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27 FISHER POND ROAD, SUITE 8
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89 MAIN STREET, CITY CTR, 3RD FLOOR
MONTPELIER, VT 05602
(802) 828-6016

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28 VERNON STREET, SUITE 333
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170 SOUTH MAIN STREET
AT TROLLEY SQUARE
RUTLAND, VT 05701
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<http://www.rurdev.usda.gov/vt>
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To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W.,
Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202) 720-6382 (TDD).



United States Department of Agriculture
Rural Development
Vermont/New Hampshire

APPLICATION CHECKLIST

Direct Home Loan Program

Please provide:

- _____ Social Security numbers for all applicants and Photocopy of a Photo ID for each Applicant
- _____ Accurate names, addresses and account numbers for all credit references
- _____ Checking, savings, Certificates of Deposit, etc., accounts complete names of financial institutions, addresses and account numbers
- _____ Signed copies of your most recent three years' complete federal income tax returns
- _____ Verification of your child care expenses
- _____ A copy of your divorce decree(s) if applicable
- _____ A copy of your most recent pay stub, which indicates your year-to-date income, or a copy of your most recent benefit award letter (e.g. Social Security, ANFC)
- _____ Verification of any fuel assistance or food stamps received
- _____ Credit report fee \$25 for individual applicants(s) or \$34 for a married couple is enclosed. Please make checks payable to USDA. (Note: This fee is non-refundable)
- _____ All forms are signed and dated by ALL applicants on loan:
 - Universal Loan Application pages 5 and 8
 - Authorization to Release



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Rural Development
Vermont/New Hampshire

PROCESS OVERVIEW

1. The application package is mailed to applicant
2. The applicant attends a Homebuyer Seminar
3. The loan officer receives the application and contacts the applicant for a meeting to discuss options, process, and the program
4. The loan officer sends out verifications for credit, employment, etc.
5. Usually within 30 days of receipt of application, the loan officer has verified all information and will issue a Certificate of Eligibility
6. The applicant obtains a Purchase & Sales Agreement for a property he or she wishes to purchase
7. The loan officer schedules an appointment to view the property for program eligibility
8. The applicant schedules a home inspection
9. The loan officer orders an appraisal
10. The loan officer reviews the appraisal and schedules a mortgage commitment meeting
11. The applicant and loan officer meet to discuss conditions of the mortgage commitment and escrow accounts
 - Before coming to this meeting, research and decide what attorney you want to handle your closing
 - Before coming to this meeting, also research and decide what insurance company you will want for the homeowners' insurance
12. The loan officer prepares a title request for the attorney
13. The loan officer receives all title documentation
 - If the loan is not a participation loan, a loan closing date is scheduled
 - If the loan is a participation loan with another lender, the participation package is prepared and mailed. When the participating agency has approved its portion of the loan, the closing date is scheduled

The entire process should take between eight (8) and 10 weeks.
Occasional delays may result if funds are temporarily unavailable.

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CHOOSING A HOME

Once you receive a "Certificate of Eligibility" form and you have met with the loan officer, you may begin looking for a home within your designated loan amount.

When a Purchase and Sales Agreement has been signed by all parties, please forward the following information to Rural Development:

Existing properties:

- ✓ Copy of the Purchase and Sales Contract
- ✓ A directional map to the property and property address
- ✓ A copy of the tax map of the property or plot plan
- ✓ A copy of the legal description (e.g. Warranty Deed)
- ✓ Copy of the most recent tax bill (include sewer and water bills if applicable)
- ✓ List of improvements and cost estimates from a contractor if repairs are to be included with the Rural Development loan.
- ✓
- ✓ Provide any seller concessions for closing costs or property repairs

New Construction: If you plan to build or purchase a new Manufactured Home or Modular home, please contact our Local office for a construction packet. For Manufactured Homes, Housing Dealers must be pre-approved by Rural Development and must agree to provide a contract to perform all site development work and complete the entire installation, and utility hookups. A list of pre-approved dealers is available at any Local office.

Property visit by Rural Development and next steps.....

Rural Development personnel will schedule an inspection of the real estate for eligibility purposes only. If the property meets our program standards you will then obtain a Home Inspection Report, prepared by a Home Inspection Service. If any major or health or safety related repairs are indicated in the report, you will be directed to obtain estimates for those repairs. Repair costs are eligible to be included in your loan, however, you may first want to negotiate with the seller before committing to a final sales price. A copy of the Home Inspection Report and estimates must be forwarded to Rural Development for our review. Rural Development will then order an appraisal of the property, using a fee appraiser contracted by our Agency.

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DWELLING REQUIREMENTS

Homes to be financed should be decent, safe, and sanitary, functionally adequate and structurally sound. All homes must be located on a permanent perimeter foundation which extends to the permanent frost line.

Existing Dwellings: Defined as a home existing for more than one year, as evidenced by an occupancy permit. A home inspection report must be provided for ALL loan applications for the purchase of an existing dwelling. The following items must be specifically addressed in sufficient detail to determine the acceptability of the dwelling:

- A. Thermal Performance Standards: Ceiling must have R-38 if space is available. Doors and windows should be storm.
- B. Electrical Systems: GFIs required in all wet areas. Smoke detectors must be present and working. Service must be adequate for the size of the home. All must be functioning adequately, with no health or safety concerns.
- C. Plumbing System: All must be functioning adequately with no health or safety concerns. A note regarding the condition of any on-site septic system is required.
- D. Heating System: The heating system should have at least five years of remaining life. Chimneys, flues, boilers, etc., must be in good repair. System must meet fire code.
- E. Structure System: No significant cracks in the foundation. No concerns about structural integrity should be noted.
- F. Roof System: The roof should have a remaining life of at least five years. There should be no signs of leaks. The attic area should be properly vented.
- G. Health and Safety Issues: Handrails, steps, floors, etc., should all be in place and properly supported. Any other health- or safety-related concerns about the property should be noted.
- H. Cosmetic Features: Provided that the state of the cosmetic features does not present a health, safety or structural integrity concern, no requirements will typically be made for correction.
- I. Water Systems: Water tests are required for wells and springs. Wells and springs must serve only the property being financed. Community water systems must be monitored by the State Department of Health or the Public Utilities Commission.

