

**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**Rural Development**  
**Farm Service Agency**

SUBJECT: Notification of Loan Closing

Date: \_\_\_\_\_

TO:

Your Rural Housing Service (RHS) loan will be closed soon. To schedule a closing date you must complete and comply with the checked items and return this letter to the RHS at the above address by \_\_\_\_\_.

Your loan was approved on the basis that your annual gross household income was \$ \_\_\_\_\_ for household of \_\_\_\_\_ person(s). Has your current annual household income and/or household size changed from the above?  YES  NO

List any and all debts incurred since \_\_\_\_\_, which have an unpaid balance of more than \$ 100.

| <i>To Whom Owed</i> | <i>Amount</i> | <i>Security</i> | <i>Monthly Payment</i> |
|---------------------|---------------|-----------------|------------------------|
|---------------------|---------------|-----------------|------------------------|

Provide the closing agent with a standard fire and extended coverage insurance policy in the following amounts (*identify buildings and required amount of insurance on each*):

Provide a termite and pest certification.

**FAILURE TO PROVIDE A BINDER OR POLICY AND A PAID RECEIPT FOR ONE YEAR'S PREMIUM WILL DELAY THE CLOSING OF YOUR LOAN.** The insurance coverage must be a one year policy effective not later than the date of loan closing. A receipt for payment of one year's premium must be attached to the policy. 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.

Written evidence that the following systems are functioning properly and meet all Rural Development requirements must be submitted to Rural Development before loan closing or to the closing agent at loan closing:

- \_\_\_ water system
- \_\_\_ waste disposal
- \_\_\_ electrical system
- \_\_\_ heating system
- \_\_\_ plumbing system

For your protection RHS recommends a pre-closing inspection be made jointly with the seller and buyer just prior to closing. RHS inspections are made solely to protect the security interest of the government.

Other information required by closing:

You will be notified of the time and place of loan closing and any other specific requirements to be met. You will be required to provide

\$\_\_\_\_\_ of your personal funds at loan closing. If you are unable to comply with the above requirements, please notify this office immediately.

Loan Approval Official

Enclosure

I/we certify that the information provided by me/us on this form is accurate. I/we have reviewed the instructions given by the Loan Approval Official and understand that I/we must meet the conditions outlined.

\_\_\_\_\_  
*Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Co-applicant*

\_\_\_\_\_  
*Date*