

**Multifamily  
Closing Memorandum**

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

HI-00001R See detailed instructions on pages 2-3

1. Project Name / Street Address / State / Zip/ County Name:		2. County Code: (numeric)	3. Date of Memorandum:
4. Related Project Numbers: (if applicable)		5. Project Number:	6. PRAC Number:
7. <input type="checkbox"/> Insured Advances <input type="checkbox"/> Insurance Upon Completion <input type="checkbox"/> Capital Advances <input type="checkbox"/> Risk -Sharing		8. Numeric SOA:	9. Alpha SOA:
10. Production Method <input type="checkbox"/> New Construction <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Acquisition/Existing/Refinancing		11. Processing Method / Indicators: (see instructions) <input type="checkbox"/> FT <input type="checkbox"/> SPP <input type="checkbox"/> BM <input type="checkbox"/> TC <input type="checkbox"/> MX <input type="checkbox"/> TE <input type="checkbox"/> PR	
12. Date of Firm Commitment:	13. Date of Initial Endorsement / Closing:		14. Date of Final Endorsement / Closing:
15. Mortgagee Name / Street Address / City / State / Zip Code:			Mortgagee ID No:
16. Mortgagor Name / Street Address / City / State / Zip Code:			
17. Mortgage:	Original Amount Increase or Decrease Consolidated Amount Date of First Payment to Principal:	Date: Interest Rate: Thereafter: Maturity Date: Term (no. of years)	% through final endorsement %
18. Project Rental Assistance Contract: (Sec. 202/811 projects only) Annual Contract Authority:      Budget Authority:      Term:      (no. of years)			
19. Amortization:    (a) Level Annuity Monthly Payment (principal & interest) (b) Amortization Period (number of years)			
20. Total Units/Beds:    Number of Units:      or Number of Beds:			
21. Risk-Share Percent	HUD: %	Housing Finance Agency: %	Qualifying Participating Entity:    %      Mortgage Insurance Premium:    %
22. Insurance of Advance Cases:    (a) Completion Date Per Construction Contract: (b) Form of Assurance of Completion: (c) Form of Guaranty Against Latent Defects:			
23. Insurance Upon Completion Cases: Form of Guaranty Against Latent Defects:			
24. Capital Advance Cases:            (a) Completion Date Per Construction Contract: (b) Form of Assurance of Completion: (c) Form of Guaranty against Latent Defects:			

Signature of Multifamily HUB Director: \_\_\_\_\_ Signature of Closing Attorney: \_\_\_\_\_

<p><b>X</b></p> <p>Distribution:      <b>Section 202/811 Programs</b> Original: Ft. Worth Accounting Center Copy: Field Office - Project Docket Copy: Headquarters - Office of Business Products, HTB Copy: (Final Closings only) Washington Docket, Chief, Records Management, rm. B264</p>	<p><b>X</b></p> <p><b>Insured and Risk-Sharing Programs</b> Original: Multifamily Insurance Operations Branch, HFFMI Copy: Field Office - Project Docket Copy: (Final Endorsements only) Washington Docket, Chief, Records Management, rm. B264</p>
--	---

**Instruction for Completing Form HUD-290 - Closing Memorandum**  
(For Insured, Risk-Sharing, Section 202 and Section 811 Projects)

**Note: Submit Form 290 to Headquarters generally within 5 working days after the endorsement/closing. For Risk-Sharing projects, submit to Headquarters within 5 working days after receiving the closing package for endorsement from the Housing Finance Agency (HFA) or Qualified Participating Entity (QPE).**

1. **Project Name and Address:** Enter the project name, **complete** street address, state, zip code and county name. For projects involving scattered sites, include complete address information on all sites. Enter the address information on the primary site first. If necessary, use a separate sheet of paper and attach it to the form.

221(d)(4), 232, 542(b), 542(c), 202, 811, 223(a)(7)/221(d)(3), 241a/213, etc.
2. **County Code (numeric):** Enter the numeric county code. These codes may be obtained from the Internet at the Federal Information Processing Standards (FIPS) Home Page which is sponsored by the National Institute of Standards (NIS) and the Census Bureau's websites at the location below.
  - (a) **NIS FIPS Home Page:**  
<http://www.itl.nist.gov/div897/pubs/index.htm>.  
NOTE: From the FIPS Home Page, you will have to click first "FIPS Index by Number" and then choose "FIPS No. 6-4" to access the information about the counties and equivalent entities of the U.S., its possessions and associated areas. After bringing up this document, click on "Index of Codes for FIPS 6-4" and then click on the applicable State to obtain its county codes.
  - (b) **Census Bureau:**  
<http://www.census.gov/datamap/fipslist/AllSt.txt>.  
NOTE: The Census Bureau county codes are expressed as a combination of the FIPS State and county codes (a five-digit number). For reporting purposes, enter the last three numbers in this section since that represents the county code. For example, the Census Bureau State/county code for Prince George's County, Maryland is 24033. Enter 033 in this section.
3. **Date of Memorandum:** Enter the date the Form 290 is prepared. Note: Use a four-digit entry for the year.
4. **Related Project Numbers (if applicable):** Enter all FHA numbers previously assigned to the project. For example, an application that is submitted under the Section 223(a)(7) program to refinance an existing HUD-insured project would be assigned a new project number and thus the "old" project number would be entered in this section of the form. Another example would be two Section 202/811 projects that were originally assigned separate project numbers. If approval is later given to combine the two projects and fund reservations to produce a single project, then the project number that is dropped would be entered in this section. You also would complete this section to show the related project numbers for projects involving Operating Loss Loans and Section 241(a) Improvements/Supplemental Loans. If not applicable, enter "N/A".
5. **Project Number:** Enter current project number. When assigning a project number, assign the first three digits (representing the field office prefix code) using the three-digit prefix code currently in existence for the "old" field office structure. For example, for projects located in the Sacramento, California jurisdiction, continue to use the prefix code 136, even though these projects now come under the San Francisco HUB Office. Be certain that the project number falls within the range of project numbers allowed for the related SOA code.
6. **PRAC Number:** For Section 202/811 capital advance projects, enter the current Project Rental Assistance Contract number in accordance with Section 202/811 handbook instructions. Continue to use the existing State alpha code for the State in which the project is located.
7. **Insured Advances, Insurance Upon Completion, Capital Advances or Risk-Sharing:** Indicate whether the project involves insured advances, insurance upon completion, capital advances, or risk-sharing.
8. **Numeric SOA Number:** Enter the **complete** appropriate Section of the Act number, such as 213, 220, 223(a)(7), 223(f), 221(d)(3),
  9. **Alpha SOA:** Enter the applicable Alpha SOA code.
  10. **Production Method:** Self-explanatory.
  11. **Processing Method/Indicators:** Check all that apply.
    - FT = Fast Track
    - SPP = Small Projects 1/
    - MX = Mixed-Income Housing (HOPE VI) 2/
    - TC = LIHTC (Low Income Housing Tax Credits)
    - PR = Portfolio Reengineering 3/
    - TE = Tax Exempt Bonds
    - BM = Balloon Mortgage 4/
    - 1/ Check this box for those small projects (also known as SPP) processed pursuant to the Small Projects Mortgage Insurance Processing Guidelines (Notice H-97-04, as extended).
    - 2/ Check this box for those mixed-income projects involving HOPE VI or public housing development or modernization funds "public housing" only (per Notice 97-12, as extended).
    - 3/ Check this box for those projects involving the endorsement of restructured loans (i.e., portfolio reengineering or mark-to-market transactions), processed by HUD (or HUD contractor), HFAs and HUD's Joint Venture Partners.
    - 4/ Balloon mortgages insured by HUD are restricted to QPEs, as approved by the Secretary, under the Section 542(b) Risk-Sharing Program.
  12. **Date of Firm Commitment:** Enter date of last Firm Commitment issued and for risk-sharing projects, the date of last Firm Approval Letter issued by HUD for the project.
  13. **Date of Initial Endorsement/Closing:** Applicable to insured advances and 202/811 cases involving new construction and rehabilitation. Enter the date HUD initially endorsed the mortgage for insurance or initially closed the capital advance project.
  14. **Date of Final Endorsement/Closing:** Applicable to insurance upon completion projects as well as insured and 202/811 cases that previously had an initial endorsement/closing. Acquisition/refinance cases generally involve insurance upon completion with only one endorsement. Also, some Section 811 projects are developed as acquisitions without rehabilitation requiring only one closing. **Where there is only one endorsement/closing, enter that date in both the "initial" and "final" endorsement/closing sections of the form (Sections 13 and 14).**
  15. **Mortgagee Name, Street Address, City, State, Zip Code, Mortgage ID No.:** Enter this information for the (1) Lender for FHA-insured projects; (2) QPE for Section 542(b) projects; (3) HFA for Section 542(c) projects; and (4) applicable HUD HUB Office for Section 202/811 projects. Where HUD is the mortgagee, enter "N/A" in the section for Mortgagee ID No.
  16. **Mortgagor Name, Street Address, City, State and Zip Code:** Enter this information for the project owner.
  17. **Mortgage Data:** Enter the (1) original mortgage amount, any increase or decrease and total (consolidated) amount; (2) date of first payment to principal (for 202/811 capital advance projects, enter "N/A"); (3) date the mortgage was closed (for risk-sharing projects, this is the date the HFA or QPE closed the mortgage loan); (4) mortgage interest rate (for 202/811 capital advance projects, this is

the interest rate in the event of default); (5) maturity date (month/day/year and should agree with the Note); and (6) term of the mortgage (number of years). **It should be noted that the term for balloon mortgages under the Section 542(b) program must be for at least 18 years.**

