



USDA RURAL DEVELOPMENT – PRE-QUALIFICATION FOR 502 DIRECT MORTGAGE LOAN

Thank you for your interest in our USDA Rural Development Nebraska 502 Direct mortgage loan to purchase a property. USDA Rural Development provides loans in rural areas to eligible low- and very low-income applicants. The loan may be to purchase existing housing, purchase and repair existing housing, purchase a building site and construct a dwelling, or purchase new housing. All communities in Nebraska are eligible for housing programs with the exceptions of Fremont, Grand Island, Hastings, Kearney, Lincoln, North Platte, Omaha and South Sioux City/Dakota. The property must be in good repair or placed in good repair with loan funds and must be energy efficient. Third-party home inspections are required for electrical, heating, plumbing, water and wastewater disposal systems, if applicable, and termite inspections. These third-party inspections must be performed by a qualified home inspector. The payments for costs associated with the inspections will be agreed upon between the buyer and the seller and should be discussed prior to signing a purchase agreement. All who apply get equal consideration without regard to race, color, religion, sex, marital status, age, disability, or national origin.

Following, you will find our “Pre-Qualification Package”. There are 2 items/forms in this pre-qualification package:

1. Nebraska USDA Rural Development Pre-Qualification Worksheet
2. Form RD 3550-1, “Authorization to Release Information”

Please complete the Pre-Qualification Worksheet. **In addition, each adult member of the household (18 and older) will need to sign a SEPERATE Form RD 3550-1, “Authorization to Release Information”.** This will enable us to order an in-file (abbreviated) credit report at no charge to you. There is only one Form RD 3550-1 included in this package, but each adult will need to sign the bottom of a separate form (do not worry about completing the top portion of the form). **Please make/run additional copies if necessary.**

All of these items must be returned to the following:

By Mail: USDA Rural Development
Attn: SFH
818 Ferdinand Plaza, Suite B
Scottsbluff, NE 69361
Phone: (308) 632-2195 Ext. 4
By Fax: (855)207-0384
By E-Mail: RA.NELincoln2.RDPrequal@ne.usda.gov

Typically, your pre-qualification information will be reviewed within 5-7 business days. You will be contacted by mail or by phone, with results by one of our Single Family Housing specialists located across the state. The pre-qualification review is **FREE**, however, these results are informal. A pre-qualification review can give you an idea of whether you **may** qualify for a loan through our agency prior to forwarding funds necessary to order your official credit report and going through the full application process. The results of the pre-qualification are not binding, as they are not based on verified information.

If the results of your Pre-Qualification review are positive, you will be forwarded the full loan application package without additional contact, which you may complete and return for full processing of formal application for eligibility. You must submit an official application in order for the Agency to arrive at a **final eligibility decision**. You may request an application for Rural Housing Service loan assistance at any time.

Rural Development

4009 6th Avenue, Suite 1 • Kearney, NE 68845
Voice (308) 455-9838

100 Centennial Mall North, Suite 308 • Lincoln, NE 68508
Voice (402) 437-5748

818 Ferdinand Plaza, Suite B • Scottsbluff, NE 69361
Voice (308) 632-2195 • Extension 4

2601 Lakeridge Drive, Suite 2 • Norfolk, NE 68701
(402) 371-5350 Ext. 117

Statewide Fax (855) 207-0384

This institution is an equal opportunity provider, employer, and lender.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Single Family Housing Programs Nebraska-Pre-Qualification Worksheet

USDA Income and Property eligibility site: <http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do>

Return this completed worksheet, along with Form 3550-1 "Authorization to Release Information" (1 for each household member) via one of the following methods:

MAIL: USDA Rural Development - Attn: SFH; 818 Ferdinand Plaza, Suite B, Scottsbluff, NE 69361

FAX: 1-855-207-0384

E-Mail: RA.NELincoln2.RDPRequal@ne.usda.gov

Results of the pre-qualification are not binding as they are not based on verified information. You may request a formal application at any time.

