

HUD Survey Instructions and Surveyor's Report

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

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Warning: Any person who knowingly presents a false, fictitious, or fraudulent statement or claim in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to criminal penalties, civil liability, and administrative sanctions.

Standards of Performance for all surveys contracted for or updated after February 23, 2021: In every instance the survey and survey plat(s) and/or map(s) must be made in accordance with the requirements for an "ALTA/NSPS Land Title Survey" and in compliance with the following:

A. 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adapted by the American Land Title Association and the National Society of Professional Surveyors;

B. The additional responsibilities enumerated within Table A, Optional Survey Responsibilities and Specifications, thereof, items 1, 2, 3, 4, 6a, 6b, 7a, 8, 9, 10, 11a, 12, 13, 16, 17, and 18.

C. And the following requirements as applicable:

1. **Wetland Delineation Involved:** Optional Item 20 of Table A must be amended as follows: "If there has been a field delineation of wetlands conducted by a qualified specialist hired by the client, the surveyor must locate any delineation markers observed in the process of conducting the fieldwork and show them on the face of the plat or map. If no markers were observed, the surveyor must so state."
2. **Site Grading Involved:** Comply with table A, item 5. Contours may not exceed 1-foot vertical intervals, except that 2-foot and 5-foot vertical intervals may be used where the mean site gradient exceeds 5 percent and 10 percent respectively. Where curbs and/or gutters exist, show top of curb and flow line elevations.
3. **Plot Plan Design/Redesign Involved:** Comply with Table A, Item 6.

4. **Condominium/Air-rights Involved:** The surveyor must provide a survey made in accordance with any Property Jurisdiction requirements or, in the absence of such requirements, professionally recognized standards.
5. **Flood Hazard Involved:** Where any portion of the site is subject to flood hazard, show the 100-year return frequency flood hazard elevation and flood zone for all projects plus the 500 year return frequency flood hazard elevation and flood zone for Section 811 housing program. For existing projects show the site elevation at the building entrances, lowest habitable finished floor, and basement for each primary building, and the vehicular parking area that serves each primary building. Take return frequency flood hazard elevations from the applicable Federal Flood Insurance Rate Map. Where such is not available, take the elevations from available state or local equivalent data, or when not available, work in conjunction with owner's engineer.
6. **Blanket Easement Involved:** Show on the map/plat the location of any facility that is located within or traverses the property under provisions of a blanket easement.
7. **Common Elements:** All common elements, including common elements on adjacent parcels, must be depicted and labeled on the survey, except as otherwise approved in writing by HUD.

Certification: The survey map/plat must bear the ALTA/NSPS Certification:

"To (name of insured, if known), (name of lender, if known), (name of title insurer, if known), U.S. Department of Housing and Urban Development ("HUD"), (names of others as negotiated with the client):

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items _____ of Table A thereof. The fieldwork was completed on _____ [Insert date; must be within 180 days of an initial closing or initial/final closing; 120 days for as-built surveys submitted for final closing.].

Date of Plat or Map: [Insert date of last revision] (Surveyor's signature, printed name and seal with registration/License Number)"

Surveyor's Report Instructions: A Surveyor's Report must be included with the survey map(s)/plat(s) submitted to HUD for: project design review, construction contract document sets, as required during construction, upon project completion; and with the map(s)/plat(s) used at initial and final closing. Identify pertinent observed and otherwise known conditions on the Surveyor's Report.

The included survey plat and/or map is to be used in a multifamily housing loan transaction submitted to HUD.

Its uses will include:

- Land title recordation (all cases).
- Site grading plan preparation (item 1 above).
- Plot plan design/redesign (item 2 above).

Special Project Features:

- Condominium/Air-rights, and/or
- Other: (e.g. accessibility features) _____

I certify that, on [Insert date of survey fieldwork; must be within 180 days of an initial closing or initial/final closing; 120 days for as-built surveys submitted for final closing.] _____, I made a survey of the premises standing in the name of [Insert name of record owner at time of survey] _____ situated in [Insert city, county, state] _____ known as street number(s) _____ and shown on the accompanying survey plat and/or map entitled _____ and identified as Survey No. _____; and made a careful inspection of said premises and of the building(s) located thereon.

[Delete this section if no additional site work was performed: I certify that on [Insert date of last site inspection or N/A] _____, I again made a careful inspection of said premises and of the building(s) located thereon, and found said premises to be standing in the name of: _____.]

In my professional opinion, the following information reflects the conditions observed on the date of the last site inspection, or disclosed in the process of researching title to the premises, and I further certify that such conditions(s) are shown on the survey map/plat dated: [Insert date of latest revision] _____.

[Instructions for Items 1 through 10, please provide a detailed answer or state "none" if inapplicable. Please note that "as shown on survey" or a similar response is not acceptable.]

1. Rights of way, old highways or abandoned roads, lanes or driveways, drains, sewer or water pipes over and across said premises:

2. Springs, streams, rivers, ponds or lakes located, bordering on or running through said premises:

3. Cemeteries or family burying grounds located on said premises:

4. Electricity, or electromagnetic/communications signal, towers, antenna, lines, or line supports located on, overhanging or crossing said premises:

5. Disputed boundaries or encroachments, including boundary lines, setbacks and easements. If the buildings, projections or cornices thereof or signs affixed thereto, fences or other indications of occupancy encroach upon adjoining properties or the like encroach upon surveyed premises, specify all such:

6. Earth moving work, building construction, or building additions within recent months:

7. Building or possession lines. In case of city or town property specify definitely as to whether or not walls are independent walls or party walls and as to all easements of support or "Beam Rights." In case of country property report specifically how boundary lines are evidenced, that is, whether by fences or otherwise:

8. Recent street or sidewalk construction and/or any change in street lines either completed or proposed by and available from the controlling jurisdiction:

9. List Flood Zone Classification(s) with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent:

10. Site used as a solid waste dump, sump, or sanitary landfill:

Further, I hereby certify to HUD, (Borrower), (Sponsor), (Lender), (Title Insurance Underwriter), (Other), and to their successors and assigns, that:

I made an on the ground survey per record description of the land shown on the Survey No. _____, last revised [Insert date] _____ ("Survey"), located in [Insert city or town, county, township, etc.], and that it was made in accordance with this HUD Survey Instructions and Surveyor's Report, and the requirements for an ALTA/NSPS Land Title Survey, as defined in the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys.

To the best of my knowledge, belief and information, except as shown on the Survey, there are no encroachments across any property lines, title lines and lines of actual possession are the same, and the premises are [Insert *not subject to a* OR *subject to a*] 100/500 year return frequency flood hazard, and such condition is shown on the Federal Flood Insurance Rate Map, Community Panel No. _____ [Insert "none," if inapplicable].

Surveyor's Name:	License Number:	Seal	Date:
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