and the main feed water supply, adjacent to the furnace.

Fill the boiler and all heating loops with a non-toxic antifreeze (propylene-glycol) solution tested to a freeze point of -40 degrees F., or lower. Isolate loops or bleed in sequence to insure proper flushing through the lines. Bleed all vents in the system to insure that all air has been voided from the system.

Return the heating system to normal operating temperature and pressure. Check the entire system for proper operation. Tape the furnace electrical switch to the "on" position. Tape card above the switch stating, "Do Not Remove Tape. Do Not turn Off".

Set the thermostat at a 55 degree setting. In the event major repair or replacement would be necessary in order to make heating system operational, contact the Minnesota office for instructions.

Stream Heat Systems

Determine if the system is operable and if there are any leaks. Report this information to HUD at time of conveyance. Then shut down the heating system. Pressurize the system with an air compressor to 50 lbs. and inspect for leakage. System must hold air pressure with no leakage for a minimum of one-half hour. **Note:** A steam heat system will have radiators with valves at the bottom of the radiator; a careful determination as to whether the system is hot water or steam must be made.

Sump Pumps

Where a sump pump is used to keep basements or crawl space dry check to make sure the sump pump is operable and operating to assure that the property is not damaged by flooding.

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

WINTERIZATION SPECIFICATIONS FOR MINNESOTA STATE OFFICE

Utilities

Electricity and gas (for heating) are to remain on. Propane and oil service must be placed on automatic fill. Billing to utilities should be in the lender's name until conveyance of the property to HUD. We will activate billing in HUD's name within 5 days after receipt of the copy of the Part A in the field office. In all cases, the mortgagee should pay the bill and obtain reimbursement for utility costs that cover the date of the conveyance until the end of that utility's billing cycle.

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

WINTERIZATION SPECIFICATIONS FOR NORTHWEST / ALASKA OFFICES

Winterization must include a thorough and complete draining of all plumbing and heating systems. Use of air pressure in the system and antifreeze is acceptable provided the effect is to prevent freeze-ups. The water supply to the property must be shut off at the curb. If a curb shutoff is not possible, the main interior water supply must be shut off. In either case, the water meter must be disconnected, but not removed from property, and the disconnected feed pipe leading from the main water valve must be plugged.

A. Turn off Water at Street:

1. After Winterization in all Field Offices, except Alaska.
2. Alaska - Only turn water off at street if dry heat system is used, such as "forced" air heating system or "electric" heating system.

B. Sump Pumps

Where a sump pump is being used to keep basements or crawl space dry, the electricity must remain on to assure that the property is not damaged by flooding.

C. Dry Heat Systems

The hot water heater and all domestic supply and distribution piping must be thoroughly drained. All faucets and valves must REMAIN OPEN during the process, and then closed after draining is completed. Adequate amounts of antifreeze are to be placed in all fixture traps, including toilet tanks and bowls.

Test domestic supply lines for system integrity. Turn kitchen, bathrooms, laundry area, exterior and garage faucets on position.

1. Turn water on. Water lines should be drained and blown free of water. Inspect for leakage and shut down. Blow entire system free of water, using no less than a 40-gallon tank with a minimum of 50 pounds pressure. Pressure of line should not exceed 90 pounds. System must hold air pressure with no leakage for a minimum of one-half hour.
2. Commode tanks - drain.
3. Hot water tank - drain valve is to be in open position.
4. Evaporative air conditioners and any existing water lines - drain.
5. Water softener tank, brine tank, and the well water storage tank and/or the well water captive air tank, dishwasher and washing machine - drain.

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

WINTERIZATION SPECIFICATIONS FOR NORTHWEST / ALASKA OFFICES

6. Turn off water supply and disconnect (do not remove) at water meter.
 - a. If the water supply source is city or community water, turn off the supply at the street (key box), if possible. Turn off the water inside the house. This may require installation of a gate valve. Cut the supply line between the valve and the house. Plug the cut supply line.
 - b. If the water supply is a private well, turn off the well at breaker panel and TAPE OFF breaker. Disconnect the pump at pump controller. Indicate on the breaker panel that the pump has been disconnected at the pressure tank and install a hose bib on the pressure tank side of the break. Tag the hose bib "FOR HEALTH DEPARTMENT TESTING".
7. Charge the entire domestic water system with a non-toxic antifreeze (propylene glycol).
 - a. Pour 2 quarts of non-toxic antifreeze (propylene glycol) into each drain. This includes tubs, shower drains, laundry drains, sink drains, floor drains, lavatories, etc.
 - b. Pour a minimum of one gallon of non-toxic antifreeze (propylene glycol) into each water closet tank and flush.
 - c. Leave the outside sill cocks open.
 - d. Tape all faucets to the CLOSED position. Mark all drains, fixtures, appliances in system and devices with the statement "WINTERIZATION ****DO NOT USE." Tape card to kitchen counter or other conspicuous place in the home containing the above information.
 - e. Comply with all items on the following checklist, post one copy at the breaker panel and tape one copy to the kitchen counter and hot water tank: (SEE SECTION III; SAMPLE FORMS)

D. Wet Heat Systems

The winterization requirements outlined above (domestic water supply) apply. In addition, the house boiler system or heater must be thoroughly drained. All radiator vents are to be opened in the process. Bleeder pins must not be removed from the radiators. Any radiant heat piping must be drained and blown dry by compressed air pressure and an adequate amount of antifreeze is to be put in the radiant piping.