SITE REQUIREMENTS

(For Construction Only)

1. The proposed property must be located in a rural area
2. The site must be contiguous to and have direct access from a street, road or driveway. Streets and roads must be hard-surfaced or all-weather surfaced
3. The site must be a "minimum adequate site," which is defined as the smallest area sufficient for the dwelling, water and waste disposable systems, other related facilities, and a yard. A typical site is generally one acre or less, with the site value being less than 30% of the total property's value

Sites in excess of one acre may be approved by waiver of the regulations provided:

- A1. Minimum adequate sites are not available.
 2. The value of the site is comparable to the value of a minimum adequate
 3. The additional land does not qualify as a minimum adequate site on its own, ***OR***
 - B1. Zoning regulations require lots in excess of the one-acre limitation
 2. For sites consisting or more than one lot, certification is required to indicate that the extra lot cannot be sold
 3. For those sites in excess of one acre, certification is required to show that the lot is not subdividable
4. Sites located in special flood hazard areas, as designated by the Federal Emergency Management Agency (FEMA), may be financed only if:
 - A. The community has an approved flood plain area management plan
 - B. The project and construction plans and specs comply with the approved flood plain area management plan
 - C. Potential environmental impacts and feasible alternatives have been fully considered. See RD Instruction 1940-G for more information
 - D. The homeowner must purchase flood insurance prior to closing, and maintain it thereafter
 5. If the property does not have access to water and sewer that are provided by a state-monitored system, then the property's water and septic systems can serve only the property being financed. Water tests on wells and springs are required to show that they are safe sources of drinking water for human consumption
 6. In-ground pools are not allowed on any Rural Development-approved site
 7. Subdivisions must be approved by local, regional, state or federal government agencies before issuance of a Conditional Commitment. All streets, water systems and waste disposal systems must be complete. Provisions for continuous maintenance of streets, water systems and waste disposal systems must be in place. Dwellings served by homeowner associations (including condominium and Planned Unit Developments) are acceptable if they are approved or accepted by HUD, VA, Fannie Mae or Freddie Mac.

HOME OWNERSHIP RESPONSIBILITIES

As a homeowner there are additional responsibilities that accompany the initial purchase of a home. Protecting your investment is an ongoing process that requires constant attention and financial discipline.

1. **Timely Monthly Mortgage Payments:** Rural Development mortgage payments must be paid by the due date, as there is NO grace period. Late or skipped mortgage payments have detrimental effects on your credit rating, increase the amount of interest paid on your mortgage loan, encourage late fees to be charged to your account and potentially lead to foreclosure of your property. These problems can be avoided by making your mortgage payment a priority. Making every effort to live within your financial means and avoiding any overspending that may interfere with your ability to repay your mortgage will help you to become a successful homeowner.
2. **Payment of Real Estate Taxes and Property Insurance Premiums:** You will pay 1/12 (one-twelfth) of your real estate taxes and one-twelfth of your property insurance premiums each month when making your mortgage payments. These monies are then held (escrowed) at our Centralized Servicing Center and paid directly to the taxing authority and insurance companies two weeks before each installment is due.
3. **Payment of Utilities:** Plan for monthly bills including electric, gas/oil, water, sewer and telephone. Budget plans may be available from gas/oil/electric companies to keep payments affordable through the high winter rates. When looking for a home, we suggest looking at its utilities' history.
4. **Property Maintenance:** You are responsible for maintaining your home in good condition. You are responsible for tasks such as mowing the lawn, making repairs, interior/exterior painting, furnace cleaning, snow plowing, garbage removal, having the septic tank pumped approximately every three years. This maintenance preserves the value of your property, makes it more marketable if/when you sell it, and maintains good relations with your neighbors.

Practicing preventative maintenance is a good habit to start. The longer a needed repair is neglected, the more costly it will be to repair. Typical problems include leaks, toilets that continue to run, flickering lights, furnace repairs, driveway maintenance, etc. As soon as you notice a problem, either repair it yourself or hire a reliable professional.

You may encounter emergency repairs during home ownership, such as replacing the roof, furnace or other major repairs. Home repairs are things you need to plan into your budget. We suggest you build a financial cushion for emergency repairs.

5. **Maintenance of Repayment Ability:** When a new home is purchased, it is natural to want to buy new furnishings or appliances. It is important, however, to ensure that these expenses do not interfere with your ability to repay your mortgage loan. Remember that lenders determine your ability to repay based on your existing debt. Excessive debt may hinder your ability to make your mortgage payment. Remember: Increased income usually means increased mortgage payments.
6. **Report Adverse Situations:** If your mortgage loan should ever fall behind, contact your lender immediately to explain your situation. There are many programs available to help you save your home. Remember, the longer you wait to contact your lender the more difficult it will be to work out an agreement that is satisfactory to both parties.
7. **Moving Costs:** Before you move into your new home, you need to plan for moving expenses, appliance and utility hook-ups.

Owning your home is probably the largest and most important investment you will ever make for you and your family. We want you to be prepared for the financial and new budgeting aspects of home ownership. Keeping your mortgage loan and other home costs current MUST be your top priority. Owning a home is a very rewarding and worthwhile experience.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract), because all or part of the applicant's income derives from any public assistance program, or because the applicant has, in good faith, exercised any right under the Consumer Credit Protection Act. The Federal Agency that administers compliance with the law concerning this credit is:
The Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.



SINGLE FAMILY HOUSING LOAN PROGRAM INFORMATION AND FREQUENTLY ASKED QUESTIONS

Rural Development provides loans in rural areas to eligible low- and very low-income applicants. The loan may be to purchase existing housing, purchase and repair existing housing, purchase a building site and construct a dwelling, or purchase new housing. Rural areas include open country and places with population of 10,000 or fewer and, under certain conditions, towns and cities between 10,000 and 25,000 residents.

The property must be in good repair or placed in good repair with loan funds, and meet Agency thermal standards. Third-party inspections are required for insulation, electrical, heating, plumbing, water and wastewater disposal systems, if applicable, and termite inspections. These third-party inspections must be performed by a qualified inspector. The payments for costs associated with the inspections will be agreed upon between the buyer and the seller and should be discussed prior to signing a purchase agreement.

All who apply get equal consideration without regard to race, color, religion, sex, marital status, age, disability or national origin.

Does it matter how many other bills I have to pay?

Rural Development will look at how much you currently owe to others. We'll want to know if paying back the proposed loan on top of your other payments will be difficult for you.

What if I think my income is too low?

Having enough income to repay your loan is an important part of getting a loan; however, the Rural Development loan may be subsidized. A subsidized loan is based on the applicant repaying a percentage of their income toward the housing payment, taxes, and insurance. The percentage is generally 22, 24, or 26 percent of the applicant's household income.

What can I do if my income is too low?

The easiest thing you can do is consider a co-applicant to apply with you. Rural Development will then look at the combined credit histories and income. That can do a lot to improve your chances for approval. If you want a co-borrower, be sure to have the person complete the Co-Applicant section of the application form and sign his or her name next to yours.

How can I determine if my income is adequate to repay a loan?

The amount of your proposed monthly house payment, real estate taxes, insurance, and other credit debts cannot exceed 41 percent of your gross monthly income. If you have questions regarding how this determination is made, you may contact your local Rural Development office.

Can I get a loan if I'm unemployed?

