

To be typed on Local Office Letterhead

In the Matter of: *(name of borrower)*
 (address of borrower)

I, declare that I am the *(title of person delivering notice)* for United States Department of Agriculture, Rural Development, for the state of Washington, with an office at *(insert local office address)* and further, that:

1. In the course of my employment I am responsible for and familiar with the Rural Housing Service (RHS) loan files for *(name of borrower(s))*. These files document events occurring in the normal course of RHS business, and it is in the usual course of RHS business to record such events during or soon after the events take place. I make this declaration on personal knowledge, and if called to testify as a witness in the matter, I would testify as set forth below.
2. On *(date)* I personally went to the above-stated address. At approximately *(insert time)*, I *(knocked on the door/rang the doorbell)*.
3. The person who opened the door *(was known to me as a borrower, {name}) OR (identified himself/herself). He/she was an adult male/female who appeared to be approximately (age), and described as follows: (description of person accepting service)*.
4. I handed a notice, a true copy of which is attached hereto, to the aforesaid person *(OR)* I attempted to hand the notice, a true copy of which is attached hereto, to the aforesaid person, but said person refused to accept it and *(describe the actions of the person)*.
5. I affixed a copy of the aforesaid notice to the residence *(where it was attached, porch, post, door, etc.)*.
6. I was accompanied by *(name, title, and office address if different than your own)*.
7. Upon returning to my office I mailed copies of the aforesaid notice by regular and certified, addressed to the occupant at the above stated address.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge and belief.

Signed this *(date)* day of *(month)*, 200_.

(Name, Title)