1. DO NOT TURN OFF THE WATER at the street (key box) if home heating system is hydronic or hot water baseboard system.
2. Confirm that fuel, (gas, oil, propane, etc.) electricity, and water are operational at the property.

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

WINTERIZATION SPECIFICATIONS FOR NORTHWEST / ALASKA OFFICES

3. Test for system integrity. Turn the water on, inspect for leakage and shut down. Pressurize system with air compressor to 50 pounds and inspect for leakage. System must hold air pressure with no leakage for a minimum of one-half hour. Under no circumstances is the water to be shut off at the street (key box).
4. Test the non-toxic antifreeze (propylene glycol) for a freeze point of -30°F, or lower. Ensure that glycol mixture is adequate to protect system from freezing. If necessary, fill the boiler and all heating loops with a non-toxic antifreeze (propylene glycol) solution, isolating loops or bleeding in sequence to ensure proper flushing through the lines. Verify that the existing solution has a freeze point of -30°F or lower. Bleed all the vents in the system to ensure that all air has been voided from the system.
5. Ensure there is adequate protection to the boiler should the water pressure drop low. If no protection exists, install a low water cut off switch on the boiler.
6. Return heating system to normal operating temperature and pressure. Check entire system for proper operation.
7. Tape furnace electrical switch to the "ON" position. Tape card above switch stating, "DO NOT REMOVE TAPE. DO NOT TURN OFF".

E. Swimming Pools/Hot Tubs/Jacuzzi

1. Swimming Pools - Pump out pool leaving 4 feet of water in the deep end (this amount will vary depending on your elevation). After pumping, apply chlorine to control the algae in the remaining water. Circulate remaining water to mix chlorine. Isolate and drain pumps and filters. Remove all trash from interior of pool and haul away. ****WARNING**** Check local area standards before draining pool. In area where there is a high ground water level, removing too much water may cause pool uplift and damage the pool.

If there is a pool cover present, secure and cover pool. Check with state and local codes and verify whether the pool is required to be covered or merely fenced in. If additional security is required, notify field office and request further instructions regarding any additional needed security for the tub/jacuzzi.

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

**WINTERIZING CHECKLIST AND CERTIFICATION OF COMPLETION
NORTHWEST / ALASKA OFFICES**

Property Address

This property has been winterized in accordance with U.S. Department of HUD, Northwest/Alaska Offices, 1996 requirements. All items checked have been performed on (date) _____ to protect against damage by weather and the elements.

- ___ Water lines drained and blow free of water.
- ___ Dishwasher drained and blown out.
- ___ Hot water heater drained.
- ___ Water shut OFF at meter or exterior service valve.
- ___ Kitchen faucets turned to OFF position.
- ___ Bathroom faucets turned to OFF position.
- ___ Laundry area faucets turned to OFF position.
- ___ Exterior faucets turned to OFF position.
- ___ Non-toxic antifreeze in kitchen sink traps.
- ___ Non-toxic antifreeze in bathroom lavatory and tub traps.
- ___ Water closet reservoir drained.
- ___ Non-toxic antifreeze in water closet and reservoirs.
- ___ All hoses removed from exterior hose bibs.
- ___ Water heater breaker SAFETY WIRED to OFF position.
- ___ If hot water heating system is present, ensure integrity of the system
- ___ Drain all evaporative air conditioners and any existing water lines.

I hereby certify that this work has been completed in accordance with proper procedures and that damage to the systems as a result of improper winterization shall be the responsibility of the contractor.

Contractor Signature

Contractor Address

Contractor Telephone

Date

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

(SAMPLE)

NORTHWEST / ALASKA CONTRACTOR CERTIFICATION

HYDRONIC (FORCED HOT WATER) HEATING - WATER LEFT ON

WINTERIZED BY

ADDRESS

PHONE

DATE

NOT RESPONSIBLE FOR SYSTEMS DEWINTERIZED BY PARTIES OTHER THAN OURSELVES. HEALTH DEPARTMENT TESTING MUST BE ACCOMPLISHED WITHOUT DEWINTERIZING SYSTEMS. HYDRONIC WATER SYSTEM IS FUNCTIONAL AND WINTERIZED IN ACCORDANCE WITH THE 1996 SPECIFICATIONS OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, NORTHWEST/ALASKA OFFICES.

I HEREBY CERTIFY THAT THIS WORK HAS BEEN COMPLETED IN ACCORDANCE WITH PROPER PROCEDURES AND THAT DAMAGED TO THE SYSTEMS AS A RESULT OF IMPROPER WINTERIZATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

CONTRACTOR SIGNATURE

SERVICING MORTGAGEE SIGNATURE

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

(SAMPLE)

NORTHWEST ALASKA CONTRACTOR CERTIFICATION

WATER SYSTEM SHUT OFF

WINTERIZED BY

ADDRESS

PHONE

DATE

NOT RESPONSIBLE FOR SYSTEMS DEWINTERIZED BY PARTIES OTHER THAN OURSELVES. HEALTH DEPARTMENT TESTING MUST BE ACCOMPLISHED WITHOUT DEWINTERIZING SYSTEMS. THE DOMESTIC WATER SYSTEM IS CUT OFF AND WINTERIZED IN ACCORDANCE WITH THE 1996 SPECIFICATIONS OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, NORTHWEST/ALASKA OFFICES.

