CHAPTER 6: UNDERWRITING THE LOAN

SECTION 1: OVERVIEW OF THE UNDERWRITING PROCESS

6.1 INTRODUCTION

The underwriting process brings together the applicant eligibility requirements discussed in Chapter 4 and the property requirements discussed in Chapter 5 of this Handbook with the loan and subsidy requirements that are discussed in detail in this chapter. By putting all of this information together, the Loan Originator can determine the applicant's repayment ability, whether a loan can be approved, and the amount of the loan. This chapter is structured as follows:

- Section 1 reviews the concept of underwriting;
- Section 2 describes loan terms and requirements;
- Section 3 provides policies and procedures for determining whether the applicant is eligible for payment subsidy and the amount of the subsidy; and
- Section 4 provides policies and procedures for underwriting a loan for a specific property and preparing the loan approval recommendation.

6.2 WHAT IS UNDERWRITING?

Through the underwriting process, the Loan Originator evaluates an applicant's circumstances and the condition and value of the property to determine whether making a particular loan is a prudent use of funds. Exhibit 6-1 of this Chapter summarizes key underwriting decisions.

Underwriting has both objective and subjective elements. For example, income eligibility is an objective factor -- if the applicant's income exceeds program income limits, the applicant cannot receive a program loan. On the other hand, analyzing an applicant's credit history and estimating the value of the property both involve some degree of judgment. The underwriter's challenge is to make both objective and subjective decisions in a fair and impartial manner for all applicants.

The Agency's underwriting standards and procedures are similar in many respects to those used by private lenders. However, because the Agency's mission, in part, is to serve home buyers who are unable to obtain private credit, the underwriting process differs in 4 key respects:

- The Agency's criteria for an acceptable credit history are somewhat less stringent than those used by private lenders;
- Agency loan-to-value requirements enable many applicants to become homeowners with little or no down payment;
- In most circumstances, the Agency has the ability to offer subsidies that enhance an applicant's ability to repay the loan; and
- The Agency conducts quality checks on new loans as well as on withdrawn and rejected applications to confirm that the Loan Originator complied with the underwriting standards and procedures. Refer to Attachment 6-B of this Chapter for guidance on monitoring requirements.

Exhibit 6-1

Key Underwriting Decisions

Does the Applicant Meet Program Requirements?

The applicant must:

- Have the legal capacity to enter into a loan agreement;
- Have the financial resources to repay the loan;
- Have an acceptable credit history; and
- Meet the specific requirements for participation in the program, such as eligibility based on income and citizenship status.
- A first-time homebuyer must complete a homeownership education course prior to entering into a contract to purchase or construct a home for maximum benefit (or shortly thereafter).

Does the Property Meet Program Requirements?

The property must:

- Meet Agency standards regarding location and housing quality;
- Meet the Agency's environmental review requirements;
- Not have legal hindrances to the borrower's ownership of the property; and
- Have sufficient value to protect the Agency's financial investment in the property.

Does "The Deal" Work?

- Can the Agency offer loan terms and conditions that enable the applicant to afford the loan?
- Is the applicant willing and able to meet the terms and conditions the Agency can offer?

6.3 USING UNIFI TO FACILITATE UNDERWRITING

UniFi automatically completes most of the underwriting calculations discussed in this chapter. However, the Loan Originator must understand how the calculations are made, in order to enter the correct information into the system and, more importantly, to be able to explain the results to applicants.

SECTION 2: LOAN TERMS AND REQUIREMENTS

6.4 ELIGIBLE LOAN PURPOSES AND USES [7 CFR 3550.52]

The Section 502 program is intended to help those who do not currently own adequate housing buy, build, relocate, rehabilitate, or improve a property to use as a principal residence. All improvements must be on land that, after closing, is part of the security property. Eligible costs are listed below.

A. Site-Related Costs

Eligible site-related costs include:

- Providing a minimum adequate site, as described in Section 1 of Chapter 5, if the applicant does not already own an adequate site;
- Providing adequate utilities, including adequate and safe water supply and wastewater disposal facilities; and reasonable connection fees, assessments, or the pro rata installment costs for utilities such as water, sewer, electricity and gas; and
- Site preparation, including grading, foundation plantings, seeding or sodding, trees, walks, yard fences, and driveways.

B. Dwelling-Related Costs

In addition to costs for acquisition, construction, repairs, or the cost of relocating a dwelling, eligible dwelling-related costs include:

- Special design features or equipment necessary because of a physical disability of a member of the applicant's household;
- Approved energy saving materials, equipment, or construction methods (heating systems must use a type of fuel that is commonly used, economical, and dependably available);
- Storm cellars and similar protective structures; and
- Purchase and installation of essential equipment including range, refrigerator, clothes washer and/or dryer, if these items are not included in the sale of the home or are not in working order, and if the purchase of these items is not the primary purpose of the loan.

C. Fees and Related Costs

Other eligible costs include:

- Reimbursement for certain items paid by the borrower outside of closing (i.e. earnest money deposit, inspection fees required by the Agency, and the first year's hazard insurance premium); legal fees; architectural and engineering services; costs of title clearance and loan closing services; the appraisal fee; surveying, environmental and tax service services; personal liability insurance fees under Mutual Self-Help Housing; and other incidental expenses approved by the Loan Approval Official. Finders' fees, homeowner association fees, placement fees, and administrative fees charged to the buyer by the real estate agent are not eligible costs;

- Fees for acceptable homeownership education under 7 CFR 3550.11 provided the fee does not exceed the reasonable costs determined by the State Director. Fees may be added to the loan amount in excess of the area loan limit and the appraised value of the house in cases where the borrower requests it be included in the loan;

- The buyer's portion of real estate taxes that the applicant must pay at the time of closing including delinquent taxes on a property owned by the applicant;

- Real estate taxes that become due during the construction period on houses to be built;

- The borrower's share of Social Security taxes and similar taxes for labor hired by the borrower in connection with making the planned improvements;

- Establishment of escrow accounts, including the initial escrow deposit, for the payment of taxes and property insurance premiums;

- Payment of recapture amounts deferred by a former borrower;

- Costs associated with implementation of mitigation measures to ensure environmental compliance;

- For leveraged loans, lender charges and reasonable fees related to obtaining the non- Agency loan; and

- Fees to public agencies and private nonprofit organizations that are tax exempt under the Internal Revenue Code for the packaging of loan applications. The charges must be reasonable considering the services provided and the cost of similar services in the same or a similar rural area. The fee cannot exceed the amount listed in Chapter 3, Attachment 3-A of this Handbook and the package must comply with the requirements outlined in the aforementioned attachment.