A steady source of income is very important to getting a loan. An applicant must show sufficient resources to repay the housing loan. Not having a job may have an impact on the Agency's decision. Experience has shown that applicants with stable jobs are more likely to repay the loan.

Will you find out about other credit I've had?

Yes. Your credit bureau report provides information on your payment history including any difficulty you have had repaying other loans or credit cards. That information will be used to see if you can easily repay the loan.

How can I find out if I'm eligible for a loan?

A Rural Development employee is available to discuss eligibility requirements with you on an individual basis by phone or in person during regular office hours. Any interested person may make written application at the local Rural Development office.

Will I know right away if I qualify for a loan?

A Rural Development employee is available to discuss eligibility requirements with you on an individual basis by phone or in person during regular office hours. Any interested person may make written application at the local Rural Development office. Rural Development staff can pre-qualify the applicant with unverified information provided by the applicant by phone or in person. However, a final eligibility determination will not be made until a written application is filed, household income is verified, and a mortgage credit report is obtained.

How long will it be before I can move into my new home?

Typically, applicant eligibility, loan approval and loan closing may be accomplished within approximately 90 days of filing the written application. However, depending on the availability of Government funding, this time frame may be extended. The applicant is periodically advised regarding the status of his or her application when there is lack of funding.

How much money will I need for a down payment?

A down payment is not required. Loans may be made for up to 100 percent of the market (appraised) value. Simply put, if the sales price of the property is equal to or less than the appraised value, no down payment is needed.

Does this mean I won't need any cash to get a loan?

Generally, the applicant will need some cash available. There are costs associated with the credit report, appraisal report, escrow and other related closing costs. The credit report fee is always paid for by the applicant. Costs pertaining to the appraisal, escrow, and loan closing may be included in the loan amount. You may also negotiate with the seller to contribute a percentage toward closing costs. Any agreement with the seller should be entered into prior to signing and documented in the purchase agreement or sales contract.

Does the applicant have other responsibilities?

Yes. Rural Development's staff is available to assist the applicant from the application to loan closing. The applicant is responsible for providing requested information. The information may be requested by Rural Development staff, a real estate agent, or a closing agent. Failure to provide information timely results in delayed decisions and other actions.

Are there other eligibility requirements?

Yes. The applicant must:

1. Be without decent, safe and sanitary housing
2. Be unable to obtain a loan from other resources on terms and conditions that they can reasonably be expected to meet
3. Possess the legal capacity to incur the loan obligation

What are the terms of the loan?

The maximum repayment period is 33 years and, under certain conditions, 38 years. The maximum repayment period for manufactured homes is 30 years.

Does Rural Development have Fixed or Variable interest rates?

Rural Development closes all of its loans at a fixed interest rate. The interest rate on your Promissory Note is fixed for the term of your loan.

How does Rural Development determine what rate to charge at loan approval?

Just like a bank, the Government periodically adjusts the rate it charges. Rural Development uses Government funds for this loan program and charges a rate to the customer that covers the cost of borrowing the funds from the U.S. Treasury.

How is the fixed rate affordable to me?

Rural Development charges you a fixed rate but makes it affordable by giving you monthly assistance toward the interest cost. To make the payment affordable for low income homeowners, Rural Development credits (pays) a portion of your monthly payment. This is called Payment Assistance. This is not a grant; it is deferred interest that you must repay at a later time.

How is the amount of Payment Assistance determined?

The amount of payment assistance and the amount you pay are based on several factors. The amount of your household compares to the median family income of the area. The rate of interest that you will pay can vary from 1% to the full fixed note rate.

When will we know the amount of our payments?

At your initial interview, the loan officer will give you an estimated payment. The actual payment will be determined at loan closing.

Can our payment change?

Annually, the amount paid by you and Rural Development is reviewed. Your payments can change based on changes in your total household income. Usually, if your income increases, your mortgage payments will increase. Your Payment Assistance Agreement is reviewed annually and expires automatically if not renewed by you.

Can our payment change more than once per year?

Should your total household income significantly increase to the point where you no longer qualify for payment assistance, your mortgage payment would then increase to the full fixed payment amount. This will stop the accumulation of payment assistance and is actually to your advantage. Termination of payment assistance helps you move to quickly build equity in your property. Conversely, if you have a significant reduction in your household income, your payment could be reduced at any time prior to our annual review.

Can we terminate the Payment Assistance Agreement at any time?

Yes. You can cancel the Payment Assistance Agreement at any time and pay your fixed rate of interest payment. This is usually done only when you know you can afford the full payment.

When is the interest subsidy repaid?

Payment Assistance accumulated since the time your loan closed will be repaid when the principal and interest balances of your loan are paid, you sell or transfer title to the property or no longer live in the dwelling. The amount to be paid back is called subsidy recapture. It is based on the value of the property at the time your loan is paid off/title transferred/you no longer reside in the home, the average interest rate paid by you, length of time the loan has been outstanding and the equity in the property. The recapture amount always comes from the equity in the property. Rural Development and you share the equity amount. Should you sell your home, and after deducting the selling expenses there is no remaining equity, you will pay NO recapture. Conversely, should your home significantly increase in value, you will never pay back more than the amount of payment assistance Rural Development paid on your behalf.

What happens when I refinance my loan with another lender?

Borrowers are always encouraged and sometimes required to refinance. You may either pay off the unpaid principal, interest and recapture in one lump sum, or pay of the unpaid principal and interest only, and defer the recapture amount. With the second option you can only borrow principal, interest and closing costs from another lender. The amount of recapture would then be calculated, and the new lender would assume first lien position on your property. Rural Development would then secure the recapture amount by maintaining a second mortgage on your property. This deferral is available only if you continue to own and occupy the property.

What is a participation loan or a leveraged loan?

A leveraged loan is when Rural Development provides mortgage financing simultaneously with another funding source, such as a Community Land Trust or State Housing Authority, to an applicant(s) to purchase a home. Leveraged loans offer advantages to both Rural Development and the applicants. By combining its resources with those of other lenders, Rural Development can assist more applicants. For this reason, loan leveraged with other sources of funding receive a processing priority.

Purchasing a home through a leveraged loan will, in some cases, be the first opportunity for applicants to establish a relationship with a private lender. For others, combining the Agency loan with a grant or low interest loan from another subsidy program may be the only way to make home ownership possible.

Do I have to apply to both Rural Development and the participating lender for a leveraged loan?

No. Rural Development works very closely with the participating lenders and you only have to apply to one lender. In most cases, Rural Development will process your application and coordinate the process to avoid any burden on the applicant.

Where may houses be located?

Houses must be located on desirable sites with an adequate supply of safe drinking water and suitable arrangements for sewage disposal. Streets must have an all-weather surface and be maintained by a public body. There are a few cities with large populations that Rural Development cannot finance homes in. Please consult your local Rural Development office if there are areas that they cannot offer loan assistance.