18. **Project Rental Assistance Contract:** Applicable to Section 202/811 capital advance projects only. Enter the annual project rental assistance contract authority and budget authority reserved for the project. Also, enter the term of the contract authority expressed in number of years. The budget authority is determined by multiplying the annual contract authority by the number of years (term).
19. **Amortization Data:** Enter the information on the monthly payment to principal and interest (monthly amortization) as well as the amortization period (number of years). The amortization period for balloon mortgages approved under the Section 542(b) risk-sharing program will differ from the term of the mortgage. **It is important that the mortgage amount, payment amount, start date and interest rate agree with the Note unless the Field Office submits a modification/addendum.** For Section 202/811 capital advance projects, enter "N/A".
20. **Total Units/Beds:** Enter the **total** number of units, including any non-revenue units or number of beds, whichever applies. For Section 811 group homes, the number of persons with disabilities, including any resident manager units, is entered in the section for the number of units. For Section 232 facilities, such as nursing homes/intermediate care facilities, assisted living facilities and board and care homes, enter the number of **licensed** beds or units, whichever applies, in the space designated for that information.
21. **Risk-Share Percent:** Applicable to risk-sharing projects. Enter the MIP percent. Also, enter the percent of risk to be assumed by HUD and the percent to be assumed by the HFA or QPE. The total should equal 100 percent and should be consistent with the amount entered on the Risk-Sharing Addendum for the project and the face sheet of the Mortgage (Deed of Trust) Note.
22. **Insurance of Advance Cases:**
  - (a) **Completion Date Per Construction Contract:** Enter the project completion date from the construction contract.
  - (b) **Form of Assurance of Completion:** Enter the general contractor's form of assurance of completion; e.g., 100% corporate surety bond, 100% performance/payment bond, 15% cash security deposit, 25% cash security deposit, unconditional and irrevocable letter of credit (where permitted), or personal indemnity agreement. No assurance of completion is required where financing is for the rehabilitation under Section 221(d)(3), Section 221(h), Section 235(j) or Section 236 **and** (1) the project consists of 11 or less units and (2) the mortgagor or contractor are not involved in concurrently rehabilitating more than two such projects. In the latter case, enter "N/A".
  - (c) **Form of Guaranty Against Latent Defects:** Enter the general contractor's guaranty against defects; e.g., 2-1/2% cash escrow deposit or 10% surety bond. If a 100% performance/payment bond was used, no additional guaranty is required. In the latter case, enter 100% performance/payment bond in this section of the form.
23. **Insurance Upon Completion Cases:**
  - (a) **Completion Date Per Construction Contract:** Enter the project completion date from the construction contract.
  - (b) **Form of Assurance of Completion:** Enter the general contractor's form of assurance of completion. For all types of structures, this assurance must be either a 100% performance/payment bond or a 25% cash escrow. Not applicable to acquisitions without rehabilitation. In the latter case, enter "N/A" in this section.
  - (c) **Form of Guaranty Against Latent Defects:** Enter the general contractor's guaranty against defects. If the general contractor made a 25% cash escrow deposit to meet the assurance of completion requirements, then the guaranty against latent defects will be a 2-1/2% cash escrow deposit. If a 100% performance/payment bond was used, no additional guaranty is required. In the latter case, enter 100% performance/payment bond in this section.
24. **Capital Advance Cases:**
  - (a) **Completion Date Per Construction Contract:** Enter the project completion date from the construction contract.
  - (b) **Form of Assurance of Completion:** Enter the general contractor's form of assurance of completion. For all types of structures, this assurance must be either a 100% performance/payment bond or a 25% cash escrow. Not applicable to acquisitions without rehabilitation. In the latter case, enter "N/A" in this section.
  - (c) **Form of Guaranty Against Latent Defects:** Enter the general contractor's guaranty against defects. If the general contractor made a 25% cash escrow deposit to meet the assurance of completion requirements, then the guaranty against latent defects will be a 2-1/2% cash escrow deposit. If a 100% performance/payment bond was used, no additional guaranty is required. In the latter case, enter 100% performance/payment bond in this section.