I HEREBY CERTIFY THAT THIS WORK HAS BEEN COMPLETED IN ACCORDANCE WITH PROPER PROCEDURES AND THAT DAMAGED TO THE SYSTEMS AS A RESULT OF IMPROPER WINTERIZATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

CONTRACTOR SIGNATURE

SERVICING MORTGAGEE SIGNATURE

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

(SAMPLE)

NORTHWEST / ALASKA CONTRACTOR CERTIFICATION

WATER AND ELECTRIC SERVICE BOTH DISCONNECTED

WINTERIZED BY

ADDRESS

PHONE

DATE

THIS PROPERTY HAS BEEN WINTERIZED IN ACCORDANCE WITH 1996 SPECIFICATIONS OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, NORTHWEST/ALASKA OFFICES. DO NOT ATTEMPT TO RESTORE ELECTRICAL POWER OR WATER SERVICE UNTIL ALL PLUMBING AND ELECTRICAL SYSTEMS HAVE BEEN INSPECTED.

I HEREBY CERTIFY THAT THIS WORK HAS BEEN COMPLETED IN ACCORDANCE WITH PROPER PROCEDURES AND THAT DAMAGED TO THE SYSTEMS AS A RESULT OF IMPROPER WINTERIZATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

CONTRACTOR SIGNATURE

SERVICING MORTGAGEE SIGNATURE

PHOTOGRAPH REQUIREMENTS AND COST SCHEDULE

Unless otherwise specified in this attachment, the cost of photographs will be allowed only to support expenses beyond allowable cost limits and to support personal property/debris removed as part of an eviction. If photographs cannot be produced at the time of the claim review, all unsupported expenses beyond allowable cost limits will be disallowed, and for evictions, all expenses claimed for personal property/debris removal will be disallowed. The cost of photographs is not included in the maximum allowable limit per property.

New England Offices

Connecticut State, Massachusetts State, New Hampshire State,
(Includes States of Maine, New Hampshire, Vermont) Rhode Island
State

Cost: \$2.50 per photo

New York/New Jersey Offices

Albany, Buffalo, Camden, New Jersey State, New York State

Cost \$2.00 per photo

Mid-Atlantic Offices

District of Columbia, Maryland State, Pennsylvania State,
Pittsburgh, Virginia State, West Virginia State

Cost \$2.50 per photo

Southeast/Caribbean Offices

Alabama State, Caribbean, Coral Gables, Georgia State,
Jacksonville, Kentucky State, Knoxville, Memphis, Mississippi
State, North Carolina State, Orlando, South Carolina State,
Tampa, Tennessee State

Cost: \$1.50 per photo

Midwest Offices

Cincinnati, Cleveland, Flint, Grand Rapids, Illinois State,
Indiana State, Michigan State, Minnesota State, Ohio State,
Wisconsin State

Cost \$1.00 per photo

Southwest Offices

Arkansas State, Houston, Louisiana State, Lubbock, New Mexico State, Oklahoma State, San Antonio, Shreveport, Texas State, Tulsa

Cost: \$2.00 per photo
\$20 max

Great Plains Offices

Kansas/Missouri State: No more than 10 photos allowed for reimbursement. A photo of the front and rear yards is required before the initial lawn cut and a front and rear photo is required after the initial lawn cut.

Cost: \$1.00 per photo

Iowa State, Nebraska State, St. Louis

Cost: \$1.00 per photo

Rocky Mountains Offices

Colorado State (Includes States of CO, SD, WY), Montana State, North Dakota State, Utah State

Cost: \$2.00 per photo

Pacific/Hawaii Offices

Arizona State, Fresno, Hawaii State, Los Angeles, Nevada State, Reno, Sacramento, San Diego, Santa Ana, Tucson: Before and after photos required for all P&P services performed.

Cost: \$1.50 per photo

California State: Mortgagees will not be reimbursed for photos unless otherwise instructed by the local HUD office.

Northwest/Alaska Offices

Alaska State, Idaho State, Oregon State, Washington State

Cost: \$1.00 photo
\$10 max

REQUEST TO EXCEED COST LIMIT(S) FOR PRESERVATION AND PROTECTION

Department of Housing and Urban Development

Mortgagee Name and Address

Dear _____:

SUBJECT: Request for Variance from Preservation and Protection Schedule

FHA Case No.: _____

Date of Vacancy: _____

Mtg Loan No.: _____

Date of Frclsr. Deed/Trust. Sale: _____

Mortgagor's Name: _____

Date Deed Recorded: _____

Property Address: _____

Expected Conveyance Date: _____

Zip Code: _____

Permission is requested to perform the following services (all applicable estimates and required documentation are attached):

| <u>Service</u> | <u>Cost</u> | <u>Remarks</u> |
|------------------|-------------|----------------|
| _____ | \$ _____ | _____ |
| _____ | \$ _____ | _____ |
| _____ | \$ _____ | _____ |
| (1) TOTAL | \$ _____ | _____ |

Preservation and Protection Costs Expended to Date (excluding inspections):

| <u>Service</u> | <u>Cost</u> | |
|------------------|-------------|---|
| _____ | \$ _____ | (NOTE: Expenses listed in item (2) must be consistent with HUD P&P limits and/or guidance and are subject to further verification.) |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| (2) TOTAL | \$ _____ | |

Submitted By: _____

Title: _____

Signature: _____

Phone: () _____

[] Please fax your response to Fax No.: () _____

HUD APPROVAL/DISAPPROVAL:

For the subject case, HUD authorizes additional expenditures for:

- debris removal up to a maximum of \$ _____
- boarding up to a maximum of \$ _____
- winterization up to a maximum of \$ _____
- other: _____ \$ _____

(3) **Total Additional Expenditures Approved Not to Exceed:** \$ _____(4) **Total Authorization Not To Exceed [item (2) + item (3)]:** \$ _____

Date Mortgagee's Request Received: _____

Date of Approval: _____

Date of this Response: _____

Approved By: _____

SECTION II. POST ENDORSEMENT FEES AND CHARGES

The Post Endorsement Fees and Charges established in this section are considered to be reasonable and customary for the specified jurisdictions. HUD has made a concerted effort to make the established fees and charges as uniform as possible within certain geographical boundaries. For quick reference, most of the fees and charges set by HUD Headquarters have also been included. Additional guidance regarding post endorsement fees and charges may be found in HUD Handbook 4330.1, REV-5, Administration of Insured Home Mortgages.

If you have any questions, please contact the local HUD Office (see **Section III**).

POST ENDORSEMENT FEES AND CHARGES

New England Offices

| TYPE OF SERVICE | LOCAL HUD OFFICE | | | |
|--|--------------------------|----------------------------|----------------------------|---------------------------|
| | <i>Connecticut State</i> | <i>Massachusetts State</i> | <i>New Hampshire State</i> | <i>Rhode Island State</i> |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy, if not prohibited by state law. | \$10 | \$10 | \$10 | \$10 |
| Processing or reprocessing an NSF. | \$25 | \$25 | \$25 | \$25 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property; includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$100 | \$100 | \$100 | \$100 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 |
| Providing <u>replacement</u> coupon books. | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor; other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

New York / New Jersey Offices

| TYPE OF SERVICE | LOCAL HUD OFFICE | | | | |
|--|------------------|----------------|---------------|--|---|
| | <i>Albany</i> | <i>Buffalo</i> | <i>Camden</i> | <i>New Jersey State (Newark *)</i> | <i>New York State (New York City *)</i> |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy, if not prohibited by state law. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Processing or reprocessing an NSF. | \$20 | \$20 | \$20 | \$20 | \$20 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization | \$50 | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property: includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$100 | \$100 | \$100 | \$100 | \$100 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing replacement coupon books. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor; other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 | \$5 |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

Mid-Atlantic Offices

| TYPE OF SERVICE | LOCAL HUD OFFICE | | | | | |
|---|-----------------------------|-----------------------|--|-------------------|-----------------------|----------------------------|
| | <i>District of Columbia</i> | <i>Maryland State</i> | <i>Pennsylvania State (Philadelphia *)</i> | <i>Pittsburgh</i> | <i>Virginia State</i> | <i>West Virginia State</i> |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy, if not prohibited by state law. | \$10 | \$10 | \$10 | \$10 | \$10 | \$10 |
| Processing or reprocessing an NSF. | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property; includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing replacement coupon books. | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor; other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

*Mid-Atlantic Offices
(continued)*

| <i>TYPE OF SERVICE</i> | <i>LOCAL HUD OFFICE</i> | | | | | |
|---|-----------------------------|-----------------------|--|-------------------|-----------------------|----------------------------|
| | <i>District of Columbia</i> | <i>Maryland State</i> | <i>Pennsylvania State (Philadelphia *)</i> | <i>Pittsburgh</i> | <i>Virginia State</i> | <i>West Virginia State</i> |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

Southeast / Caribbean Offices

| <i>TYPE OF SERVICE</i> | <i>LOCAL HUD OFFICE</i> | | | | |
|--|-------------------------|------------------|---------------------|----------------------|---------------------|
| | <i>Alabama State</i> | <i>Caribbean</i> | <i>Carol Gables</i> | <i>Georgia State</i> | <i>Jacksonville</i> |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy. if not prohibited by state law. | \$10 | \$10 | \$15 | \$10 | \$15 |
| Processing or reprocessing an NSF. | \$10 | \$10 | \$20 | \$15 | \$20 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization | \$50 | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property: includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$100 | \$100 | \$100 | \$125 | \$100 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing replacement coupon books. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor; other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 | \$5 |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

*Southeast / Caribbean Offices
(continued)*

| TYPE OF SERVICE | LOCAL HUD OFFICE | | | | |
|--|------------------|-----------|-----------|-------------------|-------------------|
| | Kentucky State | Knoxville | Memphis | Mississippi State | N. Carolina State |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy, if not prohibited by state law. | \$10 | \$10 | \$10 | \$7.50 | \$7.50 |
| Processing or reprocessing an NSF. | \$15 | \$15 | \$15 | \$15 | \$15 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization. | \$50 | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property; includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$100 | \$100 | \$100 | \$100 | \$150 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing replacement coupon books. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor; other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 | \$5 |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

