

United States Department of Agriculture

Single Family Housing Direct Home Loan Programs

Home Repair Loan and Grant **Pre-Qualification Package**

We are pleased you are interested in the USDA, Rural Development, Single-Family Housing, 504 Loan and Grant Program. The 504 Loans and Grants are for very-low income households for necessary repairs and improvements

To be considered for a grant, applicant(s) must be 62 years of age or older.

You may fax, mail or hand deliver this package to the Rural Development Office listed below. If deemed eligible, a Single-Family Housing Specialist will reach out to you with your next steps.

Complete the Pre-Qualification Information Sheet and the Authorization to Release Information Form and submit them to the:

USDA, Rural Development – NH
10 Ferry Street, Suite 218,
Concord, NH 03301
Phone (603) 223-6035 ; Fax (855) 428-0329
HousingVT.NH@usda.gov

Due to VT/NH being a dual jurisdiction state, all application material is processed in our Concord, NH Office.

Please contact us with any questions you may have about our program. Pre-qualification is based on unverified information and does not guarantee loan/grant approval.

This is a Federal Program, that is subject to the Federal Budget. There may be periods with lapses in funding or limited funding available.

USDA is an equal opportunity provider, employer, and lender.

To file a complaint of discrimination, write: USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave., S. W, Washington, DC 20250-9410 or call (866) 632-9992 (Toll-free Customer Service). Persons with disabilities who require alternative means of communication should contact the USDA's TARGET Center at (202) 720-2600 or the USDA through Federal Relay Services at (800) 877-8339.

January 2025

504 Single Family Repair Loans and Grants

Purpose of the Program:

- To provide direct loan and/or grant funds to very-low income applicants for the repair of their dwelling.

Eligibility Requirements:

- Must own the dwelling to be repaired, maintain a life estate or long-term leasehold.
- Must be a US Citizen or permanent resident.
- Must be able to personally occupy the dwelling.
- Must have adequate and dependable income to repay a loan.
- Must have a good credit history (for loan application).
- For a grant request; must show the inability to repay a loan.
- For Grants: applicant or co-applicant must be 62 or older and unable to afford a loan or portion thereof 1% interest for 20 Year Term (Grant and Loan Combinations may be considered.)
- Outside debt should be minimal.
- Must have total household income that does not exceed the Rural Development very-low income limits.
- Must lack personal resources (e.g., cash, securities, real estate other than home and home-site) that can be used to meet repair needs.

Eligible Loan and Grant Purposes:

- Grant funds may be used to pay costs of repairs or improvements which are identified health or safety hazards.
- Loan funds may also be used to remove health and safety hazards but are also available for modernization or home improvement.

Housing Requirements:

Homes must be brought into good repair with loan/grant funds.

Homes must be located in a rural area (see income limits worksheet enclosed for ineligible areas.)

Not all deficiencies need to be corrected to be eligible.

- Repairs to mobile homes can only be approved when:
The applicant owns the site or the mobile home is located in a mobile home park. The home is, or will be, placed on a permanent foundation.
Health and safety hazards are removed

Properties must generally have access (either direct or via private right of way) to a town-owned or maintained road. When the road is privately maintained by an association, there must be a legally enforceable arrangement for the ongoing maintenance needs of the roads.

Loan Rates and Terms:

These loans are 1% fixed rate loans with 20 Year amortization.

Payments:

Monthly payments for a 20 Year term are \$4.60 Per Month for each \$1,000 borrowed.

EXAMPLES OF MONTHLY PAYMENTS:

<u>Amount Borrowed</u>	<u>Monthly Payment</u>
\$1,000	\$4.60 / month
\$5,000	\$23 / month
\$10,000	\$46 / month
\$15,000	\$69 / month
\$20,000	\$92 / month

Ineligible Loan Purposes:

- Cannot repair income-producing property.
- Cannot finance the purchase of a dwelling.
- Property cannot have an in-ground pool.
- Dwelling should not be in a flood hazard area.
- Cannot finance furniture or other personal property
- Accessory dwelling units (in-law apartments, and other separate living spaces) are not permitted.

Maximum Loan and Grant Amounts:

- Maximum loan amount is \$40,000.
- Maximum combination loan and grant amounts are \$50,000.
- Loans cannot exceed appraised values of homes.
- Loans of \$7,500.00 and over are secured by a Promissory Note and a Real Estate Mortgage.
- Loans up to \$7,499.99 are secured by a Promissory Note only.
- Maximum lifetime grant amount is \$10,000. This is a one-time grant.

Maximum Adjusted Income Limits:

On the following pages are Household Income Limits for New Hampshire and Vermont. If your current income exceeds these limits or your household size is larger than 8 people, ask Rural Development about adjustments to income: ex. dependent children, child care expenses, disabled, handicapped and elderly applicants or co-applicants.