What about the size and design of the home?

Costs and design vary in different areas of the country.

Where may I apply?

Applications can be obtained from the local Rural Development office serving the area in which the house will be located.



YOU AND YOUR CREDIT RECORD

The history of your past payment performance is usually the best indicator of how well you may be able to repay a new loan. All lenders are concerned about your credit record, but in the report there may be mistakes and incomplete reports that could hurt your chances of getting approved for a loan.

Review Your Credit Report:

Residents are allowed one free consumer credit report every twelve months for the purpose of making sure that information reported about you is accurate. If you find errors on your credit report, you should get it corrected immediately by writing to the credit agency.

Understanding Your Credit Report:

When you get a report, it should contain an explanation of the categories and codes used. Your first time reviewing your report, however, may be difficult. We recommend that you discuss your credit report with your Rural Development loan originator.

How To Get a Copy of Your Report:

Call 1-877-322-8228 or www.annualcreditreport.com for a free copy of your credit report.

You will need to provide your full name (maiden name, too), current address, previous address, social security number, date of birth, and your signature to the credit agencies. For phone calls or on-line requests there will be other verifications requested to protect your privacy.

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MORTGAGE COMMITMENT AND LOAN APPROVAL APPOINTMENT

Once the loan officer has reviewed the Home Inspection Report and Appraisal, the loan officer will set up a commitment appointment with the borrower. This appointment will be the final loan approval process.

Please bring the following information:

1. Name, address and telephone number of your Attorney
2. Name and telephone number of Homeowner's Insurance Company

LOAN CLOSING

Rural Development does not require a down payment. However, applicants are normally responsible for their own closing costs which range from \$2,500 to \$3,500.

After your mortgage loan has been approved and all of the processing conditions have been satisfied, a loan closing will be scheduled. You will need to choose an attorney who meets our closing criteria so that we can forward the necessary loan papers to him or her.

If you have any questions about our program or the status of your application, please feel free to contact our office.

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APPLICATION FOR RURAL ASSISTANCE (NONFARM TRACT) Uniform Residential Loan Application

This application is designed to be completed by the applicant with the lender's assistance. Applicants should complete this form as "Applicant #1" or "Applicant #2", as applicable. All Applicants must provide information (and the appropriate box checked) when the income or assets of a person other than the "Applicant" (including the Applicant's spouse) will be used as a basis for loan qualification or the income or assets of the Applicant's spouse will not be used as a basis for loan qualification, but his or her liabilities must be considered because the Applicant resides in a community property state, the security property is located in a community property state, or the Applicant is relying on other property located in a community property state as a basis for repayment of the loan.

I. TYPE OF MORTGAGE AND TERMS OF LOAN

Mortgage Applied for:	<input type="checkbox"/> V.A. <input type="checkbox"/> Conventional <input type="checkbox"/> Other:	Agency Case Number	Lender Account Number
	<input type="checkbox"/> FHA <input type="checkbox"/> USDA/Rural Housing Service		
Amount \$	Interest Rate %	No. of Months	Amortization Type: <input type="checkbox"/> Fixed Rate <input type="checkbox"/> Other (Explain): <input type="checkbox"/> GPM <input type="checkbox"/> ARM (Type):

II. PROPERTY INFORMATION AND PURPOSE OF LOAN

Subject Property Address (Street, City, State, ZIP)		No. of Units
Legal Description of Subject Property (Attach description if necessary)		Year Built
Purpose of Loan	<input type="checkbox"/> Purchase <input type="checkbox"/> Construction <input type="checkbox"/> Other (Explain): <input type="checkbox"/> Refinance <input type="checkbox"/> Construction-Permanent	Property will be: <input type="checkbox"/> Primary Residence <input type="checkbox"/> Secondary Residence <input type="checkbox"/> Investment
<i>Complete this line if construction or construction-permanent loan.</i>		
Year Lot Acquired	Original Cost \$	Amount Existing Liens \$
		(a) Present Value of Lot \$
		(b) Cost of Improvements \$
		Total (a + b) \$
<i>Complete this line if this is a refinance loan.</i>		
Year Acquired	Original Cost \$	Amount Existing Liens \$
		Purpose of Refinance
		Describe Improvements <input type="checkbox"/> Made <input type="checkbox"/> To be made
		Cost: \$
Title will be held in what Name(s)		Manner in which Title will be held
Source of Down Payment, Settlement Charges and/or Subordinate Financing (Explain)		Estate will be held in: <input type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold (Show expiration date)

III. APPLICANT INFORMATION

Applicant #1				Applicant #2			
Name (Include Jr. or Sr. if applicable)				Name (Include Jr. or Sr. if applicable)			
Social Security Number	Home Phone (Incl. Area Code)	DOB mm/dd/yy	Yrs. School	Social Security Number	Home Phone (Incl. Area Code)	DOB mm/dd/yy	Yrs. School
<input type="checkbox"/> Married <input type="checkbox"/> Unmarried (Include single, divorced, widowed)	Dependents (Not listed by Applicant #2) No. Ages			<input type="checkbox"/> Married <input type="checkbox"/> Unmarried (Include single, divorced, widowed)	Dependents (Not listed by Applicant #1) No. Ages		
Present Address (Street, City, State, ZIP) <input type="checkbox"/> Own <input type="checkbox"/> Rent _____ No. Yrs.				Present Address (Street, City, State, ZIP) <input type="checkbox"/> Own <input type="checkbox"/> Rent _____ No. Yrs.			
Mailing Address if different from Present Address				Mailing Address if different from Present Address			
<i>If residing at present address for less than two years, complete the following:</i>							
Former Address (Street, City, State, ZIP) <input type="checkbox"/> Own <input type="checkbox"/> Rent _____ No. Yrs.				Former Address (Street, City, State, ZIP) <input type="checkbox"/> Own <input type="checkbox"/> Rent _____ No. Yrs.			

