

BLM HUD DEFINITIONS



1/1/2016

Definitions

This document serves as a quick reference for contractors working under the BLM HUD 3.8 M&M Contract.

Defintions	
HPIR	HUD Property Inspection Report
AM	Asset Manager
FHA	Federal Housing Administration
FSM	Field Service Manager
GTR	Government Technical Monitor
HECM	Home Equity Conversion Mortgage
HOA	Homeowners Association
HOC	Homeownership Center
HOM	Held off Market
HUD	U.S. Department of Housing and Urban Development
M&M	Marketing and Management Vendor
MCM	Mortgagee Compliance Manager
MPR	Minimum Property Requirements
MPS	Minimum Property Standards
NSC	National Servicing Center
PCR	Property Condition Report
P&P	Property and Preservation
PMP	Property Management Plan
PWS	Performance Work Statement
QC	Quality Control
QCD	Quitclaim Deed
REO	Real Estate Owned
Adverse Occupant	Occupants who are in possession of a HUD property without legal right to be there
Acquisition	The process through which a property is conveyed to HUD
Asset Manager	The AMs are responsible for the marketing and sale of REO property. AMs will be contracted to market HUD-owned properties within their selected geographical area
Broken Window	A pane of glass that has a visible opening that permits entry/ exposure to the elements or which is so badly cracked it creates a hazard
Conveyance Condition	Properties that are conveyed free of surchargable damages (see surchargable definition)
Cracked Window	A pane of glass that is still intact but may have slight imperfections that do not amount to an opening in the glass and does not constitute a hazard
Custodial Property	A borrower owned property that serves as security for a secretary-held mortgage (including a HECM), which HUD, through the vendor, has taken possession of following a default and vacancy or abandonment
Deteriorated Paint	Interior or exterior paint surfaces that exhibit cracking, scaling, chipping, peeling or loose paint
Emergency Contact Signage	A visible sign on the property that provides a toll free, 24 hour telephone number to report emergencies

Field Service Manager	A HUD vendor responsible for the property management, maintenance and preservation services
Government Technical Representative	HUD employee that acts as the Contacting Officers representative in all matters concerning the contract
Health and Safety Hazards	Any condition or situation at the property that exposes the government to abnormal risks, that presents a source of danger, which could cause an accident. or poses a threat of injury, harm to the public or property that must be corrected within 1 day of discovery
Home Equity Conversion Mortgage (HECM)	a specialized mortgage product available only to senior citizens that allows them to receive cash payments from the equity of their home
HUD-Owned Properties	Properties that HUD owns by reason of payment of an insurance claim or another acquisition method. The terms include vacant land and occupied conveyance properties
Minimum Property Requirements (MPR)	The minimum level of quality for existing single family 1-4 unit properties to be considered technically acceptable for insurance under FHA programs
Minimum Property Standards (MPS)	The minimum quality level accepted by HUD for new construction single family 1-4 unit properties
Mortgagee	An FHA Approved mortgage loan holder or mortgage loan servicer
Mortgagee Compliance Manager (MCM)	The Mortgagee Compliance Manager shall perform a variety of pre- and post- property conveyance services to ensure that HUD's interests are protected. These services will include: reviewing property inspections to ensure the property is in conveyance condition; resolving conveyance exceptions; providing guidance to Mortgagees related to pre-conveyance and post-conveyance responsibilities
Mortgagee Neglect	The failure by a mortgagee to inspect, or take reasonable action to preserve and protect the property until conveyance to HUD
Non-surchargable Damage	damage to the property that is not the responsibility of the mortgagee because it is not caused by mortgagee neglect, fire, flood, earthquake, hurricane, tornado, or for boiler explosions
Notice of Acquisition	The notice provided to the vendor that a property has been assigned to them
Occupied Conveyance	A formal process through which the mortgagee received permission to convey an occupied property to HUD
Pass Through Expense	An actual, out of pocket expense incurred and paid by the vendor that is not an actual vendors expense. Reimbursable by HUD
Quality Control (QC)	Actions taken by the vendor to ensure services conform to the requirements and standards

Real Estate Owned (REO)	Properties acquired through foreclosure of a mortgage note, or deed of trust
Reconveyance	The process of returning the property to the Mortgagee by recording a deed in the Mortgagees name and seeking reimbursement for claims paid plus expenses.
Surchargable Damage	Damage to the property by fire, flood, earthquake, hurricane, tornado, or, for condominiums- boiler explosion/mortgagee neglect
Utilities HPIRWO	Gas, Electric and Water/ Sewer Services HPIR Part I, II & III (24 Hours)
INITIALSERVWO	Initial Services (2 Days)
FSMINSPWO	Bi-Weekly Inspection (Within 2 Days)
BWGCWO	Bi-Weekly Grass Cut (Within 2 Days)
HECMWO	HPIR Part I, II & III and Partial Initial Services that includes the initial lawn maintenance (24Hours)
CSHVWO	Trash-out, Clean-out (2 Days)
ACTWO	QC Order for resolution (Level 1-4)
Quality Control Field Inspector	responsible for performing routine QC inspections on properties assigned. iv. Report any actual or potential risk of fraud, waste, abuse or service failure to the QCM immediately without delay.
Quality Control Manager	Developing, implementing and administering the Quality Control Plan at all levels within the FSM
Quality Control Review Staff	Reviews, reconciles and administers the ACT program.
Ready to Show Condition	A property is in Ready to Show Condition when it meets all the following requirements and must remain in Ready to Show Condition until the property closes and HUD is no longer responsible for its maintenance. Dwellings and structures must be free of debris, insect infestations, rodents, mammals and reptiles. Dwellings and structures must be free of all health and safety hazards and broken windows. Stairs and handrails must be secure and installed per local code and in a manner that conforms to the esthetics of the property; exposed nails and hooks are removed; exposed gas lines are capped; exposed electrical wires are capped and any broken or missing outlet and switch covers are covered. All shelves, cabinets, counter tops, appliances, plumbing fixtures including but not limited to toilets, bathtubs and showers, all windows, window sills, thresholds, mirrors, shower doors must be clean and the house must be free of bad odors. All floors must be cleaned and carpets vacuumed. Upon GTR direction, carpet and tack strip may be removed if condition impedes marketability. All graffiti, vulgarity and pornography must be removed or covered in a professional manner. All previous mortgagee servicing notices and signage must be removed. All light fixtures and ceiling fans must be clean and window coverings that do not

add value to the property should be removed. Baseboards must be wiped clean and the house free of cobwebs. Active and inactive bee and wasp hives must be removed. All repairs required to correct safety hazards and any approved repairs to be done prior to listing the property must be completed in order for the house to be in ready to show condition. The yard must be free of trash and debris; accumulated leaves and holes must be covered or filled. The grass must be cut to reflect 3" or less and free from heavy grass clippings and bushes trimmed in a professional manner. Limbs must be cut to a minimum 18" away from the roof and gutters must be free of visible debris and foliage. Shrubs and bushes must be trimmed away from the structure and from walkways as well as below window level. Flower beds need to be maintained and paved areas and around structures need to be edged. Snow must be removed from driveways, walkways and porches. Salt and/or ice melt should be used to keep ice from forming on walking areas. Swimming pools must be properly secured and in accordance with local ordinance; wells, septic tanks, storm cellars and the like must be secured to protect the public. Safe access to all rooms must be provided at all times unless otherwise approved by the GTR. Property must be secured with HUD accessible key codes on at least 2 entrances (when available) and all crawlspaces and outbuildings must be secured. Roof needs to be free of debris. Loose gutters need to be resecured. Open drain lines need to be capped. Water heater needs to be wiped down.