Leasehold Approved Decision letter

United States Department of the Interior

Bureau of Indian Affairs

Region or Agency

Address

City, State, Zip Code

Real Estate Services

Name

Address

City, State and Zip Code

Dear Lender:

On **[date received]**, we received your request for review and approval of a proposed leasehold mortgage **[contract type]** between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Mortgagor and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mortgagee.

We received all of the required documents that constitute a complete package. This letter serves as official notification that we approved this document on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in accordance with 25 CFR\_\_\_\_.

Date of Receipt:

Borrower:

Leasehold Mortgage Loan No.: (TAAMS No. \_\_\_\_\_\_\_\_\_\_\_\_)

Residential Lease No.:

Property Location:

We are currently processing the mortgage documents for recording with the BIA Land Titles and Records Office (LTRO) and will also request for a certified Title Status Report (TSR). Upon receipt of both documents, they will then be forwarded to you for further disposition.

In the event of delinquency, default, or any change to this mortgage, you are required to notify this office in writing. Additionally, when this loan is paid in full, please forward the original or a certified copy of the lien release to this office so it may be properly recorded in LTRO.

Superintendent Decision:

This decision may be appealed to the Regional Director, in accordance with the regulations in 25 CFR Part 2. Your Notice of Appeal MUST be filed in this office within 30 days of the date you receive this decision. The date of filing your Notice of Appeal is the date it is postmarked or the date it is personally delivered to this office.  Your Notice of Appeal must include your name, address and telephone number.  It should clearly identify the decision being appealed.  If possible, attach a copy of the decision.  The notice and the envelope in which it is mailed should be clearly labeled “Notice of Appeal.”  You must certify that your Notice of Appeal has been served upon the interested parties.

You must also file a “Statement of Reasons.”  This statement may be included in or filed with the notice of appeal.  If it is not filed at the time of the Notice of Appeal, it must be filed within 30 days after the Notice of Appeal was filed.

Regional Director Decision:

This decision may be appealed to the Interior Board of Indian Appeals, 801 North Quincy Street, MS-300-QC, Arlington, Virginia 22203, in accordance with the regulations in 43 CFR 4.310 - 4.340 (copy enclosed). Your Notice of Appeal to the Board must be signed by you or your attorney and **must be mailed within 30 days of the date you receive this decision**. Your Notice of Appeal must be original; **no facsimile copies (faxes) will be accepted**. The Notice of Appeal should clearly identify the decision being appealed. If possible, attach a copy of the decision. You must send copies of your Notice of Appeal to (1) the Assistant Secretary - Indian Affairs, 4140 MIB, U.S. Department of the Interior, 1849 C Street, N.W., MS 4141, Washington, D.C. 20240, (2) each interested party known to you, and (3) this office. Your Notice of Appeal sent to the Board must certify that you have sent copies to these parties. If you are not represented by an Attorney, you may request assistance from this office in the preparation of your appeal. If you file a Notice of Appeal, the Board will notify you of further appeal procedures. If the Notice of Appeal is not timely filed, this decision will become final for the Department of the Interior at the expiration of the thirty (30) day appeal period. A timely appeal will stay this decision. No extension of time can be granted for the filing of the Notice of Appeal.

We thank you for your submission and look forward to working with you.  If you have any questions regarding this matter, please contact **[application creator name]**, Realty Specialist, at **[insert phone, extension].**

Sincerely,

Superintendent or Regional Director

cc: Applicant