IV. EMPLOYMENT INFORMATION

Applicant #1			Applicant #2		
Name & Address of Employer	<input type="checkbox"/> Self-Employed	Yrs./Mos. on this job	Name & Address of Employer	<input type="checkbox"/> Self-Employed	Yrs./Mos. on this job
		Yrs./Mos. employed in this line of work/profession			Yrs./Mos. employed in this line of work/profession
Position/Title/Type of Business	Business Phone (Incl. Area Code)		Position/Title/Type of Business	Business Phone (Incl. Area Code)	

If employed in current position for less than two years or if currently employed in more than one position, complete the following:

Name & Address of Employer	<input type="checkbox"/> Self-Employed	Dates (From › To)	Name & Address of Employer	<input type="checkbox"/> Self-Employed	Dates (From › To)
		Monthly Income			Monthly Income
		\$			\$
Position/Title/Type of Business	Business Phone (Incl. Area Code)		Position/Title/Type of Business	Business Phone (Incl. Area Code)	
Name & Address of Employer	<input type="checkbox"/> Self-Employed	Dates (From › To)	Name & Address of Employer	<input type="checkbox"/> Self-Employed	Dates (From › To)
		Monthly Income			Monthly Income
		\$			\$
Position/Title/Type of Business	Business Phone (Incl. Area Code)		Position/Title/Type of Business	Business Phone (Incl. Area Code)	

V. MONTHLY INCOME AND COMBINED HOUSING EXPENSE INFORMATION

Gross Monthly Income	Applicant #1	Applicant #2	Total	Combined Monthly Housing Expense	Present	Proposed
Base Empl. Income*	\$	\$	\$	Rent	\$	
Overtime				First Mortgage (P&I)		\$
Bonuses				Other Financing (P&I)		
Commissions				Hazard Insurance		
Dividends/Interest				Real Estate Taxes		
Net Rental Income				Mortgage Insurance		
Other (Before completing see the notice in "describe other income," below				Homeowner Assn. Dues		
				Other		
Total	\$	\$	\$	Total	\$	\$

*Self Employed Applicant may be required to provide additional documentation such as tax returns and financial statements.

A1/A2	Describe Other Income <i>Notice: Alimony, child Support, or separate maintenance income need not be revealed if the Applicant #1, (A 1) or Applicant #2 (A2) does not choose to have it considered for repaying this loan.</i>	Monthly Amount

VI. ASSETS AND LIABILITIES (cont.)

Schedule of Real Estate Owned (If additional properties are owned, use continuation sheet.)

Property Address (Enter S if sold, PS if pending sale or R if rental being held for income) ↓	Type of Property	Present Market Value	Amount of Mortgage & Liens	Gross Rental Income	Mortgage Payments	Insurance Maintenance Taxes & Misc.	Net Rental Income
		\$	\$	\$	\$	\$	\$
	Totals	\$	\$	\$	\$	\$	\$

List any additional names under which credit has previously been received and indicate appropriate creditor name(s) and account number(s):

Alternative Name	Creditor Name	Account Number

VII. DETAILS OF TRANSACTION		VIII. DECLARATIONS					
a. Purchase price	\$	If you answer "Yes" to any questions a through i, please use continuation sheet for explanation.		Applicant #1		Applicant #2	
b. Alterations, improvements, repairs				Yes	No	Yes	No
c. Land (If acquired separately)		a. Are there any outstanding judgments against you?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Refinance (Incl. debts to be paid off)		b. Have you been declared bankrupt within the past 7 years?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Estimated prepaid items		c. Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Estimated closing costs		d. Are you a party to a lawsuit?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. PMI, MIP, Funding Fee		e. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment? (This would include such loans as home mortgage loans, SBA loans, home improvement loans, educational loans, manufactured (mobile) home loans, any mortgage, financial obligation, bond, or loan guarantee. If "Yes," provide details, including date, name, and address of Lender, FHA or V.A. case number, if any, and reasons for the action.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Discount (If Borrower will pay)		f. Are you presently delinquent or in default on any Federal debt or any other loan mortgage, financial obligation, bond, or loan guarantee? If "Yes," give details as described in question e. above.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Total Costs (Add items a through h)		g. Are you obligated to pay alimony, child support, or separate maintenance?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Subordinate financing		h. Is any part of the down payment borrowed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Borrower's closing costs paid by Seller		i. Are you a co-maker or endorser on a note?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Other Credits (Explain)		j. Are you a U.S. citizen?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Loan amount (Exclude PMI, MIP, Funding Fee financed)		k. Are you a permanent resident alien?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. PMI, MIP, Funding Fee financed		l. Do you intend to occupy the property as your primary residence? If "Yes," complete question m. below.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Loan amount (Add m & n)		m. Have you had ownership interest in a property in the last 3 years?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Cash from/to Borrower (Subtract j, k, l, & o from i)		(1) What type of property did you own-principal residence (PR), second home (SH), or investment property (IP)?					
		(2) How did you hold title to the home-solely by yourself (S), jointly with your spouse (SP), or jointly with another person (0)?					

IX. ACKNOWLEDGMENT AND AGREEMENT

Each of the undersigned specifically represents to Lender and to Lender’s actual or potential agents, brokers, processors, attorneys, insurers, services, successors and assigns and agrees and acknowledges that: (1) the information provided in this application is true and correct as of the date set forth opposite my signature and that any intentional or negligent misrepresentation of this information contained in this application may result in civil liability, including monetary damages, to any person who may suffer any loss due to reliance upon any misrepresentation that I have made on this application, and/or in criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Sec. 1001, et seq.; (2) the loan requested pursuant to this application (the “loan”) will be secured by a mortgage or deed of trust on the property described herein; (3) the property will not be used for any illegal or prohibited purpose or use; (4) all statements made in this application are made for the purpose of obtaining a residential mortgage loan; (5) the property will be occupied as indicated herein; (6) any owner or servicer of the Loan may verify or reverify any information contained in the application from any source named in this application, and Lender, its successors or assigns may retain the original and/or an electronic record of this application, even if the Loan is not approved; (7) the Lender and its agents, brokers, insurers, servicers, successors and assigns may continuously rely on the information contained in the application, and I am obligated to amend and/or supplement the information provided in this application if any of the material facts that I have represented herein should change prior to closing of the Loan; (8) in the event that my payments on the Loan become delinquent, the owner or servicer of the Loan may, in addition to any other rights and remedies that it may have relating to such delinquency, report my name and account information to one or more consumer credit reporting agencies; (9) ownership of the Loan and/or administration of the Loan account may be transferred with such notice as may be required by law; (10) neither Lender nor its agents, brokers, insurers, servicers, successors or assigns has made any representation or warranty, express or implied, to me regarding the property or the condition or value of the property; and (11) my transmission of this application as an “electronic record” containing my “electronic signature,” as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or my facsimile transmission of this application containing a facsimile of my signature, shall be as effective, enforceable and valid as if a paper version of this application were delivered containing my original written signature.

Applicant's Signature X	Date	Applicant's Signature X	Date
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X. INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the Federal Government for certain types of loans related to a dwelling in order to monitor the lender’s compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may discriminate neither on the basis of this information, or on whether you choose to furnish it. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, under Federal regulations, this lender is required to note the information on the basis of visual observation or surname. If you do not wish to furnish the information, please check the box below. (Lender must review the above material to assure that the disclosures satisfy all requirements to which the lender is subject under applicable state law for the particular type of loan applied for.)

