

.09 PROCEDURAL DOCUMENTATION

If the foreclosure or repossession sale is being held in a community other than the one in which the property is located, the Servicer should take the necessary steps to ensure that the community in which the property is located is notified of the sale. Notification steps may include, but are not limited to, a display ad in the local newspaper, posting of notice in a public place, local television/radio scanner or other forms of media that are commonly used for local advertisement. The Servicer is to submit a completed Preauthorization/Claim for Reimbursement Appeal ([Form SER-70A](#)) to obtain AHFC's prior approval for the expense associated with this additional publication.

When scheduling foreclosure sales to be held in rural areas, the Servicer should coordinate the sale date with AHFC Servicing staff.

The Servicer must submit the documents listed on the Property Transfer Checklist ([Form SER-90A](#)) within 10 calendar days of acquiring a property through legal action. If the required documentation is not available, submit the case file noting any incomplete items and an estimated time for completion.