D. Loan Restrictions [7 CFR 3550.52(e)]

Agency loans can be used to finance existing properties that include in-ground swimming pools. However, in-ground swimming pools with new construction or with dwellings that are purchased new are prohibited.

Agency funds cannot be used to purchase or improve structures designed for income-producing purposes or income-producing land. Home-based operations such as childcare, product sales, or craft production that do not require specific features are not restricted.

6.5 REFINANCING

In general, Agency funds should not be used to refinance existing debt; however, refinancing is permitted in limited circumstances.

A. Refinancing Agency Debt [7 CFR 3550.52(c)]

Borrowers with Agency nonprogram loans (nonprogram assumptions or credit sales) or initial Section 502 program loans with a term less than 25 years are not eligible for payment subsidy. Borrowers with these types of loans may be permitted to refinance if the borrower is eligible to receive a program loan, the property is program-eligible, and the borrower is in danger of losing the property due to circumstances beyond the borrower's control.

Subject to the availability of funds and Agency priorities, Agency debt including subsidy recapture, may be refinanced as a special servicing option. When an existing Agency loan is being refinanced as a special servicing action in the limited circumstances provided in 7 CFR 3550.52 and 3550.201, the household's adjusted income must not exceed the applicable moderate income limit for the area at the time of loan approval and closing.

B. Refinancing Non-Agency Debt [7 CFR3550.52(b)]

1. Situations in Which Refinancing is Permissible

Refinancing of non-Agency debt, except for debt on manufactured homes, is permissible in 3 circumstances.

- **Refinancing for an existing home at risk of foreclosure.** An applicant who owns a home but is clearly unable to continue making payments and risks losing the home through foreclosure may be eligible for Agency refinancing if the risk is due to circumstances beyond the applicant's control. Risk of foreclosure doesn't necessarily mean that the applicant's mortgage is currently delinquent; it means that foreclosure is a highly likely eventuality because the mortgage payments are no longer sustainable due to circumstances beyond the applicant's control.

- **Refinancing for an existing home in need of repairs.** Debt on an existing home may be refinanced if the home is in need of repairs totaling $5,000 or more to correct major deficiencies and make the dwelling decent, safe, and sanitary; and refinancing is necessary for the borrower to show repayment ability. In such cases the owner need not be at risk of losing the property through foreclosure.

- **Refinancing for a site without a dwelling.** Agency funds may be used to refinance non-Agency debt on a building site without a dwelling if the debt is for the sole purpose of purchasing the site, the applicant is unable to pay the debt, and the applicant is otherwise unable to acquire decent, safe, and sanitary housing. The site must meet the conditions described in Section 1 of Chapter 5 of this Handbook. The Agency loan must include adequate funds to construct a dwelling on the site that conforms to the requirements of Section 2 of Chapter 5, of this Handbook and the applicant must occupy the property once it is constructed.

In any of these circumstances, a non-Agency loan, including a Single Family Housing Guaranteed Loan, can be refinanced only if the Agency will have adequate security. For a site with an existing dwelling, the applicant must engage the services of a State-licensed inspector to perform a whole house inspection and provide statement that the dwelling appears to meet the Agency's DSS standards as described in Section 2 of Chapter 5 of this Handbook. If there are any noted deficiencies that prevent the home from meeting decent, safe, and sanitary standards, the deficiencies must be addressed as part of the loan.

2. Eligible Debt

In general, Agency funds can be used to refinance only debt that was incurred for eligible purposes, as described in Paragraph 6.4 of this Chapter. For applicants who are in danger of foreclosure, Agency funds also may be used to repay a protective advance made by a mortgagee for costs related to the delinquency, such as accrued interest, insurance premiums, real estate tax advances, or preliminary foreclosure costs.

The primary debt to be refinanced must be secured with a lien against the security property. For existing dwellings, but not for sites without a dwelling, short-term or unsecured debts also may be included in the refinancing if refinancing of these debts is necessary to establish sound repayment ability, the debts were incurred for purposes that are eligible under Section 502, and they do not represent a significant portion of the loan.

3. Timing of the Debt

In general, the debt to be refinanced must have been incurred before the application was filed. Costs incurred after the application date, but before loan closing, may be refinanced if: (1) they are incurred for legal fees or other technical services related to the property, or for materials, construction or site acquisition; (2) the applicant is unable to pay the costs from personal resources or to obtain credit from other sources; and (3) failure to authorize the use of Agency funds to pay such costs would jeopardize the applicant's ability to repay the loan. The applicant should consult with the Loan Originator before incurring such expenses.

4. Verification of Debt

To verify that the debt to be refinanced meets these requirements, the Loan Originator should send Form RD 3550-30, Verification of Debt Proposed for Refinancing, to each creditor whose debt is proposed for refinancing. The form, which asks for account information as well as a copy of the original debt and security instrument, should be accompanied by a preaddressed, postage-paid envelope (sufficient enough to cover the cost of and large enough to hold the multiple-paged instruments) and Form RD 3550-1, Authorization to Release Information, which authorized the respondent to release this information.

6.6 MAXIMUM LOAN AMOUNT [7 CFR 3550.63]

Unless an exception is granted, a loan may not exceed the area loan limit. The loan may exceed the area loan limit in an amount necessary to cover the appraisal fee, the tax service fee, homeownership education fee, and any required contribution to an escrow account for taxes and insurance (excluding the first-year insurance premium).
All area loan limits are available online at: https://www.rd.usda.gov/files/RD-SFHAreaLoanLimitMap.pdf

Effects of the Area Loan Limit

Determining if a property is modest prior to ordering an appraisal. Market value is generally reflective of the price for a property agreed upon between a willing and informed buyer and a willing and informed seller and/or contractor under usual and ordinary circumstances when the property is exposed for sale on the open market with reasonable time allowed to find a purchaser. Since the modest determination must be made when the purchase agreement or construction package is submitted, if the property is deemed modest but the appraised value subsequently comes in higher than the area loan limit - the property will still be considered modest.

Maximum Loan Amount. The total amount of the Agency loan, loans from other sources, or the applicant's own funds, including but not limited to the value of the site, cannot exceed the applicable area loan limit.

Costs of Appraisal or Closing. The loan an applicant receives must not exceed the area loan limit unless the applicant chooses to finance the appraisal fee, tax service fee, homeownership education fee, or the initial contribution to fund the escrow account, in which case the loan can exceed the area loan limit by the cost of these items.

