

# Mortgagee's Certification and Application for Assistance or Interest Reduction Payments

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

OMB Approval No. 2502-0583  
(exp. 02/28/2014)

See the instructions on the back of the form. Shaded areas are for HUD use only.

Payee: (enter name, address and zip code of mortgagee or servicer)	Mortgagee Control Number:	Mortgagee's Telephone Number:
Indicate type of payment applied for: (check as many as are applicable)		
<input type="checkbox"/> Assistance Payments under Section 235 (original program).		
<input type="checkbox"/> Assistance Payments under Section 235 Revised.		
<input type="checkbox"/> Assistance Payments under Section 235 (Recaptured).		
<input type="checkbox"/> Assistance Payments under Section 235 Revised/Recapture/10.		
<input type="checkbox"/> Interest Reduction Payments under Section 236.		

Mortgagee Number:	Amounts Claimed cover all assistance or interest reduction payments to and including the payments due on the first day of : (mm/yy)
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Blk	Section of the Act	Number of Units *		Assistance Payment	Handling Charge	Total Payment
		A	B			
<b>1</b>	1. 235 (b) Original (I) (j)			\$	\$	\$
	2. Adjustments			\$	\$	\$
	3. Total			\$	\$	\$
<b>2</b>	1. 235 Revised (see suffix codes listed on back)			\$	\$	\$
	2. Adjustments			\$	\$	\$
	3. Total			\$	\$	\$
<b>3</b>	1. Recapture (see suffix codes listed on back)			\$	\$	\$
	2. Adjustments			\$	\$	\$
	3. Total			\$	\$	\$
<b>4</b>	<b>Summary Total</b> (blocks 1, 2, and 3)			\$	\$	\$
<b>5</b>	1. 235 Revised/Recapture/10 (see suffix codes listed on back)			\$	\$	\$
	2. Adjustments			\$	\$	\$
	3. Total			\$	\$	\$
<b>6</b>	1. 236 **			\$		\$
	2. Adjustments			\$		\$
	3. Total			\$	\$	\$

**Certification:** The undersigned hereby certifies that: (a) each assistance payment or interest reduction payment included in this billing has been calculated in accordance with the applicable provisions of the HUD regulations; (b) there are **no amounts** included in this billing on behalf of mortgagors where the required recertifications and documentation set forth in 24 CFR 235.350 have not been made within the time limitations and in the manner prescribed in such regulation; (c) the amount of this billing is true and correct and has not been previously claimed or paid; (d) credits, where applicable, for previous payments made by HUD have been given; (e) supporting details, records and work sheets together with a copy of this billing are being held in the mortgagee's files; and (f) upon request of any authorized official of the Department of Housing and Urban Development or of the Comptroller General of the United States, it will furnish or make available for audit all aforementioned documents as required by the contract for assistance payments or interest reduction payments under Section 235 or 236 of the HUD regulations. Contract requirements are set forth in 24 CFR 235.201 et seq.

Signature & Title of Mortgagee or Servicer Official : \_\_\_\_\_ Date: \_\_\_\_\_

X

**Public reporting burden** for this collection of information is estimated to average 15 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 101a of the Housing and Urban Development Act of 1968 added Section 235 Homeownership for Lower Income Families to the National Housing Act. Under the Section 235 Program, the Secretary is authorized to make periodic assistance payments on behalf of homeowners. Both HUD and the mortgagee use this form. The form HUD-93102 must be submitted with the form HUD-300, Monthly Summary of Assistance Payments Due Under Sections 235(b), 235(i), or 235(j), or Interest Reduction Payments Due Under Section 236. This information collection is supported by the billing information provided on form HUD-300. The respondents are assured confidentiality as stated in the Privacy Act of 1974. HUD generally discloses this data only in response to a Freedom of Information request.

**Instructions:** Submit signed an original and one (1) copy of the billing to:

**U. S. Department of Housing and Urban Development  
Accounting, Monitoring, and Analysis Division  
451 – 7<sup>th</sup> Street, SW, Room 3224  
Washington, DC 20410**

not later than the 20th of each month. Include assistance or interest reduction payments due on the first day of the following month. **Do not** include in the billing any assistance payments on behalf of any mortgagor if the required recertification, and applicable supporting documentation required by 24 CFR 235.350, have not been made pursuant to the requirements of such regulation.

The mortgagee control number (not to exceed of six digits), is to be the number contained in the mortgagee's records which will identify each separate billing. This is for cross reference and identification purposes. The check which the mortgagee receives for each billing will contain the number assigned to that billing by the mortgagee.

**A. Block 1 - Original 235 Program** - Show on line 1, the total assistance payments for: (1) mortgages insured under section 235(b) (prior to 1/5/76); (2) mortgages insured under section 235(j); and (3) mortgages insured under Section 235(i).

**Block 2 - Revised 235 Program** - Show on line 1, the total assistance payments for mortgages insured after 1/5/76: (1) mortgages with suffix codes 265, 365 and 565; and (2) mortgages with suffix codes 255, 355, 555, 285, 385 and 585.

**Block 3 - Revised 235 Program with Recapture** - Show on line 1, the total assistance payments for mortgages insured after 5/27/81 with suffix codes 266, 366 and 566 and mortgagees with suffix codes 256, 356 and 556.

**Block 4** - Show the summary total of blocks 1, 2, and 3.

**Block 5 - 235 Revised/Recapture/10 Program** - Show on line 1, the total assistance payments for mortgagees with suffix codes 246, 346 and 546. Submit a separate form HUD-93102 for this program which should be accompanied by form HUD-300 or its adaptation listing all FHA case numbers reflecting the amount of assistance billed, handling charges for each case and total amount. The total amount should agree with the amount on the front of this form.

**Block 6** - Identify interest rate reduction payments for multifamily mortgages insured under section 236(j). Submissions for section 236 billings are to be on a separate form HUD-93102 than submissions for section 235 billings.

**B. Block 1, 2, 3, 5 and 6** - Show on line 2 a total of all adjustments, if any, accompanied by a detailed explanation on form HUD-300 or its appropriate adaptation.

**C. Blocks 1, 2, 3, 5 and 6** - Add lines 1 and 2 and place the total on line 3.

**D.** If the prior period adjustments result in a negative figure (refund), please deduct this amount from the current billing, if applicable, otherwise submit this form with your refund check with an appropriate explanation.

Footnotes for front page:

\* Column A - show total units receiving assistance.

Column B - show total units billed, including billings for more than one month (column B X 3.00 should equal handling charges).

\*\* On an attachment, show the FHA project number of each project included in this billing; the number of units in each project; the amount of payment for each project; and, if the billing is for more than one month, show the number of months for which billing is made.

**For Use by HUD, OFA**

Reviewed by	Date	Approved by	Date/Remarks: