

# Branch Office Notification Title I / Title II

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

OMB Approval No.  
2502-0005 (exp. 10/31/2006)

See Public Reporting Burden and Privacy Act Statements on back before completing this form.

1a. Corporate Name		6a. Title I Home Office Lender ID, if applicable (10 digits)	
1b. Branch DBA (if any)		6b. Title II Home Office Mortgagee ID, if applicable (10 digits)	
<b>2. Geographic Address of Branch Office</b> (must be physical location)		7. Branch phone (include area code and extension)	
Attention (Do not use an individual's name)		Ext.	
Street Address		8. Branch FAX (include area code)	
City		9. Branch e-mail	
State	Zip Code	10. County	
<b>3. Title I Mailing Address or Title II (CHUMS) Address.</b> Check if same as: <input type="checkbox"/> Geographic		11a. Branch Manager Name	
Attention (Do not use an individual's name)		11b. Branch Manager Social Security Number	
Street Address/P.O. Box		12. Title II branch only	
City		<input type="checkbox"/> Traditional	<input type="checkbox"/> Nontraditional
State	Zip Code	Number of employees	
<b>4. Endorsement Address</b> (Title II only) Check if same as: <input type="checkbox"/> Geographic <input type="checkbox"/> CHUMS		13. Contact Name	
Attention (Do not use an individual's name)		14. Contact phone (include area code and extension)	
Street Address/P.O. Box		Ext.	
City		15. Contact FAX (include area code)	
State	Zip Code	16. Contact e-mail	
5a. <input type="checkbox"/> Title I	Originate/Service Property Improvement <input type="checkbox"/> <input type="checkbox"/> Manufactured Housing <input type="checkbox"/> <input type="checkbox"/>	5b. <input type="checkbox"/> Title II	Originate/Service 1-4 Family Mortgages <input type="checkbox"/> <input type="checkbox"/> Multifamily Mortgages <input type="checkbox"/> <input type="checkbox"/>
		17. Applicant Taxpayer Identifying Number (9 digits)	

**Certifications.** The Undersigned certifies that:

- This branch office meets all HUD/FHA requirements.
- The staff of this branch office are employees of this corporation which will pay all operating costs of this office, including compensation of all employees.
- If this branch office has a DBA, it has a DBA Certificate from the State where it is physically located.
- The branch office fee has been paid.

**HUD Authorization.** Your branch office is authorized to originate HUD insured loans in the following HUD Field Office jurisdictions:

Reserved (do not write in this space)

Signature		Title (must be a senior executive)		<b>U.S. Department of Housing and Urban Development</b> Office of Lender Activities and Program Compliance	
Name (printed or typed)		Date			

<b>Title I</b> Reserved (do not write in this space)	<b>Title II</b> Reserved (do not write in this space)
---	--

**Privacy Act Statement:** HUD is authorized to collect this information by Executive Order 9397. The Housing & Community Development Act of 1987, 42 U.S.C. 3543 authorizes the mandatory collection of the Social Security Number (SSN). HUD will use the information collected to determine the eligibility of program participants to participate or continue to participate in the HUD's programs. The names and SSN's are used to obtain positive identification of the officers and directors who have the authority to obligate the Lender. You must provide all of the information requested, including the SSN's of appropriate officers and directors. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law. Failure to provide any of the required information may result in a delay or disapproval of participation in HUD's programs.

Public Reporting Burden for this collection of information is estimated to average 30 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 agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

The information requested on this form is required by 24 CFR Part 202 and Sec. 306(g) of the National Housing Act or by HUD Handbooks 4060.1, 5500.1, and 5500.2. The information collected assists FHA and Ginnie Mae in determining which lenders should be approved to participate in the FHA single and multifamily insurance programs and/or the Ginnie Mae Mortgaged-Backed Securities Program. It is used to help FHA minimize its risk in insuring single-family and multifamily mortgages and Ginnie Mae to minimize its risk. Applicants are not required to respond to this collection of information unless a currently valid approved OMB control number is displayed on the form.

