FHA Single Family Housing Claim Filing Technical Guide

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1. Conveyance Claims

a. Part A

For conveyance claims, the Mortgagee must complete Part A, Initial Application, of form HUD-27011, *Single-Family Application for Insurance Benefits*, as follows.

Part A		
Item	**Description**	**Protocol**
1	Claim Type	Mark the space for 01-Conveyance.
2	FHA Case Number	Enter the Federal Housing Administration (FHA) Case Number as shown on the Mortgage Insurance Certificate (MIC) or portfolio results screen in Federal Housing Administration Connection (FHAC), in the format XXX-XXXXXXX. Where the MIC or portfolio results screen shows only six digits after the dash, enter an X for the final digit.
3	Section of the Act Code	Enter the Automated Data Processing (ADP) code for the Section of the National Housing Act under which the Mortgage was insured, in the format XXX. The Mortgagee may refer to the MIC or portfolio results screen immediately following the FHA Case Number for this information.
4	Default Reason Code (2 Digits)	Enter the applicable default reason code. If code 15 is used, the Mortgagee must explain the reason for use of the code in "Mortgagee's comments."
5	Endorsement Date (from MIC)	Enter the endorsement date that appears on the MIC. For Mortgages insured before the issuance of MICs, enter the endorsement date that appears on the Note.
6	Date Form Prepared	Enter the date the form HUD-27011 is completed and submitted to HUD.
7	Due Date of First Payment to Principal and Interest (a) Original or (b) Modified	Enter the date the first payment to principal and interest is due for the original Mortgage. The Mortgagee may refer to the mortgage Note for this information.
8	Due Date Last Complete Installment Paid	Enter the date the last complete installment paid was due, not the date it was paid by the Borrower. The Mortgagee may refer to the payment ledger for this information. If no payments have been made, enter the date in Item 7 (Due Date of First Payment to Principal and Interest). Note that the date in this Item will always be the first of the month.

Part A		
Item	**Description**	**Protocol**

9	Date of Possession and Acquisition of Marketable Title	Enter the latter of:
		• the date the Mortgagee acquired good and marketable title to the Property;
		• the date it acquired possession of the Property, which is:
		  ○ the date the Sheriff's or Trustee's deed or the Deed-in-Lieu (DIL) of Foreclosure is recorded;
		  ○ the date the deed transfers to HUD, if the deed conveys title directly to HUD, rather than to the Mortgagee; or
		  ○ the date the Property was discovered, or should have been discovered, to be vacant; or
		• for occupied conveyances where the request was either approved or unanswered, either:
		  ○ the date of HUD's approval to convey the Property occupied; or
		  ○ the date on which 90 Days have elapsed since the Mortgagee notified HUD of pending acquisition, as provided in 24 CFR 203.670.

10	Date Deed or Assignment Filed for Record or Date of Closing or Appraisal	Enter the date the deed conveying the Property to the Secretary is filed for record or mailed to the recording authority.
11	Date Foreclosure Proceedings (a) Instituted or (b) Date of Deed In Lieu	Check the appropriate box and enter the date of the first legal action to initiate foreclosure (see Appendix 5.0 - First Legal Actions to Initiate Foreclosure and Reasonable Diligence Timeframes (applies to Servicing only) in the *SF Handbook*) or, if applicable, the date the DIL was recorded. If the Mortgagee initiated foreclosure prior to receiving a DIL, check both blocks and enter both dates. If the foreclosure action was reinstituted following a bankruptcy action or Loss Mitigation action, enter the date on which the foreclosure action was reinstituted. If the DIL is directly conveyed to the Secretary, the Mortgagee may enter the date the deed is mailed for recording.
12	Holding Mortgagee Number (Payee) (10 Digits)	Enter the complete 10-digit mortgagee number of the holding Mortgagee. This identity number must agree with the mortgagee number of the holding Mortgagee listed in HUD's Single Family Insurance System (SFIS).
13	Servicing Mortgagee Number (10 Digits)	Enter the complete 10-digit mortgagee number of the servicing Mortgagee. This identity number must agree with the mortgagee number of the servicing Mortgagee listed in SFIS.

Part A		
Item	**Description**	**Protocol**
14	Mortgagee Reference Number (Maximum of 15 Digits)	Enter the loan number (maximum 15 digits) used by the Mortgagee for identifying the case, if any. The Mortgagee must also include this number in the payment addendum for identification purposes.
15	Mortgage Amount (a) Original or (b) Modified	Enter the original mortgage amount. The Mortgagee may refer to the mortgage Note for this information. If there has been a modification of the Mortgage, the Mortgagee must note the modification in "Mortgagee's comments" of Part A.
16	Holding Mortgagee EIN (9 Digits)	Not applicable.
17	Unpaid Loan Balance as of Date in Block 8 (Item 11 if Coinsurance)	Enter the unpaid principal balance after crediting the last complete monthly installment paid. The Mortgagee may refer to its payment records for this information.
18	Date of Firm Commitment	Enter the date of the Firm Commitment, as listed on the Firm Commitment document, if available. The Mortgagee must leave this item blank if: • the case was insured under the Direct Endorsement Program, as is evidenced by the suffix code 700 through 799; • the commitment date is not available; or • the loan is a converted co-insurance loan.
19	Expiration Date of Extension to Foreclose/Assign	If the Mortgagee is using an automatic extension or has requested and was approved for an extension, enter the expiration date of that extension. The Mortgagee must enter the latest applicable extension date.
20	Date of Notice/Extension to Convey	If the Mortgagee requested and was approved for an extension of time to file the deed for record to HUD, enter the expiration date of the extension.
21	Date of Release of Bankruptcy, if applicable	Enter the date the most recent bankruptcy stay or federal, state, or local foreclosure prohibition was released. If there is more than one bankruptcy and the Mortgagee uses a 90-Day extension to initiate foreclosure, enter the release date which applies to the extension.
22	Is Property Vacant?	Check one to indicate the occupancy status as of the date in Item 9.
23	If Item 22 is No, Date of local HUD Office Approval	Enter the date the Management and Marketing (M&M) Contractor approved the occupied conveyance. If the Mortgagee conveyed the occupied Property following notification to HUD as provided in 24 CFR 203.670, enter the date of the 90th Day after mortgagee notification to HUD requesting occupied conveyance.

Part A		
Item	**Description**	**Protocol**
24	Is Property Conveyed Damaged?	Check the appropriate box to indicate whether the Property is damaged due to Surchargeable Damage (see the Conveyance of Property with Surchargeable Damage or Damage due to Mortgagee Neglect section of the Claims and Disposition section in the *SF Handbook*). See the Damage to Conveyed Properties section of the Claims and Disposition section in the *SF Handbook*. Where the damage is not Surchargeable Damage, the Mortgagee must note this in the "Mortgagee's comments" section.
25	If Item 24 is "Yes," Date of (a) Local HUD Office Approval (pursuant to 203.379(a)(1)) or (b) Certification (pursuant to 203.379(a)(2))	Enter the date of the Mortgagee Compliance Manager (MCM) approval or the mortgagee certification letter, whichever is applicable.
26	Type of Damage	If Item 24 was checked "yes" to indicate that the Property was conveyed damaged due to Surchargeable Damage, check the appropriate box. If more than one type of damage, check the type that caused the greatest damage.
27	Recovery or Estimate of Damage	If Item 24 was checked "yes" to indicate that the Property was conveyed damaged, the Mortgagee must enter the following: • If the Mortgagee received HUD approval per Item 25(a), enter the greater of HUD's estimate to repair the damage or the amount of the insurance recovery. If the insurance recovery is not received when this Item is completed, estimate the amount (see the Damage to Conveyed Properties section of the Claims and Disposition section in the *SF Handbook)*. • If the Mortgagee is providing a mortgagee certification letter, enter the amount of the insurance recovery, if any. If insurance recovery has not been received, estimate the amount.
28	Is Mortgagee Successful Bidder?	Select "Yes" or "No."

Part A		
Item	**Description**	**Protocol**
29	Deficiency Judgment Code	Enter the code number as appropriate: • Enter 1 if HUD authorized the Mortgagee to obtain a deficiency judgment, but the Mortgagee did not acquire such judgment. • Enter 2 if the Mortgagee obtained a deficiency judgment, but HUD did not authorize the Mortgagee to do so. • Enter 3 if HUD authorized the Mortgagee to obtain a deficiency judgment and the Mortgagee successfully obtained such judgment. • Enter 4 if HUD did not authorize a deficiency judgment and the Mortgagee did not obtain such judgment.
30	Authorized Bid Amount	Enter the amount of the Commissioner's Adjusted Fair Market Value (CAFMV).
31	Mortgagee Reported Curtailment Date	Enter the earliest date that the Mortgagee failed to meet a time requirement under Curtailment of Interest (see the Computation of Interest – Curtailment of Interest section of the Claims and Disposition section in the *SF Handbook*).
32	Schedule of Tax Information	Enter the last amount paid for each type of tax or assessment. If a tax has not been paid because it was not available for payment before conveyance, show the exact title of the tax or assessment. If a tax was not paid because of a homestead or similar exemption, identify the tax and enter the exemption type in the "Amount Paid" column. • Tax Year/Type of Tax or Assessment: Enter the exact title of the tax or assessment with installment information, if applicable, and the year for which the tax assessment was levied. For Internal Revenue Service (IRS) liens, enter the date and the expiration of the lien in the "Mortgagee's comments" section. • Collector's Property Identification: Enter the number used by the taxing authority to identify the property. • Amount Paid: Enter the amount paid for each type of tax or assessment (excluding penalties and interest) and attach a copy of the bill to the copy of Part A sent to the M&M Contractor. If no tax was paid because of a homestead or similar exemption, enter the exemption type. If the tax was not paid for other reasons, enter "None." • Period Covered, From – To: Enter the dates covered by the tax. • Date Paid: Enter the date of actual payment.

Part A		
Item	**Description**	**Protocol**
33	Mortgagor's Name, SSN and Property Address	Enter the name of the Borrower in Default as it appears on the ledger record; the property address as it appears on the security instrument or the MIC; and the Borrower's Social Security Number (see the Borrower's Social Security Number section of the Claims and Disposition section in the *SF Handbook*).
34	Brief Legal Description of Property	Enter a brief description of the Property. The Mortgagee may refer to the Mortgage for this information, and this information must be consistent with the information on the deed to HUD.
35	Name & Address of Mortgagee (Include Zip Code)	Enter the name and address of the holding Mortgagee, including the ZIP code.
36	Name & Address of Mortgagee's Servicer (Include Zip Code)	Enter the name and address of the servicing Mortgagee, including the ZIP code and the name and telephone number of a contact person who can answer questions about the claims.
37	Mortgagee Official Signature, Date & Title	If the holding Mortgagee is submitting the claim, an official of the holding Mortgagee must electronically certify via the Electronic Data Interchange (EDI) or FHAC or sign and date the paper claim to indicate that the statements and information contained on the claim are true and correct.
38	Servicer Signature, Date & Title	An official of the servicing Mortgagee must electronically certify via EDI or FHAC or sign and date the paper claim to indicate that the statements and information contained on the claim are true and correct. The Mortgagee should ensure that the date of the signature is the same or later than the date in Item 6.
39	Amount of Monthly Payment to (a) FHA Insurance, (b) Taxes, (c) Hazard Insurance and (d) Interest & Principal	Not applicable.
40	If Bankruptcy Filed, Enter Date Filed	Enter the date of the last bankruptcy filing related to the release shown in Item 21. If there is more than one bankruptcy, enter all filing and release dates in the "Mortgagee's comments" section.

Part A		
Item	**Description**	**Protocol**
41	If Conveyed/ Assigned Damaged, Date Damage Occurred	Enter the date the Mortgagee first became aware of damage to the Property. The Mortgagee may refer to its inspection reports for this date. If there are no inspection reports because the Property was occupied and the date of damage is not known, enter an estimated date and indicate in the "Mortgagee's comments" section that this date is an estimate.
42	Date HIP Cancelled or Refused, if applicable	Enter the date the hazard or fire insurance policy was cancelled or refused by the insurer.
43	Number of Living Units	Enter the number of living units in the Property.
44	Status of Living Units	Indicate for each living unit in the Property whether the unit is vacant or occupied. If the unit is occupied, enter the occupant's name. If the unit is vacant, enter the date vacated (as best as can be determined) and the date the Mortgagee secured the Property.
45 - 47		Not applicable.
	Mortgagee's Comments, if any.	Use this area to provide comments on the Mortgage or property condition, justification for circumstances affecting the claim, or such other information required by the claim instructions above.
	HUD's Comments, if any.	Do not enter anything in this section. This is for HUD use only.

b. Part B

For conveyance claims, the Mortgagee must complete Part B, Fiscal Data, of form HUD-27011 as follows. The Mortgagee may prepare Parts C, D, and E first, then transfer the information to Part B, where appropriate.

Part B		
Item	**Description**	**Protocol**
100	Mortgagor's Name and Property Address	Enter the Borrower's name and property address as they appear in Item 33 of Part A.
101	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
102	Section of Act Code	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.

Part B		
Item	**Description**	**Protocol**
103	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's Reference Number as it appears in Item 14 of Part A.
104	Date Form Prepared	Enter the date Part B is prepared and submitted to HUD.
105	Exp. Date to Submit Title Evidence, or Fiscal Data for Part B	If the Mortgagee requested and was approved for an extension of time to submit title evidence or Part B, enter the date the approval expires.
106	Check if Supplemental	Not applicable.
107	Adjustment to Loan Balance (if different from Item 17 on Part A)	If the amount of the unpaid principal balance reported in Item 17 on Part A is incorrect, enter the difference between the unpaid principal balance allowed by HUD in the Initial Payment and the amount that should have been paid. The adjustment may be a deduction (Column A) or an addition (Column B). If there is an adjustment, attach copies of the payment ledger or documents supporting the adjustment to the original Part B. If the capitalization method was used, also include a worksheet showing the re-application of payments to principal and interest.
108	Sale/Bid or Appraisal Value (for Coinsurance or Nonconveyance)	Not applicable.
109	Escrow Balance (as of Date in Item 10, Part A)	Enter the positive amount remaining in escrow account (see the Claim Type 01 – Escrow Funds section of the Claims and Disposition section in the *SF Handbook*) as of the date the deed is filed for record. See Item 123 for instructions on how to adjust the claim for unapplied Section 235 assistance payments.
110	Total Disbursements for Protection and Preservation (from Line 264, Part C)	Enter the total amount of disbursements and debenture interest appearing in Item 264, Part C. Note in "Mortgagee's comments" any authorization obtained from the MCM for approvals to exceed allowable amounts.
111	Total Disbursements (from Line 305, Part D)	Enter the total amount paid and debenture interest appearing in Part D, Item 305.
112	Attorney/Trustee Fees Paid (from Line 306, Part D)	Enter the total amount and debenture interest appearing in Part D, Item 306.
113	Foreclosure, Acquisition, Conveyance and Other Costs (from Line 307, Part D)	Enter the amount and debenture interest appearing in Part D, Item 307.

