

**Closing Worksheet  
Pre-foreclosure Sale Program**

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

OMB Approval No.2502-0464  
(exp. 10/31/2012)

**Public reporting burden** for this collection of information is estimated to average 58 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. This information is required to obtain benefits. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Section 204 of the National Housing Act authorizes the Secretary to pay an insurance claim that bridges the gap between the fair market value proceeds from the HUD-approved third party sale of a property. The respondent's maybe lenders (mortgagee's), counselors and homeowners who are attempting to sell their properties prior to foreclosure. The Privacy Act of 1974 pledges assurances of confidentiality to respondents. HUD generally discloses this data only in response to a Freedom of Information request.

Mortgagee Contact Person:	Phone Number:	Account/Control Number:	FHA Case Number:
Homeowner Name(s):		Property Address:	
Homeowner Name(s):			

**Mortgagee (or HUD) Approval of the Sales Contract is a Pre-Condition of the Sale**

Name of Purchaser	Address	Phone Number	
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Type of Financing (mark one) <input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> Conventional <input type="checkbox"/> Other	Date Contract Approved	Selling Price \$	Sales Commission %
<b>Payable from Sale Proceeds</b>			
Sales Commission	\$		
(Local & State transfer taxes/stamps, etc.)	\$		
(Lien discharge (must not exceed \$1,000) (insert item)	\$		
(insert item)	\$		
Consideration to seller (Basic amount=\$750. Addition amount (normally \$250) is paid if closing occurs within 90 days of start of participation in Pre-foreclosure sale Procedure)	\$		
Total Amount Payable from Sales Proceeds (Add column of items)	\$	<b>Deduct all payments form Proceeds from selling price. New proceeds to Mortgagee:</b> \$	
Total amount paid to seller	Seller's Initials & Date	*(By initialing, seller acknowledges receipt of amount specified).	
Sale's Agent/Broker's Signature & Date**		**By signing, the Agent/Broker certifies that there are no hidden terms or special understanding with the buyer, seller, appraiser, closing agent or mortgagee.	
Mortgagee's Authorizing Official's Signature & Date  <b>X</b>		Closing Agent's Signature & Date  <b>X</b>	

(Attach copy of Settlement Statement)