

**RURAL DEVELOPMENT**

**SUBJECT: Loan Closing Instructions and 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 an Automated Clearing House transfer on or before the proposed closing date of \_\_\_\_\_, 20\_\_\_\_. Please notify the Rural Development 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.

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 3550-7, "Funding Commitment and Notification of Loan Closing," must be met prior to/or at loan closing.
- Survey.
- Other: \_\_\_\_\_
- Borrower has rescission rights. The following disbursements must not be issued until the rescission period has expired.

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.

The instruments and forms indicated in the table below must be completed and executed at, or before loan closing. Within 1 working day from the date of loan closing (or on the 4<sup>th</sup> working day after loan closing if the borrower has rescission rights), the Closing Agent/Attorney will:

- Overnight mail the original Form RD 3550-17, “Funds Transmittal Report,” along with a check made payable to “Rural Development” for the amount listed on the form to: USDA/Rural Development, SL-MO-C2US, P.O. Box 790300, 1005 Convention Plaza, St. Louis, MO 63101. If applicable, include the original Authorization Agreement for Preauthorized Payments along with a copy of a deposit slip or canceled check.
- Overnight mail the original loan closing documents along with signed copies (if indicated) to the Rural Development local office. Include a copy of the Funds Transmittal Report along with a copy of the check mailed to USDA/Rural Development in St. Louis.
- If this box is checked, fax signed copies of indicated loan closing documents (front and back, as applicable) to the Centralized Servicing Center (CSC) using Form RD 3550-19, “Transmittal – Closing Documents,” as the fax cover sheet to one of the following fax numbers: (314) 457-4571 or (314) 457-4577. Date faxed to CSC: \_\_\_\_\_, 20\_\_\_\_ (date to be entered by Closing Agent/Attorney).

Original to Rural Development Local Office	No. of Signed Copies to Rural Development Local Office	Provide Signed Copy to Borrower	Fax Signed Copy to CSC	Form Number	Form Name
				402-1	Deposit Agreement and bank signature card (if required by financial institution). ____ If checked, 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 (enter name of financial institution) pursuant to Deposit Agreement dated (enter date of 402-1).” The endorsed check is to be attached to the Deposit Agreement and delivered to the designated bank.
				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
					First Payment Coupon
				1940-43	Notice of Right to Cancel
				1940-59	Settlement Statement (or acceptable equivalent)
				1944-14 or 1944-6	Payment Assistance Agreement/Deferred Mortgage Assistance Agreement - signed copy to CSC does not have to be approved/signed by Rural Development.
				3550-9	Initial Escrow Account Disclosure Statement
				3550-12	Subsidy Repayment Agreement
				3550-14	Real Estate Mortgage/Deed of Trust-(____ Condominium Rider, ____ Planned Unit Development Rider) – Must include legal description (unrecorded)
				3550-15	Tax Information (updated with actual closing information)
				3550-16	Release From Personal Liability
				3550-17	Funds Transmittal Report
				3550-22	Assumption Agreement-Single Family Housing Loan
					Addendum to Assumption Agreement during Construction
				3550-29	Document Errors and Omissions Agreement
					Authorization Agreement for Preauthorized Payments

THE FOLLOWING ARE APPLICABLE WHEN USDA IS NOT IN A FIRST LIEN POSITION (LEVERAGED LOAN):					
				1927-8	Agreement with Prior Lienholder
					Leveraged/Participating Lender’s Promissory Note
					Leveraged/Participating Lenders Real Estate Mortgage or Deed of Trust - Must include legal description (unrecorded)

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.

\_\_\_\_\_  
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