

ATTACHMENT 2**SECTION 236 INTEREST REDUCTION PROGRAM (IRP)
OCFO CHANGE CONTROL FORM
FOR PAS/LOCCS CHANGES**

CONTROL #: example: H2006-236-0001

EFFECTIVE DATE OF CHANGE: _____ (e.g., Date of Decoupling,
M2M Closing, etc.)**NATURE OF CHANGE**

- Suspend (*whether initiated by Housing or CFO, the appropriate documentation should be attached to this form*)
- Terminate
- Change Contract data (e.g. IRP payments, terms, name, servicer, project number)

REASON(S) FOR CHANGE: (please complete applicable fields under Transfers, Recaptures/De-obligations and Supporting Documentation attached)

- Add, Update, or Change Servicer or State Agency Banking Information (attach required forms)
- Change Property Name
- Change Service, **including HUD-Held** (New Assignment)
- Close Out (*please list IRP and associated Rental Supplement or Rental Assistance project number and amount of budget/contract authority to de-obligate under the Recapture section of this form, if applicable*)
- Decouple – Change Original Contract #
- Decouple – Retain Original Contract #
- Decouple – Many-to-One Transfer
- Foreclosure
- Mark-to-Market
- Mortgage Maturity
- Mortgage Modification
- Prepayment of Mortgage
- Refinanced (indicate type)
- Other _____

TRANSFER

| Description | Old | New |
|--|-----|-----|
| 1. Contract name | | |
| 2. HUD Number | | |
| 3. Interest Rate | | |
| 4. Mortgage Terms (including maturity date) (not applicable if payment schedule is attached) | | |
| 5. Monthly IRP | | |
| 6. IRP Run out Cost | | |
| 7. Holder | | |
| 8. Servicer | | |
| 9. Month/Year of Last Earned Payment to Old and Month/Year of First Earned Payment to New | | |

ATTACHMENT 2 CONTINUED

RECAPTURES/De-OBLIGATIONS

1. IRP Contract Number: _____ Amount: \$ _____
(If change results in reuse of IRP please indicate any remaining amount that is available for recapture/de-obligation)
2. Rental Assistant or Rental Supplement Project Number: _____ Amount: \$ _____

Supporting Documentation Attach:

- Direct Deposit Form (SF-1199A)
- Executed IRP Agreement (applicable only to 236s, 236e2, 236b)
- Insurance Termination Request for Multifamily Mortgage (HUD Form 9807)
- IRP Payment Schedule (new and original when applicable)
- Line of Credit Control System Access Authorization (LOCCS), Form # HUD-27054 (06/2003)
- Mortgage
- Mortgage Assignment Documents to HUD
- Mortgage Note
- M2M Restructuring Commitment
- Section 236 Grant and Use Agreement
- Section 236 Regulatory Agreement, Form HUD # 93225A, 93136, or 93135
- Suspension Memorandum
- Other _____

AUTHORIZED BY: _____
(Print Name)

SIGNATURE: _____

DATE: _____
(Date Signed)

Change Updated in PAS/LOCCS by: _____
_____ Date: _____

Deliver to: HUD-OCFO – Accounting Monitoring and Analysis Division, Room 3224 –
Attn: Section 236 IRP Staff (for all updates and changes)
HUD-OCFO FTW – Reports and Control Division, Attn: Teena Neptune, Fax
(817) 978-5748 or mail to CFO National Accounting Center, P O Box 901013,
Forth Worth, TX 76101, (for Servicer or State Agency banking information
setup or changes)
HUD-CFO – Financial Systems Maintenance Division, Room 3224 (for
PAS/LOCCS Reports)

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