



Section 202 Prepayment Request: Sample Table of Contents

This table of contents is a sample that owners can use to prepare their Section 202 Direct Loan prepayment request. Confirm this list with your HUD Account Executive before finalizing your request.

List of Required Exhibits (Pursuant to XII (B) of Housing Notice 2013-17)

1. Written Request: Form 9808
2. 202 Mortgage Note and Deed of Trust
3. Original HAP Agreement
4. Existing 202 Regulatory Agreement
5. Owner's Notification to Tenants with certification, sign-in, and tenant comments
6. Other Use Agreements, if applicable (Flexible Subsidy Use Agreement)
7. Proposed Rehabilitation Plan
8. Project Capital Needs Assessment (PCNA)
9. Rent Roll indicating residents residing in Section 8 units
10. List of commercial leases
11. Statement regarding application for FHA Mortgage Insurance
12. Owner's Narrative explaining why proposal is advantageous to tenants
13. Owner's Narrative justifying future use of rental assistance at project
14. Sources and Uses
15. Draft Section 202 Use Agreement for use at prepayment
16. Waiver Requests/Approvals:
 - a. HUD approval of substantial rehabilitation requirement
 - b. Flexible Subsidy Loan deferral



List of Additional Optional Exhibits (Review this list with your HUD Account Executive before submitting)

1. Owner/Purchaser organizational documents (by-laws and articles)
 - a. Management Agent documents:
 - b. Owner as Management Agent Certification HUD 9839-A/B/C
2. Owner as Management Entity Profile HUD 9832
3. Temporary Relocation Plan
4. Environmental Phase I report
5. GP organizational documents
6. Sole Member of General Partner organizational document
7. Management Entity 2530
8. Purchase Agreement
9. HAP Assignment