

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

## Lender Record Change

(See reverse side for Instructions)

Email the completed Form to:  
RD.SO.HSB@usda.gov

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):

☐ This Loan was securitized into a Ginnie Mae Pool (Mark an X in the box if loan is securitized into a Ginnie Mae pool)

Borrower's USDA ID Number: \_\_\_\_\_ 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

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All responses to this collection of information are voluntary. However, in order to obtain or retain a benefit, the information in this form is required. Rural Development has no plans to publish information collected under the provisions of this program. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Rural Development Innovation Center, Regulations Management Division at [ICRMTRRequests@usda.gov](mailto:ICRMTRRequests@usda.gov).

**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.

- E-mail all completed forms and any attachments to RD.SO.HSB@usda.gov.
- 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 and C are identical, the lender may attach a list of all borrowers affected by the transfer that includes all the requested information and send to RD.SO.HSB@usda.gov. 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 or electronic signature of the transferor lender's authorized representative or official is required. The official's name must be printed, and a telephone number provided in case of questions concerning the transfer.