

UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT  
SINGLE FAMILY HOUSING  
GUARANTEED LOAN PROGRAM

### Lender Record Change

(See reverse side for Instructions)

**REGULAR MAIL:**

Guaranteed Loan Branch  
Rural Development, USDA  
Attn: FC 350  
PO Box 200011  
St. Louis, MO 63120-0011

**PRIORITY MAIL:**

Guaranteed Loan Branch  
4300 Goodfellow Blvd.  
Bldg 104 South End  
2<sup>nd</sup> Floor, Post H37  
St. Louis, MO 63120

**FAX:**

314.457.4279

Effective Date of Transfer: \_\_\_\_\_

**All Blocks, A-D are required to be completed by the transferor.**

**A. Transferor** (The Lender who is transferring the loan(s) and/or servicing of the loan(s). i.e. where the loan is being transferred from):

Lender Tax ID: \_\_\_\_\_ USDA Assigned Branch Number: \_\_\_\_\_

Lender Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Zip+4 \_\_\_\_\_

**B. Servicing Lender** (The lender that will be servicing the loan(s) after the effective date of transfer):

Lender Tax ID: \_\_\_\_\_ Agency Assigned Branch Number: \_\_\_\_\_

Lender Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Zip+4 \_\_\_\_\_

**C. Holding Lender** (The RHS approved Lender who will be holding/owning the mortgage note after the effective date of transfer; i.e. Fannie Mae, Freddie Mac, etc., not Ginnie Mae; See Instructions on back):

Lender Tax ID: \_\_\_\_\_ Agency Assigned Branch Number: \_\_\_\_\_

Lender Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Zip+4 \_\_\_\_\_

**D. Borrower Information** (If more than one (1) borrower, you may attach a list with all of the following information):

Borrower's Social Security Number: \_\_\_\_\_  This Loan was securitized into a Ginnie Mae Pool

Borrower's USDA ID Number: \_\_\_\_\_ (Mark an X in the box if loan is securitized into a Ginnie Mae pool)

Borrower's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

As the lender selling or transferring the servicing of the above loan(s), We certify that the information in this submission is true and correct, and that all loans sold were sold to an RHS approved lender.

\_\_\_\_\_  
(Signature of Authorized Lender Representative/Official)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Please PRINT Authorized Lender Representative/Official's Name)

( ) \_\_\_\_\_  
Telephone Number

**Instructions for Completing Form RD 3555-11, "Guaranteed Rural Housing Lender Record Change"**

All items on this form are required to be completed by the transferor. The transferor is the lender who is selling the loan(s) to an RHS approved lender and/or transferring the servicing of the loan(s) to another lender.

- Mail (regular or priority) or by fax all completed forms and any attachments to the address printed on the form.
- Complete the date the transfer becomes effective in the space above block A.

**All blocks, A through D must be completed.****Block A:**

This block should indicate the lender that is transferring the loan servicing to another lender or is selling the loan to another RHS approved lender or investor.

**Block B:**

This block should indicate the lender that will be servicing the loan after the effective date of transfer. It may be the holder of the mortgage note or it may be another lender that does the servicing for the holder of the mortgage note.

**Block C:**

This block should indicate the lender or investor that will actually own the loan (mortgage note) as of the effective date of transfer. **DO NOT put Ginnie Mae as a holding lender** as Ginnie Mae does not hold the mortgage note. Any lender or investor must be RHS approved to own loans guaranteed by RHS.

**Block D:**

This block should contain the information on the specific loan being transferred. **If more than one loan is being transferred, and Blocks A-C is identical, the lender may attach a list of all borrowers affected by the transfer that includes all the requested information and deliver by mail or fax.** If the loan has been sold in a Ginnie Mae pool, indicate so by checking the box in Block D or indicating "Yes" on an attached list.

A signature of the transferor lender's authorized representative or official is required. The official's name must also be printed and a telephone number provided in case of questions concerning the transfer.