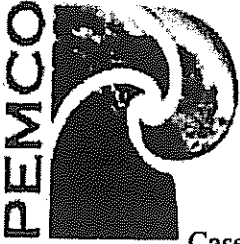


**HUD**  
**Amendment Forms**

**Do Not Use**  
**Sample Purposes**



## Addendum to ADD Purchaser

Case Number: \_\_\_\_\_ Agent: \_\_\_\_\_

Agent Phone: \_\_\_\_\_ Agent Fax: \_\_\_\_\_

Property Address: \_\_\_\_\_

The purchaser of the above property would like to add:

- An additional Owner Occupant (must fill out the Owner Occupant Certification HUD 9548D (1/98))
- A Purchaser that will not be living in the property (added for financial reasons only)
- An additional Investor
- A Business Name
- Other (please explain) \_\_\_\_\_

to the purchase agreement. *(Please print name and social security number of added purchaser below and sign. Please send separate addendum for each additional purchaser.)*

Name: _____
Signature: _____
Social Security # or FIN/EIN # _____

Signature of purchasers and Agent

Selling Agent \_\_\_\_\_ Date \_\_\_\_\_

Purchaser \_\_\_\_\_ Date \_\_\_\_\_

Purchaser \_\_\_\_\_ Date \_\_\_\_\_

**APPROVED**

**DENIED**

HUD Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_



## Addendum to REMOVE Purchaser

*NOTE: Purchasers who Social Security number was used on the bid **may not** be removed from the Sales Contract if they are the only purchaser used to place the bid.*

Case Number: \_\_\_\_\_ Agent Name: \_\_\_\_\_

Agent Phone: \_\_\_\_\_ Agent Fax: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

The purchaser of the above property would like to remove the following individual from the purchase agreement.

(Please print name and social security number of removed purchaser below and sign.

Please send separate addendum for each additional purchaser to be removed.):

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security # or FIN/EIN # \_\_\_\_\_

Signature of purchasers and Agent:

Selling Agent \_\_\_\_\_ Date \_\_\_\_\_

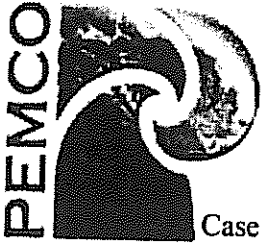
Purchaser \_\_\_\_\_ Date \_\_\_\_\_

Purchaser \_\_\_\_\_ Date \_\_\_\_\_

**APPROVED**

**DENIED**

HUD Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_



## Addendum to Change Financing Type

Case Number: \_\_\_\_\_ Agent: \_\_\_\_\_

Agent Phone: \_\_\_\_\_ Agent Fax: \_\_\_\_\_

Property Address: \_\_\_\_\_

Purchaser (print name) \_\_\_\_\_

The above purchaser(s) would like to change the financing type on the sales agreement for the property listed above from:

<input type="checkbox"/>	FHA 203 (b)
<input type="checkbox"/>	FHA 203 (b) repair escrow in the amount of _____
<input type="checkbox"/>	FHA 203 (k)
<input type="checkbox"/>	Conventional (loan not involving FHA financing)

To the following Financing Type:

<input type="checkbox"/>	FHA 203 (b)
<input type="checkbox"/>	FHA 203 (b) repair escrow in the amount of _____
<input type="checkbox"/>	FHA 203 (k)
<input type="checkbox"/>	Conventional (loan not involving FHA financing)

(All supporting documentation must be attached)

Purchaser \_\_\_\_\_ Date \_\_\_\_\_

Purchaser \_\_\_\_\_ Date \_\_\_\_\_

**APPROVED**

**DENIED**

HUD Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

## EXTENSION REQUEST FORM

All extension requests must be submitted to HUD's closing agent at least 5 days prior to the expiration of the contract along with the following items:

1. Appropriate non-refundable extension fee, as determined in the matrix below:

Sales Price	\$25,000.00 or less	\$25,000.01 to \$50,000.00	Over \$50,000.00
Extension Fee	\$150.00 (\$10.00 per day)	\$225.00 (\$15.00 per day)	\$375.00 (\$25.00 per day)

2. Current documentation on the purchaser's financial ability/status.
- If a loan is involved, an explanation from the loan officer must be attached indicating the current status of the loan and all remaining conditions.
  - If it is a cash sale, current proof of available funds must be provided by either a letter or an account statement from the purchaser's financial institution(s).