Part B		
Item	**Description**	**Protocol**
114	Bankruptcy Fee (if applicable) (from Line 310, Part D)	Enter the amount of bankruptcy fees paid and debenture interest appearing in Part D, Item 310.
115	Rental Income	Enter any income from the rent of the Property from the date foreclosure proceedings were instituted (or Property otherwise acquired) to the date the Property was conveyed to the Secretary.
116	Rental Expense	If an amount has been entered in Item 115, enter rental expenses incurred, if any, not exceeding the amount in Item 115.
117	Total Taxes on Deed (from Line 308, Part D)	Enter the total amount paid and the debenture interest shown in Item 308, Part D.
118	Recovery or Damage (if not reported on Part A) (Use Line 119 if Reported on Part A)	If not reported in Item 27 of Part A, enter the amount of HUD's estimate of damage, insurance recovery, or any other recovery the Mortgagee may have received in connection with damage to the Property.
119	Estimate or Recovery from Part A	If the Property was damaged at the time of conveyance and the Mortgagee has received an insurance recovery in an amount different than the amount in Item 27, complete this item to adjust for the amount of insurance proceeds actually received, as follows: • Estimate of Recovery from Part A: Enter the amount in Item 27. • Total Insurance Recovery: Enter the total amount of insurance proceeds received. • Adjusted Amount (plus or minus): If the Total Insurance Recovery exceeds the estimate, enter the difference in Column A. If the Total Insurance Recovery is less than the estimate, enter the difference in Column B.
120	Special Assessments (Do Not Use for Coinsurance) (from Line 309, Part D)	Enter the total amount paid and debenture interest which appear in Item 309, Part D.
121	Mortgage Note Interest (Assignments, Coinsurance, and Special Forbearance Agreements Only)	If the Borrower fails to meet the requirements of a Special Forbearance (SFB)-Unemployment Agreement or SFB Agreement, enter the dates for which mortgage note interest is calculated, the mortgage interest rate, and the mortgage interest due, as stated in Calculating Interest for Default after SFB- Unemployment (see this section of the Claims and Disposition section in the *SF Handbook*).
122	Mortgage Insurance Premiums (from Line 311, Part D)	Enter total from Item 311, Part D.

Part B		
Item	**Description**	**Protocol**
123	Unapplied Section 235 Assistance Payments (Earned Assistance Only)	Enter unapplied assistance payments in Column A, if applicable.
124	Overpaid Section 235 Assistance Payments	Enter in Column B the amount of any funds advanced by the Mortgagee to repay HUD for assistance to which the Borrower was not entitled and which was not recovered from the Borrower, unless the overpayment was the result of error on the part of the Mortgagee. Do not calculate debenture interest for Column C.
125 - 128		Not applicable.
129	Additional Closing Costs (from Line 408, Part E)	Enter the total from Line 408, Part E. Do not calculate debenture interest on this amount.
130	Appraisal Fee (from Line 409, Part E)	Enter the total from Line 409, Part E, if applicable. The Mortgagee may enter interest in Column C.
131	Deficiency Judgment Costs/Fees (from Line 410, Part E)	Enter the total from Line 410, Part E, if applicable. The Mortgagee may enter interest in Column C.
132	Reserved	
133	Contact Name and Telephone Number: Holding Mortgagee; or Contact Name and Telephone: Servicing Mortgagee	Enter the name and telephone number of a person in the holding or servicing Mortgagee's office who can answer questions concerning the information reported on this claim form. Include the holding Mortgagee number entered in Item 12 of Part A.
134 - 136	Totals	Enter the totals of Columns A - Deductions; B - Additions; and C - Interest.
137	Net Claim Amount (Columns B - A + C)	Enter the net claim amount. HUD may pay a claim amount different than the amount in Item 137 due to possible interest curtailments, disallowed expenses, HUD's calculation of allowances on attorney/trustee fees, foreclosure costs and bankruptcy fees, and additional debenture interest calculated by HUD to the date of claim settlement.

Part B		
Item	**Description**	**Protocol**
138	Mortgagee's Official Signature, Date and Title (signature not necessary if signed by servicer)	See instructions for Part A, Items 37 and 38.
139	Servicer Signature, Date, and Title	See instructions for Part A, Items 37 and 38.

c. Part C

For conveyance claims, the Mortgagee must complete Part C, Support Document, of form HUD-27011 as follows.

Part C		
Item	**Description**	**Protocol**
200	Mortgagor's Name and Property Address	Enter the Borrower's name and property address as they appear in Item 33 of Part A.
201	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
202	Section of Act Code	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
203	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's reference number as it appears in Item 14 of Part A.
204	Date	Enter the date entered in Item 104, Part B if the Mortgagee has taken all required actions within HUD time requirements or within the time requirements as extended by HUD. If the Mortgagee failed to comply with a time requirement, enter the earliest date on which a required action should have been taken.
205	Debenture Interest Rate	Enter the debenture interest rate (see the Calculating Debenture Interest section of the Claims and Disposition section of the *SF Handbook*). The Mortgagee may also refer to Part A Advice of Payment letter for this debenture interest rate information.

Part C		
Item	**Description**	**Protocol**
206 - 261	Disbursements for Protection and Preservation	Enter all inspection, protection and preservation expenses as follows, making a separate entry for each payment: • Date Paid: Enter the date the check was disbursed. If an expenditure or advancement was made before the date of default, enter the date of default and enter the actual date paid in parentheses following the description. • Date Work Completed: Enter the date the work was actually completed, as listed on the invoice or provided by the vendor or contractor. • Description of Service Performed: Enter a description of the items or types of repairs and services performed. For inspections, note whether the inspection is an occupancy inspection (see the Initial Occupancy Inspection section in the Servicing and Loss Mitigation section of the *SF Handbook*), initial vacant property inspection, or vacant property inspection (see the Vacant Property Inspections section in the Servicing and Loss Mitigation section of the *SF Handbook*). • Amount Paid: Enter actual payment amounts. • Debenture Interest: Enter debenture interest as calculated under Computation of Interest (see this section of the Claims and Disposition section in the *SF Handbook*).
262	Subtotals	If the reverse side of Part C is used to list protection and preservation costs, enter the subtotals for the "Amount Paid" and "Debenture Interest" columns.
263	Subtotals Brought Forward	If the reverse side of the form is used, bring subtotals appearing in Item 262 to this line.
264	Enter Amount Paid and Interest (Enter also on Line 110, Part B)	Total the "Amount Paid" and "Debenture Interest" columns.
265	Holding Mortgagee Contact Name and Telephone Number	Enter the name and telephone number of a person in the holding or servicing Mortgagee's office who can answer questions concerning the information reported on this claim form. Include the holding Mortgagee number which is entered in Item 12 of Part A.
266	Servicing Mortgagee Contact Name and Telephone Number	

Part C		
Item	**Description**	**Protocol**
267	Mortgagee Official Signature, Date and Title (signature not necessary if signed by servicer)	See instructions for Part A, Items 37 and 38.
268	Servicer Signature, Date and Title	See instructions for Part A, Items 37 and 38.
	Mortgagee's Comments, if any.	Use this area to provide comments on the Mortgage or property condition, justification for circumstances affecting the claim, or such other information required by the claim instructions above.
	HUD's Comments, if any.	Do not enter anything in this section. This is for HUD use only.

d. Part D

For conveyance claims, the Mortgagee must complete Part D, Support Document (Continuation 1) of form HUD-27011 as follows.

Part D		
Item	**Description**	**Protocol**
300	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
301	Section of Act Code:	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
302	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's reference number as it appears in Item 14 of Part A.
303	Debenture Interest Rate	Enter the debenture interest rate (see the Calculating Debenture Interest section of the Claims and Disposition section in the *SF Handbook*). The Mortgagee may also refer to Part A Advice of Payment for this debenture interest rate information.
304	Date	Enter the date entered in Item 104, Part B if the Mortgagee has taken all required actions within HUD time requirements or within the time requirements as extended by HUD. If the Mortgagee failed to comply with a time requirement, enter the earliest date on which a required action should have been taken.

Part D		
Item	**Description**	**Protocol**
305	Disbursements for HIP, Taxes, Ground Rents and Water Rates (which were liens prior to mortgage), Eviction Costs and Other Disbursements Not Shown Elsewhere. (Do Not Include Penalties for Late Payment.) Only Costs Incurred Between the Dates in Items 8 and 10 of Part A Are Allowed.	Itemize all disbursements in these categories, not including disbursements paid from available escrow funds. The Mortgagee must not list expenses incurred after the date the deed is filed for record (Item 10), except for costs associated with evictions or where the MCM instructs the Mortgagee to take an action. This includes the DIL Borrower Consideration (see the DIL Borrower Consideration section of the Servicing and Loss Mitigation section of the *SF Handbook*), if applicable.
306	Attorney/Trustee Fees	Itemize the fees paid to attorneys and trustees in connection with foreclosure or acquisition of title and conveyance of the Property to the Secretary, not including bankruptcy or eviction fees. The Mortgagee must itemize the elements of the fee for acquisition and conveyance if the fees exceed the amount HUD approved for the area.
307	Foreclosure and/or Acquisition Conveyance and Other Costs	Itemize all disbursements required to vest title to and possession of the Property in the name of the Mortgagee and to convey any evidence of title to the Secretary, not including the taxes paid on deeds (Item 308) and disbursements (Item 306).
308	Taxes on Deed	Enter amounts paid for taxes imposed upon any deeds or other instruments by which the Property was acquired by the Mortgagee and transferred or conveyed to the Secretary.
309	Special Assessments (Do not use for Coinsurance, see Part E)	Enter the date the lien was attached or would be attached, not including those special assessments which became liens before the Mortgage was endorsed for insurance and were not noted in the application for insurance.
310	Bankruptcy	If the Mortgagee completed Item 40, itemize the bankruptcy fees paid.
311	Mortgage Insurance Premiums	Itemize all Mortgage Insurance Premium (MIP) disbursements, including the period covered. The Mortgagee must only include advances for MIP disbursements paid after the due date of the last completely paid installment to the date the deed is filed for record.

e. Part E

For conveyance claims involving approved deficiency judgment procedures, the Mortgagee must complete Part E, Support Document (Continuation 2) of form HUD-27011 as follows.

Part E		
Item	**Description**	**Protocol**
400	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
401	Section of Act Code:	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
402	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's reference number as it appears in Item 14 of Part A.
403	Debenture Interest Rate	Enter the debenture interest rate (see the Calculating Debenture Interest section of the Claims and Disposition section in the *SF Handbook*). The Mortgagee may also refer to Part A Advice of Payment for this debenture interest rate information.
404	Date	Enter the date entered in Item 204 of Part C.
405 - 407		Not applicable.
408	Additional Closing Costs at Settlement	If applicable, enter the Mortgagee's incentive (see the Loss Mitigation Incentives section of the Servicing section in the *SF Handbook*) for facilitating a successful DIL of Foreclosure.
409	Appraisal Fee	Enter the amount of the appraisal fee and date paid for Claims Without Conveyance of Title (CWCOT) or Pre-Foreclosure Sale (PFS) procedures.
410	Deficiency Judgment Costs/Fees	If authorized by MCM to obtain a deficiency judgment, enter costs and fees here.
411 - 412	Reserved	Not applicable.

2. Hawaiian Home Land Mortgages (Section 247 Mortgages) Claims

a. Part A

For Hawaiian Home Lands assignment claims, the Mortgagee must complete Part A, Initial Application, of form HUD-27011 as follows.

Part A		
Item	**Description**	**Protocol**
1	Claim Type	Mark the space for 02-Assignment – Hawaiian Home Lands.

Part A		
Item	**Description**	**Protocol**
2	FHA Case Number	Enter the Federal Housing Administration (FHA) Case Number as shown on the Mortgage Insurance Certificate (MIC) or portfolio results screen in Federal Housing Administration Connection (FHAC), in the format XXX-XXXXXXX. Where the MIC or portfolio results screen shows only six digits after the dash, enter an X for the final digit.
3	Section of the Act Code	Enter the Automated Data Processing (ADP) code for the Section of the National Housing Act under which the Mortgage was insured, in the format XXX. The Mortgagee may refer to the MIC or portfolio results screen immediately following the FHA Case Number for this information.
4	Default Reason Code (2 Digits)	Enter the applicable default reason code. If code 15 is used, the Mortgagee must explain the reason for use of the code in "Mortgagee's comments."
5	Endorsement Date (from MIC)	Enter the endorsement date that appears on the MIC. For Mortgages insured before the issuance of MICs, enter the endorsement date that appears on the note.
6	Date Form Prepared	Enter the date the form HUD -27011 is completed and submitted to HUD.
7	Due Date of First Payment to Principal and Interest (a) Original or (b) Modified	Enter the date the first payment to principal and interest is due for the original Mortgage. The Mortgagee may refer to the mortgage Note for this information.
8	Due Date Last Complete Installment Paid	Enter the date the last complete installment paid was due, not the date it was paid by the Borrower. The Mortgagee may refer to the payment ledger for this information. If no payments have been made, enter the date in Item 7 (Due Date of the First Payment to Principal and Interest). Note that the date in this Item will always be the first of the month.
9	Date of Possession and Acquisition of Marketable Title	Not applicable.
10	Date Deed or Assignment Filed for Record or Date of Closing or Appraisal	Enter the date the assignment is filed for record or mailed to the recording authority.
11	Date Foreclosure Proceedings (a) Instituted or (b) Date of Deed In Lieu	Not applicable.