A. Granting Exceptions

Exceptions to the area loan limit may be granted on a case-by-case basis when the current limit is insufficient to provide adequate housing. Exceptions may be granted to accommodate the specific needs of an applicant, for example, to serve exceptionally large households or to provide reasonable accommodation for a household member with a disability. Requests for exceptions may be approved by the State Director if the cost of the property will not exceed $5,000.

To request an exception, the Loan Originator must fully document the need for the exception. If approval is granted, the Loan Originator should follow UniFi procedures to override the maximum mortgage limit.

Exceptions also can be granted for subsequent loans that may cause the entire indebtedness to exceed the area loan limit only if necessary to protect the Government's interests. The State Director can authorize subsequent loans that exceed the area loan limits to accommodate the cost of necessary repairs, reasonable closing costs, and allowable excess costs (including the appraisal fee, tax service fee, homeownership education fee, and initial deposit to fund the escrow account), without authorization from the Deputy Administrator, Single Family Housing, even if the increase exceeds $5,000.

B. Special Situations

To further ensure that only modest housing is financed, the maximum loan amount will be limited in the following situations:

1. Housing Other than Self-Help

- If the applicant owns the building site free and clear or if an existing non-Agency debt on the site will not be refinanced with Agency funds, the market value of the lot will be deducted from the area loan limit.
- If Agency funds will be used to refinance non-Agency debt on the building site, the equity (market value minus the debt owed against the site) will be deducted from the area loan limit.
- When the applicant is purchasing a site below the market value, the difference between the market value and the sales price will be deducted from the area loan limit.
- When an applicant is receiving a housing grant or other form of affordable housing assistance for eligible loan purposes other than closing costs, the amount of such grants and other affordable housing assistance will be deducted from the area loan limit.

2. Self-Help Housing

The maximum loan amount for self-help housing will be determined by adding the total of the market value of the lot (including reasonable and typical costs of site development), the cost of construction, and the value of sweat equity. The total of these factors cannot exceed the area loan limit for the area.

6.7 LOAN-TO-VALUE (LTV) RATIO [7 CFR3550.63(b)]

The LTV ratio is the relationship between the amount to be financed, including all leveraged loans and grants (where a lien will be taken), and the market value of the security property. The value of the property is determined using the appraisal procedures described in Section 5 of Chapter 5 of this Handbook. A loan may exceed the LTV limitations discussed in Paragraphs 6.7 A. and B of this Chapter. to allow the borrower to finance certain allowable excess costs. For any Agency loan, the amount that can be financed in excess of the allowable LTV includes the appraisal fee, the tax service fee, homeownership education fee, and the initial contribution to the escrow account.

A. Loans for Existing Dwellings (100% LTV)

For existing dwellings, the LTV limitation for a Section 502 loan, plus any other liens on the security property, is 100 percent of value plus allowable excess costs.

B. Loans for New Dwellings (90-100% LTV)

For loans on new dwellings, the permitted LTV ratio depends upon whether the applicant provides documentation that the construction quality is acceptable to the Agency. If construction that meets the Agency standards can be documented, the LTV limitation is 100 percent of value plus allowable excess costs.

If construction quality is not adequately documented, loans for new dwellings are limited to 90 percent of the market value plus allowable excess costs.

The following are acceptable documentation of construction quality:

- The Agency has issued a conditional commitment and inspected the property, as described in Section 1 of Chapter 9.

Example - Maximum Loan Based on Loan to Value Ratios

$50,000 Appraised Value
$51,740 Total Costs Including:

$49,500	Purchase Price
$ 340	Appraisal and Tax servicing
$ 1,500	Closing Costs
$ 400	Costs to Establish Escrow

If the allowable LTV is 100%, the maximum loan is $50,740 (the appraised value plus allowable excess costs). $1,000 of the closing costs must be paid by the borrower in cash.

If the allowable LTV is 90%, the maximum loan is $45,740 (90% of the appraised value plus allowable excess costs). $6,000 must be paid by the borrower in cash.

- The dwelling is covered by an insured 10-year warranty plan, as described in RD Instruction 1924-A, and there is a certificate of occupancy when issued by the local governing agency. In areas where there is no local authority to issue a certificate of occupancy or similar document, the State Office will provide appropriate guidelines for what will be considered acceptable documentation of a dwelling's or unit's livable condition.

- The loan will be closed prior to the start of construction so that the Agency can monitor the construction following the procedures described in Section 6 of Chapter 5 of this Handbook.

- The new dwelling is a manufactured home that meets the requirements set forth in Section 3 of Chapter 9 of this Handbook.

- Applicant provides a complete set of plans and specifications and, to demonstrate that the construction was properly inspected, copies of all construction-phase reports prepared by a licensed construction inspector. In the case of properties inspected by the Federal Housing Administration (FHA) or Veterans Affairs (VA), a certification that the dwelling was built in accordance with approved plans and specification may be submitted in lieu of construction-phase reports.

C. Subsequent Loans for Necessary Repairs

If necessary to protect the Government's security interest, the Agency may make a subsequent loan that causes the total indebtedness to exceed the market value of the property and/or the area loan limit. The excess amount cannot exceed the cost of the necessary repairs, reasonable closing costs, and allowable excess costs. The Loan Originator should review the status of the borrower's account in LoanServ and coordinate with the Servicing and Asset Management Office (Servicing Office) as necessary.

D. Subsequent Loans for Closing Costs Only

When the Agency makes a subsequent loan to a program borrower for closing costs only at the time of the sale of an REO property or a property transfer and assumption, total indebtedness may exceed the market value and/or the area loan limit by up to 1 percent, plus allowable excess costs.

E. Refinanced Loan for Existing Agency Borrower

When the Agency refinances an existing Agency loan, including those refinanced as a special servicing action (subject to the availability of funds and Agency priorities) such as at the end of a moratorium, the loan may exceed the market value of the property and/or the area loan limit only as necessary to cover the borrower's outstanding indebtedness, closing costs associated with the new loan, and allowable excess costs. Directives will be provided for usage of this option as Agency priorities are determined.

F. Affordable Housing Products

In those cases where a junior lien is a soft, silent or forgivable subordinate affordable housing product, the loan to value ratio may exceed the market value provided:

- Agency is in the senior lien position and the Agency loan is fully secured (with allowable exceptions for the tax service fee, appraisal fee, homebuyer education, and initial escrow for taxes and insurance);
- The junior lien is for an authorized loan purpose identified in § 3550.52; and
- The grant or forgivable affordable housing product comes from a recognized grant source such as a Community Development Block Grant or a Home Investment Partnerships Program (HOME).

Only affordable housing products that result in a lien against the property need to be considered in evaluating the loan to value ratio. Grants and similar funding that do not result in a lien and are not required to be paid back should not be considered in evaluating the loan to value ratio.