## Requirements

### For Branch Offices of Supervised, Non-Supervised and Loan Correspondent Mortgagees.

1. Submit this Notification for only those offices that will submit applications to HUD for insurance or service HUD-insured mortgages.
2. All employees of the branch must be employees of the mortgagee and, with the exception of receptionists will conduct only the business affairs of the mortgagee during normal business hours.
3. The branch office must be a true branch; that is, a separately located unit of the mortgagee, in an office in which no business other than that of the mortgagee is conducted. A branch may be located in a mortgagee's home office.
4. A branch manager must be located in the office and may not be the manager of more than one branch office. The manager must conduct only the business of the approved branch during normal business hours.
5. The mortgagee's facilities must be in a location conducive to transacting mortgage lending business and be separated by partitions from any other entity, be identified to the public, and provide privacy for conducting interviews. However, entrances and receptionists may be shared.
6. It shall have a staff of at least two employees and will be open during normal business hours.

The National Housing Act (12 U.S.C.); the HUD Regulations (24CFR) and HUD handbooks contain the complete Requirements.

## Instructions

**Item 1b** Doing Business As. For optional use to identify a company which is doing business under a different name. Please attach copy of doing business as statement or assumed name certificate filed with the State.

The President or the Vice President of the mortgage corporation must sign the form.

**Item 2** Geographic Address of Branch Office. Identifies the physical location of the branch office.

**Item 3** Conditional and Firm Commitment Address. Enter an address which HUD should use to mail correspondence relative to applications for conditional and firm commitments to insure mortgages.

**Item 4** Endorsement Address: Address to which the HUD-59100 Mortgage Insurance Certificate (MIC) is sent. Also, the address which the receipt for the onetime Mortgage Insurance Premiums (MIP) will be returned.

**Item 6a/b** The sixth through the ninth digits of a Title I lender or a Title II mortgagee identification number identifies the branch or home office of the mortgagee. A mortgagee wishing a specific number for a branch office should complete this box.

**Fee.** A nonrefundable Branch Office Fee of \$300 for either a Title I or a Title II branch must be submitted. If a Branch Office is already approved in one program and the application is for approval in the other program at the same address, there is no additional fee. Governmental institutions and not-for-profit entities are exempt from the fee. Checks should be made payable to the Department of Housing and Urban Development.

## Certification

### The undersigned certifies that:

1. No employee of this branch office is presently suspended, debarred or otherwise restricted under 24 CFR Part 24 or Part 25 or similar procedures of any other Federal Agency;
2. No employee of this branch office is presently under indictment or has been convicted of a felony for which the sentence has not been completed;
3. This branch office and its employees are not presently subject to outstanding findings as a result of HUD or other governmental audits or investigations; and
4. No employee of this branch office is engaged in business practices that do not conform to generally accepted practices of prudent lenders or that demonstrate irresponsibility.

**Material to Be Submitted.** Complete in triplicate. If there is inadequate space on the form, you may submit the information on a separate sheet of paper. The original and one copy should be submitted together with the \$300.00 fee.

### Rights and Requirements:

1. Title I lenders and Title II mortgagees may have branch offices.
2. All employees of the branch office must be employees of the Lender.
3. The Branch Office must be a true branch; that is, a separately located unit of this corporation, in an office in which no other business than that of the Lender is conducted.
4. A branch manager must be located in the branch office and may not be the manager of more than one branch office. The manager must conduct only the business of the approved branch during normal business hours.
5. The Lender's facilities must be conducive to transacting lending business and be separated by permanent partitions from any other entity and must be clearly identified to the public, provide privacy for conducting interviews and have its own telephones. However, entrances and receptionists may be shared.
6. The Branch Office shall have a staff of at least two employees and be open during normal business hours.

### The Undersigned Agrees That:

1. This office will be a true branch; that is, a separately located unit of the Lender, in an office in which no business other than that of the Lender will be conducted;
2. This office will be maintained, staffed and identified to the public separately from any other business and no business other than that of the Lender will be conducted by employees of the branch, including the manager during normal business hours;
3. The office will be open to the public during normal business hours (unless approved otherwise in writing by HUD);
4. HUD will be notified within 10 days of the closing of the Branch Office or of any change in this notification;
5. The Lender will at all times provide for the servicing of all Loans in accordance with HUD Regulations; and
6. The staff of this Branch Office are employees of this corporation, which will pay all operating costs of this office, including compensation of all employees.

**Instructions:** If there is inadequate space, submit the required information on a separate sheet. The original should be submitted to HUD and a copy retained for the applicant's records. For information on fees, mailing addresses, and checklists to use when completing the application package, refer to HUD Handbook 4700.02, Title I Lender Approval Handbook, and HUD Handbook 4060.1, Mortgage Approval and Recertification.