



Dear Applicant:

Thank you for your interest in our Single Family Housing (SFH) Home Repair program through Rural Development.

Prior to submitting your application, you can complete a property assessment to determine if your property is located in an eligible area. The link for the property assessment is below:

<https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=sfpd>

Enclosed is the application package to apply for the SFH Home Repair program through Rural Development.

The application package includes the following:

Section 1 – Supplemental guidance for filing an application if you choose Option 1 or Option 2 below:

- Working with a Loan Application Packager (*Information for applying using Option 1*)
- Transmitting Single Family Housing Direct Applications via eForms and eForms Quick Reference (*Information for applying using Option 2*)

Section 2 – The following forms must be completed, signed and returned to Rural Development:

- Attachment 12-E, Checklist of Items to Accompany the Uniform Residential Loan Application (*fully complete and return all applicable items on this checklist*)
- Form RD 410-4, Uniform Residential Loan Application (*fully complete highlighted sections and return*) (**NOTE:** *If submitting your application via eForms (Option 2), the 410-4 is completed on the eForms site*)
- Form RD 3550-1, Authorization to Release Information (*each applicant to sign/date separate forms*)
- Form RD 3550-4, Employment and Asset Certification (*fully complete highlighted sections and return*)

Section 3 – Additional information regarding the SFH Direct Home Loan program:

- SFH Repair Loans and Grants Fact Sheet (*for your records*)
- Exhibit 4-4, Indicators of Unacceptable Credit Guidelines (*for your records*)

Rural Development

USDA is an equal opportunity provider, employer and lender.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

To apply, complete all the applicable items in the attached 12-E Checklist of Items to Accompany the Uniform Residential Loan Application and submit the package using **one** of the options below (which are listed in no particular order – you choose the option that works best for you):

- Option 1: Work with a loan application packager. See “Working with a Loan Application Packager” located in Section 1 of this application package for more information.
- Option 2: Apply online via [eForms](#). For instructions, see “Transmitting Single Family Housing Direct Applications via eForms” and “eForms Quick Reference Guide” located in Section 1 of this application package for more information.
- Option 3: Return to a local Rural Development office:
Email to:
Mail to:

To locate a Rural Development Service Center, go to:
<https://offices.sc.egov.usda.gov/locator/app?state=us&agency=rd>

IMPORTANT: If any item, information and/or signature is missing, your application is considered incomplete and you will be contacted and asked to provide the missing pieces.

To qualify for the SFH Home Repair program, your household’s adjusted annual income must be within our established income limit based on household size and location. The income limits can be found online at: <https://www.rd.usda.gov/sites/default/files/RD-DirectLimitMap.pdf>

During your loan approval process, you will be instructed to watch the Agency’s online applicant orientation video: <https://www.youtube.com/watch?v=XxobzC24FfU&feature=youtu.be>

For more information, go to HB-1-3550, Direct Single Family Housing Loans and Grants – Field Office Handbook: <https://www.rd.usda.gov/resources/directives/handbooks>

Final determination of eligibility is made by Rural Development upon receipt of a complete application.

Thank you for choosing Rural Development, if you have questions or concerns please feel free to contact your local Rural Development office.

Section 1

Supplemental guidance for filing
an application if you choose
Option 1 or Option 2 listed on the
cover page.

Working with a Loan Application Packager

What is a loan application packager?

A loan application packager provides an optional service to an applicant seeking a housing loan by helping to navigate the loan application process. A packager can help determine if the Section 504 Home Repair Program is a good fit and, if so, help to assemble a complete loan application package.

Loan application packaging fees can generally be included in the Rural Development loan. Packagers do not work for or represent Rural Development.

How do I file an application with the guidance of a loan application packager?

To locate a loan application packager, you can contact a loan packager from the attached list of local packagers in your area (if applicable).