Part A		
Item	**Description**	**Protocol**
12	Holding Mortgagee Number (Payee) (10 Digits)	Enter the complete 10-digit mortgagee number of the holding Mortgagee. This identity number must agree with the mortgagee number of the holding Mortgagee listed in HUD Single Family Insurance System (SFIS).
13	Servicing Mortgagee Number (10 Digits)	Enter the complete 10-digit mortgagee number of the servicing Mortgagee. This identity number must agree with the mortgagee number of the servicing Mortgagee listed in SFIS.
14	Mortgagee Reference Number (Maximum of 15 Digits)	Enter the Fannie Mae or Ginnie Mae loan number or the loan number (maximum 15 digits) used by the Mortgagee for identifying the case, if any. The Mortgagee must also include this number in the payment addendum for identification purposes.
15	Mortgage Amount (a) Original or (b) Modified	Enter the original mortgage amount. The Mortgagee may refer to the mortgage Note for this information. If there has been a modification of the Mortgage, the Mortgagee must note the modification in “Mortgagee’s comments” of Part A.
16	Holding Mortgagee EIN (9 Digits)	Not applicable.
17	Unpaid Loan Balance as of Date in Block 8 (Item 11 if Coinsurance)	Enter the unpaid principal balance after crediting the last complete monthly installment paid. The Mortgagee may refer to its payment records for this information.
18	Date of Firm Commitment	Enter the date of the Firm Commitment, as listed on the Firm Commitment document, if available. The Mortgagee must leave this item blank if: • the case was insured under the Direct Endorsement Program, as is evidenced by the suffix code 700 through 799; • the commitment date is not available; or • if the loan is a converted co-insurance loan.
19	Expiration Date of Extension to Foreclose/Assign	If the Mortgagee requested and was approved for an extension of time to assign the Mortgage, enter the expiration date of that extension.
20	Date of Notice/Extension to Convey	Enter the date of the National Servicing Center (NSC) approval to assign the Mortgage, as listed on the Assignment Acceptance Letter.
21	Date of Release of Bankruptcy, if applicable	Enter the date the most recent bankruptcy stay or federal, state, or local foreclosure prohibition was released. If there is more than one bankruptcy and the Mortgagee uses a 90-Day extension to initiate foreclosure, enter the release date which applies to the extension.

Part A		
Item	**Description**	**Protocol**
22	Is Property Vacant?	Not applicable.
23	If Item 22 is No, Date of local HUD Office Approval	Not applicable.
24	Is Property Conveyed Damaged?	Check the appropriate box to indicate whether the Property is damaged due to Surchargeable Damage (see the Conveyance of Property with Surchargeable Damage or Damage due to Mortgagee Neglect section of the Claims and Disposition section in the *SF Handbook*). See the Damage to Conveyed Properties section of the Claims and Disposition section in the *SF Handbook*. Where the damage is not Surchargeable Damage, the Mortgagee must note this in the "Mortgagee's comments" section.
25	If Item 24 is "Yes," Date of (a) Local HUD Office Approval (pursuant to 203.379(a)(1)) or (b) Certification (pursuant to 203.379(a)(2))	Enter the date of the Mortgagee Compliance Manager (MCM) approval or the mortgagee certification letter, whichever is applicable.
26	Type of Damage	If Item 24 was checked "yes" to indicate that the Property was conveyed damaged due to Surchargeable Damage, check the appropriate box. If more than one type of damage, check the type that caused the greatest damage.
27	Recovery or Estimate of Damage	If Item 24 was checked "yes" to indicate that the Property was conveyed damaged, the Mortgagee must enter the following: • If the Mortgagee received HUD approval per Item 25(a), enter the greater of HUD's estimate to repair the damage or the amount of the insurance recovery. If the insurance recovery is not received when this Item is completed, estimate the amount (see the Damage to Conveyed Properties section of the Claims and Disposition section in the *SF Handbook*). • If the Mortgagee is providing a mortgagee certification letter, enter the amount of the insurance recovery, if any. If insurance recovery has not been received, estimate the amount.
28 - 31		Not applicable.

Part A		
Item	**Description**	**Protocol**
32	Schedule of Tax Information	Enter the last amount paid for each type of tax or assessment. If a tax has not been paid because it was not available for payment before assignment, show the exact title of the tax or assessment. If a tax was not paid because of a homestead or similar exemption, identify the tax and enter the exemption type in the "Amount Paid" column. • Tax Year/Type of Tax or Assessment: Enter the exact title of the tax or assessment with installment information, if applicable, and the year for which the tax assessment was levied. For Internal Revenue Service (IRS) liens, enter the date and the expiration of the lien in the "Mortgagee's comments" section. • Collector's Property Identification: Enter the number used by the taxing authority to identify the property. • Amount Paid: Enter the amount paid for each type of tax or assessment (excluding penalties and interest) and attach a copy of the bill to the copy of Part A sent to the Management and Marketing (M&M) Contractor. If no tax was paid because of a homestead or similar exemption, enter the exemption type. If the tax was not paid for other reasons, enter "None." • Period Covered, From – To: Enter the dates covered by the tax. • Date Paid: Enter the date of actual payment.
33	Mortgagor's Name, SSN and Property Address	Enter the name of the Borrower in Default as it appears on the ledger record; the property address as it appears on the security instrument or the MIC; and the Borrower's Social Security Number (see this section of the Claims and Disposition section in the *SF Handbook*).
34	Brief Legal Description of Property	Enter a brief description of the Property. The Mortgagee may refer to the Mortgage for this information, and this information must be consistent with the information on the deed to HUD.
35	Name & Address of Mortgagee (Include Zip Code)	Enter the name and address of the holding Mortgagee, including the ZIP code.
36	Name & Address of Mortgagee's Servicer (Include Zip Code)	Enter the name and address of the servicing Mortgagee, including the ZIP code and the name and telephone number of a contact person who can answer questions about the claims.

Part A		
Item	**Description**	**Protocol**
37	Mortgagee Official Signature, Date & Title	If the holding Mortgagee is submitting the claim, an official of the holding Mortgagee must electronically certify via Electronic Data Interchange (EDI) or FHAC or sign and date the paper claim to indicate that the statements and information contained on the claim are true and correct.
38	Servicer Signature, Date & Title	An official of the servicing Mortgagee must electronically certify via EDI or FHAC or sign and date the paper claim to indicate that the statements and information contained on the claim are true and correct. The Mortgagee should ensure that the date of the signature is the same or later than the date in Item 6.
39	Amount of Monthly Payment to (a) FHA Insurance, (b) Taxes, (c) Hazard Insurance and (d) Interest & Principal	Enter in the amounts for FHA insurance, taxes, hazard insurance, and interest and principal.
40	If Bankruptcy Filed, Enter Date Filed	Enter the date of the last bankruptcy filing related to the release shown in Item 21. If there is more than one bankruptcy, enter all filing and release dates in the “Mortgagee’s comments” section.
41	If Conveyed/ Assigned Damaged, Date Damage Occurred	Enter the date the Mortgagee first became aware of damage to the Property. The Mortgagee may refer to its inspection reports for this date. If there are no inspection reports because the Property was occupied and the date of damage is not known, enter an estimated date and indicate in the “Mortgagee’s comments” section that this date is an estimate.
42	Date HIP Cancelled or Refused, if applicable	Enter the date the hazard or fire insurance policy was cancelled or refused by the insurer.
43	Number of Living Units	Enter the number of living units in the Property.
44	Status of Living Units	Indicate for each living unit in the Property whether the unit is vacant or occupied. If the unit is occupied, enter the occupant’s name. If the unit is vacant, enter the date vacated (as best as can be determined) and the date the Mortgagee secured the Property.
45 - 47		Not applicable.
	Mortgagee’s Comments, if any.	Use this area to provide comments on the Mortgage or property condition, justification for circumstances affecting the claim, or such other information required by the claim instructions above.

Part A		
Item	**Description**	**Protocol**
	HUD's Comments, if any.	Do not enter anything in this section. This is for HUD use only.

b. Part B

For Hawaiian Home Lands assignment claims, the Mortgagee must complete Part B, Fiscal Data, of form HUD-27011 as follows. The Mortgagee may prepare Part D first, then transfer the information to Part B, where appropriate.

Part B		
Item	**Description**	**Protocol**
100	Mortgagor's Name and Property Address	Enter the Borrower's name and property address as they appear in Item 33 of Part A.
101	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
102	Section of Act Code	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
103	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's Reference Number as it appears in Item 14 of Part A.
104	Date Form Prepared	Enter the date Part B is prepared and submitted to HUD.
105 - 108		Not applicable.
109	Escrow Balance (as of Date in Item 10, Part A)	Enter the positive amount remaining in escrow account as of the date the assignment is filed for record. See Item 123 for instructions on how to adjust the claim for unapplied Section 235 assistance payments.
110	Total Disbursements for Protection and Preservation (from Line 264, Part C)	For vacant Properties, enter the total amount of disbursements and debenture interest appearing in Item 264, Part C. Note in "Mortgagee's comments" any authorization obtained from the M&M Contractor for approvals to exceed allowable amounts.
111	Total Disbursements (from Line 305, Part D)	Enter the total amount paid and debenture interest appearing in Part D, Item 305.
112	Attorney/Trustee Fees Paid (from Line 306, Part D)	Enter the total amount and debenture interest appearing in Part D, Item 306.

Part B		
Item	**Description**	**Protocol**
113	Foreclosure, Acquisition, Conveyance and Other Costs (from Line 307, Part D)	Enter the amount and debenture interest appearing in Part D, Item 307.
114	Bankruptcy Fee (if applicable) (from Line 310, Part D)	Enter the amount of bankruptcy fees paid and debenture interest appearing in Part D, Item 310.
115	Rental Income	Enter any income from the rent of the Property from the date of default to the date the assignment was filed for record.
116	Rental Expense	If an amount has been entered in Item 115, enter rental expenses incurred, if any, not exceeding the amount in Item 115.
117 - 120		Not applicable.
121	Mortgage Note Interest (Assignments, Coinsurance, and Special Forbearance Agreements Only)	Enter the unpaid mortgage note interest rate on the date the assignment is filed for record as follows: • From: Enter the date of the last completely paid installment after all funds received under the agreement are applied according to the terms of the Mortgage (Item 8, Part A). If no Mortgage Payments were made, enter a date 30 Days before the due date of the first scheduled payment (Item 7, Part A). • To: Enter the date on which the assignment to the Secretary was filed for record (Item 10). • Rate: Enter the mortgage interest rate as it appears on the mortgage Note. • Column C: Enter the amount of mortgage interest due from the last completely paid installment to the date the assignment was filed for record, as computed under Computation of Interest (see this section of the Claims and Disposition section in the *SF Handbook*).
122	Mortgage Insurance Premiums (from Line 311, Part D)	Enter total from Item 311, Part D.
123	Unapplied Section 235 Assistance Payments (Earned Assistance Only)	Enter unapplied assistance payments in Column A, if applicable.

Part B		
Item	**Description**	**Protocol**
124	Overpaid Section 235 Assistance Payments	Enter in Column B the amount of any funds advanced by the Mortgagee to repay HUD for assistance to which the Borrower was not entitled and which was not recovered from the Borrower, unless the overpayment was the result of error on the part of the Mortgagee. Do not calculate debenture interest for Column C.
125 - 132		Not applicable.
133	Contact Name and Telephone Number: Holding Mortgagee; or Contact Name and Telephone: Servicing Mortgagee	Enter the name and telephone number of a person in the holding or servicing Mortgagee's office who can answer questions concerning the information reported on this claim form. Include the holding mortgagee number entered in Item 12 of Part A.
134 - 136	Totals	Enter the totals of Columns A - Deductions; B - Additions; and C - Interest.
137	Net Claim Amount (Columns B - A + C)	Enter the net claim amount. HUD may pay a claim amount different than the amount in Item 137 due to possible interest curtailments, disallowed expenses, HUD's calculation of allowances on attorney/trustee fees, foreclosure costs and bankruptcy fees, and additional debenture interest calculated by HUD to the date of claim settlement.
138	Mortgagee's Official Signature, Date and Title (signature not necessary if signed by a servicer)	See instructions for Part A, Items 37 and 38.
139	Servicer Signature, Date, and Title	See instructions for Part A, Items 37 and 38.

c. Part C

Part C is not required when filing an assignment claim. If preservation expenses were incurred, they should be listed in Item 305 of Part D.

d. Part D

For Hawaiian Home Lands claims, the Mortgagee must complete Part D, Support Document (Continuation 1) of form HUD-27011 as follows.

Part D		
Item	**Description**	**Protocol**
300	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
301	Section of Act Code:	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
302	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's reference number as it appears in Item 14 of Part A.
303	Debenture Interest Rate	Enter the debenture interest rate (see the Hawaiian Home Land – Computation of Interest section of the Claims and Disposition section in the *SF Handbook*).
304	Date	Enter the date entered in Part B in Item 104, if the Mortgagee has taken all required actions within HUD time requirements or within the time requirements as extended by HUD. If the Mortgagee failed to comply with a time requirement, enter the earliest date on which a required action should have been taken.
305	Disbursements for HIP, Taxes, Ground Rents and Water Rates (which were liens prior to mortgage), Eviction Costs and Other Disbursements Not Shown Elsewhere. (Do Not Include Penalties for Late Payment.) Only Costs Incurred Between the Dates in Items 8 and 10 of Part A Are Allowed.	Itemize all disbursements in these categories, not including disbursements paid from available escrow funds. The Mortgagee must not list expenses incurred after the date the assignment is filed for record (Item 10), except where the NSC instructs the Mortgagee to take an action. Any preservation expenses incurred should be entered here.
306	Attorney/Trustee Fees	Itemize the fees paid to attorneys and trustees in connection with the preparation of the assignment of the Mortgage to the Secretary. The Mortgagee must itemize the elements of the fee if the fees exceed the amount HUD approved for the area.
307	Foreclosure and/or Acquisition Conveyance and Other Costs	Itemize any other legal costs paid by the Mortgagee, not including disbursements shown in Item 306.

Part D		
Item	**Description**	**Protocol**
308 - 309		Not applicable.
310	Bankruptcy	If the Mortgagee completed Item 40, itemize the bankruptcy fees paid.
311	Mortgage Insurance Premiums	Itemize all MIP disbursements, including the period covered. The Mortgagee must only include advances for MIP disbursements paid after the due date of the last completely paid installment to the date the assignment is filed for record.

e. Part E

The Mortgagee is not required to complete Part E of form HUD-27011 when filing assignment claims for Hawaiian Home Lands Mortgages.

3. Insured Mortgages on Indian Land (Section 248 Mortgages) Claims

a. Part A

For assignment claims for Section 248 Mortgages on Indian Land, the Mortgagee must complete Part A, Initial Application, of form HUD-27011 as follows.

Part A		
Item	**Description**	**Protocol**
1	Claim Type	Mark the space for 02-Assignment – Indian Land.
2	FHA Case Number	Enter the Federal Housing Administration (FHA) Case Number as shown on the Mortgage Insurance Certificate (MIC) or portfolio results screen in Federal Housing Administration Connection (FHAC), in the format XXX-XXXXXXX. Where the MIC or portfolio results screen shows only six digits after the dash, enter an X for the final digit.
3	Section of the Act Code	Enter the Automated Data Processing (ADP) code for the Section of the National Housing Act under which the Mortgage was insured, in the format XXX. The Mortgagee may refer to the MIC or portfolio results screen immediately following the FHA Case Number for this information.