IMPORTANT: If the closing agent has not received ALL of the following: 1) extension request form, 2) extension fees, and 3) appropriate financial letter from the Lender by contract expiration, the contract will be cancelled. NO exceptions.

<b>PURCHASER/SELLING BROKER USE ONLY</b>		
<b><u>[PLEASE NOTE: NO PARTIAL PAYMENTS OR PERSONAL CHECKS WILL BE ACCEPTED.]</u></b>		
Date: _____		
Case #: _____	Selling Broker: _____	
Address: _____	Telephone: _____	
	Facsimile: _____	
Reason(s) for Extension: _____		
_____		
_____		
Purchaser's Signature _____	Purchaser's Signature _____	Date _____

<b><u>HUD CLOSING AGENT USE ONLY</u></b>		
HUD Closing Agent: _____		
Telephone: _____	Facsimile: _____	
Date CA received the extension fee: _____	Estimated Closing Date: _____	
<input type="checkbox"/> Cash Sale	<input type="checkbox"/> Current proof of funds is attached	
<input type="checkbox"/> Financed Sale	<input type="checkbox"/> Lender Letter is attached	<input type="checkbox"/> Loan Documents have been received by CA
AMOUNT RECEIVED: _____	Type of Funds:	<input type="checkbox"/> Money Order <input type="checkbox"/> Certified/Cashiers Check
		No. _____
Date Sent to M&M: _____	Method of Transmittal:	<input type="checkbox"/> Fed Ex <input type="checkbox"/> Courier <input type="checkbox"/> E-mail
Date Received from M&M: _____	Method of Transmittal:	<input type="checkbox"/> Fed Ex <input type="checkbox"/> Courier <input type="checkbox"/> E-mail
Date Real Estate Agent Notified: _____	Date Scanned Into RQ: _____	

<b><u>PEMCO LTD USE ONLY</u></b>	
<input type="checkbox"/> The request for a 15 day extension has been approved and the fee is to be:	<input type="checkbox"/> Waived <input type="checkbox"/> Charged
As a result of the approved extension the contract has been extended to: _____	
<input type="checkbox"/> The request for a 15 day extension has been denied for the following reasons, including, without limitation:	
<input type="checkbox"/> Extension Fee not provided	<input type="checkbox"/> Lender Letter not provided <input type="checkbox"/> Other: _____
Executed by: _____ Date: _____	
Title: _____	

(This form should be submitted on the Broker's Letterhead)

## Electronic Bid Cancellation Form – 2S

### PEMCO, LTD.

**This form is to be submitted to cancel a bid prior to the closing of the bid period.**

**Bid Confirmation #**

**FHA Case #**

**Property Address:**

**Purchaser(s) & SS#**

**Broker:**

**Signature:**

**Date:**

**Fax to Sacramento office: 916-927-7454 or email to [bidcancelsac@pemco-limited.com](mailto:bidcancelsac@pemco-limited.com)**



Utility Activation/ Home Inspection / Re-winterization

Date: \_\_\_\_\_

HUD Case Number: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Buyer: \_\_\_\_\_ Broker/Agent: \_\_\_\_\_

Office Phone No: \_\_\_\_\_ Broker/Agent Email: \_\_\_\_\_

Step 1. Please Review Policy, Fill Out, Sign & Send with Contract When you receive written permission (executed sales contract), contact the local utility companies, and coordinate dates between them and your home inspection. Fill out this utility activation request form listing the turn on and turn off dates. The utilities are to be turned on in the purchaser's name and at purchaser's expense. The undersigned purchaser or agent for the same hereby holds AMS (ASSET MANAGEMENT SPECIALISTS, INC), PKMG (PK MANAGEMENT GROUP, INC), and it's subcontractors and the U.S. Department of Housing and Urban Development harmless and assumes full responsibility for any and all related deposits, connection and usage fees associated with this activation. The undersigned further assumes full financial responsibility for any damages, which may occur as a result of the above action.

Please sign below accepting the above terms and conditions and submit along with your contract package.

Purchaser \_\_\_\_\_ Date \_\_\_\_\_ Broker \_\_\_\_\_ Date \_\_\_\_\_

Step2. Please MAIL utility activation request form along with certified funds in amount of \$150.00 (if the home is winterized). The purchaser is responsible for the actual costs to activate, deactivate and when necessary, re-winterize the property. The fee is not to facilitate the process. The purchaser must place a non-refundable \$150.00 fee, in the form of certified funds or money order. The amount is sufficient to cover the re-winterization costs. This fee is required to ensure the property has been re-winterized. Certified checks are to be made out to AMS (ASSET MANAGEMENT SPECIALISTS, INC) and mailed to: AMS c/o Prescient, Inc. 2600 Douglas Road, Suite 800, Coral Gables, FL 33134 Attn: Utility Activations Department.