DIRECT 504 REPAIR GRANTS AND LOANS
www.rd.usda.gov/nh; www.rd.usda.gov/vt

INCOME LIMITS WORKSHEET TO FIGURE YOUR ADJUSTED FAMILY INCOME
NEW HAMPSHIRE

Applicant's gross income per year (Current gross weekly income x 52) include annual overtime

Co-applicant's gross income per year (Current gross weekly income x 52) include annual overtime

Other Applicant Household income (Annual Amounts) (i.e. Social Security, Pension Income, VA Benefits, Child Support, Annual Bonuses Etc.)

Other Household members: Include gross annual income from all sources

Subtract Child Care Expenses (Expenses for child care while at work)

Subtract \$480.00 for each child

Adjusted Household Income

If you are elderly or disabled ask the Rural Development staff for additional deductions to which you may be entitled.

All applicants must have Adjusted Household Income at or below the "very low" RD published income limits according to your household size as noted below. If your household exceeds the 8 person limit, please contact any Rural Development office to obtain the income threshold.

NEW HAMPSHIRE - MAXIMUM INCOME LIMITS (REVISED 10-10-2024)

COUNTY	1-4 PEOPLE	5-8 PEOPLE	Maximum Home Value
Belknap County	\$53,700	\$70,900	\$398,600
Carroll, Cheshire, Coos and Sullivan Counties	\$52,250	\$69,000	\$398,600
Grafton County	\$54,100	\$71,450	\$398,600
Boston, Cambridge, Quincy Metro: includes Seabrook and South Hampton	\$81,600	\$107,700	\$690,000
Lawrence Metro: includes Atkinson, Chester, Danville, Fremont, Hampstead, Kingston, Newton, Plaistow, Raymond, Sandown and Windham	\$67,000	\$88,450	\$690,000
Manchester-Nashua Metro: includes Bedford, Weare	\$57,200	\$75,550	\$398,600
Manchester-Metro (Hillsborough County) (part) includes: Antrim, Bennington, Deering, Francestown, Greenfield, Hancock, Hillsborough, Lyndeborough, New Boston, Peterborough, Sharon, Temple and Windsor.	\$57,950	\$76,500	\$398,600
Merrimack County	\$57,550	\$76,000	\$398,600
Nashua Metro includes: Amherst, Brookline, Greenville, Hollis, Hudson, Litchfield, Mason, Milford, Mont Vernon, New Ipswich, Pelham and Wilton.	\$67,200	\$88,750	\$398,600
Portsmouth, Rochester <u>includes</u> : Rockingham County: Brentwood, East Kingston, Epping, Exeter, Greenland, Hampton, Hampton Falls, Kensington, New Castle, Newfields, Newington, Newmarket, North Hampton, Rye and Stratham. <u>Strafford County</u> : Barrington, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Rollinsford, Somersworth and Strafford.	\$65,600	\$86,600	\$690,000
Western Rockingham County Metro: includes Auburn, Candia, Deerfield, Northwood and Nottingham.	\$71,850	\$94,850	\$690,000

Loans cannot be made in Concord, Derry, Dover, Hudson, Keene, Londonderry, Manchester, Merrimack, Nashua, Portsmouth, Rochester, Salem, Goffstown and Hooksett, due to Population Density.



DIRECT 504 REPAIR GRANTS AND LOANS

www.rd.usda.gov/nh ; www.rd.usda.gov/vt

INCOME LIMITS WORKSHEET TO FIGURE YOUR ADJUSTED FAMILY INCOME

VERMONT

Applicant's gross income per year (Current gross weekly income x 52) include annual overtime

Co-applicant's gross income per year (Current gross weekly income x 52) include annual overtime

Other Applicant Household income (Annual Amounts) (i.e. Social Security, Pension Income, VA Benefits, Child Support, Annual Bonuses etc.)

Other Household members: Include gross annual income from all sources

Subtract Child Care Expenses (Expenses for child care while at work)

Subtract \$480.00 for each child

Adjusted Household Income

If you are elderly or disabled ask the Rural Development staff for additional deductions to which you may be entitled.

All applicants must have Adjusted Household Income at or below the "very low" RD published income limits according to your household size as noted below. If your household exceeds the 8 person limit, please contact any Rural Development office to obtain the income threshold.