*Southeast / Caribbean Offices
(continued)*

| TYPE OF SERVICE | LOCAL HUD OFFICE | | | |
|--|------------------|-------------------|-----------|-------------------------------|
| | Orlando | S. Carolina State | Tampa | Tennessee State (Nashville *) |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy, if not prohibited by state law. | \$10 | \$15 | \$10 | \$7.50 |
| Processing or reprocessing an NSF. | \$20 | \$20 | \$20 | \$15 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization. | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property; includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$100 | \$100 | \$100 | \$100 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 |
| Providing replacement coupon books. | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor; other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

Midwest Offices

| <i>TYPE OF SERVICE</i> | <i>LOCAL HUD OFFICE</i> | | | | |
|--|-------------------------|------------------|--------------|---------------------|-----------------------|
| | <i>Cincinnati</i> | <i>Cleveland</i> | <i>Flint</i> | <i>Grand Rapids</i> | <i>Illinois State</i> |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy, if not prohibited by state law. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Processing or reprocessing r n NSF. | \$15 | \$20 | \$20 | \$20 | \$20 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization | \$50 | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property; includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$100 | \$100 | \$150 | \$150 | \$100 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing replacement coupon books. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor: other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 | \$5 |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

Midwest Offices (continued)

| <i>TYPE OF SERVICE</i> | <i>LOCAL HUD OFFICE</i> | | | | |
|--|-------------------------|---------------------------------------|------------------------|------------------------------------|------------------------|
| | <i>Indiana State</i> | <i>Michigan State (Detroit *)</i> | <i>Minnesota State</i> | <i>Ohio State (Columbus *)</i> | <i>Wisconsin State</i> |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy, if not prohibited by state law. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Processing or reprocessing an NSF. | \$25 | \$20 | \$20 | \$20 | \$20 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization | \$50 | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property; includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$100 | \$150 | \$100 | \$100 | \$100 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing <u>replacement</u> coupon books. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor; other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 | \$5 |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

Southwest Offices

| TYPE OF SERVICE | LOCAL HUD OFFICE | | | | |
|--|-----------------------|----------------|--|----------------|-------------------------|
| | <i>Arkansas State</i> | <i>Houston</i> | <i>Louisiana State (New Orleans *)</i> | <i>Lubbock</i> | <i>New Mexico State</i> |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy, if not prohibited by state law. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Processing or reprocessing an NSF. | \$25 | \$25 | \$25 | \$25 | \$25 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization | \$50 | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property; includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$110 | \$110 | \$110 | \$110 | \$110 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing replacement coupon books. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor; other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 | \$5 |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

*Southwest Offices
(continued)*

| TYPE OF SERVICE | LOCAL HUD OFFICE | | | | |
|--|-------------------------------------|-------------|------------|------------------------------|-----------|
| | Oklahoma State (Oklahoma City *) | San Antonio | Shreveport | Texas State (Ft. Worth *) | Tulsa |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy, if not prohibited by state law. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Processing or reprocessing an NSF. | \$25 | \$25 | \$25 | \$25 | \$25 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization | \$50 | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property; includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$110 | \$110 | \$110 | \$110 | \$110 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing replacement coupon books. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor; other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 | \$5 |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

Great Plains Offices

| TYPE OF SERVICE | LOCAL HUD OFFICE | | | |
|--|------------------|--|----------------|-----------|
| | Iowa State | Kansas/Missouri State (Kansas City *) | Nebraska State | St. Louis |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy. if not prohibited by state law. | \$10 | \$10 | \$10 | \$10 |
| Processing or reprocessing an NSF. | \$15 | \$15 | \$15 | \$15 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property; includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$100 | \$100 | \$100 | \$100 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 |
| Providing replacement coupon books. | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor; other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

Rocky Mountain Offices

| TYPE OF SERVICE | LOCAL HUD OFFICE | | | |
|--|-----------------------|----------------------|---------------------------|-------------------|
| | <i>Colorado State</i> | <i>Montana State</i> | <i>North Dakota State</i> | <i>Utah State</i> |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy, if not prohibited by state law. | \$10.50 | \$10.50 | \$10.50 | \$10.50 |
| Processing or reprocessing an NSF. | \$15 | \$15 | \$15 | \$15 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property: includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$100 | \$100 | \$100 | \$100 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 |
| Providing replacement coupon books. | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor: other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

Pacific / Hawaii Offices

| TYPE OF SERVICE | LOCAL HUD OFFICE | | | | | |
|--|------------------------------|-----------|--------------|------------------------------|-----------|------------|
| | Arizona State (Phoenix *) | Fresno | Hawaii State | Nevada State (Las Vegas*) | Reno | Sacramento |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy, if not prohibited by state law. | \$10 | \$10 | \$10 | \$10 | \$10 | \$10 |
| Processing or reprocessing an NSF. | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property; includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing replacement coupon books. | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor; other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

