

**RURAL DEVELOPMENT**

**SUBJECT: Loan Closing Instructions/Loan Closing Statement**

RD Account No: \_\_\_\_\_

FOR: \_\_\_\_\_  
Name of Borrower(s)

LEVERAGED/PARTICIPATION LOAN:  
(1) \_\_\_\_\_ \$ \_\_\_\_\_  
(2) \_\_\_\_\_ \$ \_\_\_\_\_  
(3) \_\_\_\_\_ \$ \_\_\_\_\_

TO: \_\_\_\_\_  
Name of Closing Agent/Attorney

Reference is made to Form RD 1927-4, "Transmittal of Title Information," dated \_\_\_\_\_.

Loan funds will be deposited in your escrow account via Automated Clearing House (ACH) transfer on or before the proposed closing date of \_\_\_\_\_, 20\_\_\_\_. **Please notify the Rural Development (RD) local office if there are any changes in the proposed/actual closing date.** Funds must be handled pursuant to RD Instructions 1927-B (7 CFR Part 1927, Subpart B) and other instructions enclosed. A US Treasury Check may be remitted for special circumstances.

Notify the applicant of all loan closing requirements and closing date. If the loan is not closed within 5 working days of the proposed closing date, loan funds will be removed electronically from your escrow account.

Our requirements regarding the exceptions in your preliminary title opinion or title insurance binder No. \_\_\_\_\_ dated \_\_\_\_\_, 20\_\_\_\_ are as follows:

- No. \_\_\_\_\_ must be removed.
- No. \_\_\_\_\_ must be changed as follows: \_\_\_\_\_
- No. \_\_\_\_\_ must be subordinated to the lien of the United States which will be created at loan closing.
- No. \_\_\_\_\_ may remain ahead of the lien of the United States which will be created at loan closing.

The applicable requirements checked below must be met at or before loan closing:

- Verify balances secured by liens referred to in the following exceptions:
  - No. \_\_\_\_\_ must not exceed \$ \_\_\_\_\_ at loan closing.
  - No. \_\_\_\_\_ must not exceed \$ \_\_\_\_\_ at loan closing.
  - No. \_\_\_\_\_ must not exceed \$ \_\_\_\_\_ at loan closing.
- Applicant must have provided to Rural Development a paid in full receipt for a one-year standard fire and extended coverage insurance policy or binder, and flood insurance, if applicable. The "United States of America, acting through the Rural Housing Service or its successor agency" must be shown in either a mortgage clause or on the declaration page in the order of priority of their mortgage. The address should be: USDA, Rural Development, Centralized Servicing Center, Attn: Insurance Department, P. O. Box 66876, St. Louis, Missouri 63166.
- All requirements of Form RD 1927-16, "Notification of Loan Closing," must be met prior to/or at loan closing.**
- Survey.
- Other: \_\_\_\_\_

Rural Development loan funds of \$ \_\_\_\_\_, Leveraged/Participation funds of \$ \_\_\_\_\_, plus \$ \_\_\_\_\_ (estimate) of borrower's personal funds required by Rural Development to be deposited in escrow with you will be disbursed as follows:

- Pay \$ \_\_\_\_\_ to \_\_\_\_\_
- Pay \$ \_\_\_\_\_ to \_\_\_\_\_
- Pay \$ \_\_\_\_\_ to \_\_\_\_\_
- Pay \$ \_\_\_\_\_ to \_\_\_\_\_
- Pay \$ \_\_\_\_\_ to \_\_\_\_\_
- Pay \$ \_\_\_\_\_ to \_\_\_\_\_

Pay a sum not exceeding \_\_\_\_\_ for borrower's share of closing costs. You are to deposit the balance of funds in a countersignature bank account by making a check payable to the borrower and endorsed as follows: "For deposit only in my supervised bank account in \_\_\_\_\_ pursuant to Deposit Agreement dated \_\_\_\_\_." The endorsed check is to be attached to the enclosed Form RD 402-1, "Deposit Agreement," and delivered to the designated bank.

The following instruments and forms must be completed and executed at, or before loan closing. The **Closing Agent/Attorney** will **overnight mail** the **original Form RD 3550-17, "Funds Transmittal Report,"** a check for closing costs, **Form RD 3550-28 with a copy of cancelled check or deposit slip** to: **USDA/RD, SL-MO-C2US, P. O. Box 790300, 1005 Convention Plaza, St. Louis, MO, 63101.** All original documents and copies of the funds transmittal will be overnight mailed to the local RD Office.

**CLEAR SIGNED COPIES OF ALL PAGES (front and back as applicable) of Loan Closing Documents, including a copy of the Fax confirmation of closing documents to CSC, must be Faxed to CSC by the Closing Agent/Attorney within 1 working day** from loan closing, or by the Rural Development Field Office within **3 working days** of loan closing. **Form RD 3550-19, "Transmittal-Closing Documents," will be the FAX cover sheet.** FAX only the indicated documents (top of page first) to CSC at one of the following numbers: (314) 206-2863 and (314) 206-2874.

IF RESCISSION RIGHTS ARE APPLICABLE, HOLD ALL PAPERWORK UNTIL THE FUNDS ARE RELEASED, THEN MAIL.

Date Faxed with Form RD 3550-19, Transmittal-Closing Documents, to CSC by Closing Agent/Attorney \_\_\_\_\_  
or Date Faxed to CSC by RD Field Office \_\_\_\_\_.

Orig	No. of Copies	No. Signed	No Faxed to CSC	No. to FO	Form Number	Form Name
					402-1	Deposit Agreement (and Bank signature card – if applicable)
					410-4	Uniform Residential Loan Application
					1924-19	Builder's Warranty ____ 1 year or ____ 10 years (please check) ____ Warranty Deed ____ Quit Claim Deed
					1927-5	Affidavit Regarding Work of Improvement
					1927-10	Final Title Opinion
					1940-16	Promissory Note ( <b>signed Copy for CSC</b> )
						First Payment Coupon – ( <b>give to borrower</b> )
					1940-43	Notice of Right to Cancel
					1940-59	Settlement Statement – (or acceptable equivalent) – ( <b>signed copy for CSC</b> )
					1944-14 1944-6	Payment Assistance Agreement/Deferred Mortgage Assistance Agreement - <b>signed copy to CSC does not have to be approved/signed by Rural Development to be included.</b>
					3550-4	Employment Certification/Payment Assistance
					3550-9	Initial Escrow Account Disclosure Statement
					3550-12	Subsidy Repayment Agreement –( <b>signed copy</b> )
					3550-14	Real Estate Mortgage/Deed of Trust-(____ Condominium Rider, ____ Planned Unit Development Rider) – Must include <b>legal description</b> (unrecorded, <b>signed copy</b> )
					3550-15	Tax Information ( <b>updated with actual closing information</b> )
					3550-16	Release From Personal liability
					3550-17	Funds Transmittal Report (with <b>Check payable to Rural Development for total amount listed on form.</b> ) <b>Copies of each to RD Field Office.</b>
					3550-22	Assumption Agreement-Single Family Housing Loan ( <b>signed copy</b> )
						Addendum to Assumption Agreement during Construction ( <b>signed copy</b> )
					3550-29	Document Errors and Omissions Agreement
<b>THE FOLLOWING ARE APPLICABLE WHEN USDA IS NOT IN A FIRST LIEN POSITION (LEVERAGED LOAN):</b>						
					1927-8	Agreement with Prior Lienholder
						Leveraged/Participating Lender's Promissory Note ( <b>signed copy</b> )
						Leveraged/Participating Lenders Real Estate Mortgage or Deed of Trust - Must include legal description ( <b>unrecorded, signed copy</b> )

This form, with the Loan Closing Statement below fully executed, must be returned to the Loan Approval Official with original loan documents.

\_\_\_\_\_  
Name of Loan Approval Official

\_\_\_\_\_  
Date

**LOAN CLOSING STATEMENT** (To be completed by Closing Agent/Attorney)

I certify that the subject loan was closed on \_\_\_\_\_ in accordance with RD Instructions 1927-B and other written directions received from Rural Development. Enclosed are the properly executed forms in connection with loan closing. **Copies of all forms were faxed \_\_\_\_ to the CSC per above instructions or will be faxed \_\_\_\_ to CSC by the RD Field Office.**

\_\_\_\_\_  
Signature of Closing Agent/Attorney

\_\_\_\_\_  
Date

**FOR RHS USE ONLY:**

As the Loan Approval Official on the subject account, I certify that I was responsible for all underwriting exceptions within my authority, for obtaining higher level approval to underwriting exceptions when necessary, and for determining loan approval. I certify that \_\_\_\_\_ (enter name of staff member who) verified the borrower's income and credit, that \_\_\_\_\_ (enter name of staff member who) obligated the funds in MortgageServ and \_\_\_\_\_ (enter name of staff member who) activated the loan in MortgageServ as supported by documentation in the case file. I further certify that I have examined the loan closing documents and determined that the loan was properly closed in accordance with instructions provided.

\_\_\_\_\_  
Loan Approval Official

\_\_\_\_\_  
Date