TRANSMITTING SINGLE FAMILY HOUSING DIRECT APPLICATIONS VIA EFORMS

Rural Development in _____ accepts Single Family Housing Direct (SFHD) Section 502 and 504 applications thru electronic submission using the eForms site. The eForms site allows applicants and individuals working on behalf of the applicant to search for and complete forms to apply for the SFHD programs. With the eForms site, users can electronically submit all the items listed on Attachment 3-J for the Section 502 program (with the exception of the credit report fee) or on Attachment 12-E for the Section 504 program.

The eForms user guide, training, and handout can be found on the [Single Family Housing Direct Home Loans](#) website (under To Apply), [Single Family Housing Repair Loans & Grants website](#) (under To Apply), and on the [Direct Loan Application Packagers website](#). As outlined in the materials, eForms is beneficial to both the submitter and to the Agency.

- For the submitter, eForms provides a convenient and secured way to submit a loan application package.
- For the Agency, eForms streamlines the application process and reduces paper consumption (which is good for the environment). In addition, applications that are "accepted" in eForms automatically upload into the Agency's origination system so they can be "parsed" for further processing.

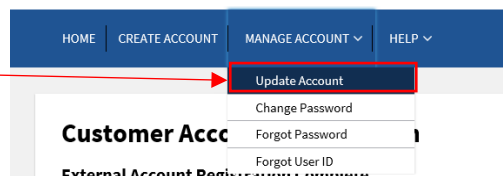
To start the process, please follow the steps on the attached eForms Quick Reference Guide.

If you have questions, our state eForms point of contact, _____,
can be reached at _____
_____.

EFORMS QUICK REFERENCE GUIDE

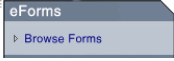
Step 1: Obtain a USDA eAuthentication account with a verified identity.

- Click on <https://www.eauth.usda.gov/eauth/b/usda/registration>.
- Select “Customer” and click continue. Enter your email address and click submit.
- You will receive a notice that an email has been sent to complete the registration process.
- Log into your email account and locate the email with a subject line of “eAuth – Confirm Email”. The email will be from donotreply.icam@ocia.usda.gov. Check your junk/spam folder if you do not see the email in your inbox.
- In the email, click “Continue Registration”, enter the requested information (be sure to enter the information exactly how it shows on your government issued ID), and select a password for your eAuthentication account. Once the password is accepted, click submit.
- At the top of the page, click “Manage Account”.
- From the dropdown menu click “Update Account”
- If you are not logged in to your eAuthentication account, you will be directed to the log in screen. Enter your User ID (email) and password.
- Scroll to and click “Verify My Identity” (as seen [Verify My Identity](#) ? here).
- On the Verify Identity screen, select “Verify my identity online (recommended)” and click continue.
- Read the disclaimer and terms of service and click “I Agree”.
- Finish completing the additional information based on your government issued photo ID and click continue.
- Answer five identity verification questions. If all five questions are answered correctly, the next screen will state you have successfully completed the online identity verification process. If online verification is unsuccessful, you can retry the identity verification process or you can submit your application through another acceptable means.
- For technical assistance with eAuthentication accounts contact eAuthHelpDesk@usda.gov or 1-800-457-3642 (Option #1).



Step 2: Using Internet Explorer, login to the eForms site with your User ID (email) and password.

<https://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home>

Step 3: Click “Browse Forms”  from the menu options on the left.

Step 4: At the Form Number search option, enter “410-4”. Form Number: Click search.

Step 5: Click the “RD 410-4”  to open the form.

Step 6: Complete the “RD 410-4” and click submit.

Do not use punctuation in the “RD 410-4” form (e.g. enter “Road” instead of “Rd.”).

A screenshot of the 'APPLICATION FOR RURAL ASSISTANCE (NONFARM TRACT) Uniform Residential Loan Application' form. The form is titled 'Form RD 410-4 (Rev. 10-06)'. It includes sections for 'I. TYPE OF MORTGAGE AND TERMS OF LOAN' and 'II. PROPERTY INFORMATION AND PURPOSE OF LOAN'. The 'Submit' button is highlighted with a red box and a red arrow pointing to it. The form also includes a 'Save' button and a 'Close' button.