*Pacific / Hawaii Offices
(continued)*

| TYPE OF SERVICE | LOCAL HUD OFFICE | | | | |
|--|------------------|-----------|-----------|-------------|---------------------------------------|
| | San Diego | Santa Ana | Tucson | Los Angeles | California State (San Francisco *) |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy, if not prohibited by state law. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Processing or reprocessing an NSF. | \$15 | \$15 | \$15 | \$15 | \$15 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization | \$50 | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property; includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$100 | \$100 | \$100 | \$100 | \$100 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 | \$10 |
| Providing replacement coupon books. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor; other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 | \$5 |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

POST ENDORSEMENT FEES AND CHARGES

Northwest / Alaska Offices

| TYPE OF SERVICE | LOCAL HUD OFFICE | | | |
|--|------------------|-------------|--------------|------------------|
| | Alaska State | Idaho State | Oregon State | Washington State |
| Substitution of Hazard Insurance Policy at other than expiration of existing policy, if not prohibited by state law. | \$15 | \$15 | \$15 | \$15 |
| Processing or reprocessing an NSF. | \$15 | \$20 | \$15 | \$15 |
| Modification of mortgage involving a recorded agreement for extension of the term or re-amortization | \$50 | \$50 | \$50 | \$50 |
| Modification of the mortgaged property; includes but is not limited to: - Release of lot or acreage from the original secured parcel - Condemnation - Order-of-taking - Subordination or consent to Easement - Lot Line Dispute/Adjustment - Subdivision consent - Consent to Change in Covenants and Restrictions | \$125 | \$125 | \$125 | \$125 |
| Providing a copy of the Mortgage or Deed of Trust: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the Mortgage Note: ONLY if the copy is a duplicate of what has already been provided to the mortgagor. | \$10 | \$10 | \$10 | \$10 |
| Providing a copy of the settlement statement, gift letters, and other documents: other than those provided at closing. | \$10 | \$10 | \$10 | \$10 |
| Providing a new amortization schedule: other than the schedule provided at closing. | \$15 | \$15 | \$15 | \$15 |
| Providing payoff statements: (other than the initial request) NO CHARGE for the first two (2) requests per calendar year; then each additional statement. | \$10 | \$10 | \$10 | \$10 |
| Providing replacement coupon books. | \$5 | \$5 | \$5 | \$5 |
| Providing a payment history to the mortgagor; other than the current year and one prior year. | \$5 | \$5 | \$5 | \$5 |
| Verifying the mortgage to a prospective creditor: This covers requests from other lenders to verify the status of an existing loan (typically in connection with a refinance application). ONLY allowed when the mortgagor has given the present lender WRITTEN AUTHORIZATION to release information to the prospective lender and to charge a fee. | \$20 | \$20 | \$20 | \$20 |
| Providing duplicate year end statements. | \$5 | \$5 | \$5 | \$5 |
| Providing payoff statement by facsimile (upon request of mortgagor) | \$5 | \$5 | \$5 | \$5 |
| Incorporating a borrower's name change into the servicer's loan system. | No Charge | No Charge | No Charge | No Charge |
| Re-analyzing escrow accounts and providing new coupon books. | No Charge | No Charge | No Charge | No Charge |

(*) Indicates previous name of office.

DIRECTORY OF LOCAL HUD OFFICES

New England

Connecticut State Office
330 Main Street, First Floor
Hartford, CT 06106-1860
Telephone No.: (203) 240-4553
Fax No.: (203) 240-4549

New Hampshire State Office
Norris Cotton Federal Building
275 Chestnut Street
Manchester, NH 03101-2487
Telephone No.: (603) 666-7432
Fax No.: (603) 666-7711

Massachusetts State Office
Thomas P. O'Neill, Jr.
Federal Bldg.
10 Causeway Street, Room 375
Boston, MA 02222-1092
Telephone No.: (617) 565-5400*
(617) 565-5447**
Fax No.: (617) 565-6557

Rhode Island State Office
10 Weybosset Street, Sixth Floor
Providence, RI 02903-3234
Telephone No.: (401) 528-5351
Fax No.: (401) 528-5312

New York / New Jersey

Albany Office
52 Corporate Circle
Albany, NY 12203-5121
Telephone No.: (518) 464-4200
Fax No.: (518) 464-4300

Camden Office
Hudson Building
800 Hudson Square, Second Floor
Camden, NJ 08102-1156
Telephone No.: (609) 757-5096*
(609) 757-5091**
Fax No.: (609) 757-5373

New York State Office
26 Federal Plaza
New York, NY 10278-0068
Telephone No.: (212) 264-0777
Fax No.: (212) 264-1277

Buffalo Office
Lafayette Court
465 Main Street, Fifth Floor
Buffalo, NY 14203-1780
Telephone No.: (716) 846-3237*
(716) 846-4550**
Fax No.: (716) 846-5752

New Jersey State Office
One Newark Center, 13th Floor
Newark, NJ 07102-5260
Telephone No.: (201) 622-7900
Fax No.: (201) 645-2241

(*) Indicates number to be called for questions regarding property preservation and protection.

(**) Indicates number to be called for questions regarding post endorsement fees and charges.

