

FSA 85-1 U.S. Department Of Agriculture (3-26-03) Farm Service Agency					1. OMB No.		2. Title Of Clearance:			<div style="border: 1px solid black; padding: 2px; display: inline-block;">Page 1</div>
Reporting and Recordkeeping Requirements					0560-NEW		Land Contract Guarantee Program			10/5/2010
					Annual Burden on the Public (Column 8 x 9 = 10 x 11 = 12)					
3 Description (Title of Form, Report or Record)	4. Report	5. Record	6. Form No.	7. Regulation Part/Sec.	8. No. Of Respondents	9. No of Reprots Filed Per Person	10. Total Annual Responses	11. Average Time to Respond	12. Total Burden Hours	
									Exempt	Non- Exempt
SELLER (8 applications per year)										
Letter of Interest Seller-Individual (OMB 0560-NEW)			FSA-2680 (Farmer)	763.7 (a)	5	1	5	120 2		10
Letter of Interest Seller-Husband/Wife (OMB 0560-NEW)			FSA-2680 (Farmer)	763.7 (a)	2	1	2	120 2		4
Letter of Interest Seller-Entity (OMB 0560-NEW)			FSA-2680 (Farmer)	763.7 (a)	1	1	1	120 2		2
Standard Guarantee Seller (2 Applications per year)										
Letter of Interest Seller-Individual (OMB 0560-NEW)			FSA-2680 (Farmer)	763.7 (a)	1	1	1	120 2		2
Letter of Interest Seller-H/W, Entity (OMB 0560-NEW)			FSA-2680 (Farmer)	763.7 (a)	1	1	1	120 2		2
Bold-Denotes Unduplicated Responses										
TOTALS					10		10			20

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Prompt Payment Buyer (8 applications per year)										
Land Contract Agreement for Prompt Payment Guarantee Buyer-Individual (OMB 0560-NEW)			FSA-2681 (Farmer)	763.17 (c)	5	1	5	120 2		10
Land Contract Agreement for Prompt Payment Guarantee Buyer-H/W (OMB 0560-NEW)			FSA-2681 (Farmer)	763.17 (c)	2	1	2	120 2		4
Land Contract Agreement for Prompt Payment Guarantee Buyer-Entity (OMB 0560-NEW)			FSA-2681 (Farmer)	763.17 (c)	1	1	1	120 2		2
Prompt Payment Seller (8 applications per year)										
Land Contract Agreement for Prompt Payment Guarantee Seller-Individual (OMB 0560-NEW)			FSA-2681 (Farmer)	763.17 (c)	5	1	5	120 2		10
Land Contract Agreement for Prompt Payment Guarantee Seller-H/W (OMB 0560-NEW)			FSA-2681 (Farmer)	763.17 (c)	2	1	2	120 2		4
Land Contract Agreement for Prompt Payment Guarantee Seller-Entity (OMB 0560-NEW)			FSA-2681 (Farmer)	763.17 (c)	1	1	1	120 2		2
Prompt Payment Agent (8 applications per year)										
Land Contract Agreement for Prompt Payment Guarantee (OMB 0560-NEW)			FSA-2681 (Business)	763.17 (c)	8	1	8	120 2		16
TOTALS					24		24			48

TOTALS					6	6	12			
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Reporting and Recordkeeping Requirements					Annual Burden on the Public (Column 8 x 9 = 10 x 11 = 12)					
3 Description (Title of Form, Report or Record)	4. Report	5. Record	6. Form No.	7. Regulation Part/Sec.	8. No. Of Respondents	9. No of Reprots Filed Per Person	10. Total Annual Responses	11. Average Time to Respond	12. Total Burden Hours	
									Exempt	Non- Exempt
Request for Land Contract Loan Making Assistance Buyer-Individual			FSA-2683 (Farmer)	763.7 (b)(1)	7	1	7	30 0.5		4
Request for Land Contract Loan Making Assistance Buyer-Husband/Wife			FSA-2683 (Farmer)	763.7 (b)(1)	2	1	2	30 0.5		1
Request for Land Contract Loan Making Assistance Buyer-Entity (3 Memebers)			FSA-2683 (Farmer)	763.7 (b)(1)	1	1	1	60 1.0		1
Copy of Insurance-Seller Loan Making			Non-Form (Farmer)	763.15 (a)	10	1	10	15 0.25		2.5
Copy of Insurance-Seller Loan Servicing			Non-Form (Farmer)	763.18 (a)(4) 763.18 (b)(4)				15		
Copy of Real Estate Taxes-Seller Loan Making			Non-Form (Farmer)	763.15 (a)	10	1	10	15 0.25		2.5
Copy of Real Estate Taxes-Agent Loan Servicing			Non-Form (Farmer)	763.18 (a)(4) 763.18 (b)(4)	10	1	10	15 0.25		2.5
Copy of Land Contract			Non-Form (Farmer)	763.7 (b)(13)	10	1	10	15 0.25		2.5
Additional Information			Non-Form (Farmer)	763.7 (b)(3)(v) 763.7 (b)(14)	5	1	5	15 0.25		1.25

