



United States Department of Agriculture  
Rural Development  
Wisconsin

## **GUARANTEED RURAL HOUSING (GRH) LOAN PROGRAM LENDER APPROVAL CHECKLIST**

*(For authority to submit underwritten loans directly to Rural Development)*

**All lenders, including State Housing Authorities and FCS lending institutions, are welcome to participate in the Rural Development GRH loan program. Lenders approved by Fannie Mae, Freddie Mac, Federal Home Loan Bank, HUD-FHA Title II (direct endorsement), Federal VA (automatic guarantee), or participating in other USDA guaranteed loan programs may apply to Rural Development to become an approved lender for underwriting and servicing GRH loans.**

**Mortgage brokers or other correspondent lenders acting in the capacity of a loan originator may participate by submitting their loan applications to an investor / lender that has been approved by the Agency for underwriting. The underwriting lender will submit the approved loan applications to the Agency for review. Rural Development allows loan closings in the name of the originating lender as long as the loans are assigned to the approved underwriting investor / lender at closing.**

All requests for lender approval must contain the following information:

1. Provide a statement indicating your lending institution's type of operation (retail, wholesale, loan servicer, etc.), the specific states or counties that you conduct your business, and complete contact information for the individual who will serve as the primary contact for your GRH loans.
  - If your firm is a retail lender, provide complete contact information for your branch locations, loan processing / underwriting departments, loan servicing, and a contact person for loan production.
  - If your firm is a wholesale lender or a servicing lender, provide a general description of your services (loan processing, underwriting, table funding, loan servicing, REO disposition, etc.) and provide complete contact information for your various departments including regional account executives.
2. A signed and dated Form RD 1980-16, "Agreement for Participation in Single Family Housing Guaranteed/Insured Loan Programs of the United States Government" This form is available at: <http://www.rurdev.usda.gov/regs/forms/1980-16.pdf>
3. Verification of your current eligibility certification and the agency-assigned identification numbers from at least one of the following:
  - Department of Housing and Urban Development (HUD-FHA approval for Title II with direct endorsement authority)
  - Department of Veterans Affairs (Federal VA approval with automatic guarantee authority)
  - Fannie Mae (Fannie Mae Form 582, Lender Record Information)
  - Freddie Mac (Freddie Mac Form 16SF, Annual Eligibility Certification Report)
  - Federal Home Loan Bank (Membership Letter & N/O Exception Required)
  - Statement of participation as an approved lender in guaranteed loan programs of the Rural Housing Community Development Service, Rural Business-Cooperative Development Service, Rural Utilities Service, or Consolidated Farm Service Agency.

Committed to the future of rural communities.

"USDA is an equal opportunity provider, employer and lender."  
To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

4. Provide your federal tax identification number.
5. Provide the names, titles, and responsibilities of your principal officers (senior management staff).
6. Provide an outline of your internal loan criteria for reviewing a borrower's credit history and loan repayment ability. If you are following standard HUD-FHA, Federal VA, Fannie Mae or Freddie Mac guidelines rather than your own, you must indicate which guideline you will use.
7. Provide a copy of your quality control plan for monitoring production and servicing activities. If you follow a Fannie Mae, Freddie Mac, or Federal Home Loan Bank quality control plan rather than your own, you must indicate which quality control plan you will use.

**Please review RD Instruction 1980-D, 1980.309 Lender Participation, for additional information on lender eligibility and lender responsibilities. This instruction can be found at:**

<http://www.rurdev.usda.gov/regs/regs/pdf/1980d.pdf>

**Thank you for your interest in becoming an approved lender for the GRH loan program. Please send the above information to one of the addresses below depending on the level of approval that you are seeking. Questions regarding lender participation can be directed to your local Rural Development State Office or to the National Office at (202) 720-1452.**

#### **SINGLE STATE APPROVAL**

**Send to the Rural Development  
State Office headquarters in your state.**

**To find address,**

**Go to: [http://www.rurdev.usda.gov/recd\\_map.html](http://www.rurdev.usda.gov/recd_map.html)**

#### **MULTI-STATE OR NATIONAL APPROVAL**

**USDA Rural Development  
SFH / Guaranteed Loan Division  
Stop 0784, Room 2250-S  
1400 Independence Ave., SW  
Washington, DC 20250-0784**

**For approval in Wisconsin,  
please send your requests to:**

**Housing Section  
USDA Rural Development  
4949 Kirschling Court  
Stevens Point, WI 54481**

**Telephone: (866) GRH-3600**

**Fax: (715) 345-7699**

**Email: [RD.SFH.SO@wi.usda.gov](mailto:RD.SFH.SO@wi.usda.gov)**

**Website: [www.rurdev.usda.gov/wi](http://www.rurdev.usda.gov/wi)**