The property you are entering into a contract to purchase may have been winterized. You must provide a date the water is to be turned on & off below. It is the buyer's responsibility to pay for the actual costs to activate, deactivate and, when necessary, re-winterize the property. Please give our Property Management office 72 hours advance notice prior to having the utilities turned on by mailing this form along with the \$150.00 in certified funds (if applicable for winterized properties). You have a maximum of 72 hours to keep the utilities on in the Buyer's Name. (Buyer/Selling Agent must call the utility company to schedule the turn on/off dates.) The purchaser is responsible for the actual costs to activate, deactivate and re-winterize the property and will be responsible for any property damage incurred. A licensed real estate broker/agent must be present during inspections.

UTILITY TURN ON DATE: \_\_\_\_\_ TURN OFF DATE : \_\_\_\_\_ ( maximum 72 hours)

I authorize AMS (ASSET MANAGEMENT SPECIALISTS INC) to re-winterize the property within 24 hours of the turn off date listed above. By signing below I (we) understand that the \$150.00 fee paid to AMS will be non-refundable and will be paid to AMS to cover the costs of said re-winterization. Please email inspections@4prescient.net when inspections have been completed to request AMS to re-winterize property.

Purchaser \_\_\_\_\_ Date \_\_\_\_\_ Broker \_\_\_\_\_ Date \_\_\_\_\_

Step 3. The Utility Activation Approval will be e-mailed back to you by PKMG or its subcontractors- an Authorized Contractor for AMS (ASSET MANAGEMENT SPECIALISTS INC).

This area to be filled out by AMS/Authorized Contractor /PKMG Inc or its subcontractors.

The following utilities may be activated and tested: Gas: Yes/ No Electric: Yes/ No Water: Yes/ No /Air test systems only

Comment(s) if any \_\_\_\_\_

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

## Authorization for Utility Activation

FHA Case Number \_\_\_\_\_ Date \_\_\_\_\_

Property Address \_\_\_\_\_

Purchaser(s) Name \_\_\_\_\_

Selling Agent Name \_\_\_\_\_

Agent Phone \_\_\_\_\_ Agent Fax \_\_\_\_\_

Agent Email Address \_\_\_\_\_

The undersigned purchaser and sales agent do hereby request authorization to have the utilities activated on the subject property under the following terms and conditions.

1. The purchaser and or sales agent shall present this signed authorization to the utility provider when ordering activation. Purchaser and agent agree not to attempt activation without prior written authorization.
2. All expenses associated with the activation of the utilities and testing of the systems shall be at the expense of the purchaser.
3. The purchaser is responsible for de-winterizing and re-winterizing the property in a manner that will protect the property from potential freeze damage consistent with generally accepted winterization practices.
4. **The purchaser, sales agent, or their responsible designee must be present at the time of the activation.**
5. The purchaser and the sales agent agree to hold Cityside Management and HUD harmless for any damage resulting from negligence in activating utilities, testing the systems, or failing to re-winterize the property.
6. The purchaser and agent agree to have the utilities deactivated within 48 hours of activation and further agree that the re-winterization will be completed within 24 hours after deactivation of utilities. Purchaser or agent shall notify Cityside Management immediately upon completion of re-winterization. (Note: Properties with already activated electric service should remain on)
7. The purchaser must present a copy of the fully executed sales contract along with a refundable deposit in the amount of \$100 made payable to Cityside Management along with a self-addressed stamped envelope to Cityside at **2280 Wardlow Circle, Suite 270, Corona CA 92881**. Said deposit shall be refunded if the property is found to be properly re-winterized with utilities deactivated and undamaged at the time of Cityside's subsequent routine inspection. Additional inspections at a later date will require additional deposits.

Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

Selling Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Approval to activate utilities: \_\_\_\_\_ Denial to activate utilities: \_\_\_\_\_

Cityside Management c/o Utility Dept. located at 2280 Wardlow Circle, Suite 270, Corona CA 92880 under the delegation of authority granted by the U. S. Department of Housing and Urban Development.

By: \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_



(951) 847-3678 Phone (951) 734-8718 Fax  
[Citysideinfo2S@Citysidecorp.com](mailto:Citysideinfo2S@Citysidecorp.com)