



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.

This information enables HUD to record and process financial transactions in its automated Single Family Acquired Asset Management System (SAMS) to dispose of acquired single-family properties. HUD reimburses M&M Contractors for their services in maintaining, marketing, and selling HUD homes, and HUD collects funds associated with the sales of these properties. The information enables HUD to create and maintain sound financial management practices and effective internal controls over the property disposition program. A response is required to obtain or maintain a benefit.

**Instructions for Completion of Form SAMS-1106** (Please use typewriter or print in ink)

1. **System Generated Transmittal No.:** Enter the computer-generated 12 character Transmittal Number.
2. **HOC Area Identifier:** Enter the HOC Area Identifier (e.g., P1 for Philadelphia Area 1).
3. **HOC Area Name:** Enter the HOC Area name (e.g., Philadelphia Area 1).
4. **M&M's NAID:** Enter the Name/Address identifier.
5. **M&M's Business Name:** Enter the M&M's business name.
6. **Payee's NAID:** Enter the unique 10 letter/number name and address identifier of the vendor. If this vendor has not been previously approved by HUD, submit a completed form SAMS-1110 or -1111, as appropriate.
7. **Payee's Name:** Enter the name of the vendor to whom payment will be made. The name entered on this line must be identical to the vendor's name as it appears on the invoice.
8. **Check One:** Enter a check mark in the appropriate space to indicate the type of payment method of this (these) invoices(s): Prompt Payment, non-Prompt Payment, or discount. If Prompt Payment, enter the start date, i.e., date proper invoice is received or date services or goods are accepted, whichever is later. If discount, enter the percent and due date.
9. **No. of Invoices:** Enter the number of invoices included in this transmittal.
10. **Transmittal Total:** Enter the Grand Total amount of the transmittal.
11. **Invoice No.:** Enter the actual invoice number shown on the vendor's invoice, if available. **The original invoice and supporting documentation specified in Handbook 4310.5 must be attached to the SAMS-1106.**
12. **Invoice Date:** Enter the date of the invoice.
13. **PO/CO/WO:** Enter the appropriate purchase order (PO) or formal contract number (CO) for invoices to be applied to an established purchase order or contract, if applicable.
14. **Description:** Enter a brief description of the type of goods/services rendered.
15. **PC:** Enter the Post Code for the service provided by the vendor, e.g., Advertising (AD), Yard Maintenance (YR).

**Allocated Post Codes** (As of 3/99)

|                                 |   |    |  |
|---------------------------------|---|----|--|
| AD                              | Advertising   | MM | M&M's Fee  |
| <b>Case Specific Post Codes</b> |   | MR | Misc Major Repairs   |
| (As of 3/99)                    |   | NA | Appraisal - Non Access Fees  |
| AL                              | Appliances  | RB | Repurchase / Buy Back Expense  |
| BR                              | Board-Up/Secure, Glass, Windows, & Lock Changes                   | RF | Roofing  |
| CD                              | Clean-Up & Debris Removal   | RT | Rent Refund  |
| CF                              | Condo/HOA Fees  | SI | Sales Incentives/ Allowance  |
| CL                              | Closing Agent Fees / Packaging Agent                              | SL | Selling Broker Commissions/Bonus   |
| CS                              | Liability Claims  | SR | Mechanical System Repair - Electrical, Heating, Air Conditioning, & Plumbing |
| DF                              | Defective Paint/LBP Removal                                       | SS | System Checks  |
| DM                              | Demolition  | SW | Snow Removal   |
| EF                              | Earnest Money Forfeiture  | SY | Surveying  |
| EM                              | Earnest Money Refund  | TL | Title Evidence Review  |
| EV                              | Evictions   | TM | Termite Treatment  |
| EX                              | Refund of Sales Extension Fee                                     | TO | Tax Penalty - Incurred by Others   |
| GN                              | General Repair, Building Supplies, Carpentry, Masonry, & Painting | TP | Tax Penalty - Incurred by HUD  |
| IF                              | Inspection Fees   | TR | Termite Inspection   |
| LN                              | Lead Based Paint Escrow   | TT | Title Policy   |
| MI                              | Misc. Income-Refunds  | TX | Tax Expense/Refund   |

- UT Utilities/Fuel Oil
- WT Water / Water Testing / Well Drilling
- WN Winterizing
- YR Yard Maintenance

16. **FHA Case Number:** If a case specific code was entered in 15, enter the FHA case number of the property for which goods or services were procured.
17. **Amount per PC:** Enter the total dollar amount for a specific post code.
18. **Invoice Total:** Enter the total dollar amount of the invoice.
- 19-22. **Preparer's Signature:** Enter legible signature, title, phone number, and date signed of the preparer (M&M Contractor/Closing Agent/SF REO staff).
23. **Reviewer's Signature:** Enter legible signature of the M&M Contract GTM.
- 24-25. **Approver's Signature:** Enter legible signature and date signed of the M&M Contract GTR.
- 26-28. **Authorized Certifying Officer's Certification:** Enter legible signature and date signed, and stamp of authorized officer, and submit to the SAMS Disbursement Contractor.
- 29-32. **For SAMS Disbursement Contractor's Use Only.** Enter initials of individual completing each processing step.