BORROWER <input type="checkbox"/> I do not wish to furnish this information	CO-BORROWER <input type="checkbox"/> I do not wish to furnish this information		
Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		
Race <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	Race <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White		
Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male		
To be Completed by Interviewer This application was taken by: <input type="checkbox"/> face-to-face interview <input type="checkbox"/> by mail <input type="checkbox"/> by telephone <input type="checkbox"/> Internet	Interviewer’s Name (<i>Print or type</i>)	Name and Address of Interviewer’s Employer	
	Interviewer’s Signature		Date
	Interviewer’s Phone Number (<i>Incl. Area Code</i>)		

Continuation For/Residential Loan Application

Use if you need more space to complete the Residential Loan Application Mark A1 for Applicant #1 or A2 for Applicant #2	Applicant#1 (A1)	Agency Account Number:
	Applicant#2 (A2)	Lender Account Number:

Additional Information Required for RHS Assistance

1. Loan Type: Section 502 Section 504 Loan Grant

APPLICANT #1

2. Have you ever obtained a loan/grant from RHS?
Yes No

4. Are you a relative to an RHS Employee or Closing agent/attorney?
Yes No
If yes, who? _____
Relationship _____

6. Are you a Veteran? Yes No

APPLICANT #2

3. Have you ever obtained a loan/grant from RHS?
Yes No

5. Are you a relative to an RHS Employee or Closing agent/attorney?
Yes No
If yes, who? _____
Relationship _____

7. Are you a Veteran? Yes No

8. Complete for all household members.

To be considered eligible for RHS assistance, all household income, including any income not shown in Section V of this application, must be disclosed below:

Name	Age	Are you a full time student? y/n	Do you want to be considered for an adjustment from household income because of a disabling condition? y/n	Annual Wage Income	Source of Wage Income (employer)	Annual Non-Wage Income	Source of Non-Wage Income (social security, alimony, child support, separate maintenance, etc.)

9. Child Care (Minors who are 12 years of age or under for whom you have to hire a babysitter or leave at a child care center)

Cost per week \$ _____ Cost per month \$ _____

10. Name, Address and Telephone No. of Child care Provider(s).

11. Characteristics of Present Housing

Does the Dwelling:

Lack complete plumbing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Physically deteriorated or structurally unsound	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lack adequate heating	<input type="checkbox"/>	<input type="checkbox"/>	Overcrowded (More than 2 persons per room)	<input type="checkbox"/>	<input type="checkbox"/>

12. Name, Address and Telephone Number of Present Landlord.

If residing at present address for less than two years, complete the following:

Name, Address and Telephone Number of Previous Landlord(s).

13. (For Section 504 Grants Only) I certify that as the condition of the grant, I/we will not engage in unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the grant.

14. I am aware RHS does not warrant the condition or value of the property.

15. Notices to Applicant

Privacy Act. See attached sheet.

Social Security Number. The Debt Collection Act of 1982, Pub. L. 97-365, and 31 U.S.C. 7701(c) require persons applying for a federally insured or guaranteed loan to furnish his or her social security number (SSN). Failure to provide your SSN will result in the rejection of your application.

Right to Request Copy of Appraisal. You have the right to a copy of the appraisal report used in connection with your application for credit. If you wish a copy, please write us at the address of the Rural Development Field Office where you made application. In your written request, you must provide us with the complete name and address used when making application as well as a current mailing address. We must hear from you no later than 90 days after we notify you about the action taken on your credit application or you withdraw your application. The creditor, Rural Housing Service, may require you to reimburse the Agency for the cost of the appraisal.

Right to Financial Privacy Act of 1978, 12 U.S.C. 3401, et seq. You authorize RHS to have access to financial records held by financial institutions in connection with the consideration or administration of assistance to you. Financial records involving your loan and loan application will be available to RHS without further notice or authorization but will not be disclosed or released by RHS to another Government agency or department without your consent except as required or permitted by law.

Federal collection policies for consumer debts: Delinquencies, defaults, foreclosures and abuses of mortgage loans involving programs of the Federal Government can be costly and detrimental to your credit, now and in the future. The Federal Government, as mortgage lender in this transaction, its agencies, agents and assigns, are authorized to take any and all of the following actions in the event loan payments become delinquent on the mortgage loan covered by this application: (1) Report your name and account information to a credit bureau; (2) Assess additional interest and penalty charges for the period of time that payment is not made; (3) Assess charges to cover additional administrative costs incurred by the Government to service your account; (4) Offset amounts owed to you under other Federal programs; (5) Refer your account to a private attorney, the United States Department of Justice, a collection agency, or mortgage servicing agency to collect the amount due, and foreclose the mortgage, sell the property, and seek judgment against you for any deficiency; (6) If you are a current or retired Federal employee, take action to offset your salary, or civil service retirement benefits; (7) Refer your debt to the Internal Revenue Service for offset against any amount owed to you as an income tax refund; and (8) Report any resulting written-off debt of yours to the Internal Revenue Service as your taxable income. All of these actions can and will be used to recover any debts owed when it is determined to be in the interest of the lender and/or Federal Government to do so.

Unlawful Discrimination. "The U. S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

The Fair Housing Act prohibits discrimination in real estate-related transactions, or in the terms or conditions of such a transaction, because of race, color, religion, sex, disability, familial status, or national origin. If you believe you have been discriminated against for any of these reasons, you can write the U. S. Department of Housing and Urban Development, Washington, D.C. 20410 or call (800) 669-9777.

Certification. As the applicant, I certify to the best of my knowledge and belief: (1) I am not presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) I have not within a three year period preceding this proposal been convicted or had a civil judgment rendered against me for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) transaction or contract under a public transaction; or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statement, or receiving stolen property; (3) I am not a judgment debtor on an outstanding judgment in favor of the United States which was obtained in any Federal court other than the United States Tax Court; and (4) I am not delinquent of any outstanding debt to the Federal Government (including any Federal agency or department).

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, sex, disability, familial status, national origin, marital status, age (provided the borrower has the capacity to enter into a binding contract), because all or a part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. If you believe you were denied a loan for this reason, you should contact the Federal Trade Commission, Washington, DC. 20580.

16. I AM unable to provide the housing I need on my own account, and I am unable to secure the credit necessary for this purpose from other sources upon terms and conditions which I can reasonably fulfill. I certify that the statements made by me in this application are true, complete to the best of my knowledge and belief and are made in good faith to obtain a loan.

