

Instructions for RD 5001-13

CERTIFICATE OF INCUMBENCY AND SIGNATURE

Lenders and holders sometimes request this document when a loan is being sold into the secondary market. Prepare this document only if requested by the lender or holder. It is not required by any Agency regulation and is not needed for repurchase from the holder.

Id Name / Item No.	Instruction
1	Enter the name of the person certifying to the signature and title of the official who executed the Loan Note Guarantee, Lenders Agreement, and Assignment Guarantee Agreement. This can be any permanent Agency employee knowledgeable of the position of the person named in item 18.
2	Enter the title of the person named in item 1 above.
3	Enter the title of the USDA official who signed the Loan Note Guarantee, Lenders Agreement, and/or Assignment Guarantee Agreement. If the documents were signed by different individuals, you will need to prepare more than one Certificate of Incumbency.
4	Enter the Agency name or Rural Development, as appropriate.
5	Enter the date that USDA signed the Loan Note Guarantee associated with the loan being sold.
6	Enter the name of the lender of record for the loan being sold.
7	Enter the name of the borrower whose loan is being sold.
8	Enter USDA's Borrower and Loan Identification Number from the Loan Note Guarantee—must be an exact match. It is the borrowers case number followed by the loan number. The case number is the codes for the state and county in which the business is located, followed by the GLS system-generated 9-digit borrower identification number. The loan number is assigned by the finance office such as 50 or 51.
9	Enter the date of the Lender's Agreement associated with the lender of record for this loan. Lender's Agreements are not loan specific.
10	Enter the name of the lender of record for the loan being sold.
11	Enter the name of the borrower whose loan is being sold.
Id Name / Item No.	Instruction

12	Enter USDA's Borrower and Loan Identification Number from the Loan Note Guarantee. This is the same number as item 8 above.
13	Enter the date of the Assignment Guarantee Agreement associated with the loan being sold.
14	Enter the name of the lender of record for the loan being sold.
15	Enter the name of the borrower whose loan is being sold.
16	Enter USDA's Borrower and Loan Identification Number from the Loan Note Guarantee. This is the same number as items 8 and 12 above.
17	Signature of the USDA official.
18	Enter the name of the USDA official referred to in item 3 above whose signature and position is being authenticated.
19	Enter the date signed by the USDA official named in item 20 below.
20	Signature the name of the USDA official referred to in item 1 above.
21	Enter the title of the person named in items 1 and 20 above.