

Request for Waiver of Housing Directive

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0029
(Expires 09/30/2016)

1. Field Office HUD Headquarters	2. Program and DAS (e.g., multifamily development) Housing, Office of Single Family Program Development
3. Waiver Requested by (person, entity, HUD employee) Kevin Stevens	
4. Waiver Item (directive number, date, page, paragraph, etc.) HUD Single Family Policy Handbook 4000.1 II.A.1.a.i(A)(4)(c)(vi) Single Use of Signatures Relief Sought Waiver of final sentence in 4000.1 II.A.1.a.i(A)(4)(c)(vi) Single Use of Signatures, "The Mortgagee must document the Borrower's consent."	

5. Did a check of SharePoint indicate Prior Approval of a factually similar waiver? <input type="checkbox"/> Yes (skip No. 6) <input type="checkbox"/> No (go to No. 6)	If previously approved, give Counsel's name and date of approval.
6. Counsel Determination. The Waiver Proposal does not conflict <input checked="" type="checkbox"/> conflicts <input type="checkbox"/> with statutory or regulatory provisions (cite rule or provision)	

Counsel (signature) <i>Shirley Tolbert</i>	Date 5-18-16
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7. Employee Justification (attach additional pages if necessary)
The final sentence in Handbook 4000.1 II.A.1.a.i(A)(4)(c)(vi) Single Use of Signatures regarding the electronic signatures of mortgagee employees or contractors contains a technical error. The guidance should instruct the Mortgagee to document the consent of its employees and contractors to use their electronic signatures, not the Borrower's consent. This technical error will be corrected with the next publication of Handbook 4000.1.

Field Office Concurrence		
Name Elissa Saunders	Title Director, Office of Single Family Program Development	Date 5/19/16
8. <input checked="" type="checkbox"/> Granted <input type="checkbox"/> Not Granted	Housing Director (signature)	Date

Comments

Public reporting burden for this collection of information is estimated to average xx minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Distribution: (includes waivers granted and denied)

Original to Field Office;

One copy to each of the following:

Director, Organizational Policy, Planning and Analysis Division, Room 9116, HUD Headquarters, HRO
Assistant General Counsel, Multifamily Mortgage Division, HUD Headquarters, Room 9230, CAHAA
Office of the Deputy Assistant Secretary for Single Family Housing, Room 9282, HUD Headquarters, HU
Office of the Deputy Assistant Secretary for Multifamily Housing, Room 6106, HUD Headquarters, HT

And one copy to either of the following: