

CENTRALIZED SERVICING CENTER LABEL REQUEST FOR DIRECT SINGLE FAMILY HOUSING BORROWERS

1. Date of Request	2. Requestor's Name	3. Telephone Number	4. Number of Sets of Labels								
5. Requesting Field Office	6. Date Labels are needed & Paper copy of Labels Requested										
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>									/ / YES <input type="checkbox"/> NO <input type="checkbox"/>		
7. Label Requirements: Select which apply	8. State labels are for (example: Missouri)	9. Dlos State Code (example: 26)	10. Basis of Selection Select only <u>one</u> box								
<input type="checkbox"/> 1 Active account <input type="checkbox"/> 2 Paid off, zero balance <input type="checkbox"/> 3 Paid off, remaining balances <input type="checkbox"/> 4 Loan in application or Grant <input type="checkbox"/> 6 REO <input type="checkbox"/> 9 New Account	<table border="1" style="width: 150px; height: 30px; margin: auto;"> <tr> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table>					<table border="1" style="width: 60px; height: 30px; margin: auto;"> <tr> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table>			<input type="checkbox"/> Servicing Office (all counties serviced by this office) <input type="checkbox"/> Geographic (specific counties only)		
11. Counties labels are for (example: 001)											
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INSTRUCTIONS

1. Enter Today's Date
2. Enter Your Name
3. Enter Your Office Phone Number
4. Enter Number of Sets of Labels Needed (Limit 3)
5. Enter State and County code of office requesting labels
Labels will be mailed to this office upon completion
6. Enter Date Labels are needed and mark the appropriate box if a report representing Labels are needed
7. Select any or all boxes which apply to request
8. Enter Full Name of State Labels are for
9. Enter Two Digits representing DLOS State (see below)
10. Select Servicing Office box, if entering an office code in number 11, for labels for all counties serviced by that office
Select Geographic box, if entering geographic county code in number 11, for labels for specific county/counties listed
11. Enter Three Digits representing DLOS County
Maximum of 5 per request If requesting all counties in a state enter 000

Mail Request or FAX to:

Rural Development Mission Support Div.
1520 Market Street
Mail Code FC-353A
St. Louis, MO 63103-2620

FAX: (314) 539 6214 or (314) 539 2765

Operations & Scheduling Branch:
(314) 539 2474

DLOS State Codes

- | | | |
|----------------|-------------------|-------------------|
| 01 Alabama | 20 Maine | 38 Oregon |
| 02 Alaska | 21 Maryland | 39 Pennsylvania |
| 03 Arizona | 22 Massachusetts | 40 Rhode Island |
| 04 Arkansas | 23 Michigan | 41 South Carolina |
| 05 California | 24 Minnesota | 42 South Dakota |
| 06 Colorado | 25 Mississippi | 43 Tennessee |
| 07 Connecticut | 26 Missouri | 44 Texas |
| 08 Delaware | 27 Montana | 45 Utah |
| 10 Florida | 28 Nebraska | 46 Vermont |
| 11 Georgia | 29 Nevada | 47 Virginia |
| 12 Hawaii | 30 New Hampshire | 48 Washington |
| 13 Idaho | 31 New Jersey | 49 West Virginia |
| 14 Illinois | 32 New Mexico | 50 Wisconsin |
| 15 Indiana | 33 New York | 51 Wyoming |
| 16 Iowa | 34 North Carolina | 61 Guam |
| 17 Kansas | 35 North Dakota | 64 Puerto Rico |
| 18 Kentucky | 36 Ohio | 65 Virgin Island |
| 19 Louisiana | 37 Oklahoma | 67 American Samoa |