

**CLAIMANTS WITH CLOSED SETTLEMENT CLAIMS WITH
APPEAL HEARING IN SUSPENSION**

INSTRUCTIONS FOR PREPARATION

Purpose: This form is used to notify borrowers who have closed settlement claims and remain delinquent that they may request a new notification of the availability of loan servicing and application. This form is to be used for claimants who have a pending appeal hearing in suspension.	
Handbook Reference: 5-FLP	Number of Copies: Original and at least one
Signatures Required: Authorized Agency Official	
Distribution of Copies: The original will be mailed to Claimant Borrower. If there is more than one borrower, mail separate notices to each borrower. If borrowers reside in the same household, it is not necessary to mail separate notices; however, the notices should be addressed to the parties separately. A copy of each notice should also be placed in official agency borrower case file.	
Automation-Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If no automation actions are required, insert N/A)	

Fld Name / Item No.	Instruction
Date	Enter the date of the notice.
Claimant Name and Address	Enter the name and mailing address of the claimant borrower.
Claim Number	Enter the claim number associated with the borrower's account
Claimant	Enter the claimant's name
Telephone Number	Enter the local service center's telephone number
Signature of Authorized Agency Official	Enter the signature of the Authorized Agency Official.
Title of Authorized Agency Official	Enter the Title of the Authorized Agency Official.