

RD-MO 1980-1  
(Rev. 4-27-07)

RURAL DEVELOPMENT, USDA

(Local Office Name)

GUARANTEED RURAL HOUSING LOAN CHECKLIST

Name of Borrower \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address \_\_\_\_\_ TIN/SSN \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_

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 A - Applicant RDM - Rural Dev. Manager  
 L - Lender Cont - Contractor

Item	Document/Action	# Copies	Form /Exh.	Proc. Ref.	Resp.	Filing Pos.	Action Date
<b>LOAN APPLICATION</b> Guaranteed Lender Homepage: <a href="http://www.rurdev.usda.gov/mo/grhpage.htm">http://www.rurdev.usda.gov/mo/grhpage.htm</a>							
1	Reservation Form faxed to applicable Local Office (see office list for FAX #)	1	1980-86	.353(d)	L	1	
2	Confirmation of GRH Reservation of Funds	1	screen print	gls website	RDM	2	
3	Request for SFH Loan Note Guarantee	0&2	1980-21	.353(c)	L	3	
4	Application with CAIVRS ID# & B & CoB access code near signature line	1	Fan.Mae 1003 or Lenders	.345(f) .353(c)	L	3	
5	Verification of Employment and/or Award benefit Letter and/or Divorce Decree	1	1910-5	.353(e)(1)	L	3	
6	Credit Report & Landlord Reference (If FICO 1 Credit score is 620 or above landlord Reference is not needed.)	1		.353(e)(4)	L	3	
7	Purchase Agreement	1	Sales Contract	.353(c)(16)	L	5	
8	Cert. for Elect., Plumbing, Thermal, Heat, Termite, Water, & Sewer (If not public)[for existing dwellings]	0	MO RH Guide 11 & MO RH Guide 10	312(c),(f),(g), & .319	L	6	
9	Appraisal Report	1	URAR	& .334(a)&(b) .353(c)(8)	A,L	8	
10	Standard Flood Hazard Determination	1	FEMA Form 81-93	.318	L	3	
11	Underwriting Certification	1	FanMae 1008/Cert	.353 (c)	L	3	

IF LOAN REQUEST IS FOR NEW CONSTRUCTION, THE FOLLOWING ITEMS ARE REQUIRED TO BE IN LENDERS FILE

12	Plans & Specs. (Certified)	1		.340(b)	L		
13	*Construction Contract (if Appl.)	1		.317(c)	L,A,Cont	6	
14	*Compliance, EO, and Notice to Cont. (if applicable)	1 each	400-6, 400-1, & 400-3	.340(c)(4)	L,A,Cont	6	

RURAL DEVELOPMENT LOAN PROCESSING AND APPROVAL

15	Notification to Applicant on use of Financial Info.	0&1	410-7	.353(d)(1)	RDM	3	
16	Review for Previous USDA Loans	RR	Hist.Screen	.345(e)	RDM	1	
17	Review Debarment List for Cont. (if appl.)	Document in R/R of C/O File			RDM	3	
18	Environmental Requirements	0	1940-22	.316, .318 & .354	RDM	3	
19	Appraisal Review	0&1	1922-15	.334(c)	RDM	8	
20	State Historical Preservation Review (for dwellings over 50 years old)	0	Info - MoDNR 106	.316	RDM	2	

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21	View Application	1	screen print	gls website	RDM	3	
22	Obligation Request	1	screen print	gls website	RDM	2	
23	Conditional Commitment for SFH Guar. Loan	0&2	1980-18	.354(c)(2)(a)	RDM	2	
24	Denial Letter	0&1	449-13	.361(c)	RDM	4	
25	Appeal Rights	0&1	Letter	.399	RDM	4	

LENDER COMPLETES LOAN CLOSING & SENDS TO RURAL DEVELOPMENT

26	Lender Certification	0	Reverse 1980-18	.360(a)(b)	L	4	
27	Inspection Rept. (if new Const.)	1		.341(b)	L	6	
28	Guaranteed Loan Closing Rept.	0&1	1980-19	.361(a)	L, RDM	2	
29	Settlement Statement	1	(HUD1)		L	5	
			Lenders	.323 &			
30	Guarantee Fee	0	Check	.361(a)	L		
31	Promissory Note	1	Note		L	2	

RURAL DEVELOPMENT LOAN CLOSING REVIEW

32	Issues Loan Note Guarantee	0&1	1980-17	.361(a)	RDM	5	
33	Guarantee Fee Sent to F/O		451-2	.361(a)	RDM		
34	Guaranteed Loan Closing Report	0&1	1980-19	.361(a)	L,RDM	2	

IF LOAN IS SOLD TO ANOTHER APPROVED LENDER

35	Guaranteed RH Lender Record Change	0&2	1980-11	.309(e)	L	2	
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Comments:

\* Only used when Applicants contract directly with contractor to construct home on own lot.