

Date Application Received _____

GUARANTEED RURAL HOUSING CHECKLIST

Name of Applicant: _____

Case Number: _____ Reservation Number: _____

Mailing Address: _____

Security Address: _____

Name of Lender: _____

Address: _____

Address to mail Loan Note Guarantee if different than submitting lender: _____

Identification Number: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Loan Amount: _____ Appraised Market Value: _____

Interest Rate: _____

A. LENDERS RESPONSIBILITIES FOR A COMPLETE APPLICATION BY SUBMITTING COPIES OF (Standard Application Requirements):*Position Date*

- | | | |
|---|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | _____ | 1. Form RD 1980-86, Request for Reservation of Funds |
| 2 | _____ | 2. Form RD 1980-21, Request for Single Family Housing Loan Guarantee |
| 5 | _____ | 3. Form FmHA 1980-16, Agreement for Participation in Single Family Housing Guaranteed/Insured Loan Programs of the United States Government |
| 3 | _____ | 4. Uniform Residential Loan Application, (i.e. Fannie Mae Form 1003) (signed by all parties) |
| 3 | _____ | 5. Residential Mortgage Credit Report |
| 3 | _____ | 6. Verification of Employment |
| 8 | _____ | 7. Uniform Residential Appraisal (i.e. Fannie Mae Form 1004) |
| 3 | _____ | 8. Form AD-1047, Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions (Signed by Lender) |
| 3 | _____ | 9. Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (Signed by Applicants) |
| 3 | _____ | 10. FEMA Form 81-93, Standard Flood Hazard Determination |
| 5 | _____ | 11. Copy of Purchase Agreement |
| 3 | _____ | 12. Income and Eligibility Ratio Calculations (PITI & TD Ratio) (i.e. Fannie Mae Form 1008) or comparable form |
| 3 | _____ | 13. Credit Alert Interactive Voice Response System Documentation (CAIVRS)
Applicant _____ Co-Applicant _____ |
| 6 | _____ | 14. Certification of Inspections (Meet HUD Handbook 4150.1, 4905.1 and Thermal Standards) |
| 3 | _____ | 15. As Applicable – Divorce Decree – Form RD 1944-4, Certification of Disability or Handicap - Verification of Alien Status |

B. APPLICATION FOR NEW CONSTRUCTION

- | | | |
|---|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 | _____ | 1. Plans and Specifications |
| 6 | _____ | 2. Form RD 1924-25, Plan Certification |
| 6 | _____ | 3. Form RD 400-1, Equal Opportunity Agreement |
| 6 | _____ | 4. Form RD 400-6, Compliance Statement |
| 6 | _____ | 5. Documentation of Building Inspections Completed by a Qualified Inspector at three stages: <ol style="list-style-type: none"> a. Initial Inspection – Prior to or during the placement of concrete footings. b. Second Inspection – Building is enclosed and structural members are still exposed to allow viewing of roughed in heating, plumbing and electrical work c. Final Inspection – When all on-site and off-site development has been completed |
| 6 | _____ | 6. Builders Warranty |

C. RURAL HOUSING SERVICE LOAN PROCESSING AND APPROVAL

Position Date

- 3 _____ 1. Form RD 410-7, Notification to Applicant on Use of Financial Information Form Financial Institution
- 3 _____ 2. Applicant Eligibility Review
 - _____ Eligible Income
 - _____ Adequate and Dependable Income
 - _____ Repayment Ability
 - _____ Credit History
 - _____ Previous Rural Housing Service Loan
 - _____ CAIVRS
 - _____ Debarment List
- 8 _____ 3. Form RD 1922-15, Administrative Appraisal Review
- 3 _____ 4. Form FmHA 1940-22, Environmental Checklist for Categorical Exclusions or FmHA 1940-21 Class I Action, as appropriate
- 2 _____ 5. North Dakota Request for Obligation of Funds (to State Office)
- 3 _____ 6. GLS View Application (print out a copy for file)
- 2 _____ 7. GLS Obligation Request (print out copy of submitted 1A and the next day a copy of the same form showing obligated)
- 4 _____ 8. Notify Lender of Approved Status (2 Days)
- 2 _____ 9. Form RD 1980-18, Conditional Commitment for Single Family Housing Loan Guarantee (Issued to Lender)
- 6 _____ 10. Form RD 400-3, Notice to Contractors and Applicants
- 4 _____ 11. Denial Letter
- 4 _____ 12. Appeal Rights Information

D. LENDER REQUESTS LOAN NOTE GUARANTEE SHORTLY AFTER LOAN CLOSING IS COMPLETED BY SUBMITTING:

- 2 _____ 1. Copy of Promissory Note
- 5 _____ 2. Copy of Mortgage
- 5 _____ 3. Copy of Commitment for Title Insurance Binder
- 5 _____ 4. Copy of Settlement Statement
- 2 _____ 5. Documentation all Items on Form RD 1980-18, Conditional Commitment for Single Family Housing Loan Guarantee have been completed
- 2 _____ 6. Form RD 1980-18, Conditional Commitment for Single Family Housing Loan Guarantee (Signed by Lender) (Items on CC should be checked off as completed, obtained)
- 2 _____ 7. Form RD 1980-19, Guaranteed Loan Closing Report
- 2 _____ 8. Guarantee Fee Check (copy of check filed with Schedule of Remittance)

E. RURAL HOUSING SERVICE LOAN CLOSING REVIEWED AND ISSUANCE OF LOAN NOTE GUARANTEE

- 2 _____ 1. Form RD 1980-19, Guaranteed Loan Closing Report Reviewed & Signed
- 2 _____ 2. GLS Add Loan Form RD 1980-19 (Nitc) Print screen
- 2 _____ 3. GLS View Loan Detail (Nitc) Print 4 screens
- 5 _____ 4. Form RD 1980-17, Loan Note Guarantee (Issued)
- 2 _____ 5. Form FmHA 451-2, Schedule of Remittances and Form RD 1951-49, Register of Collections

F. LENDER SELLS LOAN TO ANOTHER APPROVED LENDER BY SUBMITTING

- 2 _____ 1. Form RD 1980-11, Guaranteed Rural Housing Lender Record Change
- _____ 2. Date Form RD 1980-11 sent to Finance Office