

<b>Primary Handbook Reference (Chapter)</b>	<b>Title</b>	<b>RD Form No.</b>	<b>Estimated No. of Respondents</b>	<b>Reports Filed Annually</b>
HB-1-3550, Chapter 5	Equal Opportunity Agreement	400-1	3,200	1
HB-1-3550, Chapter 5	Compliance Statement	400-6	3,200	1
HB-1-3550, Chapter 3	Application for Rural Assistance (NonFarm Tract) Uniform Residential Loan Application	410-4	28,000	1
HB-1-3550, Chapter 4	Application Reference Letter	410-8	5,600	1
HB-1-3550, Chapter 13; HB-2-3550, Chapter 2	Application for Partial Release, Subordination, or Consent	465-1	5,100	1
HB-1-3550, Chapter 4; HB-2-3550, Chapter 4	Request for Verification of Employment	1910-5	15,000	1
HB-1-3550, Chapter 5; HB-2-3550, Chapter 3	Development Plan	1924-1	200	1
HB-1-3550, Chapter 5; HB-2-3550, Chapter 3	Description of Materials	1924-2	2,400	1
HB-1-3550, Chapter 5	Documentation of Construction Complaint/Request for Compensation for Construction Defects	1924-4	20	1
HB-1-3550, Chapter 5; HB-2-3550, Chapter 3	Construction Contract	1924-6	3,200	1
HB-1-3550, Chapter 5	Contract Change Order	1924-7	700	1
HB-1-3550, Chapter 5; HB-2-3550, Chapter 3	Certificate of Contractor's Release	1924-9	3,200	1
HB-1-3550, Chapter 5; HB-2-3550, Chapter 3	Release by Claimants	1924-10	3,200	1
HB-1-3550, Chapter 5; HB-2-3550, Chapter 3	Builder's Warranty	1924-19	3,200	1
HB-1-3550, Chapter 5; HB-2-3550, Chapter 3	Plan Certification	1924-25	2,400	1
HB-1-3550, Chapter 8	Affidavit Regarding Work of Improvement	1927-5	2,000	1
HB-1-3550, Chapter 8	Agreement with Prior Lienholder	1927-8	300	1
HB-1-3550, Chapter 8	Preliminary Title Opinion	1927-9	300	1
HB-1-3550, Chapter 8	Final Title Opinion	1927-10	300	1
HB-1-3550, Chapter 8	Certification of Attorney	1927-19	10	1
HB-1-3550, Chapter 8	Certification of Title Insurance	1927-20	200	1
HB-1-3550, Chapter 8	Promissory Note	1940-16	10,700	1
HB-1-3550, Chapter 3	Truth in Lending Statement	1940-41	3,300	1

HB-1-3550, Chapter 8	Notice of Right to Cancel	1940-43	40	1
HB-1-3550, Chapter 4; HB-2-3550, Chapter 4	Certification of Disability or Handicap	1944-4	480	1
HB-1-3550, Chapter 9	Rural Development Manufactured Housing Dealer-Contractor Application	1944-5	50	1
HB-1-3550, Chapter 6; HB-2-3550, Chapter 4	Payment Assistance/Deferred Mortgage Assistance Agreement or Interest Credit/Deferred Payment Computation	1944-14/1944- 6/1944-A6 and 1944-B6	70,000	1
HB-1-3550, Chapter 9	Application for Conditional Commitment	1944-36	300	1
HB-1-3550, Chapter 4	Landlord's Verification	1944-60	15,000	1
HB-1-3550, Chapter 4; HB-2-3550, Chapter 4	Request for Verification of Deposit	1944-62	5,000	1
HB-1-3550, Chapter 13; HB-2-3550, Chapter 6	Offer to Convey Security	1955-1	40	1
HB-1-3550, Chapter 16	Open Real Property Master Listing Agreement	1955-42	30	1
HB-1-3550, Chapter 16	Standard Sales Contract - Sale of Real Property by the United States	1955-45	100	1
HB-1-3550, Chapter 16	Invitation, Bid, and Acceptance-Sale of Real Property by the United States	1955-46	750	1
HB-1-3550, Chapter 3; HB-2-3550 Chapter 4	Authorization to Release Information	3550-1	50,000	1
HB-1-3550, Chapter 4	Request for Verification of Gift/Gift Letter	3550-2	3,000	1
HB-1-3550, Chapter 4	Employment and Asset Certification/Employment Certification	3550-4	28,000	1
HB-1-3550, Chapter 7	Notice of Special Flood Hazard, Flood Insurance Purchase Requirements, and Availability of Federal Disaster Relief Assistance	3550-6	2,200	1
HB-1-3550, Chapter 8	Funding Commitment and Notification of Loan Closing	3550-7	10,700	1
HB-1-3550, Chapter 7	Initial Escrow Account Disclosure Statement	3550-9	9,000	1
HB-1-3550, Chapter 9	Condominium Rider	3550-10	40	1
HB-1-3550, Chapter 10	Planned Unit Development Rider	3550-11	40	1

