



Public reporting burden for this collection of information is estimated to average 12 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 agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information enables HUD to record and process financial transactions in its automated Single Family Acquired Asset Management System (SAMS) to dispose of acquired single-family properties. HUD reimburses M&M Contractors for their services in maintaining, marketing, and selling HUD homes, and HUD collects funds associated with the sales of these properties. The information enables HUD to create and maintain sound financial management practices and effective internal controls over the property disposition program. A response is required to obtain or maintain a benefit.

### Instructions for Completion of Form SAMS-1100

(Please use typewriter or print in ink)

#### Items Number 1, 5, 11, 12, and 13 must be provided to apply the deposit to the proper case number(s).

1. **HOC Area Identifier: (Required entry)** Enter the 2-digit HOC code (e.g., P1 for the Philadelphia Area 1).
2. **HOC Area Name:** For example: Philadelphia Area 1.
3. **M & M's NAID:** Enter the M & M's name/address identifier (NAID).
4. **M & M's Business Name:** Enter the M & M's business name.
5. **Form HUD-235.1 Receipt Number: (Required entry)** Enter the assigned sequential number for each transaction forwarded to the lockbox.
6. **Check Amount:** The amount of the check that accompanies this form.
7. **Check Date:** Enter date of check.
8. **Check Issuer Name:** The name of the organization or person that issued the check.
9. **Lease Number:** The lease number for rent receipts.
10. **Unit Number:** The unit number for rent receipts.  
**Note: All checks and money orders must be either payable to HUD or endorsed to HUD. If not, the check or money order will be rejected and returned to the proper HUD office. The acceptable names are:**  
**Department of Housing and Urban Development**  
**HUD**  
**Federal Housing Administration**  
**FHA**  
**FHA Comptroller**  
**Secretary of HUD**  
**Housing**  
**United States Treasury**
11. **FHA Case Number: (Required entry)** The case number for all receipts. If no specific HUD case number is associated with the receipt, it should be applied to the HUD Office **Allocate** Case Number (e.g., **131-ALLOCA** for Atlanta Area 1).
12. **Post Code: (Required entry)** The post code for a specified or allocated case number and dollar amount. A list of the most common codes is given below.
13. **Amount: (Required entry)** The dollar amount allotted to a specified or allocated case number and post code. If a check contains more than one type of receipt, indicate the amount for each application of funds.

14. **Property Address:** The street address of the listed case number.
15. **Total Amount This Page:** The total dollar amount for this page. If multiple forms are submitted, place the **total** amount on page one only. On page two and following pages, place the total for the page in the total box and leave **Check Amount** box blank.
16. **Preparer's Signature:** Name of person who completed the form.
17. **Title:** Title of person who completed the form.
18. **Phone No.:** Phone number, with an area code, of person who completed the form. Please provide a commercial number, not an FTS number.
19. **Date Signed:** Enter the date the form was signed.

**Note: Submit only the completed form SAMS-1100 with the check or money order to the Single-Family REO Lockbox. All other documentation should be retained in the official Field Office files.**

#### Allocated (Non-case specific) Post Codes

AD Advertising

AF Misc. Collection

#### Case Specific Post Codes

CF Condo/HOA Fees Refund

EF Earnest Money Forfeiture

EM Earnest Money

EX Sales Extension Fee

IS Insurance Refund

LQ Liquidated Damages

MC Misc. Sales Expense

MI Misc. Income

MM Property Manager Fee Refund

MR Misc. Major Repair

PP P & P Recoveries

RT Rent

TR Termite Inspection Refund

TX Tax Refund

UT Utilities/Fuel Oil Refund