Note: Rural Development staff will not accept an application unless it is complete (including all applicable items listed on the Attachment 3-J or Attachment 12-E). If any documents are determined missing or incomplete during the review, the package will be returned to the user with explanation. A signature is not needed on the application (Form RD 410-4) when completed/submitted via eForms (as described in this guide). However, the other RD forms attached to the package will need a signature.

Step 7: For easier selection of the office location, click Text Version

Browse Forms

Please click on a previously selected service center or use the map to select a new service center:

[Text Version](#)

Select the following state/county/RD Office combination in eForms:

State: _____
County: _____
RD Office: _____

Step 8: Attach documents required in the Attachment 3-J for Section 502 or Attachment 12-E for Section 504. Click add.

Attachments		
Name	Description	Action
There are currently no attachments for this package.		

[Add](#)

Browse to locate the documents on your computer, select the document, enter a brief description, and click add. Repeat until all documents are added. To save time, combine all documents into a single PDF on your computer and add that single PDF.

Please select the file and enter a description of why it is being attached to this package.

Attachment File: [Browse...](#)

Description:

[Add](#) [Cancel](#)

Step 9: Click submit.

For technical assistance with the eForms site contact rd.hd@usda.gov or 1-800-457-3642 (Option #2).

Be sure to retain your User ID and password. If the loan closes, this information can be used to make the mortgage payment online.

Section 2

The following forms must be fully completed, signed and returned.

CHECKLIST OF ITEMS TO ACCOMPANY APPLICATION FOR HOME REPAIR LOAN OR GRANT FUNDS

Applicant Name: _____ Phone: _____ Cell: _____

Co-Applicant Name: _____ Phone: _____ Cell: _____

Applicant Email: _____ Co-Applicant Email: _____

Preferred contact? Mail: _____ Phone: _____ Cell: _____ Email: _____

Check the boxes below when completed

REQUIRED FORMS: Please submit the following documentation:

- Form 410-4, "Uniform Residential Loan Application" complete, sign and date pages 5 & 8.
- Form 3550-1 "Authorization to Release Information" for each adult household member.
- Form 3550-4, "Employment & Asset Certification" for each adult household member.

INCOME:

- Verification of **all household income**. To qualify for the program, a household's adjusted income must be within the established income limit based on size and location. Below are some examples of income that may be applicable to all household members and what should be provided to the Agency.
 - Copies of the last four week's consecutive pay stubs.
 - Copies of recent benefit statements for regular unearned income (such as social security, public assistance, retirement income, etc.).
 - Last 12 month payment history of alimony and/or child support received as provided by the court appointed entity responsible for handling payments. If this is not available, a copy of the separation agreement or divorce decree.
 - For each applicant, a complete copy of their last two signed and filed Federal Income Tax Returns. IRS Form W-2, "Wage and Tax Statement," and/or IRS Form 1099-MISC, "Miscellaneous Income", must be attached. For returns mailed to the IRS, provide a copy of the signed document. For returns filed electronically, include a copy of the signature page with the Self-Select PIN, confirmation that the return was accepted, or evidence that it was filed by an authorized E-File provider.
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HB-1-3550
Attachment 12-E
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- For each non-retired applicant, a written explanation of employment history of less than two years or employment gaps in excess of 30 days within the last two years.

ASSETS, CREDIT, OTHER DOCUMENTATION:

- For each applicant, a copy of their two most recent asset/bank statements. (Note that if you are obtaining this information through online banking, you should print your bank statement, as opposed to printing the online transaction history.)
- For each applicant, a written explanation for late payments, collections, judgments, or other derogatory items in their credit history of which they may be aware. If applicants are unsure what their credit history looks like, they can obtain a free credit report by calling 1-877-322-8228 or logging into <http://www.annualcreditreport.com>. By law, individuals are entitled to receive one free credit file disclosure every 12 months from each of the nationwide consumer credit reporting companies – Equifax, Experian and TransUnion. This free report cannot replace the credit report that the Agency will obtain to determine eligibility.
- For each applicant, verification of their identity. A copy of a Government-issued photo identification, evidence of date of birth (only required if not listed on the photo identification).
- For a household member who is a full-time student and 18 years of age or older, a copy of their school transcript.
- If applicable, provide written evidence of child care expenses for dependents 12 years of age or younger.
- If applicable, evidence of out of pocket annual medical expenses (for applicants 62 years of age and older, or individuals with a disability) who wish to be considered for a deduction to household income.