HB-1-3550, Chapter 8; HB-2-3550, Chapter 4	Subsidy Repayment Agreement	3550-12	7,200	1
HB-1-3550, Chapter 8	Real Estate Mortgage or Deed of Trust	3550-14 (State)	7,500	1
HB-1-3550, Chapter 7	Tax Information	3550-15	7,300	1
HB-1-3550, Chapter 13; HB-2-3550, Chapter 7	Reamortization Agreement	3550-18	4,800	1
HB-1-3550, Chapter 13; HB-2-3550, Chapter 7	Application for Settlement of Indebtedness	3550-20	4,000	1
HB-2-3550, Chapter 4	Payment Subsidy Renewal Certification	3550-21	106,300	1
HB-1-3550, Chapter 8; HB-2-3550, Chapter 2	Assumption Agreement-Single Family Housing	3550-22	470	1
HB-1-3550, Chapter 4 (pending)	Applicant Orientation Guide	3550-23	10,700	1
HB-1-3550, Chapter 12	Grant Agreement	3550-24	4,800	1
HB-1-3550, Chapter 6	Verification of Debt Proposed for Refinancing	3550-30	60	1
HB-1-3550, Chapter 6	Option to Purchase Real Property	3550-34	500	1

**RD FORMS  
TOTAL:**

**NON-FORMS  
TOTAL:**

**OVERALL:**

Total Annual Responses	Estimated No. of Hours per Response	Estimated Total Hours	Wage Class (per hour)	Cost to the Public
3,200	0.167	534	\$ 15	\$ 8,016
3,200	0.167	534	\$ 27	\$ 14,429
28,000	1.500	42,000	\$ 15	\$ 630,000
5,600	0.100	560	\$ 20	\$ 11,200
5,100	1.000	5,100	\$ 15	\$ 76,500
15,000	0.250	3,750	\$ 20	\$ 75,000
200	0.250	50	\$ 15	\$ 750
2,400	0.250	600	\$ 27	\$ 16,200
20	2.000	40	\$ 15	\$ 600
3,200	0.250	800	\$ 21	\$ 16,800
700	0.250	175	\$ 21	\$ 3,675
3,200	0.250	800	\$ 27	\$ 21,600
3,200	0.500	1,600	\$ 27	\$ 43,200
3,200	0.250	800	\$ 21	\$ 16,800
2,400	0.167	401	\$ 27	\$ 10,822
2,000	0.167	334	\$ 27	\$ 9,018
300	0.083	25	\$ 27	\$ 672
300	1.500	450	\$ 27	\$ 12,150
300	0.333	100	\$ 27	\$ 2,697
10	0.167	2	\$ 27	\$ 45
200	0.167	33	\$ 27	\$ 902
10,700	0.250	2,675	\$ 15	\$ 40,125
3,300	0.083	274	\$ 11	\$ 3,013