6.8 REPAYMENT PERIODS [7 CFR 3550.67]

Loans must be scheduled for repayment over a period that does not exceed the useful life of the property. The standard maximum loan term for most Section 502 loans is 33 years.

A. Exceptions to the Standard 33-Year Maximum Term

Repayment may be scheduled over a 38-year term for:

- Initial loans, or subsequent loans made in conjunction with an assumption, if the applicant's adjusted income does not exceed 60 percent of the applicable area median income and the longer term is necessary to show repayment ability; and

- Subsequent loans not made in conjunction with an assumption, if the borrower's initial loan was for a period of 38 years, the borrower's adjusted income at the time the subsequent loan is approved does not exceed 60 percent of the applicable area median income, and the longer term is necessary to show repayment ability.

A 38-year term offered with the Form RD 1944-59, Certificate of Eligibility (COE) must not be reduced to a 33-year term if the purchase price is lowered after COE issuance, unless the lower term is requested by the applicant and the applicant can afford payments at the lesser term. Otherwise, the term will only be reduced by the Agency when the type of property being purchased changes to manufactured housing. Manufactured homes are eligible for a maximum loan term of 30 years.

The repayment period is limited to a maximum of 10 years for loans under $24,000, and for unsecured loans as described in Chapter 5 Paragraph 5.12 A of this Handbook. Loans under $24,000 should first be considered at 10 years; however, a longer term may be used when necessary to show repayment ability.

B. Effect of Repayment Period on Payment Subsidy

Loans may be approved for less than the maximum period. However, before approving a loan with a payment term that is less than the maximum period, the Loan Originator should consider the effect this may have on any payment subsidy for which the applicant may be eligible. Because a shorter loan term could require the Agency to contribute a higher payment subsidy, an applicant with an initial loan term of less than 25 years cannot obtain payment subsidy. An applicant may receive payment subsidy on a secured subsequent loan with a term of less than 25 years if the initial loan had a term of 25 years or more. Section 3 of this chapter provides additional information about payment subsidies.

6.9 INTEREST RATES [7 CFR3550.66]

A. Note Rates

The note rate is the interest rate shown in the promissory note. Exhibit B of RD Instruction 440.1 provides current interest rates for program and nonprogram loans. For program loans, the note rate used for the promissory note must be the lower of the Rural Housing (RH) 502 very low or low-income limit interest rates in effect at loan approval and obligation of funds or at loan closing.

For non-program loans, the non-program rate in effect at loan approval must be used for the promissory note. For program and non-program loans, the date the loan was approved must be the same date the loan was obligated in LoanServ.

B. Subsidized Rate

As described in Section 3 of this Chapter, borrowers who qualify may receive payment subsidies based upon a lower interest rate. The subsidized rate does not affect the promissory note. Instead, a separate agreement is executed annually (or more often if the subsidy amount changes) to document the amount of payment subsidy provided.

Example - Effect of Interest Rate and Repayment Period on Monthly Payments

Loan Amount	Loan Term	Monthly Payment
$50,000 @ 7%	33 years	$324.05
$50,000 @ 7%	38 years	$313.79
$50,000 @ 1%	33 years	$148.29
$50,000 @ 1%	38 years	$131.84

6.10 USE OF ASSETS [7 CFR3550.64]

A. Asset Limits

Applicants with assets in excess of established limits must use those assets for a down payment or other costs associated with the purchase of the property. Section 2 of Chapter 4 of this Handbook discusses assets in detail. Applicants may choose to use assets that fall below the established limits toward the purchase, even though they are not required to do so.

- Nonelderly applicants must use nonretirement assets in excess of $15,000 toward the purchase of the property.

- Elderly applicants must use nonretirement assets in excess of $20,000 toward the purchase of the property.

B. Eligible Uses of Assets

Eligible uses for excess assets or assets the applicant has elected to contribute include making payments to:

- Reduce the principal balance;
- Increase purchasing capacity when combined with the applicant's qualifying loan amount, when there is no additional risk layering and payment shock does not exceed 100%. The total of the down payment and loan amount does not exceed the market value or area loan limit. (See Paragraph 6.6 of this Chapter for guidance on exceptions to exceeding the area loan limit);
- Pay architectural, engineering, inspection, or testing fees related to new construction or repairs;
- Establish the escrow account for taxes and insurance;
- Pay closing costs and related fees;
- Reduce non-housing debts;
- Contribution to a retirement asset; or
- Purchases not considered a net family asset (Chapter 4, Exhibit 4-3 of this Handbook).

> **Required Down Payment**
>
> If an applicant was issued a Certificate of Eligibility that listed a required down payment and they subsequently spend or dispose of those funds for ineligible loan purposes and now no longer have assets sufficient to cover the required down payment, the Loan Approval Official will re-evaluate eligibility at the time of approval or denial. If the applicant is no longer eligible, the reasons for denial will include Chapter 1, Attachment 1-B of this Handbook with appeal rights.

C. Ineligible Uses of Assets

If an applicant has excess assets, those assets cannot be used for purposes other than those listed in Paragraph 6.10 B of this Chapter.

SECTION 3: PAYMENT SUBSIDIES [7 CFR 3550.68]

6.11 AN OVERVIEW OF PAYMENTSUBSIDIES

The Agency uses payment subsidies to enhance an applicant's repayment ability for Section 502 loans. UniFi calculates the applicant's payment subsidy. The sample calculations provided in this section are intended to help the Loan Originator understand how the calculation works so that it can be explained to the applicant.

A. Three Types of Subsidy

1. Interest Credit

A borrower who initially received subsidy in the form of interest credit can continue to do so as long as the borrower remains eligible and continuously receives interest credit assistance. Subsequent loans to these borrowers should be subsidized with interest credit. Paragraph 6.13 of this Chapter describes the method for calculating subsidies using the interest credit method.

2. Payment Assistance Method 1

A borrower currently receiving payment assistance using payment assistance method 1 will continue to receive it for the initial loan as the borrower is eligible for payment assistance method 1. However, if a borrower receiving payment assistance method 1 receives a subsequent loan, payment assistance method 2 will be used to calculate the subsidy for the initial loan and subsequent loan. Paragraph 6.12 B of this Chapter describes the method for calculating subsidies using payment assistance method 1.

3. Payment Assistance Method 2

All other eligible applicants will receive payment assistance method 2. This includes: applicants who receive new initial loans; borrowers obtaining subsequent loans who qualify for payment subsidy, but who are not currently receiving interest credit; and applicants who assume loans under new rates and terms. Borrowers who cease to receive interest credit or payment assistance method 1 for 6 months or more will receive payment assistance method 2 if they subsequently begin to receive payment subsidies. Paragraph 6.12 A of this Chapter describes the method for calculating payment assistance method 2.