PROPERTY INFORMATION:

- Evidence of Ownership: Copy of Deed, or other documentation.
 - Tax Statement: Most recent property tax assessment and annual statement, if applicable.
 - Insurance: Evidence of homeowner's hazard or flood coverage, if applicable.
 - Repair Bid(s) including an itemized description of repairs, material, labor, and a copy of Contractor's license, if applicable.
 - Mortgage Statement: Most recent copy of mortgage statement, if applicable.
 - Photos of repair(s) and the front and back of property.
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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):	Property will be:	
	<input type="checkbox"/> Refinance	<input type="checkbox"/> Construction-Permanent		<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
Title will be held in what Name(s)			Manner in which Title will be held	Estate will be held in:	
Source of Down Payment, Settlement Charges and/or Subordinate Financing (Explain)				<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"/> Separated	<input type="checkbox"/> Unmarried (Include single, divorced, widowed)	Dependents (Not listed by Applicant #2) No. Ages		<input type="checkbox"/> Married <input type="checkbox"/> Separated	<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.			

(Fully complete highlighted sections.)

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

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	
	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:

(Fully complete all highlighted sections.)

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

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:

	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lack complete plumbing	<input type="checkbox"/>	<input type="checkbox"/>	Physically deteriorated or structurally unsound	<input type="checkbox"/>	<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.

(Each applicant must sign and date.)

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
	X
Date	Signature of Applicant
	X

17. Date	Signature of Loan Approval Official	Determination of Eligibility _____ Eligible _____ Not Eligible	Racial Data Provided by _____ Applicant _____ 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)).

(Each applicant must sign and date a separate authorization form.)

Form RD 3550-1
(Rev. 06-06)

Form Approved
OMB No. 0575-0172

**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 this 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 renofified 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

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless as 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.
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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.
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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.

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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.

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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. 168a(f) or the Federal Claims Collection Act (31U.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

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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.

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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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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.
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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.
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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.

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18. Referral of names, home 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. 168a(f) or the Federal Claims Collection Act (31U.S.C. 3701(a)(3)).

United States Department of Agriculture
Rural Housing Service

EMPLOYMENT AND ASSET CERTIFICATION

EMPLOYMENT CERTIFICATION

Check the appropriate blocks and account for all adult household members by listing their or your name under the applicable statement:

- I hereby certify that the following adult household members are not presently employed and do not intend to resume employment in the foreseeable future:

- I hereby certify that the following adult household members are not presently employed but are actively seeking employment. I agree to notify RHS immediately when they become reemployed:

- I hereby certify that the following adult household members are currently employed. I agree to notify RHS should their employment status change:

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.

(Fully complete highlighted sections for all household members and each applicant must sign and date.)

ASSET CERTIFICATION

I hereby certify that all nonretirement assets of all household members (adults and children) are listed below. Nonretirement assets include, but are not limited to, savings accounts, stocks, bonds, Treasury bills, savings certifications, money market funds, investment accounts, equity in real property, revocable trust funds that are available to the household, lump-sum receipts, and personal property held as an investment.

The nonretirement asset levels are as follows:

Household Member	Nonretirement Asset(s) Total (in \$)

APPLICANT _____

DATE _____

APPLICANT _____

DATE _____

APPLICANT _____

DATE _____

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."

Section 3

Additional information regarding the
SFH Home Repair program.

Single Family Housing Repair Loans & Grants

What does this program do?

