

**Guide Record of Inaccurate Information Reported
by Tenants Being Resolved with Reimbursement Arrangements**

1. (RHS Use Only) Date Received in Area Office: _____
2. (RHS Use Only) Date Credited by Area Office: _____
3. Borrower Name: _____
4. Project Name: _____
5. Case Number: ____ - ____ - _____
6. Project Number: ____ - ____
7. Tenant Name: _____
8. Unit Number: _____
9. Prepared By: _____

10. Tenant Certification Begin Date	11. Tenant Certification Ending Date	12. Basic Rent	13. Note Rate Rent	14. Reported Annual Income	15. Actual Annual Income	16. Rent Charged
		\$	\$	\$	\$	\$

17. Rent Due	18. Utilities Paid	19. Utility Pay Due	20. Overage Charged	21. Overage Due	22. RA Paid	23. RA Due
\$	\$	\$	\$	\$	\$	\$

24. Amount Owed Per Month	25. Number Of Months	26. Total Amount Due	27. Amt. Collected	28. Date Collected	29. Amt. Still Owed	30. Amt. Applied To Loan
\$	\$	\$	\$	\$	\$	\$

31. Amount Applied to Utility Pay	32. Amt. Applied Overage	33. Amt. Applied RA	34. Amount Applied Misc. Coll.
\$	\$	\$	\$

REMARKS:

Attachments:

- ____ Form RD 1944-29, "Project Worksheet for Credit and Rental Assistance"
- ____ Form RD 1944-8, "Tenant Certification"

Instructions for Preparation of Record of Inaccurate Information Reported by Tenants Being Resolved With Reimbursement Arrangements.

1. For Agency Use Only. Date received by month/day/year.
2. For Agency Use Only. Date credited by month/day/year.
3. Insert borrower name as shown on promissory note.
4. Insert project name.
5. Insert borrower case number. Contact your Area Office if unknown.
6. Insert project number. Contact your Area Office if unknown.
7. Enter tenant name (head of household)
8. Enter Unit number tenant resides
9. Enter who prepared this record.
10. Enter beginning tenant certification date.
11. Enter ending tenant certification date.
12. Enter RD approved basic rent.
13. Enter RD approved note rate rent.
14. Enter annual income reported on tenant certification.
15. Enter correct actual annual income.
16. Enter monthly rent billed for tenant's unit (i.e., tenant's "out of pocket" rent payment; do not include rental assistance (RA)).
17. Enter correct monthly rent which should have been due based on accurate tenant certification data.
18. Enter monthly utilities paid by tenants (if any).
19. Enter monthly utility payments which should have been due tenants based on accurate tenant certification data.
20. Enter monthly overage or surcharge charged.
21. Enter correct monthly overage or surcharge which should have been due based on accurate tenant certification data.
22. Enter monthly RA paid on behalf of the tenant household.
23. Enter correct monthly RA paid which should have been due and paid to the project on behalf of the tenant household based on accurate tenant certification data.
24. Enter the correct total amount owed per month based on accurate tenant certification data (i.e. total the sum of the differences between 16 and 17, 18 and 19, 20 and 21, and 22 and 23).
25. Enter the number of months the errors went undetected.
26. Enter the total amount due (multiply items 24 and 25).
27. Enter the amount collected during the reporting period.
28. Enter the collection date by month/day/year.
29. Enter the amount still owed and outstanding.
- Items 30. Thru 34. Enter how the amount collected will be credited for application (contact Area Office if unknown).

Complete the remaining information on the form as needed.