Part A		
Item	**Description**	**Protocol**
4	Default Reason Code (2 Digits)	Enter the applicable default reason code. If code 15 is used, the Mortgagee must explain the reason for use of the code in "Mortgagee's comments."
5	Endorsement Date (from MIC)	Enter the endorsement date that appears on the MIC. For Mortgages insured before the issuance of MICs, enter the endorsement date that appears on the Note.
6	Date Form Prepared	Enter the date the form HUD-27011 is completed and submitted to HUD.
7	Due Date of First Payment to Principal and Interest (a) Original or (b) Modified	Enter the date the first payment to principal and interest is due for the original Mortgage. The Mortgagee may refer to the mortgage Note for this information.
8	Due Date Last Complete Installment Paid	Enter the date the last complete installment paid was due, not the date it was paid by the Borrower. The Mortgagee may refer to the payment ledger for this information. If no payments have been made, enter the date in Item 7 (Due Date of First Payment to Principal and Interest). Note that the date in this Item will always be the first of the month.
9	Date of Possession and Acquisition of Marketable Title	Not applicable.
10	Date Deed or Assignment Filed for Record or Date of Closing or Appraisal	Enter the date the assignment is filed for record or mailed to the recording authority.
11	Date Foreclosure Proceedings (a) Instituted or (b) Date of Deed In Lieu	Not applicable.
12	Holding Mortgagee Number (Payee) (10 Digits)	Enter the complete 10-digit mortgagee number of the holding Mortgagee. This identity number must agree with the mortgagee number of the holding Mortgagee listed in HUD Single Family Insurance System (SFIS).
13	Servicing Mortgagee Number (10 Digits)	Enter the complete 10-digit mortgagee number of the servicing Mortgagee. This identity number must agree with the mortgagee number of the servicing Mortgagee listed in SFIS.
14	Mortgagee Reference Number (Maximum of 15 Digits)	Enter the loan number (maximum 15 digits) used by the Mortgagee for identifying the case if any. The Mortgagee must also include this number in the payment addendum for identification purposes.

Part A		
Item	**Description**	**Protocol**
15	Mortgage Amount (a) Original or (b) Modified	Enter the original mortgage amount. The Mortgagee may refer to the mortgage Note for this information. If there has been a modification of the Mortgage, the Mortgagee must note the modification in "Mortgagee's comments" of Part A.
16	Holding Mortgagee EIN (9 Digits)	Not applicable.
17	Unpaid Loan Balance as of Date in Block 8 (Item 11 if Coinsurance)	Enter the unpaid principal balance after crediting the last complete monthly installment paid. The Mortgagee may refer to its payment records for this information.
18	Date of Firm Commitment	Enter the date of the Firm Commitment, as listed on the Firm Commitment document, if available. The Mortgagee must leave this item blank if: • the case was insured under the Direct Endorsement Program, as is evidenced by the suffix code 700 through 799; • the commitment date is not available; or • the loan is a converted co-insurance loan.
19	Expiration Date of Extension to Foreclose/Assign	If the Mortgagee requested and was approved for an extension of time to assign the Mortgage, enter the expiration date of that extension.
20	Date of Notice/Extension to Convey	Enter the date of the National Servicing Center (NSC) approval to assign the Mortgage, as listed on the Assignment Acceptance Letter.
21	Date of Release of Bankruptcy, if applicable	Enter the date the most recent bankruptcy stay or federal, state, or local foreclosure prohibition was released. If there is more than one bankruptcy and the Mortgagee uses a 90-Day extension to initiate foreclosure, enter the release date which applies to the extension.
22 - 23		Not applicable.
24	Is Property Conveyed Damaged?	Check the appropriate box to indicate whether the property is damaged due to Surchargeable Damage (see the Conveyance of Property with Surchargeable Damage or Damage due to Mortgagee Neglect section of the Claims and Disposition section in the *SF Handbook*). See the Damage to Conveyed Properties section of the Claims and Disposition section in the *SF Handbook*. Where the damage is not Surchargeable Damage, the Mortgagee must note this in the "Mortgagee's comments" section.

Part A		
Item	**Description**	**Protocol**
25	If Item 24 is "Yes," Date of (a) Local HUD Office Approval (pursuant to 203.379(a)(1)) or (b) Certification (pursuant to 203.379(a)(2))	Enter the date of the Mortgagee Compliance Manager (MCM) approval or the mortgagee certification letter, whichever is applicable.
26	Type of Damage	If Item 24 was checked "yes" to indicate that the Property was conveyed damaged due to Surchargeable Damage, check the appropriate box. If more than one type of damage, check the type that caused the greatest damage.
27	Recovery or Estimate of Damage	If Item 24 was checked "yes" to indicate that the Property was conveyed damaged, the Mortgagee must enter the following: • If the Mortgagee received HUD approval per Item 25(a), enter the greater of HUD's estimate to repair the damage or the amount of the insurance recovery. If the insurance recovery is not received when this Item is completed, estimate the amount (see the Damage to Conveyed Properties section of the Claims and Disposition section in the *SF Handbook*). • If the Mortgagee is providing a mortgagee certification letter, enter the amount of the insurance recovery, if any. If insurance recovery has not been received, estimate the amount.
28 - 31		Not applicable.

Part A		
Item	**Description**	**Protocol**
32	Schedule of Tax Information	Enter the last amount paid for each type of tax or assessment. If a tax has not been paid because it was not available for payment before assignment, show the exact title of the tax or assessment. If a tax was not paid because of a homestead or similar exemption, identify the tax and enter the exemption type in the "Amount Paid" column. • Tax Year/Type of Tax or Assessment: Enter the exact title of the tax or assessment with installment information, if applicable, and the year for which the tax assessment was levied. For Internal Revenue Service (IRS) liens, enter the date and the expiration of the lien in the "Mortgagee's comments" section. • Collector's Property Identification: Enter the number used by the taxing authority to identify the Property. • Amount Paid: Enter the amount paid for each type of tax or assessment (excluding penalties and interest) and attach a copy of the bill to the copy of Part A sent to the Management and Marketing (M&M) Contractor. If no tax was paid because of a homestead or similar exemption, enter the exemption type. If the tax was not paid for other reasons, enter "None." • Period Covered, From – To: Enter the dates covered by the tax. • Date Paid: Enter the date of actual payment.
33	Mortgagor's Name, SSN and Property Address	Enter the name of the Borrower in Default as it appears on the ledger record; the property address as it appears on the security instrument or the MIC; and the Borrower's Social Security Number (see this section of the Claims and Disposition section in the *SF Handbook*).
34	Brief Legal Description of Property	Enter a brief description of the Property. The Mortgagee may refer to the Mortgage for this information, and this information must be consistent with the information on the deed to HUD.
35	Name & Address of Mortgagee (Include Zip Code)	Enter the name and address of the holding Mortgagee, including the ZIP code.
36	Name & Address of Mortgagee's Servicer (Include Zip Code)	Enter the name and address of the servicing Mortgagee, including the ZIP code and the name and telephone number of a contact person who can answer questions about the claims.

Part A		
Item	**Description**	**Protocol**
37	Mortgagee Official Signature, Date & Title	If the holding Mortgagee is submitting the claim, an official of the holding Mortgagee must electronically certify via the Electronic Data Interchange (EDI) or FHAC or sign and date the paper claim to indicate that the statements and information contained on the claim are true and correct.
38	Servicer Signature, Date & Title	An official of the servicing Mortgagee must electronically certify via EDI or FHAC or sign and date the paper claim to indicate that the statements and information contained on the claim are true and correct. The Mortgagee should ensure that the date of the signature is the same or later than the date in Item 6.
39	Amount of Monthly Payment to (a) FHA Insurance, (b) Taxes, (c) Hazard Insurance and (d) Interest & Principal	Enter in the amounts for FHA insurance, taxes, hazard insurance, and interest and principal.
40	If Bankruptcy Filed, Enter Date Filed	Enter the date of the last bankruptcy filing related to the release shown in Item 21. If there is more than one bankruptcy, enter all filing and release dates in the “Mortgagee’s comments” section.
41	If Conveyed/ Assigned Damaged, Date Damage Occurred	Enter the date the Mortgagee first became aware of damage to the Property. The Mortgagee may refer to its inspection reports for this date. If there are no inspection reports because the Property was occupied and the date of damage is not known, enter an estimated date and indicate in the “Mortgagee’s comments” section that this date is an estimate.
42	Date HIP Cancelled or Refused, if applicable	Enter the date the hazard or fire insurance policy was cancelled or refused by the insurer.
43	Number of Living Units	Enter the number of living units in the Property.
44	Status of Living Units	Indicate for each living unit in the Property whether the unit is vacant or occupied. If the unit is occupied, enter the occupant’s name. If the unit is vacant, enter the date vacated (as best as can be determined) and the date the Mortgagee secured the Property.
45 - 47		Not applicable.
	Mortgagee’s Comments, if any.	Use this area to provide comments on the Mortgage or property condition, justification for circumstances affecting the claim, or such other information required by the claim instructions above.

Part A		
Item	**Description**	**Protocol**
	HUD's Comments, if any.	Do not enter anything in this section. This is for HUD use only.

b. Part B

For assignment claims for Section 248 Mortgages on Indian Land, the Mortgagee must complete Part B, Fiscal Data, of form HUD-27011 as follows. The Mortgagee may prepare Part D first, then transfer the information to Part B, where appropriate.

Part B		
Item	**Description**	**Protocol**
100	Mortgagor's Name and Property Address	Enter the Borrower's name and property address as they appear in Item 33 of Part A.
101	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
102	Section of Act Code	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
103	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's Reference Number as it appears in Item 14 of Part A.
104	Date Form Prepared	Enter the date Part B is prepared and submitted to HUD.
105 - 108		Not applicable.
109	Escrow Balance (as of Date in Item 10, Part A)	Enter the positive amount remaining in escrow account as of the date the assignment is filed for record. See Item 123 for instructions on how to adjust the claim for unapplied Section 235 assistance payments.
110	Total Disbursements for Protection and Preservation (from Line 264, Part C)	For vacant Properties, enter the total amount of disbursements and debenture interest appearing in Item 264, Part C. Note in "Mortgagee's comments" any authorization obtained from the M&M Contractor for approvals to exceed allowable amounts.
111	Total Disbursements (from Line 305, Part D)	Enter the total amount paid and debenture interest appearing in Part D, Item 305.
112	Attorney/Trustee Fees Paid (from Line 306, Part D)	Enter the total amount and debenture interest appearing in Part D, Item 306.

Part B		
Item	**Description**	**Protocol**
113	Foreclosure, Acquisition, Conveyance and Other Costs (from Line 307, Part D)	Enter the amount and debenture interest appearing in Part D, Item 307.
114	Bankruptcy Fee (if applicable) (from Line 310, Part D)	Enter the amount of bankruptcy fees paid and debenture interest appearing in Part D, Item 310.
115	Rental Income	Enter any income from the rent of the Property from the date of default to the date the assignment was filed for record.
116	Rental Expense	If an amount has been entered in Item 115, enter rental expenses incurred, if any, not exceeding the amount in Item 115.
117 - 120		Not applicable.
121	Mortgage Note Interest (Assignments, Coinsurance, and Special Forbearance Agreements Only)	Enter the unpaid mortgage note interest rate on the date the assignment is filed for record as follows: • From: Enter the date of the last completely paid installment after all funds received under the agreement are applied according to the terms of the Mortgage (Item 8, Part A). If no Mortgage Payments were made, enter a date 30 Days before the due date of the first scheduled payment (Item 7, Part A). • To: Enter the date on which the assignment to the Secretary was filed for record (Item 10). • Rate: Enter the mortgage interest rate as it appears on the mortgage Note. • Column C: Enter the amount of mortgage interest due from the last completely paid installment to the date the assignment was filed for record, as computed under Computation of Interest (see this section of the Claims and Disposition section in the *SF Handbook*).
122	Mortgage Insurance Premiums (from Line 311, Part D)	Enter total from Item 311, Part D.
123	Unapplied Section 235 Assistance Payments (Earned Assistance Only)	Enter unapplied assistance payments in Column A, if applicable.

Part B		
Item	**Description**	**Protocol**
124	Overpaid Section 235 Assistance Payments	Enter in Column B the amount of any funds advanced by the Mortgagee to repay HUD for assistance to which the Borrower was not entitled and which was not recovered from the Borrower, unless the overpayment was the result of error on the part of the Mortgagee. Do not calculate debenture interest for Column C.
125 - 132		Not applicable.
133	Contact Name and Telephone Number: Holding Mortgagee; or Contact Name and Telephone: Servicing Mortgagee	Enter the name and telephone number of a person in the holding or servicing Mortgagee's office who can answer questions concerning the information reported on this claim form. Include the holding mortgagee number entered in Item 12 of Part A.
134 - 136	Totals	Enter the totals of Columns A - Deductions; B - Additions; and C - Interest.
137	Net Claim Amount (Columns B - A + C)	Enter the net claim amount. HUD may pay a claim amount different than the amount in Item 137 due to possible interest curtailments, disallowed expenses, HUD's calculation of allowances on attorney/trustee fees, foreclosure costs and bankruptcy fees, and additional debenture interest calculated by HUD to the date of claim settlement.
138	Mortgagee's Official Signature, Date and Title (signature not necessary if signed by a servicer)	See instructions for Part A, Items 37 and 38.
139	Servicer Signature, Date, and Title	See instructions for Part A, Items 37 and 38.

c. Part C

Part C is not required when filing an assignment claim. If preservation expenses were incurred, they should be listed in Item 305 of Part D.

d. Part D

For assignment claims for Section 248 Mortgages on Indian Land, the Mortgagee must complete Part D, Support Document (Continuation 1) of form HUD-27011 as follows.