40	0.083	3	\$ 11	\$ 37
480	0.250	120	\$ 41	\$ 4,920
50	0.500	25	\$ 27	\$ 675
70,000	0.333	23,310	\$ 17	\$ 396,270
300	0.500	150	\$ 27	\$ 4,050
15,000	0.083	1,245	\$ 20	\$ 24,900
5,000	1.500	7,500	\$ 20	\$ 150,000
40	0.250	10	\$ 15	\$ 150
30	0.500	15	\$ 27	\$ 405
100	0.500	50	\$ 33	\$ 1,650
750	0.500	375	\$ 33	\$ 12,375
50,000	0.083	4,150	\$ 15	\$ 62,250
3,000	0.083	249	\$ 33	\$ 8,217
28,000	0.083	2,324	\$ 15	\$ 34,860
2,200	0.083	183	\$ 15	\$ 2,739
10,700	0.083	888	\$ 15	\$ 13,322
9,000	0.083	747	\$ 15	\$ 11,205
40	0.083	3	\$ 17	\$ 56
40	0.083	3	\$ 17	\$ 56



596,974

<b>Primary Handbook Reference (Chapter)</b>	<b>Title</b>	<b>Form No.</b>	<b>Estimated No. of Respondents</b>	<b>Reports Filed Annually</b>	<b>Total Annual Responses</b>
HB-1-3550, Chapter 3	Attachment 3-J, checklist of items to accompany the application	Document	17,700	1	17,700
HB-1-3550, Chapter 3	Certificate of homeownership education	Document	7,500	1	7,500
HB-1-3550, Chapter 3	Certified packaging process: application to be an intermediary	Document	10	1	10
HB-1-3550, Chapter 3	Certified packaging process: intermediary's annual report on certified packaging bodies funneling through them	Report	20	1	20
HB-1-3550, Chapter 3	Certified packaging process: items needed over and above Attachment 3-J	Document	600	1	600
HB-1-3550, Chapter 3	Certified packaging process: disclosure letter	Document	600	1	600
HB-1-3550, Chapter 3	Notification of continued interest	Written	4,000	1	4,000
HB-1-3550, Chapter 3	Withdrawal request	Oral/Written	2,800	1	2,800
HB-1-3550, Chapter 4	Do Not Pay (DNP) - applicant response to delinquent Federal debt	Document	1,400	1	1,400
HB-1-3550, Chapter 4	Evidence of citizenship	Document	250	1	250
HB-1-3550, Chapter 4	Request for copy of tri-merge credit report	Written	2,000	1	2,000
HB-1-3550, Chapter 4; HB-2-3550, Chapter 4	Oral verification of employment	Oral	25,000	1	25,000
HB-1-3550, Chapter 5; HB-2-3550, Chapter 2	Appraisal	Report	17,000	1	17,000
HB-1-3550, Chapter 5	Whole house inspection	Report	4,600	1	4,600
HB-1-3550, Chapter 6	Documentation on the construction quality of a new dwelling	Document	1,200	1	1,200
HB-1-3550, Chapter 8	Title insurance binder	Document	7,200	1	7,200
HB-1-3550, Chapter 8	Title insurance policy	Document	7,200	1	7,200
HB-1-3550, Chapter 8; HB-1-3550, Chapter 3	Furnish documentation of hazard and flood insurance	Document	20,000	1	20,000
HB-1-3550, Chapter 9	List of items to accompany a manufactured dealer-contractor application	Document	50	1	50



HB-1-3550, Chapter 9	Check of references for a manufactured dealer-contractor application	Oral	100	1	100
HB-1-3550, Chapter 9	Manufacturer's certificate of origin	Document	40	1	40
HB-1-3550, Chapter 9	Conditional commitment change in price, plans, and/or specifications	Written	40	1	40
HB-1-3550, Chapter 10	Loan commitment from the leveraged lender	Written	70	1	70
HB-1-3550, Chapter 10	Required documentation from a leveraging source	Document	800	1	800
HB-1-3550, Chapter 12	Attachment 12-E, checklist of items to accompany the application	Document	10,300	1	10,300
HB-1-3550, Chapter 13; HB-2-3550, Chapter 7	Missing borrower / determination of property abandonment	Oral/Written	800	1	800
HB-1-3550, Chapter 16	Release of DSS restrictions	Document	300	1	300
HB-2-3550, Chapter 2	Refinancing review	Document	3,500	1	3,500
HB-2-3550, Chapter 2	Documentation of inability to refinance	Document	130	1	130
HB-2-3550, Chapter 2	Request to waive late or other fees	Oral/Written	5,600	1	5,600
HB-2-3550, Chapter 2	Final payoff request	Oral/Document	43,000	1	43,000
HB-2-3350, Chapter 3	Notification of insurance claim proceeds	Oral/Written	3,500	1	3,500
HB-2-3550, Chapter 5	Request for special servicing - delinquency workout agreements and moratoriums	Document	9,000	1	9,000
HB-2-3550, Chapter 6	Offer to pay following an acceleration or a request for an extension	Document	3,200	1	3,200
HB-2-3550, Chapter 7	Borrower's offer to repay	Written	60	1	60
HB-2-3550, Chapter 7	Borrower's request for a review regarding administrative offset	Written	200	1	200
HB-2-3550, Chapter 7	Borrower's request for records	Written	150	1	150
HB-2-3550, Chapter 7	Borrower's written agreement for a different repayment schedule	Written	20	1	20
HB-2-3550, Chapter 7	Borrower's request to review IRS offset referral	Written	2,000	1	2,000
HB-2-3550, Chapter 7	Collection efforts	Document	2,000	1	2,000
HB-2-3550, Chapter 7	Delinquent adjustment agreements	Document	90	1	90