Also known as the Section 504 Home Repair program, this provides loans to very-low-income homeowners to repair, improve, or modernize their homes or provides grants to elderly very-low-income homeowners to remove health and safety hazards.

Who may apply for this program?

To qualify, you must:

- **Be the homeowner and occupy the house**
- **Be unable to obtain affordable credit elsewhere**
- **Have a family income below 50 percent of the area median income**
- **For grants, be age 62 or older and not be able to repay a repair loan**

What is an eligible area?

Generally, rural areas with a population less than 35,000 are eligible. Applicants may [check the address](#) of their home to determine eligibility online.

How may funds be used?

- Loans may be used to repair, improve, or modernize homes or to remove health and safety hazards.
- Grants must be used to remove health and safety hazards.

How much money can I get?

- Maximum loan is \$20,000.
- Maximum grant is \$7,500.
- Loans and grants can be combined for up to \$27,500 in assistance.

What are the terms of the loan or grant?

- Loans can be repaid over 20 years.
- Loan interest rate is fixed at 1%.
- Full title service is required for loans of \$7,500 or more.
- Grants have a lifetime limit of \$7,500.
- Grants must be repaid if the property is sold in less than 3 years.

- If applicants can repay part, but not all of the costs, applicants may be offered a loan and grant combination.

Is there a deadline to apply?

Applications are available year round as long as funding is available and are processed in the order they are received.

How long does an application take?

Approval times depend on funding availability in your area. Talk to a [USDA home loan specialist](#) in your area for help with the application.

How do I get started?

Contact a [USDA home loan specialist](#) in your area.

What governs this program?

- The Housing Act of 1949 as amended, [7 CFR, Part 3550](#)
- [HB-1-3550](#) - Direct Single Family Housing Loans and Grants Field Office Handbook

NOTE: Because citations and other information may be subject to change, please always consult the program instructions listed in the section above titled “What Governs This Program?” You may also contact your local office for assistance. You will find additional forms, resources, and program information at [rd.usda.gov](#). USDA is an equal opportunity provider, employer, and lender.

ADJUSTED INCOME LIMITS FOR 504 ELIGIBILITY DETERMINATION

<http://eligibility.sc.egov.usda.gov>

Parish	1 to 4 Person	5 to 8 Person	Parish	1 to 4 Person	5 to 8 Person
Acadia	\$28,300	\$37,400	Madison	\$25,450	\$33,600
Allen	\$29,150	\$38,500	Morehouse	\$25,450	\$33,600
Ascension	\$39,650	\$52,350	Natchitoches	\$25,450	\$33,600
Assumption	\$32,350	\$42,750	Ouachita	\$28,950	\$38,250
Avoyelles	\$26,250	\$34,650	Plaquemines	\$35,200	\$46,500
Beauregard	\$33,700	\$44,500	Pointe Coupee	\$39,650	\$52,350
Bienville	\$25,450	\$33,600	Rapides	\$30,250	\$39,950
Bossier	\$31,350	\$41,400	Red River	\$26,700	\$35,250
Caddo	\$31,350	\$41,400	Richland	\$25,450	\$33,600
Calcasieu	\$32,350	\$42,750	Sabine	\$28,650	\$37,850
Caldwell	\$25,700	\$33,950	St. Bernard	\$35,200	\$46,500
Cameron	\$32,350	\$42,750	St. Charles	\$35,200	\$46,500
Catahoula	\$29,800	\$39,350	St. Helena	\$39,650	\$52,350
Claiborne	\$25,450	\$33,600	St. James	\$33,650	\$44,450
Concordia	\$25,450	\$33,600	St. John the Baptist	\$35,200	\$46,500
De Soto	\$31,350	\$41,400	St. Landry	\$25,450	\$33,600
East Baton Rouge	\$39,650	\$52,350	St. Martin	\$35,200	\$46,500
East Carroll	\$25,450	\$33,600	St. Mary	\$27,100	\$35,800
East Feliciana	\$39,650	\$52,350	St. Tammany	\$35,200	\$46,500
Evangeline	\$25,450	\$33,600	Tangipahoa	\$33,150	\$43,800
Franklin	\$25,450	\$33,600	Tensas	\$25,450	\$33,600
Grant	\$30,250	\$39,950	Terrebonne	\$33,800	\$44,650
Iberia	\$28,800	\$38,050	Union	\$28,950	\$38,250
Iberville	\$30,250	\$39,550	Vermilion	\$32,500	\$42,900
Jackson	\$26,600	\$35,150	Vernon	\$31,150	\$41,150
Jefferson	\$35,200	\$46,500	Washington	\$25,450	\$33,600
Jefferson Davis	\$28,900	\$38,150	Webster	\$25,450	\$33,600
La Salle	\$28,550	\$37,700	West Baton Rouge	\$39,650	\$52,350
Lafayette	\$35,200	\$46,500	West Carroll	\$26,300	\$34,750
Lafourche	\$33,800	\$44,650	West Feliciana	\$39,650	\$52,350
Lincoln	\$29,050	\$38,350	Winn	\$25,450	\$33,600
Livingston	\$39,650	\$52,350	Effective 05/11/2021	*ADD 8% OF 4 PERSON LIMIT FOR EACH PERSON IN EXCESS OF 8 PERSONS	