TOTALS					10		55		17	
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3 Description (Title of Form, Report or Record)	4 Report	5 Record	6 Form No.	7 Regulation Part/Sec.	8 No. Of Respondents	9 No of Reprots Filed Per Person	10 Total Annual Responses	11 Average Time to Respond	12 Total Burden Hours	
									Exempt	Non- Exempt
Copy of Agent Bonding Documents-Agent Loan Servicing			Non-Form (Business)	763.11 (c)(1) 763.11 (c)(2)	10	1	10	15 0.25		2.5
Annual Inspection Report-Agent Loan Servicing-(Standard)			Non-Form (Business)	763.18 (b)(5)	2	1	2	15 0.25		0.5
Payment Reminder Notice-Agent Loan Servicing (Prompt & Standard)			Non-Form (Business)	763.18(a)(5) 763.18(b)(8)	10	1	10	20 0.33		3.3
Demand for Default Payment-Agent Loan Servicing (Prompt & Standard)			Non-Form (Business)	763.20(a)(1) 763.20(b)(1)	1	1	1	15 0.25		0.25
Demand for Agency Payment-Agent Loan Servicing			Non-Form (Business)	763.20(a)(2) 763.20(b)(2)(i)(D)	1	1	1	15 0.25		0.25
Inform Agency of Liquidation-Agent Loan Servicing			Non-Form (Business)	763.20(b)(2)	1	1	1	15 0.25		0.25
Liquidation Plan-Agent Loan Servicing (Standard)			Non-Form (Business)	763.20(b)(2)(i)(A)	1	1	1	360 6		6
Report of Loss-Agent Loan Servicing			Non-Form (Business)	763.20(b)(2)(i)(A) 763.20(b)(2)(i)(B)	1	1	1	60 1		1
Guarantee Loan Status Report (OMB 0560-0155)			FSA-2241 (Business)	763.18 (a)(10) 763.18 (b)(7)	10	2	20	20 0.33		7
Land Contract Recapture Agreement			FSA-2684 (Farmer)	763.20(b)(2)(ii)(B)	1	1	1	15 0.25		0.25
Travel time (10 buyers & sellers=20)			(Farmer)		20			120 2		40

TOTALS					10		48			61
GRAND TOTALS					60		143			158

Summary-Land Contract Guarantee Program

Total Number of Unduplicated Respondents **60**

Reports Filed per Person **2.4**

(Col. 10 / Col. 8) (143/60)

Total Annual Responses **143**

(Col. 10)

Total Annual Burden Hours **158**

(Col. 12)

Average Burden per Collection **66.2** Min

(Col. 12 / Col. 10 x 60) (158/143x.60)

Average Burden per Respondent **2.63** Hrs.

(Col. 12 / Col. 8) (158/60)

Respondents cost per Hour

Farmer	\$	24.00
Total Hrs.-Farmer		117
Total Cost-Farmer	\$	2,808

Business	\$	31.00
Total Hrs.-Business		41
Total Cost-Business	\$	1,271

Total Cost \$ **4,079**

Annual cost to Fed. Gov't

Hours Reviweing & Processing Collection		320
Average Salary (GS-9-12) OPM 2010 Table	\$	37.00
Total Cost	\$	11,840

	Farmer	Business	Burden Hrs
Page 1	20	0	20
Page 2	32	16	48
Page 3	8	4	12
Page 4	17	0	17
Page 5	40	21	61
Total	117	41	158