DIRECTORY OF LOCAL HUD OFFICES

Mid-Atlantic

District of Columbia Office
820 First Street, NE
Washington, D.C. 20002-4205
Telephone No.: (202) 275-7471*
(202) 275-4912**
(For P&P concerns, contact Mark
McMillon, ext. 3067)
Fax No.: (202) 275-0779

Maryland State Office
City Crescent Building
10 South Howard Street, Fifth
Floor Baltimore, MD 21201-2505
Telephone No.: (410) 962-2520
Fax No.: (410) 962-4947

Pennsylvania State Office
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107-3390
Telephone No.: (215) 656-0508*
(215) 656-0548**
Fax No.: (215) 656-3427

Pittsburgh Office
U.S. Post Office
and Courthouse Building
700 Grant Street
Pittsburgh, PA 15219-1906
Telephone No.: (412) 644-2655
Fax No.: (412) 644-2667

Virginia State Office
The 3600 Centre
3600 West Broad Street
P.O. Box 90331
Richmond, VA 23230-0331
Telephone No.: (804) 278-4530*
(804) 278-4521**
Fax No.: (804) 278-4615

West Virginia State Office
Kanawha Valley Building
405 Capitol Street, Suite 708
Charleston, WV 25301-1795
Telephone No.: (304) 347-7064
Fax No.: (304) 347-7050

(*) Indicates number to be called for questions regarding property preservation and protection.

(**) Indicates number to be called for questions regarding post endorsement fees and charges.

DIRECTORY OF LOCAL HUD OFFICES

Midwest

Cleveland Office

Renaissance Building
1350 Euclid Avenue, Suite 500
Cleveland, OH 44115-1815
Telephone No.: (216) 522-3302*
(216) 522-7575**
Fax No.: (216) 522-2975

Illinois State Office

Ralph H. Metcalfe Federal Building
77 West Jackson Boulevard
Chicago, IL 60604-3507
Telephone No.: (312) 886-9762
Fax No.: (312) 886-9763

Ohio State Office

200 North High Street
Columbus, OH 43215-2499
Telephone No.: (614) 469-5536*
(614) 469-6906**
Fax No.: (614) 469-2432

Cincinnati Office

525 Vine Street
Cincinnati, OH 45202-3188
Telephone No.: (513) 684-2714
Fax No.: (513) 684-6224

Indiana State Office

151 North Delaware Street
Indianapolis, IN 46204-2526
Telephone No.: (317) 226-7654*
(317) 226-6084**
Fax No.: (317) 226-6317

Wisconsin State Office

Henry S. Reuss Federal Plaza
310 West Wisconsin Ave., Suite 1380
Milwaukee, WI 53203-2289
Telephone No.: (414) 297-3156
Fax No.: (414) 297-3947

Flint Office

The Federal Building
605 North Saginaw, Suite 200
Flint, MI 48502-2043
Telephone No.: (810) 766-5110
Fax No.: (810) 766-5122

Michigan State Office

Patrick V. McNamara Federal Bldg.
477 Michigan Avenue
Detroit, MI 48226-2592
Telephone No.: (313) 226-4897*
(313) 226-4817**
Fax No.: (313) 226-6740

Grand Rapids Office

Third Floor
Trade Center Building
50 Louis Street, NW
Grand Rapids, MI 49503-2648
Telephone No.: (616) 456-2137*
(616) 456-2133**
Fax No.: (616) 456-2191

Minnesota State Office

220 Second Street, South
Minneapolis, MN 55401-2195
Telephone No.: (612) 370-3100*
(612) 370-3095**
Fax No.: (612) 370-3046

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DIRECTORY OF LOCAL HUD OFFICES

Southwest

Arkansas State Office

TCBY Tower
425 West Capitol Ave, Suite 900
Little Rock, AR 72201-3488
Telephone No.: (501) 324-5283*
(501) 324-6148**
Fax No.: (501) 324-5900

New Mexico State Office

625 Truman Street, NE
Albuquerque, NM 87110-6443
Telephone No.: (505) 262-6269
Fax No.: (505) 262-6604

Texas State Office

1600 Throckmorton
Post Office Box 2905
Forth Worth, TX 76113-2905
Telephone No.: (817) 885-5591
Fax No.: (817) 885-5466

Houston Office

Norfolk Tower
2211 Norfolk, Suite 200
Houston, TX 77098-4096
Telephone No.: (713) 834-3289
Fax No.: (713) 834-3496

Oklahoma State Office

500 West Main, Suite 400
Oklahoma City, OK 73102
Telephone No. (405)-553-7400
7470
7466
Fax No.: (405)-533-7405

Tulsa Office

50 East 15th Street
Tulsa, OK 74119-4030
Telephone No.: (918) 581-7451*
(918) 581-7158**
Fax No.: (918) 581-7440

Louisiana State Office

Ninth Floor
Hale Boggs Federal Bldg.
501 Magazine Street
New Orleans, LA 70130-3099
Telephone No.: (504) 589-7266*
(504) 589-7243**
Fax No.: (504) 589-3123

San Antonio Office

Washington Square
800 Dolorosa Street
San Antonio, TX 78207-4563
Telephone No.: (210) 229-6755*
(210) 229-6983**
Fax No.: (210) 229-4984

Lubbock Office

George H. Mahon Federal Building
and United States Courthouse
1205 Texas Avenue
Lubbock, TX 79401-4093
Telephone No.: (806) 743-7276*
(806) 743-7262**
Fax No.: (806) 743-7275