B. Applicant Eligibility

1. Income Eligibility

Applicants who obtain loans on nonprogram terms are not eligible for payment subsidies. To be eligible for an initial loan at the time of origination, an applicant must be income-eligible for the Section 502 loan -- that is, have adjusted income that does not exceed the applicable low-income limit at the time of loan approval and the applicable moderate-income limit at the time of loan closing. When an existing Agency loan is being refinanced as a special servicing action including, but not limited to, following a moratorium, the household's adjusted income must not exceed the applicable moderate income limit for the area at the time of loan approval and closing. Initial approval of payment subsidy for borrowers who become eligible after loan closing is the responsibility of the Servicing Office. A borrower who is receiving payment subsidy can continue to receive it, even if their income exceeds the moderate income limit, as long as their subsidized rate does not exceed the note rate.

2. Occupancy Requirement

To be eligible to receive a payment subsidy, the applicant must occupy the dwelling as their principal residence, unless during the term of the loan the Agency determines that the dwelling is uninhabitable or that the borrower may be absent temporarily from the property for reasons acceptable to the Agency, such as seasonal or migratory employment, military call-ups, or hospitalization. A dwelling is considered a principal residence when physically occupied by the owner on a permanent basis (i.e. lives there for the majority of the year and is the address of record for such activities as Federal income tax reporting, voter registration, occupational licensing, etc.).

C. Loan Requirements

1. Loan Term

For an applicant to be eligible for a payment subsidy, initial loans and subsequent loans made in conjunction with a new rates and terms assumption must have a term of at least 25 years. Borrowers can receive a payment subsidy for a subsequent loan not made in conjunction with an assumption with a term of less than 25 years, if the initial loan had a term of at least 25 years.

2. Type of Loan

To receive payment subsidy, the loan must be made on program terms and must be secured by a mortgage on the property.

D. Annual and Interim Reviews

Subsidy agreements are effective for a period not exceeding 24 months. For agreements that exceed 12 months, an annual review is conducted by the Servicing Office to determine whether the borrower is eligible to continue to receive payment subsidies. Annual and interim reviews of borrowers receiving payment subsidies are the responsibility of the Servicing Office. Borrowers who receive payment subsidies must notify the Agency if any adult household member changes or obtains employment, the household composition changes, or if income increases by more than 10 percent. Borrowers may report other changes that would result in increased payment subsidies. The review period may be different in certain circumstances. Borrowers receiving payment assistance via method 1 with adjusted incomes above 80 percent of the applicable adjusted median income will pay the Equivalent Interest Rate (EIR) for the appropriate income contained in Chapter 4, Exhibit 6-4 of this Handbook.

1. Self-Employed Applicants

For a self-employed applicant, the initial payment subsidy agreement will run from the effective date to 3 months after the end of the applicant's business fiscal year, but not more than a 12-month period. This will allow subsequent agreements to coincide with the applicant's business fiscal year, with a 3-month overlap, to provide sufficient time for the applicant to supply verification of the previous year's income.

2. Unemployed Applicants

For an applicant receiving unemployment benefits, the agreement will be effective for the period during which the applicant will receive unemployment benefits, or, if the period is unknown, no longer than 6 months. The expiration date of the agreement will be established by the Loan Originator.

3.Annual Payment Borrowers

For an applicant currently paying an annual installment who receives a subsequent loan, the initial payment subsidy agreement, including the subsequent loan, will be in effect until the next January 1st.

E. Recapture Requirement

Borrowers are required to repay all or a portion of the payment subsidy received over the life of the loan when the title to the property transfers or when the borrower ceases to meet the occupancy requirement described in Paragraph 6.11 B. 2 of this Handbook. The borrower must sign Form RD 3550-12, Subsidy Repayment Agreement, at the time of loan closing for existing properties, when a construction loan is converted to a permanent loan, or whenever the borrower qualifies for payment subsidy for the first time.

The amount to be recaptured is determined by a calculation specified in the borrower's subsidy repayment agreement and is based on the borrower's equity in the property at the time of loan pay off. If there is no equity based on the recapture calculation, the amount of principal reduction attributed to subsidy is not collected. The recapture calculation includes the amount of principal reduction attributed to subsidy plus the lesser of:

- The amount of subsidy received; or
- A portion of the value appreciation of the property subject to recapture. In order for the value appreciation to be calculated, the borrower will provide a current appraisal, including an appraisal for any capital improvements, or arm's length sales contract as evidence of market value upon Agency request. Appraisals must meet Agency standards.

6.12 CALCULATING PAYMENTASSISTANCE

A. Payment Assistance Method 2

The amount of payment assistance granted is the lesser of the difference between:

- The annualized promissory note installments for the combined RHS loan and eligible leveraged loans plus the cost of taxes and insurance less 24 percent of the borrower's adjusted income, or
- The annualized promissory note installment for the RHS loan less amount the borrower would pay if the loan were amortized at an interest rate of 1 percent.

Borrowers receiving payment assistance method 2 must pay the greater of:

- A payment to RHS based on 24 percent of their adjusted annual income less the amortized payment for the eligible leveraged loan less the cost of taxes and insurance; or
- A payment to RHS based on an interest rate of 1 percent plus the amortized payment for the eligible leveraged loan plus the cost of taxes and insurance.

An eligible leveraged loan is a loan with payments amortized over a period of not less than 30 years and an interest rate that does not exceed 3 percent.

B. Payment Assistance Method 1

The amount of payment assistance granted is the difference between the installment due at the promissory note rate and the amount the borrower must pay based upon income. Borrowers receiving payment assistance method 1 must pay the **greater of**:

- A floor payment calculated as a percentage of adjusted income, less the cost of taxes and insurance; or
- The loan payment amortized at the applicable EIR.

Borrowers who receive leveraged loans are not subject to floor payments. Exhibit 6-3 of this Chapter provides a sample payment assistance method 1 calculation.

1. Establishing the Floor Payment

The floor payment is a minimum percentage of adjusted income that the borrower must pay for Principal, Interest, Taxes, and Insurance (PITI).

- Very low-income borrowers must pay a minimum of 22 percent.
- Low-income borrowers with adjusted incomes below 65 percent of the applicable adjusted median income must pay a minimum of 24 percent.

Exhibit 6-2

Sample Payment Assistance Method 2 Calculation

The Jones family wishes to purchase a home for $90,000. They have been approved for a $60,000 loan from RHS and a $30,000 Affordable Leveraged Loan.

	Principal Amount	Payment Period	Note Rate
RHS Loan	$60,000	33 years	6.0%
Affordable Leveraged Loan	$30,000	30 years	3.0%

The family's adjusted income is $23,000; monthly taxes and insurance are estimated at $150/month.

(1) Calculate the combined Annual Payment at the Note Rate plus Taxes and Insurance less 24% of the Adjusted Annual Income (AAI).

$349	RHS Loan ($60,000 @ 6% for 33years)
$127	Affordable Leveraged Loan ($30,000 @ 3% for 30 years)
<u>$150</u>	Estimated Monthly Taxes and Insurance(T&I)
$626	Combined Principal, Interest, Taxes and Insurance (PITI at Note Rate)
-<u>$460</u>	AAI ($23,000 X 24%)
$166	Total Monthly Subsidy

(2) Calculate the annualized RHS note installment less the annualized 1% installment.

$349	RHS Monthly Note Installment
-<u>$178</u>	RHS 1% Payment ($60,000 @ 1% for 33years)
$171	Total Monthly Subsidy

PAYMENT SUBSIDY WILL BE THE LESSER OF (1) OR (2).

$166 Monthly Subsidy

Calculate Monthly Installment(P&I)

$460	24% of AAI
-$127	Affordable Leverage
<u>-$150</u>	T&I
$183	Total Monthly P&I Installment

Exhibit 6-3

Sample Payment Assistance Method 1 Calculation

The Jones family has received payment assistance method 1 on their initial loan since it was approved. They have recently been approved for a subsequent loan to make needed repairs.

The following financial information is needed to calculate the payment assistance.

	Principal Amount	Repayment Period	Note Rate
Initial Loan	$60,000	33 Years	7%
Subsequent Loan	$30,000	33 Years	6%

The family's Adjusted Annual Income is $23,000. The Adjusted Median Income is $36,500.

$23,000	Adjusted income
63%	Percent of adjusted median ($23,000 ÷$36,500)
$150	Monthly taxes and insurance

(1) Calculate the Payment at the Note Rate

$389	Initial Loan payment at the note rate (amortized amount for $60,000 @ 7% for 33 years)
$174	Subsequent Loan payment at the note rate (amortized amount for $30,000 @ 6 % for 33 years)
$563	Total

(2) Calculate the Floor Payment for PI*

24% Floor payment percentage for applicant @ 63% of median income

$460	Floor payment for PITI* ($23,000 ÷ 12 months x 0.24)
$310	Floor payment for PI* ($460 - $150 for taxes and insurance)

(3) Calculate the Payment at the EIR*

4% EIR* for applicant at 63% of median

$273	Initial Loan payment at the EIR (amortized amount for $60,000 @ 4% for 33 years)
$137	Subsequent Loan payment at the EIR (amortized amount for $30,000 @ 4% for 33 years)
$410	Total Payment at EIR

(4) Compute Monthly Payment Assistance

$563	Payment at the note rate (combine initial and subsequent loans)
-$410	Required payment is the greater of (2) or (3)
$153	Monthly payment assistance

* PI = Principal and Interest.
PITI = Principal, Interest, Taxes, and Insurance
EIR = Equivalent Interest Rate

Low-income borrowers with adjusted incomes between 65 and 80 percent of the applicable adjusted median income must pay a minimum of 26 percent.

2. Calculating the Payment at the EIR

The EIR is determined by comparing the applicant's adjusted income to the applicable adjusted median income for the area in which the security property is located. The payment at the EIR is calculated by amortizing the loan using the applicant's loan amount, the term of the loan, and the EIR for which the applicant qualifies. Exhibit 6-4 of this Chapter provides the EIRs to be used.

Exhibit 6-4 Equivalent Interest Rates	
Use the equivalent interest rate for the income range applicable to the applicant's adjusted income.	
Adjusted Median Income Range	**Equivalent Interest Rate***
0%-50%	1.0%
50.01%-55%	2.0%
55.01%-60%	3.0%
60.01%-65%	4.0%
65.01%-70%	5.0%
70.01%-75%	6.0%
75.01%-80%	6.5%
80.01%-90%	7.5%
90.01-100%	8.5%
100.01%-110%	9.0%
110.01%-greater	9.5%
* EIR can never exceed the note rate.	

6.13 CALCULATING INTEREST CREDIT

The amount of interest credit granted is the difference between the installment due at the promissory note rate and the amount the borrower must pay.

- 20 percent of adjusted monthly income, less the cost of taxes and insurance; or
- A loan payment reflecting the loan amount amortized at an interest rate of 1 percent.

Exhibit 6-5 provides a sample interest credit calculation.

Exhibit 6-5

Sample Interest Credit Calculation

The Joneses have received an interest credit subsidy on their initial loan since it was approved and have recently been approved for a subsequent loan to make needed repairs. The terms of the 2 loans are as follows:

	Principal Amount	Payment Period	Note Rate
Initial Loan	$60,000	33 years	7.0%
Subsequent Loan	$15,000	33 years	6.5%

The family's adjusted income is $22,000; monthly taxes and insurance are estimated at $90/month.

(1) Calculate the Annual Payment at the Note Rate

$389	Initial Loan (Amortized amount for $60,000 @ 7% for 33years)
$ 92	Subsequent Loan ($15,000 @ 6.5% for 33years)
$481	Total

(2) Calculate the Minimum Payment for Principal and Interest

$367	Minimum amount for PITI* ($22,000 ÷ 12 months x0.20)
$277	Minimum amount for PI* ($367 -$90)

(3) Calculate the Required Payment at 1 Percent

$222	Monthly payment at the subsidized rate ($75,000 @ 1% for 33years)

(4) Compute Monthly Interest Credit

$481	Monthly payment at the note rate
-$277	Required payment is the greater of (2) or (3)
$204	Monthly payment subsidy

* PI = Principal and Interest
PITI = Principal, Interest, Taxes, and Insurance
EIR = Equivalent Interest Rate

SECTION 4: UNDERWRITING A LOAN FOR A SPECIFIC PROPERTY

6.14 APPROVING A SPECIFIC PROPERTY

Underwriting for a specific property begins after the applicant has been determined eligible and submits information about the property.

- Applicants who do not currently own the property must submit an option or sales contract. The sales contract must specify whether the purchaser or seller will be paying for the inspections and certifications.

- Applicants who already own the property must submit evidence of ownership as described in Paragraph 5.11, a legal description, and a property survey showing all structures on the site.