VERMONT - MAXIMUM INCOME LIMITS (REVISED 10-10-2024)

COUNTY	1-4 PEOPLE	5-8 PEOPLE	Maximum Home Value
Addison County	\$54,500	\$71,950	\$398,600
Grand Isle and some towns in Chittenden, Franklin <i>EXCEPT: Westford, Willistown, Winooski, St. Albans, Sheldon, Swanton, Alburgh, Grand Isle Town, Isle La Motte, North Hero, and South Hero</i>	\$59,450	\$78,500	\$414,000
Bennington County, rest of Chittenden & Franklin	\$49,850	\$65,850	\$414,000
Caledonia, Essex and Orleans Counties	\$47,500	\$62,700	\$398,600
Lamoille County	\$47,500	\$62,700	\$398,600
Orange County	\$47,500	\$62,700	\$398,600
Rutland County	\$47,500	\$62,700	\$398,600
Washington County	\$52,700	\$69,600	\$398,600
Windham County	\$47,500	\$62,700	\$398,600
Windsor County	\$50,250	\$66,350	\$398,600

Loans cannot be made in Burlington, South Burlington, Essex Junction and Winooski, and the Southeastern part of Colchester, due to Population Density.

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Rural Development
U.S. DEPARTMENT OF AGRICULTURE

504 Home Repair Loan and Grant Program Intake Form

For more information, visit our website at: <https://www.rd.usda.gov/>

Please complete the following so that we may contact you about the program:

(1) Adult Household Member's Name	(2) Social Security # (potential applicant(s) only)	(3) Check all that apply							(4) Birthdate (mm/dd/yyyy)	(5) Monthly Gross Employment Income (before deductions for taxes, insurance, etc.)	(6) Monthly Gross Income from Other Sources (e.g., child support, social security, retirement, etc.)
		Owner	Fulltime Student	Disabled	Married	Single	Divorced or Separated				

(7) Names and ages of any dependents:			
(8) Monthly medical expenses:	\$	(9) Monthly childcare expenses:	\$
(10) Monthly debt payments: (e.g., credit cards, car, etc.)	\$	(11) Monthly mortgage payment: (Not including taxes and insurance)	\$
(12) Annual property tax expense:	\$	(13) Annual homeowner insurance expense:	\$
(14) Estimated total value of retirement assets: (e.g., 401K, IRA, etc.)	\$	(15) Estimated total value of Nonretirement assets: (e.g., Checking and/or Savings account(s))	\$
(16) Contact phone number(s):		(17) Email address(es):	
(18) Address of residence:			
(19) Mailing address:			
(20) List of repairs: _____ _____ _____ _____ _____			
Estimated cost of repairs:	\$		

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0172, which expires 11/30/2026. The time required to complete this information collection is estimated to average 30 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 information. All responses to this collection of information are voluntary. Any questions on this burden can be sent to ICRMTRRequests@usda.gov.

(21) Attached is/are signed Form 3550-1 "Authorization to Release information" (one for each household member who is 18 years of age or older). By submitting these releases, I authorize Rural Development to order an in file credit report (at no cost to me) that may be used to counsel me regarding loan opportunities. Submittal of this document does not obligate me to proceed with an application. Rural Development will use the report to counsel me regarding credit issues, and to determine a potential loan amount for which I may qualify. I understand that I am requesting a pre-qualification at this time and must submit a complete application to be considered for eligibility. All property owners who are requesting assistance must sign.

(Potential Applicant Signature)

(Potential Applicant Signature)

(Potential Applicant Signature)

(Potential Applicant Signature)

Privacy Act Statement

The Housing Act of 1949 authorizes the USDA Rural Development (RD) Rural Housing Service (RHS) direct single family housing loan and grant programs. The Section 504 Home Repair Loan and Grant Program provides eligible applicants with financial assistance to own adequate but modest homes in rural areas. This form is used by RHS field staff as a "prequalification" process and requests information for household members, household income and expenses, and the estimated cost of repairs. Providing this information is voluntary; however, failure to provide the requested information may delay the processing of your application for benefits. The information you provide will not be disclosed externally. The full system of records notice with complete description of routine uses entitled "USDA/RD-1 Current or Prospective Producers or Landowners, Applicants, Borrowers, Grantees, Tenants, and Other Participants in RD Programs" was noticed in the Federal Register at 84 FR 21315 on May 14, 2019).

