

## **Position Filing – Active Borrower Case Folder Records**

HB-1-3550 “The applicant’s case file should be established according to RD Instruction 2033-A.”

2033-A does not list all of the documentation required to process a 502 Direct Loan. It does not list the RD 3550 forms.

In Oregon, the 3550 forms will be filed in the following positions of the case file.

### **Position 2**

Form RD 3550-7, Mortgage Loan Commitment  
FASTeller’s RHCDS/Obligation screen  
Form RD 3550-12, Subsidy Repayment Agreement  
Form 3550-22, Assumption Agreement, Single Family Housing  
FASTeller’s New Origination screen

### **Position 3**

Form RD 3550-1, Authorization to Release Information  
UniFi’s Eligibility Summary  
Form RD 3550-4, Employment Certificate/Payment Assistance  
Form FEMA 81-93, Standard Flood Hazard Determination  
Form RD 3550-23, Applicant Orientation Guide  
Form RD 3550-2, Request for Verification Gift/Gift Letter

### **Position 5**

Form RD 3550-19, Transmittal-Closing Documents  
Form RD 3550-9, Initial Escrow Account Disclosure Statement  
Form RD 3550-15, Tax Information  
Form RD 3550-14OR, Deed of Trust for Oregon  
Form RD 3550-17, Funds Transmittal Report

### **Position 6**

Attachment 5-A, Checklist for Initial Assessment of Existing Housing  
Attachment 5-B, Single Family Housing-Site Checklist