Note: To be eligible for the Section 504 Home Repair program, applicants must demonstrate that they are reasonably able and willing to repay an Agency loan. An applicant's credit record does not have to be perfect; a few instances of credit problems can be acceptable if an applicant's overall credit record demonstrates an ability and willingness to repay obligations. (An applicant with an outstanding judgment obtained by the United States in a Federal court, other than the United States Tax court, is not eligible for a Section 504 loan or 504 grant. This requirement is statutory and cannot be waived.)

Exhibit 4-4 Indicators of Unacceptable Credit

- Little or no credit history. The lack of credit history on the credit report may be mitigated if the applicant can document a willingness to pay recurring debts through other acceptable means such as third party verifications or canceled checks. Due to impartiality issues, third party verifications from relatives of household members are not permissible.
- Payments on any installment account, on a per account basis, where the amount of the delinquency exceeded one installment for more than 30 days within the last 12 months.
- Payments on any revolving account, on a per account basis, which was delinquent for more than 30 days on two or more occasions within the last 12 months.
- A foreclosure that has been completed within the last 36 months.
- An outstanding Internal Revenue Service (IRS) tax lien or any other outstanding tax liens with no satisfactory arrangement for payment.
- Two or more rent or mortgage payments paid 30 or more days late within the last 2 years. If the applicant has experienced no other credit problems in the past 2 years, only 1 year of rent history will be evaluated. This requirement may be waived if the program loan will reduce shelter costs significantly and contribute to improved repayment ability.
- Outstanding collection accounts with a record of irregular payments with no satisfactory arrangements for repayment, or collection accounts that were paid in full within the last 6 months, unless the applicant had been making regular payments previously.
- Non-Agency debts written off within the last 36 months, unless the debt was paid in full at least 12 months ago.
- Agency debts that were debt settled within the past 36 months, or are being considered for debt settlement.
- Delinquency on a federal debt.
- A court-created or court-affirmed obligation or judgment caused by nonpayment that is currently outstanding or has been outstanding within the last 12 months, **except**:
 - ◊ A bankruptcy in which:
 - ◊ Debts were discharged more than 36 months prior to the date of application; or
 - ◊ Where an applicant successfully completed a bankruptcy debt restructuring plan and has demonstrated a willingness to meet obligations when due for the 12 months prior to the date of application.
 - ◊ A judgment satisfied more than 12 months before the date of application.

An applicant with an outstanding judgment obtained by the United States in a Federal court, other than the United States Tax Court, is not eligible for a Section 502 loan. This requirement is statutory and cannot be waived.

Dear Applicant,

This is the end of the Single Family Housing Direct Home Repair application package.

