

Sample

**Mark-to-Market  
Data Release Authorization Letter**

**Form 4.1**

(Date)

Project Name: \_\_\_\_\_ FHA Number: \_\_\_\_\_  
Section 8 Expiration Date: \_\_\_\_\_ REMS I.D. #: \_\_\_\_\_  
Mortgagee of Record: \_\_\_\_\_ Mortgagee ID#: \_\_\_\_\_  
Mortgagee Tax ID#: \_\_\_\_\_

RE: *(Property names, addresses)*

Dear *(Mortgagee and Loan Servicer)*:

I am currently the owner of the above-referenced property that is participating in the U.S. Department of Housing and Urban Development's Mark-to-Market program. I will be working with a Participating Administrative Entity (PAE) who is under contract with HUD to review the above-referenced property and to possibly restructure the financing of that property.

I hereby grant permission to *(Mortgagee/Loan Servicer)* to release all loan servicing information (complete loan history, legal files) including:

- Loan payment history for the last five years
- Property inspection reports
- Original and current note terms, including a loan amortization table showing the outstanding principal balance each month for the remaining term of the loan
- Current escrow balances
- Outstanding arrears or advances
- Information that identifies the original mortgagee of record and all subsequent changes to the mortgagee over the life of the loan
  - Information that identifies all changes to the loan principal balance and accrued interest, such as those that have occurred by result of loan modifications or partial prepayments during the loan term
  - Lender's willingness to consider a modification to the terms of the existing loan and if willing to consider modification, please specify the information the owner would be required to submit for lender/servicer to make a determination on modification.

The information is requested for the following mortgages: *(List all mortgages by FHA number, property name, address, and project number)*.

This information shall be gathered and forwarded to *(Contact name)* of *(PAE)* located at *(address, phone number)* and to no other party without my written permission.

Sincerely,

*(Owner/ Designee) (Title)*  
*(Phone Number)*

Public reporting burden for this collection of information is estimated to average 3 hours 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. The Office of Multifamily Housing, Office of Recapitalization, 451 7th Street SW, Room 6230 Washington, DC 20410. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Title V of the Departments of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act of 1988 (P.L.105-65, 111 Stat. 1384) authorizes the FHA Multifamily Housing Mortgage and Housing Assistance Restructuring Program. HUD implemented a statutory permanent program directed at FHA-insured multifamily projects that have project-based Section 8 contracts with above-market rents. The information collection is used to determine criteria eligibility of FHA-insured multifamily properties for participation in the Mark to Market program and the terms on which participation should occur. The purpose of the program is to preserve low-income rental housing affordability while reducing the long-term costs of Federal rental assistance. While no assurances of confidentiality are pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.