Part D		
Item	**Description**	**Protocol**
300	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
301	Section of Act Code:	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
302	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's reference number as it appears in Item 14 of Part A.
303	Debenture Interest Rate	Enter the debenture interest rate.
304	Date	Enter the date entered in Part B in Item 104, if the Mortgagee has taken all required actions within HUD time requirements or within the time requirements as extended by HUD. If the Mortgagee failed to comply with a time requirement, enter the earliest date on which a required action should have been taken.
305	Disbursements for HIP, Taxes, Ground Rents and Water Rates (which were liens prior to mortgage), Eviction Costs and Other Disbursements Not Shown Elsewhere. (Do Not Include Penalties for Late Payment.) Only Costs Incurred Between the Dates in Items 8 and 10 of Part A Are Allowed.	Itemize all disbursements in these categories, not including disbursements paid from available escrow funds. The Mortgagee must not list expenses incurred after the date the assignment is filed for record (Item 10), except where the NSC instructs the Mortgagee to take an action. Any preservation expenses incurred should be entered here.
306	Attorney/Trustee Fees	Itemize the fees paid to attorneys and trustees in connection with the preparation of the assignment of the Mortgage to the Secretary. The Mortgagee must itemize the elements of the fee if the fees exceed the amount HUD approved for the area.
307	Foreclosure and/or Acquisition Conveyance and Other Costs	Itemize any other legal costs paid by the Mortgagee, not including disbursements shown in Item 306.

Part D		
Item	**Description**	**Protocol**
308 - 309		Not applicable.
310	Bankruptcy	If the Mortgagee completed Item 40, itemize the bankruptcy fees paid.
311	Mortgage Insurance Premiums	Itemize all MIP disbursements, including the period covered. The Mortgagee must only include advances for MIP disbursements paid after the due date of the last completely paid installment to the date the assignment is filed for record.

e. Part E

The Mortgagee is not required to complete Part E of form HUD-27011 when filing assignment claims for Section 248 Mortgages on Indian Land.

4. Single Family Loan Sales Claims

The Single Family Loan Sales (SFLS) claim is governed by the specific terms of the Participating Servicer Agreement (PSA) for the specific Distressed Asset Stabilization Program sale identified in the PSA. Mortgagees must refer to the PSA for details on claims filing.

5. Claims Without Conveyance of Title

a. Part A

For Claims Without Conveyance of Title (CWCOT), the Mortgagee must complete Part A, Initial Application, of form HUD-27011 as follows.

Part A		
Item	**Description**	**Protocol**
1	Claim Type	Mark the space for 06-CWCOT.
2	FHA Case Number	Enter the Federal Housing Administration (FHA) Case Number as shown on the Mortgage Insurance Certificate (MIC) or portfolio results screen in Federal Housing Administration Connection (FHAC), in the format XXX-XXXXXXX. Where the MIC or portfolio results screen shows only six digits after the dash, enter an X for the final digit.

Part A		
Item	**Description**	**Protocol**
3	Section of the Act Code	Enter the Automated Data Processing (ADP) code for the Section of the National Housing Act under which the Mortgage was insured, in the format XXX. The Mortgagee may refer to the MIC or portfolio results screen immediately following the FHA Case Number for this information.
4	Default Reason Code (2 Digits)	Enter the applicable default reason code. If code 15 is used, the Mortgagee must explain the reason for use of the code in "Mortgagee's comments."
5	Endorsement Date (from MIC)	Enter the endorsement date that appears on the MIC. For Mortgages insured before the issuance of MICs, enter the endorsement date that appears on the Note.
6	Date Form Prepared	Enter the date the form HUD-27011 is completed and submitted to HUD.
7	Due Date of First Payment to Principal and Interest (a) Original or (b) Modified	Enter the date the first payment to principal and interest is due for the original Mortgage. The Mortgagee may refer to the mortgage Note for this information.
8	Due Date Last Complete Installment Paid	Enter the date the last complete installment paid was due, not the date it was paid by the Borrower. The Mortgagee may refer to the payment ledger for this information. If no payments have been made, enter the date in Item 7 (Due Date of First Payment to Principal and Interest). Note that the date in this Item will always be the first of the month.
9	Date of Possession and Acquisition of Marketable Title	Enter the date the Mortgagee or third party obtains title to the Property or the date the Property is redeemed.
10	Date Deed or Assignment Filed for Record or Date of Closing or Appraisal	Not applicable.
11	Date Foreclosure Proceedings (a) Instituted or (b) Date of Deed In Lieu	Check the appropriate box and enter the date of the first legal action to initiate foreclosure (see Appendix 5.0 - First Legal Actions to Initiate Foreclosure and Reasonable Diligence Timeframes (applies to Servicing only) in the *SF Handbook*). If the foreclosure action was reinstituted following a bankruptcy action or Loss Mitigation action, enter the date on which the foreclosure action was re-instituted.
12	Holding Mortgagee Number (Payee) (10 Digits)	Enter the complete 10-digit mortgagee number of the holding Mortgagee. This identity number must agree with the mortgagee number of the holding Mortgagee listed in HUD SFIS.

Part A		
Item	**Description**	**Protocol**
13	Servicing Mortgagee Number (10 Digits)	Enter the complete 10-digit mortgagee number of the servicing Mortgagee. This identity number must agree with the mortgagee number of the servicing Mortgagee listed in SFIS.
14	Mortgagee Reference Number (Maximum of 15 Digits)	Enter the loan number (maximum 15 digits) used by the Mortgagee for identifying the case if any. The Mortgagee must also include this number in the payment addendum for identification purposes.
15	Mortgage Amount (a) Original or (b) Modified	Enter the original mortgage amount. The Mortgagee may refer to the mortgage Note for this information. If there has been a modification of the Mortgage, the Mortgagee must note the modification in "Mortgagee's comments" of Part A.
16	Holding Mortgagee EIN (9 Digits)	Not applicable.
17	Unpaid Loan Balance as of Date in Block 8 (Item 11 if Coinsurance)	Enter the unpaid principal balance after crediting the last complete monthly installment paid. The Mortgagee may refer to its payment records for this information.
18	Date of Firm Commitment	Enter the date of the Firm Commitment, as listed on the Firm Commitment document, if available. The Mortgagee must leave this item blank if: • the case was insured under the Direct Endorsement Program, as is evidenced by the suffix code 700 through 799; • the commitment date is not available; or • the loan is a converted co-insurance loan.
19	Expiration Date of Extension to Foreclose/Assign	If the Mortgagee requested and was approved for an extension of time, enter the expiration date of that extension. The Mortgagee must enter the latest applicable extension date.
20	Date of Notice/Extension to Convey	If the Mortgagee requested and was approved for an extension of time to file the deed for record to HUD, enter the expiration date of the extension.
21	Date of Release of Bankruptcy, if applicable	Enter the date the most recent bankruptcy stay or federal, state, or local foreclosure prohibition was released. If there is more than one bankruptcy and the Mortgagee uses a 90-Day extension to initiate foreclosure, enter the release date which applies to the extension.
22	Is Property Vacant?	Check one to indicate the occupancy status as of the date in Item 9.

Part A		
Item	**Description**	**Protocol**
23	If Item 22 is No, Date of local HUD Office Approval	Not applicable.
24	Is Property Conveyed Damaged?	If the Property is damaged due to Surchargeable Damage (see the Conveyance of Property with Surchargeable Damage or Damage due to Mortgagee Neglect section of the Claims and Disposition section in the *SF Handbook*), the Mortgagee may not file a CWCOT claim.
25 - 27		Not applicable.
28	Is Mortgagee Successful Bidder?	Check one to indicate whether the Mortgagee was the successful bidder. If the Property was redeemed, check "No."
29	Deficiency Judgment Code	Enter the code number 4 to indicate that HUD did not authorize a deficiency judgment and the Mortgagee did not obtain such judgment.
30	Authorized Bid Amount	Enter the amount of the Commissioner's Adjusted Fair Market Value (CAFMV), as calculated under CWCOT (see the Claims Without Conveyance of Title section in the Servicing and Loss Mitigation section of the *SF Handbook)* guidelines.
31	Mortgagee Reported Curtailment Date	Enter the earliest date that the Mortgagee failed to meet a time requirement under Curtailment of Interest (see the Claim Type 06 - Curtailment of Interest section of the Claims and Disposition section in the *SF Handbook*).
32	Schedule of Tax Information	Not applicable.
33	Mortgagor's Name, SSN and Property Address	Enter the name of the Borrower in Default as it appears on the ledger record; the property address as it appears on the security instrument or the MIC; and the Borrower's Social Security Number (see this section of the Claims and Disposition section in the *SF Handbook*).
34	Brief Legal Description of Property	Enter a brief description of the Property. The Mortgagee may refer to the Mortgage for this information, and this information must be consistent with the information on the deed to HUD.
35	Name & Address of Mortgagee (Include Zip Code)	Enter the name and address of the holding Mortgagee, including the ZIP code.
36	Name & Address of Mortgagee's Servicer (Include Zip Code)	Enter the name and address of the servicing Mortgagee, including the ZIP code and the name and telephone number of a contact person who can answer questions about the claims.

Part A		
Item	**Description**	**Protocol**
37	Mortgagee Official Signature, Date & Title	If the holding Mortgagee is submitting the claim, an official of the holding Mortgagee must electronically certify via the Electronic Data Interchange (EDI) or FHAC or sign and date the paper claim to indicate that the statements and information contained on the claim are true and correct.
38	Servicer Signature, Date & Title	An official of the servicing Mortgagee must electronically certify via EDI or FHAC or sign and date the paper claim to indicate that the statements and information contained on the claim are true and correct. The Mortgagee should ensure that the date of the signature is the same or later than the date in Item 6.
39	Amount of Monthly Payment to (a) FHA Insurance, (b) Taxes, (c) Hazard Insurance and (d) Interest & Principal	Not applicable.
40	If Bankruptcy Filed, Enter Date Filed	Enter the date of the last bankruptcy filing related to the release shown in Item 21. If there is more than one bankruptcy, enter all filing and release dates in the "Mortgagee's comments" section.
41 - 47		Not applicable.
	Mortgagee's Comments, if any.	Use this area to provide comments on the Mortgage or property condition, justification for circumstances affecting the claim, or such other information required by the claim instructions above.
	HUD's Comments, if any.	Do not enter anything in this section. This is for HUD use only.

b. Part B

For CWCOT, the Mortgagee must complete Part B, Fiscal Data, of form HUD-27011 as follows. The Mortgagee may prepare Parts C, D, and E first, then transfer the information to Part B, where appropriate.

Part B		
Item	**Description**	**Protocol**
100	Mortgagor's Name and Property Address	Enter the Borrower's name and property address as they appear in Item 33 of Part A.

Part B		
Item	**Description**	**Protocol**
101	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
102	Section of Act Code	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
103	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's Reference Number as it appears in Item 14 of Part A.
104	Date Form Prepared	Enter the date Part B is prepared and submitted to HUD.
105 - 107		Not applicable.
108	Sale/Bid or Appraisal Value (for Coinsurance or Nonconveyances)	Enter the greater of: • the CAFMV; • the foreclosure sale price (the actual amount of the winning bid at the foreclosure sale where the Property was sold to the Mortgagee or third party, not the net proceeds amount); or • the redemption price (the actual redemption price figure, not the amount of redemption proceeds actually received by the Mortgagee).
109	Escrow Balance (as of Date in Item 10, Part A)	Enter the positive amount remaining in escrow account (see the Claims Type 01 - Escrow Funds section of the Claims and Disposition section in the *SF Handbook*) as of the date the Mortgagee or third party obtains title to the Property or the date the Property is redeemed. See Item 123 for instructions on how to adjust the claim for unapplied Section 235 assistance payments.
110	Total Disbursements for Protection and Preservation (from Line 264, Part C)	Enter the total amount of disbursements and debenture interest appearing in Item 264, Part C. Note in "Mortgagee's comments" any authorization obtained from the Mortgagee Compliance Manager (MCM) for approvals to exceed allowable amounts.
111	Total Disbursements (from Line 305, Part D)	Enter the total amount paid and debenture interest appearing in Part D, Item 305.
112	Attorney/Trustee Fees Paid (from Line 306, Part D)	Enter the total amount and debenture interest appearing in Part D, Item 306.
113	Foreclosure, Acquisition, Conveyance and Other Costs (from Line 307, Part D)	Enter the amount and debenture interest appearing in Part D, Item 307.

Part B		
Item	**Description**	**Protocol**
114	Bankruptcy Fee (if applicable) (from Line 310, Part D)	Enter the amount of bankruptcy fees paid and debenture interest appearing in Part D, Item 310.
115	Rental Income	Enter any income from the rent of the Property from the date foreclosure proceedings were instituted (or Property otherwise acquired) to the date the Property was conveyed to the Secretary.
116	Rental Expense	If an amount has been entered in Item 115, enter rental expenses incurred, if any, not exceeding the amount in Item 115.
117	Total Taxes on Deed (from Line 308, Part D)	Enter the total amount paid and the debenture interest shown in Item 308, Part D.
118 - 119		Not applicable.
120	Special Assessments (Do Not Use for Coinsurance) (from Line 309, Part D)	Enter the total amount paid and debenture interest which appear in Item 309, Part D.
121	Mortgage Note Interest (Assignments, Coinsurance, and Special Forbearance Agreements Only)	If the Borrower fails to meet the requirements of a Special Forbearance (SFB)-Unemployment Agreement or SFB Agreement, enter the dates for which mortgage note interest is calculated, the mortgage interest rate, and the mortgage interest due, as stated in Calculating Interest for Default after SFB - Unemployment or SFB (see this section of the Claims and Disposition section in the *SF Handbook*).
122	Mortgage Insurance Premiums (from Line 311, Part D)	Enter total from Item 311, Part D.
123	Unapplied Section 235 Assistance Payments (Earned Assistance Only)	Enter unapplied assistance payments in Column A, if applicable.
124	Overpaid Section 235 Assistance Payments	Enter in Column B the amount of any funds advanced by the Mortgagee to repay HUD for assistance to which the Borrower was not entitled and which was not recovered from the Borrower, unless the overpayment was the result of error on the part of the Mortgagee. Do not calculate debenture interest for Column C.
125 - 129		Not applicable.

Part B		
Item	**Description**	**Protocol**
130	Appraisal Fee (from Line 409, Part E)	Enter the total from Line 409, Part E, if applicable. The Mortgagee may enter interest in Column C.
131 - 132		Not applicable.
133	Contact Name and Telephone Number: Holding Mortgagee; or Contact Name and Telephone: Servicing Mortgagee	Enter the name and telephone number of a person in the holding or servicing Mortgagee's office who can answer questions concerning the information reported on this claim form. Include the holding mortgagee number entered in Item 12 of Part A.
134 - 136	Totals	Enter the totals of Columns A - Deductions; B - Additions; and C - Interest.
137	Net Claim Amount (Columns B - A + C)	Enter the net claim amount. HUD may pay a claim amount different than the amount in Item 137 due to possible interest curtailments, disallowed expenses, HUD's calculation of allowances on attorney/trustee fees, foreclosure costs and bankruptcy fees, and additional debenture interest calculated by HUD to the date of claim settlement.
138	Mortgagee's Official Signature, Date and Title (signature not necessary if signed by a servicer)	See instructions for Part A, Items 37 and 38.
139	Servicer Signature, Date, and Title	See instructions for Part A, Items 37 and 38.

c. Part C

For CWCOT, the Mortgagee must complete Part C, Support Document, of form HUD-27011 as follows.