I wish to obtain assistance in _____ County E-Mail address (Optional): _____
 Potential Applicant Name: _____ Potential Co-Applicant Name: _____
 Social Security Number: _____ Social Security Number: _____
 Current Address: _____ Current Address: _____
 _____ City, _____ State, _____ Zip _____ City, _____ State, _____ Zip
 Phone Number: _____ Phone Number: _____
 Household Size: _____ Total Number of: Adults: _____ Children (age 17 or younger): _____

Please list EVERYONE that lives in the home below. List ALL Income for ALL ADULTS (18 & over).

| Please list ALL Household Members | Identify if Applicant, Co-Applicant, or Other Household Member (i.e. child) | GROSS MONTHLY INCOME: List monthly income from employment (before taxes/deductions) Include number of years employed | NON WAGE INCOME (Monthly Amount) Sources such as child support, Social Security, SSI, Food Stamps, VA, Retirement, Alimony, etc. | Full Time Student? Yes or No | Age |
|-----------------------------------|---|--|--|------------------------------|-----|
| (Sample) Jane Doe | Applicant | \$7.50/hr x 40/wk (3 years) | \$300/mo Child Support | No | 32 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Child Care Expenses for children 12 and under: \$ _____ Weekly for _____ Weeks (School Year)
 \$ _____ Weekly for _____ Weeks (Summer)

Unreimbursed Medical and Disability expense: \$ _____ Per Month

| Debts (Creditor): All debts must be included even if currently deferred | Minimum Monthly Payment | Total Unpaid Balance |
|--|-------------------------|----------------------|
| (Sample) Car Payment-MyTown Bank | \$200.00 | \$4,000.00 |
| | | |
| | | |
| | | |
| | | |
| | | |

Child support or alimony paid by household members: \$ _____ Monthly OR _____ Weekly

Assets: Checking Account Balance: \$ _____ Do you own real Estate? _____ Yes, Amount: \$ _____ OR _____ No

Savings Account Balance: \$ _____ Other Assets (land, investments, cash): \$ _____

Retirement Assets: \$ _____ List Any Other Assets: _____

Current Living Conditions: _____ Renting _____ Living with Relative _____ Homeowner Monthly Rent: \$ _____

Do you have a present or past loan/grant with Rural Development: _____ Yes _____ No

How did you find out about our program? _____



**United States Department of Agriculture
Rural Development
Rural Housing Service**

AUTHORIZATION TO RELEASE INFORMATION

TO: _____

RE: _____
Account or Other Identifying Number

Name of Customer

I, and/or adults in my household, have applied for or obtained a loan or grant from the Rural Housing Service (RHS), part of the Rural Development mission area of the United States Department of Agriculture. As part of this process or in considering my household for interest credit, payment assistance, or other servicing assistance on such loan, RHS may verify information contained in my request for assistance and in other documents required in connection with the request.

I, or another adult in my household, authorize you to provide to RHS for verification purposes the following applicable information:

- Past and present employment or income records.
- Bank account, stock holdings, and any other asset balances.
- Past and present landlord references
- Other consumer credit references.

If the request is for a new loan or grant, I further authorize RHS to order a consumer credit report and verify other credit information.

I understand that under the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401, *et seq.*, RHS is authorized to access my financial records held by financial institutions in connection with the consideration or administration of assistance to me. I also understand that financial records involving my loan and loan application will be available to RHS without further notice or authorization, but will not be disclosed or released by RHS to another Government agency or department or used for another purpose without my consent except as required or permitted by law.

This authorization is valid for the life of the loan.

The recipient of this form may rely on the Government's representation that the loan is still in existence.

The information RHS obtains is only to be used to process my request for a loan or grant, interest credit, payment assistance, or other servicing assistance. I acknowledge that I have received a copy of the Notice to Applicant Regarding Privacy Act Information. I understand that if I have requested interest credit or payment assistance, this authorization to release information will cover any future requests for such assistance and that I will not be renotified of the Privacy Act information unless the Privacy Act information has changed concerning use of such information.

A copy of this authorization may be accepted as an original.

Your prompt reply is appreciated.

Signature (*Applicant or Adult Household Member*)

Date

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless as displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0172. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

RHS Is An Equal Opportunity Lender

SEE ATTACHED PRIVACY ACT NOTICE

NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION

The information requested on this form is authorized to be collected by the Rural Housing Service (RHS), Rural Business-Cooperative Services (RBS), Rural Utilities Service (RUS) or the Farm Service Agency (FSA) ("the agency") by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471 et seq.) or by the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.), or by other laws administered by RHS, RBS, RUS or FSA.