If the property appears to be acceptable (refer to Chapter 5, Paragraph 5.17 B of this Handbook for additional guidance), the Loan Originator requests an appraisal of the property. If the property is not acceptable, the Loan Originator must notify the applicant and provide a new Form RD 1944-59, Certificate of Eligibility.

6.15 FUNDS AVAILABLE FOR CLOSING

If the applicant must pay for closing costs that cannot be financed or plans to make a down payment (see Paragraph 6.10 B of this Chapter), the Loan Originator must obtain complete copies of the borrower's two most recent consecutive bank statements to ensure that the applicant has sufficient funds to pay the required costs or can demonstrate that the funds will be available before closing. If additional funds are to be received from an outside source, the Loan Originator must ensure that the applicant has completed Form RD 3550-2, Request for Verification of Gift/Gift Letter, to certify that the additional funds will not need to be repaid.

6.16 CALCULATING THE APPROVABLE LOAN AMOUNT

Once the Loan Originator verifies and enters all applicable applicant information and receives the appraisal, then UniFi can be used to determine whether the applicant appears to qualify for the needed loan amount, and if not, determine whether there are ways to make the loan feasible.

A. Calculating the Approvable Loan at Standard Terms

Once the required information is entered, the worksheet automatically computes the PITI and TD ratios, determines whether the applicant is eligible for a payment subsidy and the amount, and determines whether the applicant can afford the selected property using standard loan terms. If UniFi indicates that the loan can be approved, the Loan Originator should prepare the loan approval package, as described in Paragraph 6.17 of this Chapter.

B. Working with Applicants Who Do Not Qualify Using Standard Terms

If the applicant cannot be approved for a loan using standard terms, the Loan Originator should determine whether any of the adjustments described below are possible. If any of the adjustments make the loan feasible, the Loan Originator should prepare the loan approval package, as described in Paragraph 6.17 of this Chapter.

1. Possible Applicant Actions to Make a Loan Feasible

The Loan Originator should discuss with the applicant options for enhancing their ability to obtain Agency financing including: (1) identifying additional parties to the note; (2) seeking down payment assistance or other assistance programs to supplement the Agency loan; (3) providing an additional down payment to reduce the principal amount of the loan; (4) seeking a less expensive dwelling; or (5) obtaining leverage funds with terms more favorable than available from the Agency.

2. Possible Agency Actions to Make a Loan Feasible

The Loan Originator should first consider any compensating factors, as described in Chapter 4 Paragraph 4.24 A of this Handbook, that have not yet been considered and does not result in multiple risk layering. The Loan Originator should then recompute the loan using a 38-year term provided the applicant's income qualifies for a 38-year loan. A Certificate of Eligibility issued for a 38-year term must not be reduced to a 33-year term if the purchase price is lowered after COE issuance, unless the lower term is requested by the applicant and the applicant can afford payments at the lesser term. Otherwise, the term will only be reduced by the Agency when the type of property being purchased changes to manufactured housing. Manufactured homes are eligible for a maximum loan term of 30 years.

In the case of a subsequent loan, the Agency may authorize reamortization of the initial loan if the borrower cannot reasonably be expected to meet installment payments unless the account is reamortized. The Loan Originator should consult with the Servicing Office to determine whether reamortization is appropriate.

6.17 APPROVING CREDIT

The results of the underwriting analysis are summarized on UniFi's Eligibility Summary. The Eligibility Summary must be signed, dated, and filed in the applicant case file, and must reflect the verified applicant and property information at the time of loan underwriting.

If the results of the analysis indicate that the applicant's loan is feasible, the Loan Originator should recommend that it be approved. Before forwarding the case file, the Loan Originator should review it to ensure that all documentation required for approval as listed in Attachment 3-G is included. The Loan Originator also should reconfirm that the documentation in the case file demonstrates that:

- The applicant is eligible, as described in Chapter 4;
- The property is eligible, as described in Chapter 5; and
- The loan is feasible at approvable loan terms, as described in this chapter.

When the Electronic Case File (ECF) is complete, the Loan Originator will inform the Loan Approval Official the file is ready for review and decision. Refer to Attachment 3-G for guidance on the documentation required prior to loan approval. The Loan Approval Official is responsible for all underwriting exceptions within their authority (or obtaining higher level authority) and determining loan approval or denial. To ensure adequate separation of duties, the Loan Approval Official must be different than the Loan Originator for the subject application.

If a Loan Approval Official's first year loan delinquency exceeds the national new loan delinquency rate, they are required to use the Underwriting, Pre-Closing, and Compliance Tool (which can be found in SharePoint) as part of their review and decision of Section 502 loans. Housing Program Directors are responsible for monitoring the required use of this tool (as well as new loan delinquencies), and the National Office will monitor use of the tool as well.

ATTACHMENT 6-A

Reserved for Future Agency Use

ATTACHMENT 6-B

LOAN QUALITY REVIEW

Quality loan underwriting ensures that the Agency properly and prudently uses funds and contributes to reducing the first- and second-year delinquency rates, when coupled with homeownership education.

I. State Office Monitoring

State Offices must periodically conduct quality checks on new loans, as well as on withdrawn and rejected applications, for each Field Office to confirm that the Loan Approval Official complied with the underwriting standards and procedures. A minimum of one first year loan, one withdrawn, and one rejected application, or five percent of loans in each of these categories (whichever is greater) will be reviewed for each Loan Approval Official at least annually using the questions in item IV. of this attachment. A State Office Summary of these reviews (item III. of this attachment) will be submitted to National Office at SFHDIRECTPROGRAM@usda.gov for the prior fiscal year no later than December 31st.

States who are scheduled for an Internal Compliance Review (ICR) will not be required to complete the 6-B, Loan Quality Review, within the fiscal year in which the ICR is being conducted.

II. National Office Monitoring

The National Office will hold a teleconference with State Offices to discuss their submitted review results and actions they have or will take to address noted underwriting weaknesses or trends.

III. State Office Summary

Recommended Reports:

- 24 Report
- Summary of Active Monthly New Loans (Hyperion – SFH (rddw)>SFH Direct>Loan Servicing>SFHD New Loans Drilldown – Servicing State)
- UniFi State and Field Office Management Reports

Date:______________________________________
State:______________________________________
State's (current) 1st Year Delinquency Rate:_______
State's (current) 2nd Year Delinquency Rate:_______
Number of Loan Approval Officials: ____________
Number of Loan Originators: ____________

A. Please describe any underwriting and/or post-closing reviews or other oversight activities the State Office has completed in the last year.

____
____
____
____

B. Please describe issues or trends that were identified through State Office oversight in the last year, and what has been done to resolve them.

