## SAMPLE LATE REQUEST FOR ENDORSEMENT

## (Required for Initial and Re-submitted files)

The following is a sample of the correct verbiage that should be used when submitting a late request for endorsement per Mortgagee Letter 2004-14. If a request is submitted without including this verbiage, it will be returned.

This form may be copied and used as your company's form letter for all future submissions. It must be on company letterhead, including your company's complete address and telephone number.

Date	
Case Number	
Borrowers Name(s)	
We <b>certify that all payments due</b> have been madue*, and;	de by the mortgagor prior to or within the month
We <b>certify that the escrow accounts</b> for taxes, he premiums are current and intact, except for disburdayments for which the accounts were specifically	rsements that may have been made to cover
We <b>certify that we did not provide the funds</b> to about the appearance of an acceptable payment h	
A current payment ledger that reflects all paym highlighted.	nents received is attached, and the dates received
Lender signature	Phone #

\*Note: If any payments have been made after the month due, the loan is not eligible for endorsement until six consecutive payments have been made prior to and/or within the calendar month due.

\*\*Individuals found making false certifications may have administrative sanctions taken against them including, but not limited to, debarment from participation in HUD's programs. False certifications may also result in requests for indemnification on the individual mortgages for which false certifications were made.

4/16/04