Instructions for Completing Request Form

- (1) Identify all adult persons who reside in the home you currently own and for which you are seeking repair funding.
- (2) Provide the social security number for each potential applicant identified in item #1.
- (3) Place a check in each applicable box to identify the status of each adult person that was identified in item #1.
- (4) Provide the birthdate of each adult person identified in item #1.
- (5) Provide the total gross income (before taxes or deductions) of all adults identified in item #1.
- (6) Provide the total amount of income from other, non-employment sources. Income may include child support, social security, alimony, retirement, etc.
- (7) Provide the name of dependents and their ages. For example, if you have 3 dependents residing in your household, this section would be completed as follows: *Ages of dependents: Jack- 5, Jill- 9, and James-13.*
- (8) Indicate the monthly total amount paid for any reoccurring medical expenses for applicants or dependents who are elderly or have a disability.
- (9) Indicate the total monthly amount paid in childcare expenses for dependents 12 years of age or younger.
- (10) Provide the total debt payments you have each month for consumer debt. Include debts such as: credit cards, loans, car payments, etc. **DO NOT** include items such as monthly utilities, car insurance, cable, internet, phone, etc. in this section.
- (11) Provide the monthly cost of the mortgage without any escrow for taxes and insurance, if applicable.
- (12) Provide the annual cost of property taxes.
- (13) Provide the annual cost of property insurance.
- (14) Indicate the amount of assets which are in retirement accounts such as 401K, IRA, employer sponsored retirement account, etc.
- (15) Indicate the amount of assets which are in nonretirement accounts such as checking and/or savings accounts.
- (16) Provide the contact phone number(s) you preferred to be reached at such as home, cell, work, etc.
- (17) Provide your email address(es).
- (18) Provide your residential home address.
- (19) Provide your mailing address, if different then your home address.
- (20) List the home repairs for which you are seeking funding and provide an estimated total cost of these repairs.
- (21) Only potential applicants need to sign this intake form. All potential applicants and adult household members should sign an individual copy of Form 3550-1 "Authorization to Release information".

United States Department of Agriculture
Rural Development
Rural Housing Service

AUTHORIZATION TO RELEASE INFORMATION

TO: USDA

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

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 it 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 (31 U.S.C. 3701(a)(3)).

Note: To be eligible for a Section 504 Home Repair program, applicants must demonstrate that they are reasonably able and willing to repay an Agency loan. An applicant's credit record does not have to be perfect; a few instances of credit problems can be acceptable if an applicant's overall credit record demonstrates an ability and willingness to repay obligations. (An applicant with an outstanding judgment obtained by the United States in a Federal court, other than the United States Tax court, is not eligible for a Section 504 loan or grant. This requirement is statutory and cannot be waived.)

Exhibit 4-4

Indicators of Unacceptable Credit

- Little or no credit history. The lack of credit history on the credit report may be mitigated if the applicant can document a willingness to pay recurring debts through other acceptable means such as third party verifications or canceled checks. Due to impartiality issues, third party verifications from relatives of household members are not permissible.
- Payments on any installment account, on a per account basis, where the amount of the delinquency exceeded one installment for more than 30 days within the last 12 months.
- Payments on any revolving account, on a per account basis, which was delinquent for more than 30 days on two or more occasions within the last 12 months.
- A foreclosure that has been completed within the last 36 months.
- An outstanding Internal Revenue Service (IRS) tax lien or any other outstanding tax liens with no satisfactory arrangement for payment.
- Two or more rent or mortgage payments paid 30 or more days late within the last 2 years. If the applicant has experienced no other credit problems in the past 2 years, only 1 year of rent history will be evaluated. This requirement may be waived if the program loan will reduce shelter costs significantly and contribute to improved repayment ability.
- Outstanding collection accounts with a record of irregular payments with no satisfactory arrangements for repayment, or collection accounts that were paid in full within the last 6 months, unless the applicant had been making regular payments previously.
- Non-Agency debts written off within the last 36 months, unless the debt was paid in full at least 12 months ago.
- Agency debts that were debt settled within the past 36 months, or are being considered for debt settlement.
- Delinquency on a federal debt.
- A court-created or court-affirmed obligation or judgment caused by nonpayment that is currently outstanding or has been outstanding within the last 12 months, **except**:
 - ◊ A bankruptcy in which:
 - ◊ Debts were discharged more than 36 months prior to the date of application; or
 - ◊ Where an applicant successfully completed a bankruptcy debt restructuring plan and has demonstrated a willingness to meet obligations when due for the 12 months prior to the date of application.
 - ◊ A judgment satisfied more than 12 months before the date of application.

An applicant with an outstanding judgment obtained by the United States in a Federal court, other than the United States Tax Court, is not eligible for a Section 502 loan. This requirement is statutory and cannot be waived.

Dear Applicant,

This is the end of the Single Family Housing Direct Home Repair Intake Form.

Prior to submitting your intake package, please check the following items:

1. Check that all sections on all forms are fully completed.
2. Check that all forms are signed and dated.
3. Make sure all applicable items listed on the instructions to Form 3550-35 are completed.

IMPORTANT: If any item, information and/or signature is missing, your intake package is considered incomplete and you will be contacted and asked to provide the missing pieces.

Please forward the entire package to one of the options listed on the cover page.

Thank you for choosing USDA Rural Development.

Respectfully,

USDA Rural Development