

APPENDIX 2
FORMS AND INSTRUCTIONS

DRAFT 10/1/14

APPENDIX 2 FORMS AND INSTRUCTIONS

List of Forms and Instructions

The following are forms noted within the handbook. Forms are separated by action. Some forms are Agency only specific and require only Agency action (as noted in the “Agency Use Only” column). Some forms are optional and should be used at the discretion of the lender (as noted in the “Optional Use by Lender” column).

All forms are in-fillable format and can be accessed from the Rural Development Instructions website at: <http://www.rurdev.usda.gov/regs/>, unless otherwise noted with a link to the form. Select “Forms” from the home page and then the applicable “Form Series” and browse for the form number.

Lender Participation

Form Number	Form Name	Optional Use by Lender	Agency Use Only	See HB Chapter
Form RD 3555-16	Agreement for Participation in Single Family Housing Guaranteed/Insured Loan Programs of the United States Government			16

Origination and Processing

Form Number	Form Name	Optional Use by Lender	Agency Use Only	See HB Chapter
Form RD 3555-21	Request for Single Family Housing Loan Guarantee			10, 15
Form RD 1910-5	Request for Verification of Employment	√		9
Form RD 1944-4	Certification of Disability or Handicap	√		9
Form RD 1944-62	Request for Verification of Deposit	√		9

Form Number	Form Name	Optional Use by Lender	Agency Use Only	See HB Chapter
FEMA Form 086-0-32	Standard Flood Hazard Determination Form http://www.fema.gov/library/viewRecord.do?id=1394			12
Form RD 1922-15	Administrative Appraisal Review for Single Family Housing		√	12
Form RD 1940-21	Environmental Assessment for a Class I Action		√	6, 15
Form RD 1940-22	Environmental Checklist for Categorical Exclusions		√	6, 15

Commitment

Form Number	Form Name	Optional Use by Lender	Agency Use Only	See HB Chapter
Form RD 3555-18	Conditional Commitment for Single Family Housing Loan Guarantee		√	15

Loan Closing

Form Number	Form Name	Optional Use by Lender	Agency Use Only	See HB Chapter
Form RD 451-2	Schedule of Remittances		√	16
Form RD 1980-19	Guaranteed Loan Closing Report			16
Form RD 3555-11	Lender Record Change			4, 16, 17
Form RD 3555-17	Loan Note Guarantee		√	16

Interest Assistance

Form Number	Form Name	Optional Use by Lender	Agency Use Only	See HB Chapter
Form RD 3555-87	Shared Equity Payment		√	App. 6
Form RD 3555-12	Master Interest Assistance and Shared Equity Agreement with Promissory Note			App. 6
Form RD 3555-13	Annual Interest Assistance Agreement			App. 6
Form RD 3555-14	Interest Assistance Shared Equity Determination		√	App. 6

Servicing

Form Number	Form Name	Optional Use by Lender	Agency Use Only	See HB Chapter
Form RD 1980-7	Notification of Transfer and Assumption of a Guaranteed Loan		√	17

Loss Claim

Form Number	Form Name	Optional Use by Lender	Agency Use Only	See HB Chapter
Form RD 3555-20	Rural Housing Guarantee Report of Loss			20
Form RD 3555-46	SFHGLP - Report of Liquidation Expenses		√	20

Instructions Referenced

RD Instruction 1901-E	Civil Rights Compliance Requirements
RD Instruction 1900-D	Processing and Servicing Rural Development Assistance to Employees, Relatives, and Associates
RD Instruction 1924-A	Planning and Performing Construction and Other Development
RD Instruction 1940-G	Environmental Program
RD Instruction 1940-M	Government wide Debarment and Suspension (nonprocurement) and Requirements for Drug-Free Work Place
RD Instruction 1951-B	Collections