____
____
____
____

C. Please address any issues, trends, or factors you think may be contributing to new loan delinquency (first and second year loans) in your state.

____
____
____
____

D. Based on the results of the individual file reviews, list any follow up action needed (e.g. training to be provided, action to be taken in an automated system, follow up with the Servicing Office, etc.) and timeframe for completion. Use a continuation sheet if necessary.

Action Item	Person Responsible	Target Date

IV. State Office Loan Review

Applicant's/Borrower's Name: ____________________
Account Number(s):____________Status:____________
Reviewer's Name: ____________________
State:____________________
Obligation Date:______Closing Date:______Conversion Date (construction advances):_______

Loan Approval Official (LAO): ____________________
LAO's 1st Year Delinquency Rate: ________
Did the LO/LAO ensure Chapter 3, Attachment 3-G of this Handbook was fully completed?
______Yes_____No

Rejected Applications

1. If the adverse decision was subject to appeal, was the applicant informed of their informal administrative review, mediation, and appeal rights, using Appendix 3, HB Letter 15 and Chapter 1, Attachment 1-B of this Handbook?
   _____ Yes_____No

2. If the adverse decision was not subject to appeal, was the applicant notified that they may request an informal administrative review using Appendix 3, HB Letter 15 and Chapter 1, Attachment 1-C of this Handbook?
   _____ Yes_____No

   Reviewer to provide brief narrative on the reason(s) the application was rejected and the appropriateness of the rejection:

   ____

   ____

Withdrawn Applications

1. Did the applicant withdraw the application by writing or calling the Field Office?
   _____ Yes_____No

2. Was the application withdrawn by the Field Office because of missing information, which was requested in Appendix 3, Handbook Letter 11 of this Handbook, Request Information?
   _____ Yes_____No

Reviewer to provide brief narrative on the reason(s) the application was withdrawn and the appropriateness of the withdraw:

____

____

When answering the questions below, focus on the documentation at the time of loan closing (or the most recent documentation available for rejected or withdrawn applications).

A. Income Eligibility:
Were all income sources:

1. Properly classified (annual and/or repayment)?________Yes______No

2. Verified using preferred method?________Yes______No
If no, identify alternative method(s) used to verify income:

____

____

3. Evaluated for stability and dependability?________Yes______No
Reviewer to provide brief narrative on this issue, including length/stability of employment:

____

____

4. Were applicable deductions verified?_____________Yes______No

If no, reviewer to provide brief narrative on this issue:

____

____

5. Reviewer is to perform their own income calculations (annual, adjusted, and repayment).

	Annual	Adjusted	Repayment
Loan Originator			
Reviewer			
Difference			

a. Are the Loan Originator's income projections within 10 percent of the reviewer's income calculations?______Yes______No

b. Explain any difference between annual and repayment calculations (e.g. non-taxable income "grossed up" as applicable, different sources of income were used, etc.).

____

____

____

B. Creditworthiness:

1. What was the credit score(s) for the applicant(s)? Applicant: __________
   Co-applicant: __________

2. Did the applicant(s) have more than one credit score?______Yes______No

   If no, reviewer to provide brief narrative on this issue, including any non-traditional credit verifications that were used:

   ____

   ____

   ____

3. If the applicant's credit score was under 640, was Form RD 1944-61 used to evaluate the TMCR?______Yes______No______NA

4. If the applicant's credit history as reported on the TMCR and third-party verifications indicated unacceptable credit handling:

   i. Were the circumstances properly documented?______Yes______No______NA
   Reviewer to provide brief narrative on this issue below:

   ____

   ____

   ____

   ii. Was an allowable exception approved by the Loan Approval Official?
   ______ Yes______No______NA

C. Qualifying Ratios:

1. Were all debts reported on the credit report included in the debt-to-income ratios?
_____ Yes______No

If no, which debts were excluded and what kind of documentation was used to support the decision?

____

____

____

2. Based on the reviewer's repayment income calculation as determined above as well as the established and verified factors at the time of loan closing (loan amount, monthly taxes and insurance, liabilities listed on the TMCR, etc.), were the resulting qualifying ratios within the applicable parameters?

Reviewer's ratio calculations below:

PITI:____

Total Debt:____

If no, was a compensating factor properly used and documented?_____Yes______No
Reviewer to provide brief narrative on this issue below:

____

____

3. Was an exception approved by the Loan Approving Official or by a higher-level supervisor when required?_____Yes______No______NA

If yes, name of supervisor (if applicable): _______________________________________

4. Did the applicant have payment shock?_____Yes______No

Reviewer calculation below or enter "could not be measured" if applicable:

Payment shock = (Total proposed principal, interest, taxes, and insurance payment after subsidy / current housing expense excluding utilities) – 1

____

If payment shock is more than 100%:

a. Were there other risk layers (adverse credit waivers, use of compensating factors, etc.)?_____Yes_____No_____NA

D. Eligible Loan Purposes:
Were Agency funds used for eligible purposes?_____Yes______No
If no, explain:

____

____

E. Property Eligibility Requirements:
1. Was the property located in an eligible area per http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?______Yes_____No

If a printout from this site is not on file, the reviewer should enter the property address into this site.

2. Was the appropriate environmental analysis completed prior to obligation of funds? _____ Yes_____No

3. Was there proof of adequate insurance at closing?_____Yes_____No

F. Debts vs. Market Value:

Was the total of all debts secured by the property less than or equal to the property's market value as determined by the appraisal, except by allowable excess costs?_____Yes_____No

If no, provide explanation below:

G. Post-Closing / Servicing Activity:

1. Has insurance been force-placed after closing?______Yes______No______NA

2. Has the account been approved for a moratorium?______Yes______No______NA

3. If yes, reviewer to provide a brief narrative below (check ECF for moratorium documentation):

____

____

4. Has the account been accelerated?_______Yes______No
If yes, reviewer to provide brief narrative below (e.g. has borrower indicated a reason for the delinquency; how long from closing to acceleration; if account is severely delinquent but not yet accelerated, why; etc.)

____

____

5. Has the borrower filed for bankruptcy since loan closing?_______Yes______No
If yes, reviewer to provide brief narrative below (e.g. date of filing; was the Agency's debt reaffirmed; etc.)

____

____

6. Is the borrower in foreclosure?______Yes______No
If yes, reviewer to provide brief narrative below (e.g. date of initial foreclosure action; did the borrower attempted to cure the default; etc.)

____

____

____

State Office Summary Comments (Include State Office observations on the soundness of the loan, necessary or specific action to be taken as a result of your review, such as training needs identified and a plan for providing it):

____

____

____