



AUTORIDAD PARA EL
FINANCIAMIENTO DE LA VIVIENDA
DE PUERTO RICO

SUBSIDIARIA DEL
BANCO GUBERNAMENTAL DE FOMENTO
PARA PUERTO RICO

G O B I E R N O D E P U E R T O R I C O

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Luis Burdiel Agudo
Director Ejecutivo Interino

**CARTA CIRCULAR NÚM. 2012-002
PROGRAMA MI NUEVO HOGAR**

**PARA ESTABLECER EL PROCESO DE INSPECCIÓN A LAS VIVIENDAS ELEGIBLES
DEL PROGRAMA MI NUEVO HOGAR (MNH)**

POR CUANTO, mediante la Ley Núm. 209 de 29 diciembre de 2009 se creó el Programa Mi Nuevo Hogar (MNH) el cual crea un subsidio de hasta un 5% del precio de venta o el valor tasado, lo que sea menor, para ser utilizado para pronto pago y/o gastos de cierre.

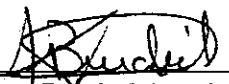
POR CUANTO, la Ley Núm. 209 en su artículo 1 indica que todas las viviendas deberán ser debidamente inspeccionadas previamente a su compra.

POR CUANTO, la Autoridad para el Financiamiento de la Vivienda (AFV o Autoridad) como administrador de MNH promulgó el reglamento #7915 del 1 de septiembre de 2010 y su enmienda mediante el reglamento #7990 del 7 de febrero de 2012. Sin embargo, esta condición no fue considerada dentro de los mismos.

POR TANTO, mediante esta carta circular el Director Ejecutivo de la Autoridad, en su rol de administrador de MNH y para cumplir con lo establecido en la ley, establece lo siguiente:

- a. Toda vivienda elegible donde en el proceso de adquisición se utilice el Programa de subsidio Mi Nuevo Hogar se requerirá una inspección de la misma por un inspector certificado.
- b. El costo de esta inspección será considerado como un gasto permisible para MNH, pero el mismo no podrá tener un costo mayor a \$200 por cada inspección. Se incluye como anejo A la forma *Property Inspection Report* que utiliza HUD, el cual será el que tendrán que utilizar para estos propósitos.
- c. Esta carta circular será efectiva para todo caso que cierre utilizando MNH desde el 1 de noviembre de 2012.

Aprobada el 16 de octubre de 2012.


Luis Burdiel Agudo



Property Inspection Report

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Control No. 2502-0306
Exp. 9/30/2008

Public reporting burden for this collection of information is estimated to average 30 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 information is required to obtain benefits. HUD 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 is required in order to administer the Property Disposition Sales Program (24 CFR Part 291 and the Mortgage Insurance Program, 24 CFR part 203). The information is used to document routine property maintenance inspections on vacant or abandoned properties. It is also used to monitor contractor performance in preservation and protection of a property. This information is needed to monitor Lender performance and document property conditions at certain intervals during the pre-conveyance and conveyance process. If this information were not collected, HUD would not be able to administer the Property Disposition Sales Program or the Mortgage Insurance Program properly to avoid waste, mismanagement, and abuse. While no assurances of confidentiality are pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

1. Property Address	2. Case Number
3. Real Estate Asset Manager (REAM)	4. Is the property occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No

Exterior Inspection	Yes	No	Interior Inspection	Yes	No
5. Is the lawn cut?			20. Are the Kitchen and bath rooms acceptable?		
6. Is the yard free of debris?			21. a. Is the heating/cooling system on?		
7. Does the roof look okay?			b. Is the water on?		
8. Are the appropriate signs posted?			c. Is the electricity on?		
9. Are all exterior doors secure?			22. a. Is the heating/cooling system in good working condition?		
10. Is the appropriate lock box being used to allow access to the property?			b. Is the plumbing in good condition?		
11. If there is a garage, is it secured?			c. Is the electrical system in good working condition?		
12. Are the windows boarded?			23. Any evidence of roof leaks or damage caused by leakage?		
13. Are all windows secured?			24. Any evidence of flooding/water damage?		
14. Any there any problems/hazards in the yard or with the exterior of the property?			25. Any major structural damage?		
15. If there is a pool or spa, is it covered and are all gates secure?			26. Any vandalism?		
16. Any defective exterior paint?			27. Are emergency or preventive maintenance repairs needed?		
17. Any major cracks in foundation or exterior walls?			28. Any defective interior paint?		
18. Is the general exterior appearance good?			29. Is the property's general interior appearance good?		
19. Is the interior broom-clean and free of debris?			30. Is REAM or a representative making regular inspections?		

Remarks/Observations

31. Check items present

<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Oven/Range	<input type="checkbox"/> Microwave	<input type="checkbox"/> Kitchen Vent Fan
<input type="checkbox"/> A/C Condenser	<input type="checkbox"/> Heating Unit	<input type="checkbox"/> Water Heater	<input type="checkbox"/> Other (include personal property and list below)		

33. Inspection type

<input type="checkbox"/> Occupancy	<input type="checkbox"/> Initial Vacant Property Inspection	<input type="checkbox"/> Vacant Property Inspection	<input type="checkbox"/> Pre-conveyance Inspection	<input type="checkbox"/> Eviction Inspection
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The undersigned certifies that the information on this form is based on an actual site inspection of the property and is complete and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C., 1001, 1010, 1012;; 31 U.S.C. 3729, 3802)

Signature _____

Date (mm/dd/yyyy) _____