

## RURAL DEVELOPMENT TRANSMITTAL – CLOSING DOCUMENTS

TO: CENTRALIZED SERVICING CENTER (CSC)  
ATTN: New Loan Set-Up Services  
Fax: 314-457-4571  
or 314-457-4577

Rescission Loan:  Yes  No  
Leverage/Participation :  Yes  No  
1<sup>st</sup> Lien Holder: \_\_\_\_\_  
2<sup>nd</sup> Lien Holder: \_\_\_\_\_  
Grant Provider: \_\_\_\_\_  
Is Leverage/ Participation Lender holding the  
escrow?  Yes  No  
Section 8 Housing:  Yes  No

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(FIELD OFFICE MAILING ADDRESS)

### PART I BORROWER INFORMATION:

**Loan Number(s) of faxed files:**  
Primary: \_\_\_\_\_  
Subsequent: \_\_\_\_\_

**Assumptions Only**  
Account No. Being Assumed: \_\_\_\_\_  
Transferor's Name: \_\_\_\_\_  
Transferor's Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_

**FAX same rates/same term assumption to the Forbearance Dept at CSC (314) 457-4452.**

**BORROWER:** (new Mailing Address)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

**CO-BORROWER:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

**CO-SIGNER:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

### PART II TYPE OF LOAN(S) SUBMITTED:

- 502 Loan     504 Loan     NRNT Assumption     Assumption During Construction     Credit Sale  
 Construction Loan     Construction Loan converted to Permanent

Indicate faxed documents on the reverse of this form.

### PART III ESCROW INFORMATION:

- A CHECK COVERING FEES COLLECTED AT CLOSING WAS SENT OVERNIGHT MAIL TO USDA, RHS, SL-MO-C2US, P. O. Box 790300, 1005 Convention Plaza, St. LOUIS, MO, 63101.  
 A CHECK COVERING FEES COLLECTED AT CLOSING WAS NOT SENT OVERNIGHT MAIL FOR THE FOLLOWING REASON: \_\_\_\_\_  
 OTHER: \_\_\_\_\_

### PART IV FIELD OFFICE CONTACT:

FIELD OFFICE CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
(PLEASE PRINT NAME)

THIS CLOSING PACKAGE WAS PREPARED FOR SUBMISSION BY: \_\_\_\_\_  
(Signature of Agency Employee)

**SEE REVERSE FOR LIST OF ATTACHMENTS**

**CLEAR SIGNED COPIES OF ALL PAGES (front and back as applicable) of Loan Closing Documents must be Faxed to CSC New Loan Set-Up Services by the Closing Agent/Attorney within 1 working day from loan closing, or by the Rural Development Field Office within 3 working days of loan closing. Form RD 3550-19, "Transmittal-Closing Documents," will be the FAX cover sheet. FAX only the indicated documents (top of page first) to CSC at one of the following numbers: 314-457-4571 and 314-457-4577.**

**NEW LOAN ORIGINATION FORMS (as applicable)**

Documents faxed to CSC by Closing Agent/Attorney  or Field Office . *Indicate documents faxed with an "X."*  
**(DO NOT FAX DOCUMENTS FOR MORE THAN ONE BORROWER'S LOAN TRANSACTION AT A TIME)**

Docs Faxed	Form Number	Form Title	502 Loan	504 Loan	Assumption New Rates & Terms
	3550-19	TRANSMITTAL – CLOSING DOCUMENTS	X	X	X
		UNIFORM RESIDENTIAL APPRAISAL REPORT (Pages 1 & 2)	X	*	X
	3550-9	INITIAL ESCROW ACCOUNT DISCLOSURE STATEMENT	*	*	X
	3550-15	TAX INFORMATION (or current tax bill or acceptable equivalent – same as initial escrow disclosure) with <b>updated</b> loan closing information.	*	*	X
		_____HAZARD (& _____ FLOOD if required) Insurance Binder and copy of paid receipt for first year's premium.	X	*	X
	1940-16	PROMISSORY NOTE	X	X	
	1940-59	SETTLEMENT STATEMENT	X	*	X
	3550-7	FUNDING COMMITMENT AND NOTICE OF LOAN CLOSING	X	X	X
	1944-14 1944-6	PAYMENT ASSISTANCE/DEFERRED MORTGAGE ASSISTANCE AGREEMENT/INTEREST CREDIT AGREEMENT <i>(Indicate N/A if there is no payment assistance for an eligible borrower.)</i>	*		*
	3550-12	SUBSIDY REPAYMENT AGREEMENT	*		*
	3550-14	REAL ESTATE MORTGAGE OR DEED OF TRUST (not recorded) (must include legal description)	X	*	X
	3550-17	FUNDS TRANSMITTAL REPORT and COPY OF CHECK. <i>For construction loans converted to permanent, include copy of 3550-17 and check from construction closing.</i>	X	*	X
	3550-22	ASSUMPTION AGREEMENT SINGLE FAMILY HOUSING			X
		ADDENDUM TO ASSUMPTION AGREEMENT DURING CONSTRUCTION	*		
		TITLE INSURANCE COMMITMENT OR PRELIMINARY TITLE COMMITMENT <i>(including legal description)</i>	X	*	X
		AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENTS <i>(and copy of borrower's cancelled check)</i>	*	*	*
	1927-8	AGREEMENT with PRIOR LIENHOLDER <b>(when RHS is not in 1<sup>st</sup> lien position)</b>	*	*	*
		LEVERAGE/PARTICIPATING LENDER'S PROMISORY NOTE <b>(when RHS is not in 1<sup>st</sup> lien position)</b>	*	*	*
		LEVERAGE/PARTICIPATING LENDER'S REAL ESTATE MORTGAGE OR DEED OF TRUST <b>(when RHS is not in 1<sup>st</sup> lien position)</b>	*	*	*
	3550-1	AUTHORIZATION TO RELEASE INFORMATION	X	X	X
		OTHER			

X – "DOCUMENT REQUIRED"

\* -- "DOCUMENT REQUIRED, IF APPLICABLE TO TRANSACTION"