Part C		
Item	**Description**	**Protocol**
200	Mortgagor's Name and Property Address	Enter the Borrower's name and property address as they appear in Item 33 of Part A.
201	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.

Part C		
Item	**Description**	**Protocol**
202	Section of Act Code	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
203	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's reference number as it appears in Item 14 of Part A.
204	Date	Enter the date entered in Part B in Item 104, if the Mortgagee has taken all required actions within HUD time requirements or within the time requirements as extended by HUD. If the Mortgagee failed to comply with a time requirement, enter the earliest date on which a required action should have been taken.
205	Debenture Interest Rate	Enter the debenture interest rate.
206 - 261	Disbursements for Protection and Preservation	Enter all inspection and P&P expenses as follows, making a separate entry for each payment: • Date Paid: Enter the date the check was disbursed. If an expenditure or advancement was made before the date of default, enter the date of default and enter the actual date paid in parentheses following the description. • Date Work Completed: Enter the date the work was actually completed, as listed on the invoice or provided by the vendor or contractor. • Description of Service Performed: Enter a description of the items or types of repairs and services performed. For inspections, note whether the inspection is an occupancy inspection (see the Initial Occupancy Inspection section in the Servicing and Loss Mitigation section of the *SF Handbook*), initial vacant property inspection, or vacant property inspection (see the Vacant Property Inspections section in the Servicing and Loss Mitigation section of the *SF Handbook*). • Amount Paid: Enter actual payment amounts. • Debenture Interest: Enter debenture interest as calculated under Computation of Interest (see the Claim Type 06 – Computation of Interest section of the Claims and Disposition section in the *SF Handbook*).
262	Subtotals	If the reverse side of Part C is used to list P&P costs, enter the subtotals for the "Amount Paid" and "Debenture Interest" columns.
263	Subtotals Brought Forward	If the reverse side of the form is used, bring subtotals appearing in Item 262 to this line.

Part C		
Item	**Description**	**Protocol**
264	Enter Amount Paid and Interest (Enter also on Line 110, Part B)	Total the "Amount Paid" and "Debenture Interest" columns.
265	Holding Mortgagee Contact Name and Telephone Number	Enter the name and telephone number of a person in the holding or servicing Mortgagee's office who can answer questions concerning the information reported on this claim form. Include the holding Mortgagee number which is entered in Item 12 of Part A.
266	Servicing Mortgagee Contact Name and Telephone Number	
267	Mortgagee Official Signature, Date and Title (signature not necessary if signed by servicer)	See instructions for Part A, Items 37 and 38.
268	Servicer Signature, Date and Title	See instructions for Part A, Items 37 and 38.
	Mortgagee's Comments, if any.	Use this area to provide comments on the Mortgage or property condition, justification for circumstances affecting the claim, or such other information required by the claim instructions above.
	HUD's Comments, if any.	Do not enter anything in this section. This is for HUD use only.

d. Part D

For CWCOT, the Mortgagee must complete Part D, Support Document (Continuation 1) of form HUD-27011 as follows.

Part D		
Item	**Description**	**Protocol**
300	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
301	Section of Act Code:	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
302	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's reference number as it appears in Item 14 of Part A.
303	Debenture Interest Rate	Enter the debenture interest rate.

Part D		
Item	**Description**	**Protocol**
304	Date	Enter the date entered in Part B in Item 104, if the Mortgagee has taken all required actions within HUD time requirements or within the time requirements as extended by HUD. If the Mortgagee failed to comply with a time requirement, enter the earliest date on which a required action should have been taken.
305	Disbursements for HIP, Taxes, Ground Rents and Water Rates (which were liens prior to mortgage), Eviction Costs and Other Disbursements Not Shown Elsewhere. (Do Not Include Penalties for Late Payment.) Only Costs Incurred Between the Dates in Items 8 and 10 of Part A Are Allowed.	Itemize all disbursements in these categories as follows: • do not include disbursements paid from available escrow funds; • do not include expenses incurred after the date a third party obtains title to the Property (Item 9), unless directed to do so by HUD; • enter the fee for an auction service used in the CWCOT process, if applicable; • enter any fee deducted from the sales proceeds by the county, if applicable; and • if a small servicer, enter the manual processing fee.
306	Attorney/Trustee Fees	Itemize the fees paid to attorneys and trustees in connection with foreclosure or acquisition of title and conveyance of the Property to the successful bidder, not including bankruptcy or eviction fees. The Mortgagee must itemize the elements of the fee for acquisition and conveyance if the fees exceed the amount HUD approved for the area.
307	Foreclosure and/or Acquisition Conveyance and Other Costs	Itemize all disbursements required to vest title to the Property in the name of the successful bidder, not including the taxes paid on deeds (Item 308) and disbursements shown in Item 306.
308	Taxes on Deed	Enter amounts paid for taxes imposed upon any deeds or other instruments by which the Property was acquired by the successful bidder.
309	Special Assessments (Do not use for Coinsurance, see Part E)	Enter the date the lien was attached or would be attached, not including those special assessments which became liens before the Mortgage was endorsed for insurance and were not noted in the application for insurance.
310	Bankruptcy	If the Mortgagee completed Item 40, itemize the bankruptcy fees paid.
311	Mortgage Insurance Premiums	Itemize all MIP disbursements, including the period covered. The Mortgagee must only include advances for MIP disbursements paid after the due date of the last completely paid installment to the date the Mortgagee or third party obtains title to the Property or the date the Property is redeemed.

e. Part E

For CWCOT, the Mortgagee must complete Part E, Support Document (Continuation 2) of form HUD-27011 as follows.

Part E		
Item	**Description**	**Protocol**
400	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
401	Section of Act Code:	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
402	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's reference number as it appears in Item 14 of Part A.
403	Debenture Interest Rate	Enter the debenture interest rate.
404	Date	Enter the date entered in Item 204 of Part C.
405 - 408		Not applicable.
409	Appraisal Fee	Enter the amount of the appraisal fee and the date paid under CWCOT procedures.
410 - 412		Not applicable.

6. Pre-Foreclosure Sale Claims

a. Part A

For Pre-Foreclosure Sale (PFS) claims, the Mortgagee must complete Part A, Initial Application, of form HUD-27011 as follows.

Part A		
Item	**Description**	**Protocol**
1	Claim Type	Mark the space for 07-PFS.
2	FHA Case Number	Enter the Federal Housing Administration (FHA) Case Number as shown on the Mortgage Insurance Certificate (MIC) or portfolio results screen in Federal Housing Administration Connection (FHAC), in the format XXX-XXXXXXX. Where the MIC or portfolio results screen shows only six digits after the dash, enter an X for the final digit.

Part A		
Item	**Description**	**Protocol**
3	Section of the Act Code	Enter the Automated Data Processing (ADP) code for the Section of the National Housing Act under which the Mortgage was insured, in the format XXX. The Mortgagee may refer to the MIC or portfolio results screen immediately following the FHA Case Number for this information.
4	Default Reason Code (2 Digits)	Enter the applicable default reason code. If code 15 is used, the Mortgagee must explain the reason for use of the code in "Mortgagee's comments."
5	Endorsement Date (from MIC)	Enter the endorsement date that appears on the MIC. For Mortgages insured before the issuance of MICs, enter the endorsement date that appears on the Note.
6	Date Form Prepared	Enter the date the form HUD-27011 is completed and submitted to HUD.
7	Due Date of First Payment to Principal and Interest (a) Original or (b) Modified	Enter the date the first payment to principal and interest is due for the original Mortgage. The Mortgagee may refer to the mortgage Note for this information.
8	Due Date Last Complete Installment Paid	Enter the date the last complete installment paid was due, not the date it was paid by the Borrower. The Mortgagee may refer to the payment ledger for this information. If no payments have been made, enter the date in Item 7 (Due Date of First Payment to Principal and Interest). Note that the date in this Item will always be the first of the month.
9	Date of Possession and Acquisition of Marketable Title	Enter the date the Approval to Participate was executed.
10	Date Deed or Assignment Filed for Record or Date of Closing or Appraisal	Enter the date of the PFS closing.
11	Date Foreclosure Proceedings (a) Instituted or (b) Date of Deed In Lieu	If foreclosure proceedings were instituted, enter the date of the first legal action to initiate foreclosure (see Appendix 5.0 - First Legal Actions to Initiate Foreclosure and Reasonable Diligence Timeframes (applies to Servicing only) in the *SF Handbook*). If the foreclosure action was reinstituted following a bankruptcy action or Loss Mitigation action, enter the date on which the foreclosure action was re-instituted.
12	Holding Mortgagee Number (Payee) (10 Digits)	Enter the complete 10-digit mortgagee number of the holding Mortgagee. This identity number must agree with the mortgagee number of the holding Mortgagee listed in HUD Single Family Insurance System (SFIS).

Part A		
Item	**Description**	**Protocol**
13	Servicing Mortgagee Number (10 Digits)	Enter the complete 10-digit mortgagee number of the servicing Mortgagee. This identity number must agree with the mortgagee number of the servicing Mortgagee listed in SFIS.
14	Mortgagee Reference Number (Maximum of 15 Digits)	Enter the loan number (maximum 15 digits) used by the Mortgagee for identifying the case if any. The Mortgagee must also include this number in the payment addendum for identification purposes.
15	Mortgage Amount (a) Original or (b) Modified	Enter the original mortgage amount. The Mortgagee may refer to the mortgage Note for this information. If there has been a modification of the Mortgage, the Mortgagee must note the modification in "Mortgagee's comments" of Part A.
16	Holding Mortgagee EIN (9 Digits)	Not applicable.
17	Unpaid Loan Balance as of Date in Block 8 (Item 11 if Coinsurance)	Enter the unpaid principal balance after crediting the last complete monthly installment paid. The Mortgagee may refer to its payment records for this information.
18	Date of Firm Commitment	Enter the date of the Firm Commitment, as listed on the Firm Commitment document, if available. The Mortgagee must leave this item blank if: • the case was insured under the Direct Endorsement Program, as is evidenced by the suffix code 700 through 799; • the commitment date is not available; or • the loan is a converted co-insurance loan.
19	Expiration Date of Extension to Foreclose/Assign	If the Mortgagee is using an automatic extension or has requested and was approved for an extension, enter the expiration date of that extension. The Mortgagee must enter the latest applicable extension date.
20	Date of Notice/Extension to Convey	If the Mortgagee requested and was approved for an extension of time to submit the PFS claim, enter the expiration date of the extension.
21	Date of Release of Bankruptcy, if applicable	Enter the date the most recent bankruptcy stay or federal, state, or local foreclosure prohibition was released. If there is more than one bankruptcy and the Mortgagee uses a 90-Day extension to initiate foreclosure, enter the release date which applies to the extension.
22	Is Property Vacant?	Check one to indicate the occupancy status as of the date in Item 9.

Part A		
Item	**Description**	**Protocol**
23 - 29		Not applicable.
30	Authorized Bid Amount	Enter the Fair Market Value of the Appraisal (see the Request for Variance for Property Valuation section in the Servicing Loss and Mitigation section of the *SF Handbook)* as prepared by an FHA Roster Appraiser.
31 - 32		Not applicable.
33	Mortgagor's Name, SSN and Property Address	Enter the name of the Borrower in Default as it appears on the ledger record; the property address as it appears on the security instrument or the MIC; and the Borrower's Social Security Number (see this section of the Claims and Disposition section in the *SF Handbook*).
34	Brief Legal Description of Property	Enter a brief description of the Property. The Mortgagee may refer to the Mortgage for this information, and this information must be consistent with the information on the deed to HUD.
35	Name & Address of Mortgagee (Include Zip Code)	Enter the name and address of the holding Mortgagee, including the ZIP code.
36	Name & Address of Mortgagee's Servicer (Include Zip Code)	Enter the name and address of the servicing Mortgagee, including the ZIP code and the name and telephone number of a contact person who can answer questions about the claims.
37	Mortgagee Official Signature, Date & Title	If the holding Mortgagee is submitting the claim, an official of the holding Mortgagee must electronically certify via the Electronic Data Interchange (EDI) or FHAC or sign and date the paper claim to indicate that the statements and information contained on the claim are true and correct.
38	Servicer Signature, Date & Title	An official of the servicing Mortgagee must electronically certify via EDI or FHAC or sign and date the paper claim to indicate that the statements and information contained on the claim are true and correct. The Mortgagee should ensure that the date of the signature is the same or later than the date in Item 6.
39	Amount of Monthly Payment to (a) FHA Insurance, (b) Taxes, (c) Hazard Insurance and (d) Interest & Principal	Not applicable.

Part A		
Item	**Description**	**Protocol**
40	If Bankruptcy Filed, Enter Date Filed	Enter the date of the last bankruptcy filing related to the release shown in Item 21. If there is more than one bankruptcy, enter all filing and release dates in the "Mortgagee's comments" section.
41 - 44		Not applicable.
45	Modified Interest Rate	Enter the interest rate from the modified Mortgage, if applicable.
46	New Maturity Date	Enter the maturity date from the modified Mortgage, if applicable.
47	Interest Rate (Prior to Modification)	Enter the last Adjustable Rate Mortgage (ARM) rate, if applicable.
	Mortgagee's Comments, if any.	Use this area to provide comments on the Mortgage or property condition, justification for circumstances affecting the claim, or such other information required by the claim instructions above.
	HUD's Comments, if any.	Do not enter anything in this section. This is for HUD use only.

b. Part B

For PFS claims, the Mortgagee must complete Part B, Fiscal Data, of form HUD-27011 as follows. The Mortgagee may prepare Parts C, D, and E first, then transfer the information to Part B, where appropriate.

Part B		
Item	**Description**	**Protocol**
100	Mortgagor's Name and Property Address	Enter the Borrower's name and property address as they appear in Item 33 of Part A.
101	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
102	Section of Act Code	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
103	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's Reference Number as it appears in Item 14 of Part A.
104	Date Form Prepared	Enter the date Part B is prepared and submitted to HUD.
105 - 107		Not applicable.