To be determined	Survey of borrowers regarding their loan origination experience	Written	10,700	1	10,700
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<b>Estimated No. of Hours per Response</b>	<b>Estimated Total Hours</b>	<b>Wage Class (per hour)</b>	<b>Cost to the Public</b>
1.000	17,700	\$ 17	\$ 300,900
5.000	37,500	\$ 17	\$ 637,500
1.500	15	\$ 27	\$ 405
1.000	20	\$ 27	\$ 540
1.500	900	\$ 27	\$ 24,300
0.083	50	\$ 17	\$ 850
0.083	333	\$ 15	\$ 4,998
0.083	233	\$ 15	\$ 3,499
0.500	700	\$ 15	\$ 10,500
0.083	21	\$ 15	\$ 312
0.083	167	\$ 15	\$ 2,499
0.083	2,083	\$ 20	\$ 41,650
2.000	34,000	\$ 27	\$ 918,000
2.000	9,200	\$ 27	\$ 248,400
0.500	600	\$ 17	\$ 10,200
1.500	10,800	\$ 27	\$ 291,600
0.333	2,398	\$ 27	\$ 64,735
0.083	1,666	\$ 15	\$ 24,990
0.250	13	\$ 27	\$ 338

0.083	8	\$ 20	\$ 166
0.250	10	\$ 20	\$ 200
0.083	3	\$ 27	\$ 90
0.250	18	\$ 27	\$ 473
0.250	200	\$ 27	\$ 5,400
1.000	10,300	\$ 8	\$ 78,074
0.250	200	\$ 20	\$ 4,000
0.083	25	\$ 17	\$ 425
0.750	2,625	\$ 17	\$ 44,625
1.000	130	\$ 17	\$ 2,210
0.083	466	\$ 15	\$ 6,997
0.083	3,582	\$ 15	\$ 53,729
0.250	875	\$ 15	\$ 13,125
0.500	4,500	\$ 15	\$ 67,500
0.500	1,600	\$ 15	\$ 24,000
0.500	30	\$ 15	\$ 450
0.500	100	\$ 15	\$ 1,500
0.250	38	\$ 15	\$ 563
0.500	10	\$ 15	\$ 150
1.000	2,000	\$ 15	\$ 30,000
0.083	167	\$ 15	\$ 2,499
0.250	23	\$ 15	\$ 338

0.167	1,787	\$ 15	\$ 26,804
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<b>Primary Handbook Reference (Chapter)</b>	<b>Title</b>	<b>Form No.</b>	<b>Estimated No. of Respondents</b>	<b>Reports Filed Annually</b>	<b>Total Annual Responses</b>
HB-1-3550	Affirmative Fair Housing Marketing Plan	HUD 935-2B	300	1	300
HB-1-3550, Chapter 4; HB-2-3550, Chapter 4	Request for Transcript of Tax Return	IRS 4506-T	30,000	1	30,000

Estimated No. of Hours per Response	Estimated Total Hours	Wage Class (per hour)	Cost to the Public
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2.000                  600 \$    27   \$ 1,200

0.250                  7,500 \$    15   \$ 1,875