

Date:

Borrower Name:

Co-borrower Name:

Property Address:

FHA Case Number:

ISN CORPORATION (ISN) has been engaged as the loan servicer for the U.S. Department of Housing and Urban Development (HUD). We've received your request to calculate the recapture amount due on this Section 235 mortgage. Per the terms of the program, to release the mortgage held by HUD, the mortgagor must repay the lesser amount of one of the following two calculations:

- Total amount of subsidy received over the life of the loan; or
- Fifty percent (50%) of the current net appreciation.

Pursuant to HUD Handbook 4000.1, Revision 5, Chapter 10, we require copies of the following documents to complete the calculation for payoff:

1. Third-Party Authorization form executed by the borrower(s), if applicable;
2. Uniform Residential Appraisal Report, Fannie Mae Form 1004 (not more than 4 months old).
 - a. Fannie Mae Desktop Underwriter Quantitative Analysis Report, Form 2055, and other valuations will not be accepted.
3. Current Sales Contract (if applicable).
4. Indication if the mortgage is being refinanced or sold.
5. Total amount of subsidy assistance paid by HUD during the life of the loan (Contact the mortgagor's current or past servicing mortgagee for this information).
6. Copy of original HUD-1 settlement statement or copy of original sales contract.
7. A loan estimate showing the closing costs for the new loan, if applicable.
8. A loan estimate showing the closing costs for the new loan, if applicable.

ISN Corporation – Western Operations Center

2000 N Classen Blvd Suite 3200

Oklahoma City, OK 73106

Toll Free: 1-833-SEC-HELD

Fax: 1-405-724-7800

www.isncorp.com

9. Copy of the recorded Second Mortgage or Deed of Trust in favor of HUD, including recording information
10. Copy of Note including addendums.
11. If confidential account information is to be released to anyone other than the mortgagor of record, written authorization to do so must be provided by the mortgagor.
12. Legible photocopies of paid receipts and/or cancelled checks documenting costs of, and payment for, improvements made to the subject property. No additional receipts will be accepted once the package has been submitted. In addition, receipts not clearly identifying the specific home improvement will not be considered. See attachment "A" for a guide for Reasonable Costs of Improvements.
 - a. If receipts are not to be provided, the mortgagor(s) shall review and agree by signing to the following statement:

I (we) shall not submit any receipts for capital improvements in order to reduce the net appreciations calculation.

Borrower Signature

Coborrower Signature

Along with this form, the complete package must include all documents specified, including all receipts to be considered in calculating the amount due. The complete package may be sent via mail, e-mail, or fax.

Overnight Mail:

ISN Corporation – Western Operations Center
Attention: Secretary Held Loan Serving
2000 N Classen Blvd Suite 3200
Oklahoma City, OK 73106

E-Mail:

PCPayoffs@hud.gov

Fax:

405-724-7800

Sincerely,

ISN Corporation

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