Single Family Acquired Asset Management System (SAMS)

Cash Transmittal

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

HOC Area Identifier M & M's NAID		2. HOC Area Name				
		4. M & M's Business Na	4. M & M's Business Name			
5. Form HUD-235.1 Receipt Number		6. Check Amount (one of	6. Check Amount (one check per form)		7. Check Date (mm/dd/yyyy)	
8. Check Iss	uer's Name					
For Rent Receipts Only	9. Lease Number	10. Unit Number				
Note: All	checks and money orders me check or money order will b	ust be either payable rejected and retur	le to HUD or endors	ed to HUD (See insti UD office.	ruction on back of page).	
	11. FHA Case Number	12. Post Code	13. Amount		Property Address	
	15.	Total Amount This Page	\$			
Codes EF Earnest Mone AD Advertising EM Earnest Mone AF Misc. Collection EX Sales Extensi		EM Earnest Money EX Sales Extension	Forfeiture MC Mis MI Mis n Fee MM M &	uidated Damages cc. Sales Expense cc. Income & M Fee Refund cc. Major Repair	PP P & P Recoveries RT Rent TR Termite Inspection Refund TX Tax Refund UT Utilities/Fuel Oil Refund	
Warning: H	t of my knowledge, all the information IUD will prosecute false claims and sta	on stated herein, as well tements. Conviction may r	as any information prov esult in criminal and/or civ	il penalties. (18 U.S.C. 100	1, 1010, 1012; 31 U.S.C. 3729, 3802	
16. Preparer	's Signature	17. Title		18. Phone Number (Ar	ea Code) 19. Date Signed (mm/dd/yyyy	
<u>X</u>						

Public reporting burden for this collection of information is estimated to average 12 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-1100

(Please use typewriter or print in ink)

Items Number 1, 5, 11, 12, and 13 must be provided to apply the deposit to the proper case number(s).

- HOC Area Identifier: (Required entry) Enter the 2-digit HOC code (e.g., P1 for the Philadelphia Area 1).
- 2. HOC Area Name: For example: Philadelphia Area 1.
- M & M's NAID: Enter the M & M's name/address identifier (NAID).
- 4. M & M's Business Name: Enter the M & M's business name.
- Form HUD-235.1 Receipt Number: (Required entry) Enter the assigned sequential number for each transaction forwarded to the lockbox.
- Check Amount: The amount of the check that accompanies this form.
- Check Date: Enter date of check.
- Check Issuer Name: The name of the organization or person that issued the check.
- 9. **Lease Number:** The lease number for rent receipts.
- 10. Unit Number: The unit number for rent receipts.

Note: All checks and money orders must be either payable to HUD or endorsed to HUD. If not, the check or money order will be rejected and returned to the proper HUD office. The acceptable names are:

Department of Housing and Urban Development HUD

Federal Housing Administration

FHA

FHA Comptroller

Secretary of HUD

Housing

United States Treasury

- 11. **FHA Case Number: (Required entry)** The case number for all receipts. If no specific HUD case number is associated with the receipt, it should be applied to the HUD Office **Allocate** Case Number (e.g., **131-ALLOCA** for Atlanta Area 1).
- Post Code: (Required entry) The post code for a specified or allocated case number and dollar amount. A list of the most common codes is given below.
- 13. Amount: (Required entry) The dollar amount allotted to a specified or allocated case number and post code. If a check contains more than one type of receipt, indicate the amount for each application of funds.

- Property Address: The street address of the listed case number.
- 15. **Total Amount This Page:** The total dollar amount for this page. If multiple forms are submitted, place the **total** amount on page one only. On page two and following pages, place the total for the page in the total box and leave **Check Amount** box blank.
- 16. **Preparer's Signature:** Name of person who completed the form.
- 17. Title: Title of person who completed the form.
- Phone No.: Phone number, with an area code, of person who completed the form. Please provide a commercial number, not an FTS number.
- 19. Date Signed: Enter the date the form was signed.

Note: Submit only the completed form SAMS-1100 with the check or money order to the Single-Family REO Lockbox. All other documentation should be retained in the official Field Office files.

Allocated (Non-case specific) Post Codes

AD Advertising

AF Misc. Collection

Case Specific Post Codes

- CF Condo/HOA Fees Refund
- EF Earnest Money Forfeiture
- **EM** Earnest Money
- EX Sales Extension Fee
- IS Insurance Refund
- LQ Liquidated Damages
- MC Misc. Sales Expense
- MI Misc. Income
- MM Property Manager Fee Refund
- MR Misc. Major Repair
- PP P & P Recoveries
- RT Ren
- TR Termite Inspection Refund
- TX Tax Refund
- UT Utilities/Fuel Oil Refund