Prior to submitting your application, please check the following items:

1. Check that all highlighted sections on all forms are fully completed.
2. Check that all forms are signed and dated.
3. Make sure all applicable items listed on Attachment 12-E, Checklist of Items to Accompany the Uniform Residential Application are provided with the application package.
4. Repair Bid(s) including an itemized description of repairs, material and labor must be submitted with the application package.

IMPORTANT: If any item, information and/or signature is missing, your application is considered incomplete and you will be contacted and asked to provide the missing pieces.

Please forward the entire application package to one of the options listed on the cover page.

Thank you for choosing USDA Rural Development.

Respectfully,

USDA Rural Development

BID requirements:

Handbook 1 3550-1 chapter 5, 5.25

The applicant should select the contractor who will rehabilitate the dwelling. The contractor must have a valid State contractor's license if required in the State, and such license must be documented by the Loan Originator. The Loan Originator must also verify the validity of the license with the appropriate State entity and document the applicant's file.

For rehabilitation, the applicant will provide an adequate number of bid(s) from a qualified contractor(s).

The local office must review the bid(s) obtained to ensure costs are reasonable for the area Serviced, the number of bid(s) are sufficient, and clearly identify the work and materials to be furnished.

A. Bids should be solicited based on the developed set of specifications.

B. Detailed specifications must include a complete breakdown on materials and labor and describe the quantity, quality, grades, styles, model numbers, etc.

Chapter 12, 12.

A. Restrictions on the Use of 504 Funds

Section 504 loan or grant funds cannot be used to:

Assist in the construction of a new dwelling;

Make repairs to a dwelling in such poor condition that when the repairs are completed, the dwelling will continue to have major hazards;

Move a mobile home or manufactured home from one site to another;

Pay for any off-site improvements except for necessary installation and assessment costs for utilities;

Refinance any debt or obligation that the applicant incurred before the date of application (except for payment of the installation and assessment costs of utilities);

Pay packaging fees to for-profit entities;

Provide site preparation (e.g., grading, foundation plantings, seeding or sodding, trees, walks, yard fences, or driveways to a building site);

Construct new decks (existing decks may be repaired if a safety hazard exists);

Install concrete or asphalt driveways, although improvements to make the dwelling accessible and useable for a household member with a disability is an eligible purpose; or Landscape.

B. Repairs to Mobile or Manufactured Homes

Section 504 loan and grant funds can be used to repair mobile or manufactured homes if:

The applicant owns the home and the site and occupied the home prior to filing an application; The repairs are needed to remove health or safety hazards; and\The home is on a permanent foundation, or will be put on a permanent foundation with Section 504 funds.

HOW CONTRACTOR WILL BE PAID, OPTIONS:

- 1. The first and preferred method is lump sum payment upon completion of all acceptable work.***
- 2. The second is multiple advances for work in place in accordance with HB 1-3550, Paragraph 5.26 C. Multiple advances are used to pay the contractor for work completed and calculated not to exceed 60% of the value of work in place for that portion of the contract (i.e.; contract \$10,000, 25% of work completed, calculated as: $0.25 \times \$10,000 \times 0.60 = \$1,500$ payment). When payment is made to multiple contracts, advances can be performed in lump sum to pay each contractor for work in place.***



List of Licensed Contractors in Louisiana, please use the following website:

<http://www.lslbc.louisiana.gov/contractor-search/search-type-contractor/>

You can search by the following:

- [Search by Contractor Name](#)
- [Search by Contractor License Number](#)
- [Search by City/Town of Contractor](#)
- [Search by Parish of Contractor](#)
- [Search by Type of Contractor](#)
- [Search by Qualifying Party](#)
- [Advanced Contractor Search](#)

Also, examples of who may be able to assist you in finding a contractor, please check website to verify licensed contractor:

*Bank
Better Business Bureau
Church
Hardware Store
Lumber Company
Neighbors
Realtor
Yellow Pages*