Shreveport Office

401 Edwards Street, Suite 1510
Shreveport, LA 71101-3107
Telephone No.: (318) 676-3402*
(318) 676-3396**
Fax No.: (318) 676-3408

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DIRECTORY OF LOCAL HUD OFFICES

Great Plains

Iowa State Office

Federal Building
210 Walnut Street, Room 239
Des Moines, IA 50309-2155
Telephone No.: (515) 284-4840
Fax No.: (515) 284-4743

Nebraska State Office

Executive Tower Centre
10909 Mill Valley Road
Omaha, NE 68154-3955
Telephone No.: (402) 492-3135
Fax No.: (402) 492-3150

Kansas/Missouri State Office

Gateway Tower II
400 State Avenue
Kansas City, KS 66101-2406
Telephone No.: (913) 551-6864*
(913) 551-6838**
Fax No.: (913) 551-5468

St. Louis Office

Robert A. Young Federal Bldg.
1222 Spruce Street, Third Floor
St. Louis, MO 63103-2836
Telephone No.: (314) 539-6585*
(314) 539-6278**
Fax No.: (314) 539-6575

Rocky Mountains

Colorado State Office

First Interstate Tower North
633 - 17th Street
Denver, CO 80202-3607
Telephone No.: (303) 672-5313*
(303) 672-5402**
Fax No.: (303) 672-5071

North Dakota State Office

Federal Building
653 2nd Avenue, Room 366
Fargo, ND 58108-2483
Telephone No.: (701) 239-5136
Fax No.: (701) 783-5249

Montana State Office

Federal Office Building
301 South Park, Room 340
Drawer 10095
Helena, MT 59626-0095
Telephone No.: (406) 449-5205
Fax No.: (406) 449-5207

Utah State Office

257 Tower Building
257 East - 200 South, Suite 550
Salt Lake City, UT 84111-2048
Telephone No.: (801) 524-5241
Fax No.: (801) 588-6701

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DIRECTORY OF LOCAL HUD OFFICES

Pacific/Hawaii

Arizona State Office
Two Arizona Center
400 North Fifth Street, Suite 1600
Phoenix, AZ 85004-2361
Telephone No.: (602) 379-6704
Fax No.: (602) 379-3985

Los Angeles Office
1615 West Olympic Boulevard
Los Angeles, CA 90015-3801
Telephone No.: (213) 251-7273
Fax No.: (213) 251-7263

San Diego Office
Mission City Corporate Center
2365 Northside Drive, Suite 300
San Diego, CA 92108-2712
Telephone No.: (619) 557-2608
Fax No.: (619) 557-6296

California State Office
Phillip Burton Federal Building
and U.S. Courthouse
450 Golden Gate Avenue
P.O. Box 36003
San Francisco, CA 94102-3448
Telephone No.: (415) 556-3880
Fax No.: (415) 556-8500

Nevada State Office
Suite 700
Atrium Building
333 No. Rancho Drive
Las Vegas, NV 89119-6516
Telephone No.: (702) 388-6500
Fax No.: (702) 388-6736

Santa Ana Office
3 Hutton Centre Dr., Suite 500
Santa Ana, CA 92707-5764
Telephone No.: (714) 957-7367*
(714) 957-7362**
Fax No.: (714) 957-1902

Fresno Office
1630 East Shaw Avenue, Suite 138
Fresno, CA 93710-8193
Telephone No.: (209) 487-5032
Fax No.: (209) 487-5344

Reno Office
1575 Delucchi Lane, Suite 114
Reno, NV 89502-6581
Telephone No.: (702) 784-5972
Fax No.: (702) 784-5066

Tucson Office
Security Pacific Bank Plaza
33 North Stone Avenue, Suite 700
Tucson, AZ 85701-1467
Telephone No.: (602) 670-6000
Fax No.: (602) 670-6207

Hawaii State Office
Seven Waterfront Plaza
500 Ala Moana Boulevard, Suite 500
Honolulu, HI 96813-4918
Telephone No.: (808) 522-8190
Fax No.: (808) 522-8194

Sacramento Office
777 - 12th Street, Suite 200
Sacramento, CA 95814-1997
Telephone No.: (916) 498-5240
Fax No.: (916) 498-5247

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DIRECTORY OF LOCAL HUD OFFICES

Northwest/Alaska

Alaska State Office
University Plaza Building
949 East 36th Avenue, Suite 401
Anchorage, AK 99508-4399
Telephone No.: (907) 271-4610
Fax No.: (907) 271-3667

Oregon State Office
520 Southwest Sixth Avenue
Portland, OR 97204-1596
Telephone No.: (503) 326-2671
Fax No.: (503) 326-7509

Idaho State Office
Plaza IV
800 Park Boulevard, Suite 220
Boise, ID 83712-7743
Telephone No.: (208) 334-1886
Fax No.: (208) 334-9648

Washington State Office
Seattle Federal Office Building
909 1st Avenue, Suite 200 OA HMP
Seattle, WA 98104-1000
Telephone No.: (206) 220-5235
ext. 3272
Fax No.: (206) 220-5247
Contact Person: Glen Schmidt
Note: The Washington State Office
has jurisdiction over all properties
located in the State of Washington.

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