SECTION 1001 OF TITLE 18, UNITED STATES CODE PROVIDES: "WHOEVER, IN ANY MATTER WITHIN THE JURISDICTION OF ANY DEPARTMENT OR AGENCY OF THE UNITED STATES KNOWINGLY AND WILLFULLY FALSIFIES, CONCEALS OR COVERS UP BY ANY TRICK, SCHEME, OR DEVICE A MATERIAL FACT, OR MAKES ANY FALSE, FICTITIOUS OR FRAUDULENT STATEMENTS OR REPRESENTATIONS, OR MAKES OR USES ANY FALSE WRITING OR DOCUMENT KNOWING THE SAME TO CONTAIN ANY FALSE, FICTITIOUS OR FRAUDULENT STATEMENT OR ENTRY, SHALL BE FINED UNDER THIS TITLE OR IMPRISONED NOT MORE THAN FIVE YEARS, OR BOTH."

NOTE TO APPLICANT: IF ANY INFORMATION ON THIS APPLICATION IS FOUND TO BE FALSE OR INCOMPLETE, SUCH FINDING, IN ADDITION TO POSSIBLE LIABILITY UNDER CIVIL AND CRIMINAL STATUS, MAY BE GROUNDS FOR DENIAL FOR THE REQUESTED CREDIT AND MAY BE A BASIS FOR DEBARMENT FROM PARTICIPATION IN ALL FEDERAL PROGRAMS UNDER 7 C.F.R. PART 3017.

Date _____ Signature of Applicant _____

 Date _____ Signature of Applicant _____

17. Date	Signature of Loan Approval Official	Determination of Eligibility <input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	Racial Data Provided by <input type="checkbox"/> Applicant <input type="checkbox"/> RHS
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18. Application received on _____ .
 Application complete on _____ .

19. Credit Report Fee
 Date Received: _____ Amount Received: \$ _____
 Initial: _____

NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION

The information requested on this form is authorized to be collected by the Rural Housing Service (RHS), Rural Business-Cooperative Services (RBS), Rural Utilities Service (RUS) or the Farm Service Agency (FSA) ("the agency") by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471 et seq.) or by the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.), or by other laws administered by RHS, RBS, RUS or FSA.

Disclosure of information requested is voluntary. However, failure to disclose certain items of information requested, including your Social Security Number or Federal Identification Number, may result in a delay in the processing of an application or its rejection. Information provided may be used outside of the agency for the following purposes:

1. When a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, disclosure may be made to the appropriate agency, whether Federal, foreign, State, local, or tribal, or other public authority responsible for enforcing, investigating, or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative, or prosecutive responsibility of the receiving entity.
2. A Record from this system of records may be disclosed to a Member of Congress or to a congressional staff member in response to an inquiry of the congressional office made at the written request of the constituent about whom the record is maintained.
3. Rural Development will provide information from this system to the U.S. Department of the Treasury and to other Federal agencies maintaining debt servicing centers, in connection with overdue debts, in order to participate in the Treasury Offset Program as required by the Debt Collection Improvement Act, Pub. L. 104-134, Section 31001.
4. Disclosure of the name, home address, and information concerning default on loan repayment when the default involves a security interest in tribal allotted or trust land. Pursuant to the Cranston-Gonzales National Affordable Housing Act of 1990 (42 U.S.C. 12701 et seq.), liquidation may be pursued only after offering to transfer the account to an eligible tribal member, the tribe, or the Indian Housing Authority serving the tribe(s).
5. Referral of names, home addresses, social security numbers, and financial information to a collection or servicing contractor, financial institution, or a local, State, or Federal agency, when Rural Development determines such referral is appropriate for servicing or collecting the borrower's account or as provided for in contracts with servicing or collection agencies.
6. It shall be a routine use of the records in this system of records to disclose them in a proceeding before a court or adjudicative body, when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or (d) the United States is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation, provided; however, that in each case, the agency determines that disclosure of the records is a use of the information contained in the records that is compatible with the purpose for which the agency collected the records.
7. Referral of names, home addresses, and financial information for selected borrowers to financial consultants, advisors, lending institutions, packagers, agents and private or commercial credit sources, when Rural Development determines such referral is appropriate to encourage the borrower to refinance the Rural Development indebtedness as required by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471), or to assist the borrower in the sale of the property.
8. Referral of legally enforceable debts to the Department of the Treasury, Internal Revenue Service (IRS), to be offset against any tax refund that may become due the debtor for the tax year in which the referral is made, in accordance with the IRS regulations at 26 C.F.R. 301.6402-6T, Offset of Past Due Legally Enforceable Debt Against Overpayment, and under the authority contained in 31 U.S.C. 3720A.
9. Referral of information regarding indebtedness to the Defense Manpower Data Center, Department of Defense, and the United States Postal Service for the purpose of conducting computer matching programs to identify and locate individuals receiving Federal salary or benefit payments and who are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by Rural Development in order to collect debts under the provisions of the Debt Collection Act of 1982 (5 U.S.C. 5514) by voluntary repayment, administrative or salary offset procedures, or by collection agencies.
10. Referral of names, home addresses, and financial information to lending institutions when Rural Development determines the individual may be financially capable of qualifying for credit with or without a guarantee.
11. Disclosure of names, home addresses, social security numbers, and financial information to lending institutions that have a lien against the same property as Rural Development for the purpose of the collection of the debt. These loans can be under the direct and guaranteed loan programs.
12. Referral to private attorneys under contract with either Rural Development or with the Department of Justice for the purpose of foreclosure and possession actions and collection of past due accounts in connection with Rural Development.
13. It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity where the Department of Justice has agreed to represent the employee; or (c) the United States government, is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.

NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION - CONTINUED

14. Referral of names, home addresses, social security numbers, and financial information to the Department of Housing and Urban Development (HUD) as a record of location utilized by Federal agencies for an automatic credit prescreening system.
15. Referral of names, home addresses, social security numbers, and financial information to the Department of Labor, State Wage Information Collection Agencies, and other Federal, State, and local agencies, as well as those responsible for verifying information furnished to qualify for Federal benefits, to conduct wage and benefit matching through manual and/or automated means, for the purpose of determining compliance with Federal regulations and appropriate servicing actions against those not entitled to program benefits, including possible recovery of improper benefits.
16. Referral of names, home addresses, and financial information to financial consultants, advisors, or underwriters, when Rural Development determines such referral is appropriate for developing packaging and marketing strategies involving the sale of Rural Development loan assets.
17. Rural Development, in accordance with 31 U.S.C. 3711(e)(5), will provide to consumer reporting agencies or commercial reporting agencies information from this system indicating that an individual is responsible for a claim that is current.
18. Referral of names, home and work addresses, home telephone numbers, social security numbers, and financial information to escrow agents (which also could include attorneys and title companies) selected by the applicant or borrower for the purpose of closing the loan.
19. Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act (31 U.S.C. 3701(a)(3)).

United States Department of Agriculture
Rural Development
Rural Housing Service

AUTHORIZATION TO RELEASE INFORMATION

TO: _____

RE: _____
Account or Other Identifying Number

Name of Customer

I, and/or adults in my household, have applied for or obtained a loan or grant from the Rural Housing Service (RHS), part of the Rural Development mission area of the United States Department of Agriculture. As part of the process or in considering my household for interest credit, payment assistance, or other servicing assistance on such loan, RHS may verify information contained in my request for assistance and in other documents required in connection with the request.

