

# Closing Worksheet

## Pre-Foreclosure Sale Program

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

OMB Approval No. 2502-0589  
(exp. 05/31/2016)

**Public reporting burden** for this collection of information is estimated to average 15 minutes 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. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Section 1064 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988 authorizes the Secretary to pay an insurance claim that "bridges the gap" between the fair market value proceeds from the HUD-approved third party sale of a property. The respondents are lenders, counselors, and homeowners who are attempting to sell their properties prior to foreclosure. The Privacy Act of 1974 pledges assurances of confidentiality to respondents. HUD generally discloses this data only in response to a Freedom of Information request.

**Do not send this form to the above address.**

Mortgagee Contact Person	Phone Number	Control Number	FHA Case Number
Homeowner's Name		Property Address	
Homeowner's Name			

**Mortgagee (or HUD) Approval of the Sales Contract is a Pre-Condition of the Sale**

Name of Purchaser	Address	Phone Number
Name of Purchaser	Address	Phone Number

Type of Financing (mark one)	Date Contract Approved	Selling Price	Sales Commission
<input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> Conventional <input type="checkbox"/> Other		\$	%

Payable from Sale Proceeds		
Sales Commission	\$	
(Local & State transfer taxes/stamps, etc.)	\$	
(Lien discharge [must not exceed \$1,000]) Insert item)	\$	
(Insert item)	\$	
Consideration to seller (Basic amount = \$750. Additional amount (normally \$250) is paid if closing occurs within 90 days of start of participation in Pre-foreclosure Sale procedure)	\$	
<b>Total Amount Payable from Sales Proceeds (Add column of items)</b>	<b>\$</b>	

Total amount paid to seller	Seller's Initials & Date *	*(By initialing, seller acknowledges receipt of amount specified).
\$		
Sale's Agent/Broker's Signature & Date**		**By signing, the Agent/Broker certifies that there are no hidden terms or special understandings with the buyer, seller, appraiser, closing agent or mortgagee.

Mortgagee's Authorizing Official's Signature & Date	Closing Agent's Signature & Date
<b>X</b>	<b>X</b>

(Attach copy of Settlement Statement)