

**CREDIT HISTORY WORKSHEET**

Applicant \_\_\_\_\_

SSN \_\_\_\_\_

Co-applicant \_\_\_\_\_

SSN \_\_\_\_\_

**Section A - Credit Review**

- |  | <u>App</u>                   |                             | <u>Co-app</u>  |
|--|------------------------------|-----------------------------|--|
| 1. Has the applicant used secure or unsecured credit?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Has the applicant had other financial obligations during the last 3 years (rent, utilities, medical, etc.)?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Are there any accounts where the amount of the delinquency exceeded one installment for more than 30 days within the last 12 months? (If yes, complete Section B.)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Are there any accounts where the payments were delinquent for more than 30 days on 2 or more occasions within a 12-month period?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Does the applicant's credit history over the last 36 months contain any of the following events: foreclosure, bankruptcy, judgments? (If yes, complete Section C.)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Does the applicant's credit history indicate any court created or affirmed obligations (judgments) caused by nonpayment that have been within the last 12 months or are currently outstanding? (If yes, complete Section D.)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Does the applicant have an outstanding tax lien or a delinquent government loan with no satisfactory arrangements for payments? (If yes, complete Section D.)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Are there any outstanding judgments against the applicant obtained by the United States in a Federal court (other than the United States tax court)? (If yes and if the Administrator has waived the automatic rejection of an application due to outstanding Federal judgments, complete Section C.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Are there any collection accounts outstanding, or which have been outstanding within the last 6 months, with no satisfactory arrangements for payment, no matter what their age? (If yes, complete Section D.)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Has the applicant had two or more rent or mortgage payments paid 30 days or more past due that have occurred within the last 2 years?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11. Has the applicant had any non-Agency debts written off within the last 36 months unless the debt was paid in full at least 12 months ago?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. Has the applicant had any debts to the Rural Housing Service debt settled? (If yes, complete Section C.)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Section B - Credit History**

| Account name | Amount of Installment | Amount Delinquent | Times delinquent | Days delinquent |
|--------------|-----------------------|-------------------|------------------|-----------------|
| _____        | _____                 | _____             | _____            | _____           |
| _____        | _____                 | _____             | _____            | _____           |
| _____        | _____                 | _____             | _____            | _____           |

Were circumstances beyond the applicant's control? (If yes, give a brief explanation.)  
 \_\_\_\_\_  
 \_\_\_\_\_

Have the adverse circumstances been removed? (If yes, give a brief explanation.)  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section C - Bankruptcies, foreclosures or judgments**

Bankruptcies - Date of last occurrence \_\_\_\_\_ Were circumstances beyond the applicant’s control? \_\_\_\_\_  
(If yes, give a brief explanation.)

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Foreclosures - Date of last occurrence \_\_\_\_\_ Were circumstances beyond the applicant’s control? \_\_\_\_\_  
(If yes, give a brief explanation.)

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Judgments - Date of last occurrence \_\_\_\_\_ Were circumstances beyond the applicant’s control? \_\_\_\_\_  
(If yes, give a brief explanation.)

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Debt settlement of Rural Housing Service loans - Date of occurrence \_\_\_\_\_ Were circumstances beyond the applicant’s control or, will or have the conditions necessitating the debt settlement be removed by making the loan? \_\_\_\_\_  
(If yes, give a brief explanation.)

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**Section D - Outstanding court created obligations, tax liens, delinquent government loans and collection accounts**

| Date: | Amount owed: | Balance Due: | Purpose of Debt: | Requires Payoff: | Yes   | No    |
|-------|--------------|--------------|------------------|------------------|-------|-------|
| _____ | _____        | _____        | _____            | _____            | _____ | _____ |
| _____ | _____        | _____        | _____            | _____            | _____ | _____ |
| _____ | _____        | _____        | _____            | _____            | _____ | _____ |

**Section E - Credit history evaluation**

Determine whether the failure to pay debts when due indicates a pattern of unacceptable credit handling. Review those delinquent accounts, events, and chargeoffs over which the applicant had control. Is the failure to pay debts when due an indication of unacceptable credit handling?

Summarize your decision as to why this is adverse credit.

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**Section F - Summary evaluation of the applicant’s credit history**

Circle one or more of the following that apply and indicate credit acceptability in item (f) below.

- a. The applicant has no credit history.
- b. The applicant has no adverse credit history.
- c. The applicant has experienced adverse credit history, but I have determined the circumstances were of a temporary nature and the applicant’s control.
- d. The applicant has an outstanding tax lien or a delinquent Government loan with no satisfactory arrangements for payment.
- e. The applicant shows a pattern of unacceptable credit handling.
- f. The applicant has \_\_\_\_\_ Acceptable credit history      \_\_\_\_\_ Unacceptable credit history

\_\_\_\_\_  
*Name and Title of Loan Approval Official*

\_\_\_\_\_  
*Date*