Part B		
Item	**Description**	**Protocol**
108	Sale/Bid or Appraisal Value (for Coinsurance or Nonconveyances)	Enter the amount of the net proceeds (see the Net Sale Proceeds section in the Servicing and Loss Mitigation section of the *SF Handbook)* received from the Closing Agent, as listed on the Settlement Statement, or similar legal document, in Line 504.
109	Escrow Balance (as of Date in Item 10, Part A)	Enter the positive amount remaining in escrow account (see the Claim Type 01 – Escrow Funds section of the Claims and Disposition section in the *SF Handbook*) as of the date the deed is filed for record. See Item 123 for instructions on how to adjust the claim for unapplied Section 235 assistance payments.
110	Total Disbursements for Protection and Preservation (from Line 264, Part C)	Enter the total amount of disbursements and debenture interest appearing in Item 264, Part C. Note in "Mortgagee's comments" any authorization obtained from the Mortgagee Compliance Manager (MCM) for approvals to exceed allowable amounts.
111	Total Disbursements (from Line 305, Part D)	Enter the total amount paid and debenture interest appearing in Part D, Item 305.
112	Attorney/Trustee Fees Paid (from Line 306, Part D)	Enter the total amount and debenture interest appearing in Part D, Item 306.
113	Foreclosure, Acquisition, Conveyance and Other Costs (from Line 307, Part D)	Enter the amount and debenture interest appearing in Part D, Item 307.
114	Bankruptcy Fee (if applicable) (from Line 310, Part D)	Enter the amount of bankruptcy fees paid and debenture interest appearing in Part D, Item 310.
115	Rental Income	Enter any income from the rent of the Property from the date of Default to the date of PFS closing.
116	Rental Expense	If an amount has been entered in Item 115, enter rental expenses incurred, if any, not exceeding the amount in Item 115.
117 - 119		Not applicable.
120	Special Assessments (Do Not Use for Coinsurance) (from Line 309, Part D)	Enter the total amount paid and debenture interest which appear in Item 309, Part D.

Part B		
Item	**Description**	**Protocol**
121	Mortgage Note Interest (Assignments, Coinsurance, and Special Forbearance Agreements Only)	If the Borrower fails to meet the requirements of a Special Forbearance (SFB)-Unemployment Agreement or SFB Agreement, enter the dates for which mortgage note interest is calculated, the mortgage interest rate, and the mortgage interest due, as stated in Calculating Interest for Default after SFB- Unemployment or SFB (see this section of the Claims and Disposition section in the *SF Handbook*).
122	Mortgage Insurance Premiums (from Line 311, Part D)	Enter total from Item 311, Part D.
123	Unapplied Section 235 Assistance Payments (Earned Assistance Only)	Enter unapplied assistance payments in Column A, if applicable.
124	Overpaid Section 235 Assistance Payments	Enter in Column B the amount of any funds advanced by the Mortgagee to repay HUD for assistance to which the Borrower was not entitled and which was not recovered from the Borrower, unless the overpayment was the result of error on the part of the Mortgagee. Do not calculate debenture interest for Column C.
125 - 128		Not applicable.
129	Additional Closing Costs (from Line 408, Part E)	Enter the total from Line 408, Part E. Do not calculate debenture interest on this amount.
130	Appraisal Fee (from Line 409, Part E)	Enter the total from Line 409, Part E, if applicable. The Mortgagee may enter interest in Column C.
131 - 132		Not applicable.
133	Contact Name and Telephone Number: Holding Mortgagee; or Contact Name and Telephone: Servicing Mortgagee	Enter the name and telephone number of a person in the holding or servicing Mortgagee's office who can answer questions concerning the information reported on this claim form. Include the holding mortgagee number entered in Item 12 of Part A.
134 - 136	Totals	Enter the totals of Columns A - Deductions; B - Additions; and C - Interest.

Part B		
Item	**Description**	**Protocol**
137	Net Claim Amount (Columns B - A + C)	Enter the net claim amount. HUD may pay a claim amount different than the amount in Item 137 due to possible interest curtailments, disallowed expenses, HUD's calculation of allowances on attorney/trustee fees, foreclosure costs and bankruptcy fees, and additional debenture interest calculated by HUD to the date of claim settlement.
138	Mortgagee's Official Signature, Date and Title (signature not necessary if signed by a servicer)	See instructions for Part A, Items 37 and 38.
139	Servicer Signature, Date, and Title	See instructions for Part A, Items 37 and 38.

c. Part C

If the Mortgagee incurred inspection or P&P costs before delaying or postponing the foreclosure sale, the Mortgagee must complete Part C, Support Document, of form HUD-27011 as follows.

Part C		
Item	**Description**	**Protocol**
200	Mortgagor's Name and Property Address	Enter the Borrower's name and property address as they appear in Item 33 of Part A.
201	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
202	Section of Act Code	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
203	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's reference number as it appears in Item 14 of Part A.
204	Date	Enter the date entered in Part B in Item 104, if the Mortgagee has taken all required actions within HUD time requirements or within the time requirements as extended by HUD. If the Mortgagee failed to comply with a time requirement, enter the earliest date on which a required action should have been taken.
205	Debenture Interest Rate	Enter the debenture interest rate.

Part C		
Item	**Description**	**Protocol**
206 - 261	Disbursements for Protection and Preservation	Enter all inspection and P&P expenses as follows, making a separate entry for each payment: • Date Paid: Enter the date the check was disbursed. If an expenditure or advancement was made before the date of default, enter the date of default and enter the actual date paid in parentheses following the description. • Date Work Completed: Enter the date the work was actually completed, as listed on the invoice or provided by the vendor or contractor. • Description of Service Performed: Enter a description of the items or types of repairs and services performed. For inspections, note whether the inspection is an occupancy inspection (see the Initial Occupancy Inspection section in the Servicing and Loss Mitigation section of the *SF Handbook*), initial vacant property inspection, or vacant property inspection (see the Vacant Property Inspections section in the Servicing and Loss Mitigation section of the *SF Handbook*). • Amount Paid: Enter actual payment amounts. • Debenture Interest: Enter debenture interest as calculated under Computation of Interest (see the Claim Type 07 – Computation of Interest section of the Claims and Disposition section in the *SF Handbook*), from the date of expenditure or date of default, if later, to the date of the PFS closing.
262	Subtotals	If the reverse side of Part C is used to list P&P costs, enter the subtotals for the "Amount Paid" and "Debenture Interest" columns.
263	Subtotals Brought Forward	If the reverse side of the form is used, bring subtotals appearing in Item 262 to this line.
264	Enter Amount Paid and Interest (Enter also on Line 110, Part B)	Total the "Amount Paid" and "Debenture Interest" columns.
265	Holding Mortgagee Contact Name and Telephone Number	Enter the name and telephone number of a person in the holding or servicing Mortgagee's office who can answer questions concerning the information reported on this claim form. Include the holding Mortgagee number which is entered in Item 12 of Part A.
266	Servicing Mortgagee Contact Name and Telephone Number	

Part C		
Item	**Description**	**Protocol**
267	Mortgagee Official Signature, Date and Title (signature not necessary if signed by servicer)	See instructions for Part A, Items 37 and 38.
268	Servicer Signature, Date and Title	See instructions for Part A, Items 37 and 38.
	Mortgagee's Comments, if any.	Use this area to provide comments on the Mortgage or property condition, justification for circumstances affecting the claim, or such other information required by the claim instructions above.
	HUD's Comments, if any.	Do not enter anything in this section. This is for HUD use only.

d. Part D

For PFS claims, the Mortgagee must complete Part D, Support Document (Continuation 1) of form HUD-27011 as follows.

Part D		
Item	**Description**	**Protocol**
300	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
301	Section of Act Code:	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
302	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's reference number as it appears in Item 14 of Part A.
303	Debenture Interest Rate	Enter the debenture interest rate.
304	Date	Enter the date entered in Part B in Item 104, if the Mortgagee has taken all required actions within HUD time requirements or within the time requirements as extended by HUD. If the Mortgagee failed to comply with a time requirement, enter the earliest date on which a required action should have been taken.

Part D		
Item	**Description**	**Protocol**
305	Disbursements for HIP, Taxes, Ground Rents and Water Rates (which were liens prior to mortgage), Eviction Costs and Other Disbursements Not Shown Elsewhere. (Do Not Include Penalties for Late Payment.) Only Costs Incurred Between the Dates in Items 8 and 10 of Part A Are Allowed.	Itemize all disbursements in these categories as incurred between the dates in Item 8 and Item 10. The Mortgagee must not include: • penalties for late payment; • disbursements paid from available escrow funds; or • disbursements deducted from sale proceeds on the Settlement Statement.
306	Attorney/Trustee Fees	Itemize the fees paid to attorneys and trustees in connection with foreclosure or acquisition of title and conveyance of the Property to the Secretary, not including bankruptcy or eviction fees. The Mortgagee must itemize the elements of the fee for acquisition and conveyance if the fees exceed the amount HUD approved for the area.
307	Foreclosure and/or Acquisition Conveyance and Other Costs	Itemize all disbursements required to vest title to the Property in the name of the purchaser.
308	Taxes on Deed	Not applicable.
309	Special Assessments (Do not use for Coinsurance, see Part E)	Enter the date the lien was attached or would be attached, not including those special assessments which became liens before the Mortgage was endorsed for insurance and were not noted in the application for insurance. Enter disbursements made for the release or satisfaction of junior liens, if not listed on the Settlement Statement.
310	Bankruptcy	If the Mortgagee completed Item 40, itemize the bankruptcy fees paid.
311	Mortgage Insurance Premiums	Itemize all MIP disbursements, including the period covered. The Mortgagee must only include advances for MIP disbursements paid after the due date of the last completely paid installment to the date of the PFS closing.

e. Part E

For PFS claims, the Mortgagee must complete Part E, Support Document (Continuation 2) of form HUD-27011 as follows.

Part E		
Item	**Description**	**Protocol**
400	FHA Case Number	Enter the FHA Case Number as shown in Item 2 of Part A.
401	Section of Act Code:	Enter the ADP code for the Section of the National Housing Act under which the Mortgage was insured, as shown in Item 3 of Part A.
402	Mortgagee's Reference Number (Max. 15 Digits)	Enter the Mortgagee's reference number as it appears in Item 14 of Part A.
403	Debenture Interest Rate	Not applicable.
404	Date	Enter the date entered in Item 204 of Part C.
405 - 407		Not applicable.
408	Additional Closing Costs at Settlement	Enter the PFS incentive fee (see the PFS Incentive section of the Servicing and Loss Mitigation section in the *SF Handbook*).
409	Appraisal Fee	Enter the cost of the appraisal/property valuation performed in connection with the PFS, if paid for by the Mortgagee.
410 - 412		Not applicable.

7. Loss Mitigation Home Retention Incentive Claims

a. Part A

For Loss Mitigation Home Retention Option claims, the Mortgagee must complete Part A, Initial Application, of form HUD-27011 on FHA Connection (FHAC) as follows.

Part A		
Item	**Description**	**Protocol**
1	Claim Type	Select the appropriate claim type from the list: • Claim Type 31: SFB-Unemployment • Claim Type 32: Loan Modification • Claim Type 33: Partial Claim • ** Federal Housing Administration-Home Affordable Modification Program (FHA-HAMP) Loan Modification • ** FHA-HAMP Partial Claim
2	FHA Case Number	Enter the FHA Case Number as shown on the Mortgage Insurance Certificate (MIC) or portfolio results screen in FHAC, in the format XXX-XXXXXXX. Where the MIC or portfolio results screen shows only six digits after the dash, enter an X for the final digit.
	New Claim/Correction/ Comment	Select the appropriate radio button to indicate the type of submission as follows: • Select "New Claim" if submitting claim for first time. • Select "Correction" if submitting correction for previously transmitted claim. • Select "Comments" if submitting comments only.
3	Section of the Act Code	Enter the Automated Data Processing (ADP) code for the Section of the National Housing Act under which the Mortgage was insured, in the format XXX. The Mortgagee may refer to the MIC or portfolio results screen immediately following the FHA Case Number for this information.
4	Default Reason Code (2 Digits)	Enter the applicable default reason code. If code 15 is used, the Mortgagee must explain the reason for use of the code in "Mortgagee's comments."
5	Endorsement Date (from MIC)	Enter the endorsement date that appears on the MIC. For Mortgages insured before the issuance of MICs, enter the endorsement date that appears on the Note.
6	Date Form Prepared	Enter the date the form HUD-27011 is completed and submitted to HUD.
7	Due Date of First Payment to Principal and Interest (a) Original or (b) Modified	Enter the date the first payment to principal and interest is due. The Mortgagee may refer to the mortgage Note for this information. For Loan Modifications only, enter the new first payment date of the modified loan.

Part A		
Item	**Description**	**Protocol**
8	Due Date Last Complete Installment Paid	Enter the date the last complete installment paid was due, not the date it was paid by the Borrower. The Mortgagee may refer to the payment ledger for this information. If no payments have been made, enter the date in Item 7 (Due Date of First Payment to Principal and Interest). Note that the date in this Item will always be the first of the month.
9	Date of Possession and Acquisition of Marketable Title	Enter the date of the execution of the Loss Mitigation Home Retention Option (see the Home Retention Options section of the Servicing and Loss Mitigation section in the *SF Handbook).*
10	Date Deed or Assignment Filed for Record or Date of Closing or Appraisal	Not applicable.
11	Date Foreclosure Proceedings (a) Instituted or (b) Date of Deed In Lieu	If applicable, enter the date of the first legal action to initiate foreclosure (see Appendix 5.0 - First Legal Actions to Initiate Foreclosure and Reasonable Diligence Timeframes (applies to Servicing only) in the *SF Handbook*). If the foreclosure action was reinstituted following a bankruptcy action, enter the date on which the foreclosure action was re-instituted.
12	Holding Mortgagee Number (Payee) (10 Digits)	Enter the complete 10-digit mortgagee number of the holding Mortgagee. This identity number must agree with the mortgagee number of the holding Mortgagee listed in HUD Single Family Insurance System (SFIS).
13	Servicing Mortgagee Number (10 Digits)	Enter the complete 10-digit mortgagee number of the servicing Mortgagee. This identity number must agree with the mortgagee number of the servicing Mortgagee listed in SFIS.
14	Mortgagee Reference Number (Maximum of 15 Digits)	Enter the loan number (maximum 15 digits) used by the Mortgagee for identifying the case, if any. The Mortgagee must also include this number in the payment addendum for identification purposes.
15	Mortgage Amount (a) Original or (b) Modified	Enter the original mortgage amount. The Mortgagee may refer to the mortgage Note for this information. For Loan Modifications and FHA-HAMP Loan Modifications: • enter the new modified mortgage amount; and • note the modification in “Mortgagee’s comments” of Part A.

Part A		
Item	**Description**	**Protocol**
16	Holding Mortgagee EIN (9 Digits)	Not applicable.
17	Unpaid Loan Balance as of Date in Block 8 (Item 11 if Coinsurance)	Enter the unpaid principal balance after crediting the last complete monthly installment paid. The Mortgagee may refer to its payment records for this information.
18 - 19		Not applicable.
20	Date of Notice/Extension to Convey	For Loan Modification and FHA-HAMP Loan Modifications, enter the date the modification was approved by the Mortgagee.
21	Date of Release of Bankruptcy, if applicable	Not applicable.
22	Is Property Vacant?	Check one to indicate the occupancy status as of the date in Item 9.
23 - 32		Not applicable.
33	Mortgagor's Name, SSN and Property Address	Enter the name of the Borrower in Default as it appears on the ledger record; the property address as it appears on the security instrument or the MIC; and the Borrower's Social Security Number (see this section of the Claims and Disposition section in the *SF Handbook*).
34 - 38		Not applicable.
39	Amount of Monthly Payment to (a) FHA Insurance, (b) Taxes, (c) Hazard Insurance and (d) Interest & Principal	For Partial Claims and FHA-HAMP Partial Claims, enter in the amounts for FHA insurance, taxes, hazard insurance, and interest and principal.
40 - 44		Not applicable.
45	Modified Interest Rate	For Loan Modifications and FHA-HAMP Loan Modifications, enter the new interest rate of the modified loan.
46	New Maturity Date	For Loan Modifications and FHA-HAMP Loan Modifications, enter the new maturity date of the modified loan.

Part A		
Item	**Description**	**Protocol**
47	Last ARM Rate	For Loan Modifications and FHA-HAMP Loan Modifications, enter the last ARM rate, if applicable.

b. Part B

For Loss Mitigation Home Retention Option claims, the Mortgagee must complete Part B, Fiscal Data, of form HUD-27011 as follows.

Part B		
Item	**Description**	**Protocol**
100 - 106		Not applicable.
107	Adjustment to Loan Balance (if different from Item 17 on Part A)	For Partial Claims or FHA-HAMP Partial Claims, enter the total amount of the arrearage that has accumulated during the forbearance period, equaling the amount of the subordinate mortgage.
108 - 112		Not applicable.
113	Foreclosure, Acquisition, Conveyance and Other Costs (from Line 307, Part D)	For Loan Modifications and FHA-HAMP Loan Modifications, enter the cost of the title search, up to a maximum of $250, in Column B. Do not claim any interest in Column C.
114 - 128		Not applicable.
129	Additional Closing Costs (from Line 408, Part E)	Enter in Column B the financial incentive (see the Loss Mitigation Incentives section in the Servicing and Loss Mitigation section of the *SF Handbook*) amounts for completion of the Loss Mitigation Home Retention Options. No interest should be claimed in Column C.
130 - 134		Not applicable.
135	Total Claim Amount	Enter the total for all entries in the “Additions” column.
136		Not applicable.

Part B		
Item	**Description**	**Protocol**
137	Net Claim Amount (Columns B - A + C)	Enter the net claim amount.
138	Mortgagee's Official Signature, Date and Title (signature not necessary if signed by a servicer)	See instructions for Part A, Items 37 and 38.
139	Servicer Signature, Date, and Title	See instructions for Part A, Items 37 and 38.
	Contact Information	Enter the name and telephone number of a person in the holding or servicing Mortgagee's office who can answer questions concerning the information reported on this claim form.
	Mortgagee's Comments, if any.	Use this area to provide comments on the Mortgage or property condition, justification for circumstances affecting the claim, or such other information required by the claim instructions above.

8. Appendices

a. Short Rate Method Table

Days Policy in Force	% of 1 year Premium	Days Policy in Force	% of 1 year Premium	Days Policy in Force	% of 1 year Premium	Days Policy in Force	% of 1 year Premium
1	5%	66-69	29%	154-156	53%	256-260	77%
2	6%	70-73	30%	157-160	54%	261-264	78%
3-4	7%	74-76	31%	161-164	55%	265-269	79%
5-6	8%	77-80	32%	165-167	56%	270-273	80%
7-8	9%	81-83	33%	168-171	57%	274-278	81%
9-10	10%	84-87	34%	172-175	58%	279-282	82%
11-12	11%	88-91	35%	176-178	59%	283-287	83%
13-14	12%	92-94	36%	179-182	60%	288-291	84%
15-16	13%	95-98	37%	183-187	61%	292-296	85%

Days Policy in Force	% of 1 year Premium	Days Policy in Force	% of 1 year Premium	Days Policy in Force	% of 1 year Premium	Days Policy in Force	% of 1 year Premium
17-18	14%	99-102	38%	188-191	62%	297-301	86%
19-20	15%	103-105	39%	192-196	63%	302-305	87%
21-22	16%	106-109	40%	197-200	64%	306-310	88%
23-25	17%	110-113	41%	201-205	65%	311-314	89%
26-29	18%	114-116	42%	206-209	66%	315-319	90%
30-32	19%	117-120	43%	210-214	67%	320-323	91%
33-36	20%	121-124	44%	215-218	68%	324-328	92%
37-40	21%	125-127	45%	219-223	69%	329-332	93%
41-43	22%	128-131	46%	224-228	70%	333-337	94%
44-47	23%	132-135	47%	229-232	71%	338-342	95%
48-51	24%	136-138	48%	233-237	72%	343-346	96%
52-54	25%	139-142	49%	238-241	73%	347-351	97%
55-58	26%	143-146	50%	242-246	74%	352-355	98%
59-62	27%	147-149	51%	247-250	75%	356-360	99%
63-65	28%	150-153	52%	251-255	76%	361-365	100%

b. Julian Calendar

i. Julian Calendar - Perpetual

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	001	032	060	091	121	152	182	213	244	274	305	335
2	002	033	061	092	122	153	183	214	245	275	306	336
3	003	034	062	093	123	154	184	215	246	276	307	337
4	004	035	063	094	124	155	185	216	247	277	308	338
5	005	036	064	095	125	156	186	217	248	278	309	339
6	006	037	065	096	126	157	187	218	249	279	310	340
7	007	038	066	097	127	158	188	219	250	280	311	341
8	008	039	067	098	128	159	189	220	251	281	312	342
9	009	040	068	099	129	160	190	221	252	282	313	343
10	010	041	069	100	130	161	191	222	253	283	314	344
11	011	042	070	101	131	162	192	223	254	284	315	345
12	012	043	071	102	132	163	193	224	255	285	316	346
13	013	044	072	103	133	164	194	225	256	286	317	347
14	014	045	073	104	134	165	195	226	257	287	318	348
15	015	046	074	105	135	166	196	227	258	288	319	349
16	016	047	075	106	136	167	197	228	259	289	320	350
17	017	048	076	107	137	168	198	229	260	290	321	351
18	018	049	077	108	138	169	199	230	261	291	322	352
19	019	050	078	109	139	170	200	231	262	292	323	353
20	020	051	079	110	140	171	201	232	263	293	324	354
21	021	052	080	111	141	172	202	233	264	294	325	355
22	022	053	081	112	142	173	203	234	265	295	326	356
23	023	054	082	113	143	174	204	235	266	296	327	357
24	024	055	083	114	144	175	205	236	267	297	328	358
25	025	056	084	115	145	176	206	237	268	298	329	359
26	026	057	085	116	146	177	207	238	269	299	330	360
27	027	058	086	117	147	178	208	239	270	300	331	361
28	028	059	087	118	148	179	209	240	271	301	332	362
29	029		088	119	149	180	210	241	272	302	333	363
30	030		089	120	150	181	211	242	273	303	334	364
31	031		090		151		212	243		304		365

ii. Julian Calendar - Leap Year Only

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	001	032	061	092	122	153	183	214	245	275	306	336
2	002	033	062	093	123	154	184	215	246	276	307	337
3	003	034	063	094	124	155	185	216	247	277	308	338
4	004	035	064	095	125	156	186	217	248	278	309	339
5	005	036	065	096	126	157	187	218	249	279	310	340
6	006	037	066	097	127	158	188	219	250	280	311	341
7	007	038	067	098	128	159	189	220	251	281	312	342
8	008	039	068	099	129	160	190	221	252	282	313	343
9	009	040	069	100	130	161	191	222	253	283	314	344
10	010	041	070	101	131	162	192	223	254	284	315	345
11	011	042	071	102	132	163	193	224	255	285	316	346
12	012	043	072	103	133	164	194	225	256	286	317	347
13	013	044	073	104	134	165	195	226	257	287	318	348
14	014	045	074	105	135	166	196	227	258	288	319	349
15	015	046	075	106	136	167	197	228	259	289	320	350
16	016	047	076	107	137	168	198	229	260	290	321	351
17	017	048	077	108	138	169	199	230	261	291	322	352
18	018	049	078	109	139	170	200	231	262	292	323	353
19	019	050	079	110	140	171	201	232	263	293	324	354
20	020	051	080	111	141	172	202	233	264	294	325	355
21	021	052	081	112	142	173	203	234	265	295	326	356
22	022	053	082	113	143	174	204	235	266	296	327	357
23	023	054	083	114	144	175	205	236	267	297	328	358
24	024	055	084	115	145	176	206	237	268	298	329	359
25	025	056	085	116	146	177	207	238	269	299	330	360
26	026	057	086	117	147	178	208	239	270	300	331	361
27	027	058	087	118	148	179	209	240	271	301	332	362
28	028	059	088	119	149	180	210	241	272	302	333	363
29	029	060	089	120	150	181	211	242	273	303	334	364
30	030		090	121	151	182	212	243	274	304	335	365
31	031		091		152		213	244		305		366

c. Daily Interest Rate Factors

To calculate the daily factor, the Mortgagee must locate the whole number of the interest rate in the % column, then locate the corresponding fractional part of the interest rate shown at the top of the columns to the right of the "Percent" column. If there is no fractional part, the Mortgagee must use the 0/8 column.

i. Normal Year

%	0/8	1/8	1/4	3/8	1/2	5/8	3/4	7/8
2	.0000547945	.0000547945	.0000616438	.0000650685	.0000684931	.0000719178	.0000753425	.0000787671
3	.0000821918	.0000856164	.0000890411	.0000924658	.0000958904	.0000993151	.0001027397	.0001061644
4	.0001095890	.0001130137	.0001164384	.0001198630	.0001232877	.0001267123	.0001301370	.0001335616
5	.0001369863	.0001404110	.0001438356	.0001472603	.0001369863	.0001404110	.0001438356	.0001472603
6	.0001643836	.0001678062	.0001712329	.0001746575	.0001780822	.0001815068	.0001849315	.0001883562
7	.0001917808	.0001952055	.0001986301	.0002020548	.0002054794	.0002089041	.0002123288	.0002157334
8	.0002191781	.0002226027	.0002260274	.0002294521	.0002328767	.0002363014	.0002397260	.0002431507
9	.0002465753	.0002500000	.0002534247	.0002568493	.0002602740	.0002636986	.0002671233	.0002705479
10	.0002739726	.0002773973	.0002808219	.0002842466	.0002876712	.0002910959	.0002945205	.0002979452
11	.0003013699	.0003047945	.0003082192	.0003116438	.0003150685	.0003184931	.0003219178	.0003253424
12	.0003287671	.0003321918	.0003356164	.0003390411	.0003424657	.0003458904	.0003493151	.0003527397
13	.0003561644	.0003595990	.0003630137	.0003664383	.0003698630	.0003732877	.0003767123	.0003801370
14	.0003835616	.0003869863	.0003904110	.0003938356	.0003972603	.0004006849	.0004041096	.0004075342
15	.0004109589	.0004143836	.0004178082	.0004212329	.0004246575	.0004280822	.0004315068	.0004349315
16	.0004383562	.0004417808	.0004452055	.0004486301	.0004520548	.0004554794	.0004589041	.0004623287
17	.0004657534	.0004691781	.0004726027	.0004760274	.0004794520	.0004828767	.0004863014	.0004897260
18	.0004931507	.0004965753	.0005000000	.0005034246	.0005068493	.0005102740	.0005136986	.0005171233

ii. Leap Year

%	0/8	1/8	1/4	3/8	1/2	5/8	3/4	7/8
2	.0000546448	.0000580601	.0000614754	.0000648907	.0000683060	.0000717213	.0000751366	.0000785519
3	.0000819672	.0000853825	.0000887978	.0000922131	.0000956284	.0000990437	.0001024590	.0001058743
4	.0001092896	.0001127049	.0001161202	.0001195355	.0001229508	.0001263661	.0001297814	.0001331967

%	0/8	1/8	1/4	3/8	1/2	5/8	3/4	7/8
5	.0001366120	.0001400273	.0001434426	.0001468579	.0001502732	.0001536885	.0001571038	.0001605191
6	.0001639344	.0001673497	.0001707650	.0001741803	.0001775956	.0001810109	.0001844262	.0001878415
7	.0001912568	.0001946721	.0001980874	.0002015027	.0002049180	.0002083333	.0002117486	.0002151639
8	.0002185792	.0002219945	.0002254098	.0002288251	.0002322404	.0002356557	.0002390710	.0002424863
9	.0002459016	.0002493169	.0002527322	.0002561475	.0002595628	.0002629781	.0002663934	.0002698087
10	.0002732240	.0002766393	.0002800546	.0002834699	.0002868852	.0002903005	.0002937158	.0002971311
11	.0003005464	.0003039617	.0003073770	.0003107923	.0003142076	.0003176229	.0003210382	.0003244535
12	.0003278689	.0003312842	.0003346994	.0003381147	.0003415300	.0003449453	.0003483606	.0003517759
13	.0003551913	.0003586066	.0003620218	.0003654371	.0003688524	.0003722677	.0003756830	.0003790983
14	.0003825137	.0003859290	.0003893443	.0003927596	.0003961749	.0003995901	.0004030054	.0004064207
15	.0004098361	.0004132514	.0004166667	.0004200820	.0004234973	.0004269126	.0004303279	.0004337431
16	.0004371585	.0004405738	.0004439891	.0004474044	.0004508197	.0004542350	.0004576503	.0004610656
17	.0004644809	.0004678962	.0004713115	.0004747268	.0004781421	.0004815574	.0004849727	.0004883880
18	.0004918033	.0004952186	.0004986339	.0005020492	.0005054645	.0005088798	.0005122951	.0005157104