

Instructions For FSA-2351

CERTIFICATION OF IMPROVEMENT OF PROPERTY

This form is completed by applicants for real estate loans, or by sellers, and is used to provide certification regarding work of improvement on the real estate.

Submit the original of the completed form in hard copy or facsimile to the appropriate USDA office. Customers who have established electronic access credentials with USDA may electronically transmit this form to the USDA office, provided the customer submitting the form is the only person required to sign the transaction.

Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with USDA, follow the instructions provided at the [USDA eForms web site](#).

Applicants or sellers complete Items 1 through 6.

Field Name / Item No.	Instruction
1 Name	Enter the applicant's or seller's name.
2 (a) Time Period	Enter the number of months during which services connected with delivery of materials, construction, work of improvement, repair or remodeling on the property have not occurred.
2 (b) Exception	Enter a description for any construction, work of improvement performed or materials that have been delivered to the property during the number of months entered in 2(a).
3 Paid in Full Exceptions	Enter any costs, charges or expenses that have not been paid in full based on the work that was performed in Item 2(a)
4 No Claims/ Demands Statement	The applicant or seller has no claims or demands made by any subcontractor or material supplier in connection with services performed on property.
5 Signature	Enter the applicant or seller's signature. If you are mailing or faxing this form, print the form and manually enter your signature. If this form is approved for electronic transmission and you have established credentials with USDA to submit forms electronically, use the buttons provided on the form for transmitting the form to the USDA servicing office.

Field Name / Item No.	Instruction
6 Date	Enter the date the applicant or seller signed the form.