Disclosure of information requested is voluntary. However, failure to disclose certain items of information requested, including your Social Security Number or Federal Identification Number, may result in a delay in the processing of an application or its rejection. Information provided may be used outside of the agency for the following purposes:

1. When a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, disclosure may be made to the appropriate agency, whether Federal, foreign, State, local, or tribal, or other public authority responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative, or prosecutive responsibility of the receiving entity.
2. A record from this system of records may be disclosed to a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.
3. Rural Development will provide information from this system to the U.S. Department of the Treasury and to other Federal agencies maintaining debt servicing centers, in connection with overdue debts, in order to participate in the Treasury Offset Program as required by the Debt Collection Improvement Act, Pub. L. 104-134, Section 31001.
4. Disclosure of the name, home address, and information concerning default on loan repayment when the default involves a security interest in tribal allotted or trust land. Pursuant to the Cranston-Gonzales National Affordable Housing Act of 1990 (42 U.S.C. 12701 et seq.), liquidation may be pursued only after offering to transfer the account to an eligible tribal member, the tribe, or the Indian Housing Authority serving the tribe(s).
5. Referral of names, home addresses, social security numbers, and financial information to a collection or servicing contractor, financial institution, or a local, State, or Federal agency, when Rural Development determines such referral is appropriate for servicing or collecting the borrower's account or as provided for in contracts with servicing or collection agencies.
6. It shall be a routine use of the records in this system of records to disclose them in a proceeding before a court or adjudicative body, when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee, or (d) the United States is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation, provided; however, that in each case, the agency determines that disclosure of the records is a use of the information contained in the records that is compatible with the purpose for which the agency collected the records.
7. Referral of names, home addresses, and financial information for selected borrowers to financial consultants, advisors, lending institutions, packagers, agents and private or commercial credit sources, when Rural Development determines such referral is appropriate to encourage the borrower to refinance the Rural Development indebtedness as required by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471), or to assist the borrower in the sale of the property .
8. Referral of legally enforceable debts to the Department of the Treasury, Internal Revenue Service (IRS), to be offset against any tax refund that may become due the debtor for the tax year in which the referral is made, in accordance with the IRS regulations at 26 C.F.R. 301.6402-6T, Offset of Past Due Legally Enforceable Debt Against Overpayment, and under the authority contained in 31 U.S.C. 3720A.
9. Referral of information regarding indebtedness to the Defense Manpower Data Center, Department of Defense, and the United States Postal Service for the purpose of conducting computer matching programs to identify and locate individuals receiving Federal salary or benefit payments and who are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by Rural Development in order to collect debts under the provisions of the Debt Collection Act of 1982 (5 U.S.C. 5514) by voluntary repayment, administrative or salary offset procedures, or by collection agencies.
10. Referral of names, home addresses, and financial information to lending institutions when Rural Development determines the individual may be financially capable of qualifying for credit with or without a guarantee.
11. Disclosure of names, home addresses, social security numbers, and financial information to lending institutions that have a lien against the same property as Rural Development for the purpose of the collection of the debt. These loans can be under the direct and guaranteed loan programs.
12. Referral to private attorneys under contract with either Rural Development or with the Department of Justice for the purpose of foreclosure and possession actions and collection of past due accounts in connection with Rural Development.
13. It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity where the Department of Justice has agreed to represent the employee; or (c) the United States Government, is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.

NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION- CONTINUED

14. Referral of names, home addresses, social security numbers, and financial information to the Department of Housing and Urban Development (HUD) as a record of location utilized by Federal agencies for an automatic credit prescreening system.

15. Referral of names, home addresses, social security numbers, and financial information to the Department of Labor, State Wage Information Collection Agencies, and other Federal, State, and local agencies, as well as those responsible for verifying information furnished to qualify for Federal benefits, to conduct wage and benefit matching through manual and/or automated means, for the purpose of determining compliance with Federal regulations and appropriate servicing actions against those not entitled to program benefits, including possible recovery of improper benefits.

16. Referral of names, home addresses, and financial information to financial consultants, advisors, or underwriters, when Rural Development determines such referral is appropriate for developing packaging and marketing strategies involving the sale of Rural Development loan assets.

17. Rural Development, in accordance with 31 U.S.C. 3711(e)(5), will provide to consumer reporting agencies or commercial reporting agencies information from this system indicating that an individual is responsible for a claim that is current.

18. Referral of names, home addresses, home telephone numbers, social security numbers, and financial information to escrow agents (which also could include attorneys and title companies) selected by the applicant or borrower for the purpose of closing the loan.

19. Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 168a(f) or the Federal Claims Collection Act (31U.S.C. 3701(a)(3)).