I, or another adult in my household, authorize you to provide to RHS for verification purposes the following applicable information:

- Past and present employment or income records
- Bank account, stock holdings, and any other asset balances
- Past and present landlord references
- Other consumer credit references

If the request is for a new loan or grant, I further authorize RHS to order a consumer credit report and verify other credit information.

I understand that under the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401, et seq., RHS is authorized to access my financial records held by financial institutions in connection with the consideration or administration of assistance to me. I also understand that financial records involving my loan and loan application will be available to RHS without further notice or authorization, but will not be disclosed or released by RHS to another Government agency or department or used for another purpose without my consent except as required or permitted by law.

This authorization is valid for the life of the loan.

The recipient of this form may rely on the Government's representation that the loan is still in existence.

The information RHS obtains is only to be used to process my request for a loan or grant, interest credit, payment assistance, or other servicing assistance. I acknowledge that I have received a copy of the Notice to Applicant Regarding Privacy Act information. I understand that if I have requested interest credit or payment assistance, this authorization to release information will cover any future requests for such assistance and that I will not be renotified of the Privacy Act information unless the Privacy Act information has changed concerning use of such information.

A copy of this authorization may be accepted as an original.

Your prompt reply is appreciated.

SIGNATURE (APPLICANT OR ADULT HOUSEHOLD MEMBER) DATE

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0172. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

RHS Is An Equal Opportunity Lender

SEE ATTACHED PRIVACY ACT NOTICE

NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION

The information requested on this form is authorized to be collected by the Rural Housing Service (RHS), Rural Business-Cooperative Services (RBS), Rural Utilities Service (RUS) or the Farm Service Agency (FSA) ("the agency") by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471 et seq.) or by the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.), or by other laws administered by RHS, RBS, RUS or FSA.

Disclosure of information requested is voluntary. However, failure to disclose certain items of information requested, including your Social Security Number or Federal Identification Number, may result in a delay in the processing of an application or its rejection. Information provided may be used outside of the agency for the following purposes:

1. When a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, disclosure may be made to the appropriate agency, whether Federal, foreign, State, local, or tribal, or other public authority responsible for enforcing, investigating, or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative, or prosecutive responsibility of the receiving entity.
2. A Record from this system of records may be disclosed to a Member of Congress or to a congressional staff member in response to an inquiry of the congressional office made at the written request of the constituent about whom the record is maintained.
3. Rural Development will provide information from this system to the U.S. Department of the Treasury and to other Federal agencies maintaining debt servicing centers, in connection with overdue debts, in order to participate in the Treasury Offset Program as required by the Debt Collection Improvement Act, Pub. L. 104-134, Section 31001.
4. Disclosure of the name, home address, and information concerning default on loan repayment when the default involves a security interest in tribal allotted or trust land. Pursuant to the Cranston-Gonzales National Affordable Housing Act of 1990 (42 U.S.C. 12701 et seq.), liquidation may be pursued only after offering to transfer the account to an eligible tribal member, the tribe, or the Indian Housing Authority serving the tribe(s).
5. Referral of names, home addresses, social security numbers, and financial information to a collection or servicing contractor, financial institution, or a local, State, or Federal agency, when Rural Development determines such referral is appropriate for servicing or collecting the borrower's account or as provided for in contracts with servicing or collection agencies.
6. It shall be a routine use of the records in this system of records to disclose them in a proceeding before a court or adjudicative body, when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or (d) the United States is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation, provided; however, that in each case, the agency determines that disclosure of the records is a use of the information contained in the records that is compatible with the purpose for which the agency collected the records.
7. Referral of names, home addresses, and financial information for selected borrowers to financial consultants, advisors, lending institutions, packagers, agents and private or commercial credit sources, when Rural Development determines such referral is appropriate to encourage the borrower to refinance the Rural Development indebtedness as required by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471), or to assist the borrower in the sale of the property.
8. Referral of legally enforceable debts to the Department of the Treasury, Internal Revenue Service (IRS), to be offset against any tax refund that may become due the debtor for the tax year in which the referral is made, in accordance with the IRS regulations at 26 C.F.R. 301.6402-6T, Offset of Past Due Legally Enforceable Debt Against Overpayment, and under the authority contained in 31 U.S.C. 3720A.
9. Referral of information regarding indebtedness to the Defense Manpower Data Center, Department of Defense, and the United States Postal Service for the purpose of conducting computer matching programs to identify and locate individuals receiving Federal salary or benefit payments and who are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by Rural Development in order to collect debts under the provisions of the Debt Collection Act of 1982 (5 U.S.C. 5514) by voluntary repayment, administrative or salary offset procedures, or by collection agencies.
10. Referral of names, home addresses, and financial information to lending institutions when Rural Development determines the individual may be financially capable of qualifying for credit with or without a guarantee.
11. Disclosure of names, home addresses, social security numbers, and financial information to lending institutions that have a lien against the same property as Rural Development for the purpose of the collection of the debt. These loans can be under the direct and guaranteed loan programs.
12. Referral to private attorneys under contract with either Rural Development or with the Department of Justice for the purpose of foreclosure and possession actions and collection of past due accounts in connection with Rural Development.
13. It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity where the Department of Justice has agreed to represent the employee; or (c) the United States government, is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.

NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION - CONTINUED

- 14 Referral of names, home addresses, social security numbers, and financial information to the Department of Housing and Urban Development (HUD) as a record of location utilized by Federal agencies for an automatic credit prescreening system
- 15 Referral of names, home addresses, social security numbers, and financial information to the Department of Labor, State Wage Information Collection Agencies, and other Federal, State, and local agencies, as well as those responsible for verifying information furnished to qualify for Federal benefits, to conduct wage and benefit matching through manual and/or automated means, for the purpose of determining compliance with Federal regulations and appropriate servicing actions against those not entitled to program benefits, including possible recovery of improper benefits
- 16 Referral of names, home addresses, and financial information to financial consultants, advisors, or underwriters, when Rural Development determines such referral is appropriate for developing packaging and marketing strategies involving the sale of Rural Development loan assets
- 17 Rural Development, in accordance with 31 U.S.C. 3711(e)(5), will provide to consumer reporting agencies or commercial reporting agencies information from this system indicating that an individual is responsible for a claim that is current
- 18 Referral of names, home and work addresses, home telephone numbers, social security numbers, and financial information to escrow agents (which also could include attorneys and title companies) selected by the applicant or borrower for the purpose of closing the loan
- 19 Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act (31 U.S.C. 3701(a)(3))