TIPS

Be Aware of These Contractor Scams and Warning Signs

DOOR-TO-DOOR SOLICITATIONS

HIGH PRESSURE SALES

SCARE TACTICS

DEMAND FOR CASH

UNUSUALLY LARGE DOWN PAYMENTS

VERBAL AGREEMENTS

EXTREMELY LOW BIDS

NO PERMANENT PLACE OF BUSINESS

NO CONTRACT

NO INSURANCE

INADEQUATE REFERENCES

SPECIAL DEALS

ADDITIONAL RESOURCES

**FEDERAL EMERGENCY
MANAGEMENT
AGENCY**
800.621.3362
www.fema.gov

**BETTER BUSINESS
BUREAU**
703.276.0100
www.bbb.org

**FEDERAL TRADE
COMMISSION**
202.326.2222
www.ftc.gov

**STATE CONSUMER
PROTECTION
AGENCIES**
844.872.4681
www.usa.gov/state-consumer

**NATIONAL ASSOCIATION
OF ATTORNEYS
GENERAL**
202.326.6000
www.naag.org

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OF STATE CONTRACTORS
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23309 N 17TH DR, SUITE 110
PHOENIX, ARIZONA 85027

PHONE 623.587.9354
FAX 623.587.9625

WWW.NASCLA.ORG



**LOUISIANA STATE
LICENSING BOARD
FOR CONTRACTORS**

600 NORTH STREET
BATON ROUGE, LA 70802

PHONE 225.765.2301
FAX 225.381.0682

WWW.LSLBC.LOUISIANA.GOV

A CONSUMER'S GUIDE TO HIRING A LICENSED CONTRACTOR

Protect yourself before you
build or remodel your house!

These 10 important tips can
save you from substantial
financial and emotional loss.



TOP 10 TIPS WHEN HIRING A CONTRACTOR

1 PLAN YOUR PROJECT

Detail out what you want done and who you will need to complete it. No two projects are the same and may require a specially licensed contractor.

2 GET 2-3 ESTIMATES

When comparing estimates from different contractors, don't just compare the bottom line cost. Look at the cost and quality of materials for each one. Be sure the estimate includes the total price, the materials to be used, a time table for payments and the expected timeline for completion of the work.

3 VERIFY THE CONTRACTOR'S LICENSE

Get proof that the contractor you may be working with is licensed or registered. Contact your state's regulatory agency to check the status of their license. Only work with contractors who are currently licensed or registered.

4 CHECK AT LEAST 3 REFERENCES

Ask your contractor for three written references. When speaking with the references ask if they were satisfied with the contractor's work and if the contractor kept to the schedule and contract terms.

5 REQUIRE A WRITTEN CONTRACT

The contract should be a detailed description of the work to be done, the material to be used, and the equipment to be installed. Be sure there is a schedule of payments and a timeline for when the work will be completed. Be sure you understand the contract before you sign it. Any changes that occur should be noted in writing.

6 DON'T MAKE A LARGE DOWN PAYMENT

The down payment you pay in order for work to begin should be minimal. Beware of a contractor who is asking for a large payment so that they can purchase the materials to begin your project.

7 MAKE PAYMENTS AS WORK IS COMPLETED

Set up a payment schedule that follows the work as it is being completed. Never pay for something that has not been completed. Do not pay for anything in cash.

8 MONITOR THE JOB IN PROGRESS

Check in regularly on the progress of the work. Any and all permits should be displayed by the contractor while the work is being done.

9 DON'T MAKE THE FINAL PAYMENT UNTIL THE JOB IS COMPLETE

Before making the final payment make sure that you are satisfied with the completed work. Verify that any and all liens have been released.

10 KEEP ALL PAPERWORK RELATED TO YOUR JOB

Be sure to keep a record of all documents that pertain to your project. This includes the contract, any written changes, all bills and invoices, receipts of payments, and all correspondence with your contractor. You should also include photos of the job in progress.

YOUR HOME IS A SERIOUS INVESTMENT.

TAKE IT SERIOUSLY.

ALWAYS HIRE A LICENSED CONTRACTOR.

