



**United States Department of Agriculture  
Rural Development**

April 15, 2004  
**Colorado AN 1924 (1944-I)**

**SUBJECT: Appraisal and Approval/Closing Checklists  
Mutual Self-Help Housing Program**

**To: USDA/Rural Development Staff  
Single Family Housing Program  
Colorado**

**PURPOSE/INTENDED OUTCOME:**

The purpose of this Administrative Notice (AN) is to provide checklists for Rural Development Local Office staff and Sponsor staff, to use when ordering appraisals, and providing information prior to loan approval/closing.

**COMPARISON WITH PREVIOUS AN:**

This replaces Colorado AN 1868(1944-I), which has expired.

**IMPLEMENTATION RESPONSIBILITIES:**

Checklists provide a means for insuring consistency among offices who work with mutual self-help housing loans. Information is required from the Sponsor by Rural Development staff for ordering appraisals, and prior to loan approval/closing.

Attached to this AN are two (2) Checklists:

Mutual Self-Help Appraisal Checklist – Attachment 1

-This appraisal checklist will help the Sponsor and Rural Development staff with compiling information that is needed for ordering appraisals.

Mutual Self-Help Approval/Closing Checklist – Attachment 2

-This approval/closing checklist will insure the information required prior to loan approval/closing is not overlooked.

**EXPIRATION DATE:**

April 30, 2005

**FILING INSTRUCTIONS:**

Following Instruction 1944-I

655 Parfet Street Room E-100 • Lakewood, CO 80215 • 720-544-2920 • 720-544-2970 FAX  
Colorado Relay (800)659-3656  
[www.rurdev.usda.gov/co/index.html](http://www.rurdev.usda.gov/co/index.html)

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The sponsor will need to provide information for loan closing at least five days in advance to allow sufficient time for RD staff to review this information and make adjustments if necessary.

The prospective homeowner should not be incurring any costs prior to loan closing except for the credit report fee and one years paid insurance premium. All other closing costs should be included in the loan.

If you have any questions, please feel free to contact your Area Director or Donald E. Pierce – Director, Rural Housing

GIGI DENNIS  
State Director