

RD-MO 1980-1A
(5-01)

RURAL DEVELOPMENT, USDA
(Local Office Name)

GUARANTEED RURAL HOUSING LOAN CHECKLIST FOR REFINANCING

Name of Borrower _____ Phone # _____
Address _____ TIN/SSN _____
City _____ County _____

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A - Applicant CDM - Community Dev. Manager
L - Lender

Item	Document/Action	# Copies	Form /Exh.	Proc. Ref.	Resp.	Filing Pos.	Action Date
LOAN APPLICATION							
1	Reservation Form faxed to applicable Local Office (see office list for FAX #)	1	Reserve Form	.353(d)	L	1	
2	Confirmation of GRH Reservation of Funds	1	screen print	gls website	CDM	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	1		.353(e) (4)	L	3	
7	Cert. of Disability or Handicap (If \$400 deduction is given)	1	1944-4	.353(e) (2)	L	3	
8	Compliance with Privacy Act	0&1	410-9	.353(c) (11)	L	3	
9	Cert. Regarding Debarment (Appl.sign)	0	AD1048	.353(c) (13)	L	3	
10	*Survey, Mortgage Inspection Report, or Title Coverage	1		.353(d) (3) .334 (a) & (b)	L	8	
11	Appraisal Report (IF Applicable AN3646)	1	URAR	& .353(c) (8)	A,L	8	
12	Underwriting Certification	1	FanMae 1008/Cert	.353 (c)	L	3	

* If a Title Insurance policy provides coverage (remove exception) to assure the property boundaries are correct then the survey will not be needed.

RURAL DEVELOPMENT LOAN PROCESSING AND APPROVAL

13	Notification to Applicant on use of Financial Info.	0&1	410-7	.353(d) (1)	CDM	3	
14	Review Debarment List for Cont. (if appl.)		Document in R/R of C/O File		CDM	3	
15	Appraisal Review (If Applicable)	0&1	1922-15	.334(c)	CDM	Oper. File	
16	View Application	1	screen print	gls website	CDM	3	
17	Obligation Request	1	screen print	gls website	CDM	2	
18	Conditional Commitment for SFH Guar. Loan	0&2	1980-18	.354(c) (2) (a)	CDM	2	
19	Denial Letter	0&1	449-13	.361(c)	CDM	4	
20	Appeal Rights	0&1	Letter	.399	CDM	4	

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LENDER COMPLETES LOAN CLOSING & SENDS TO RURAL DEVELOPMENT

21	Lender Certification	0	Reverse 1980-18	.360 (a) (b)	L	4	
22	Guaranteed Loan Closing Rept.	0&1	1980-19	.361 (a)	L, CDM	2	
23	Settlement Statement	1	(HUD1)		L	5	
			Lenders	.323 &			
24	Guarantee Fee	0	Check	.361 (a)	L		
25	Promissory Note	1	Note			2	

RURAL DEVELOPMENT LOAN CLOSING REVIEW

26	Issues Loan Note Guarantee	0&1	1980-17	.361 (a)	CDM	5	
27	Guarantee Fee Sent to F/O		451-2	.361 (a)	CDM		
28	Guarantee Loan Closing Report	0&1	1980-19	.361 (a)	L, CDM	2	
29	Notify F/O if Gtd Loan refinanced to Terminate the original guarantee	0&1	Memo	AN 3646	CDM	5	
30	Complete Refinancing Report Form	0&1	1980-10 (Excel Document)	AN3645 & 3646	CDM	1	

IF LOAN IS SOLD TO ANOTHER APPROVED LENDER

31	Guaranteed RH Lender Record Change	0&2	1980-11	.309 (e)	L	82	
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Comments: