

-2- (Forms Manual Insert - Form RD 1905-4)

Columns 1 and 2 will be completed when application is received. For applications switched from one loan or grant type to another, insert the date the application was switched above applicant's name. When a Field Office serves more than one county and applications are not maintained on a county basis, the county of residence of the applicant may be identified in column 1 by an appropriate abbreviation following the applicant's name. If desired, the applicant's address may also be entered.

Column 3a and 3b enter the appropriate code as described in RD Instruction 1900-A:

3a) Race - "1" American Indian or Alaska Native; "2" Asian; "3" "Black or African American, "4" Native Hawaiian or Other Pacific Islander; "5" White", 3b) Ethnic Group - "A" Hispanic or Latino; "B" Not Hispanic or Latino

Column 4 enter the following codes:

"1" for Male (sole applicant); "2" Female (sole applicant); "3" Family unit (applicant and co-applicant, regardless of sex or marital status, not counted under male or female sole applicant); "4" Organization (male or female owned, jointly operated and managed on a day-to-day basis).

Column 5 check, if applicable, when the application is received.

Column 6 will be completed, if applicable, when application is received. For FO insert "N" if the loan includes funds for nonfarm enterprises.

For RH insert "S" in the upper part of the block if the application was received for a Section 502 Senior Citizen loan; insert "F" in the lower part of the block if the application is in connection with a farm tract.

For OL insert "Y" if the application was received for an OL Youth loan; and/or insert "N" if the loan includes funds for nonfarm enterprises.

Columns 7 and 8 enter the date and type of action taken by the County Committee ("E" if considered eligible but not certified; "R" if rejected; "D" is deferred; "C" if certification is executed). Entries may be made in the upper and lower portions of these columns when preliminary and subsequent actions are taken by the County Committee. When use of the County Committee for RH applicant is waived, enter date the applicant is notified or action taken on his/her application and enter "RD" in column 7.

Column 9 enter the date of referral to other credit source. If applicant is not referred to other credit source, enter the date and amount of credit report fee collected.

Column 10 check when the County Committee executes Form RD 440-2, "County Committee Certification or Recommendation," certifying the applicant is eligible for a loan. When use of the County Committee is waived for RH applicant, enter check when applicant is notified of favorable action taken on his/her application.

Column 11 enter the date on which the loan or grant is approved or rejected; or the application is withdrawn. For loans or grants that are not approved in the County Office, the date of submission to the loan approval official may be entered in the upper half of the block.

Column 12 enter the type of action taken ("R" if rejected, or "W" if withdrawn) except for loan or grant approvals. An application that is switched from one loan or grant type to another, for further consideration will be considered "withdrawn" in the first loan or grant type. If the loan or grant is rejected on the application withdrawn or transferred, draw a line through the applicant's name in column 1.

Column 13 complete when loan or grant is approved. For RH enter the amounts of loan and grants separately and circle the amounts entered for grants.

For transfers by assumption, enter the letters "AA" for Assumption Agreement, since this is a non-cash transaction.

For Limited Resource loans enter "LR" after the amount.

For credit sales of property in Government inventory, enter the letters "CRS" for "credit sale."

Subsequent loans made in conjunction with EM initial loans, transfers and assumptions, and credit sales of the same type will be entered separately in this column and identified by inserting an "S" beside the amount of the subsequent loans.

Column 14 will be used to identify the loan approval official.

Column 15 when loan or grant check is received, enter the date of the check.

Column 16 enter the date the loan or grant is closed and draw a line through the applicant's name in column 1.

Column 17 enter the date application is considered complete.

Column 18 enter the date, if applicable, applicant is informed of adverse action.

Column 19 For RH 502 application received from packagers, enter the packagers' name; insert the letter "P" in the right margin.

For subsequent EM applications for which the designation has terminated, enter the designation number for the initial loan or the fiscal year the initial loan was approved if no designation number was assigned.

For applications switched from one loan or grant type to another for further consideration, insert "switched to/from (loan or grant type abbreviation)".

May also be used to record any type of information that may be helpful in application processing and/or reporting; entries may be made in pencil and erased when no longer needed.

FOR CONSTRUCTION DEFECTS

Form RD 1905-4

USDA Form RD 1905-4 (Rev. 4-01)		APPLICATION AND PROCESSING CARD -INDIVIDUAL 20____ (Fiscal Year)										COUNTY		<input type="checkbox"/> Initial <input type="checkbox"/> Subsequent <input type="checkbox"/> Guaranteed <input type="checkbox"/> OL <input type="checkbox"/> EM <input type="checkbox"/> EO <input type="checkbox"/> RL <input type="checkbox"/> CC <input type="checkbox"/> <input type="checkbox"/> FO <input type="checkbox"/> SW <input type="checkbox"/> RH <input type="checkbox"/> L+ <input type="checkbox"/> RRH <input type="checkbox"/>								
NAME	DATE APPLICATION RECEIVED	3a RACE	3b ETHNIC	4 SEX	5 VETERAN PREF	6 TYPE	7 DATE	8 ACTION	9 DATE REFERRED TO OTHER CREDIT	10 W/PROCESS	11 DATE	12 ACTION	FINAL DISPOSITION		14 AMOUNT	15 APPROVAL OFFICIAL	16 DATE OF CHECK	17 DATE CLOSED	18 DATE COMPLETE APPLICATION RECEIVED	19 DATE 1905-4 GUIDE LETTER SENT	REMARKS	
	2	3a	3b	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19			
1																						

Applications from individuals for loans guaranteed by the Rural Development:

Enter "Guaranteed Loans" in the upper left right corner of the card.

A separate card will be established as needed for each type loan. New cards will be started at the beginning of each fiscal year. Pending applications will be transferred to the new card; a line will be drawn across the card beneath the last such entry to clearly separate carry-over applications from those received during the current fiscal year. Rejected applications which are submitted will be considered new applications. These cards will be filed behind the cards for regular loans in the applicable section of the Management System box.

Columns 1 and 2 will be completed when an applicant for a guaranteed loan is received. When a Field Office serves more than one county and applications are not maintained on a county basis, the county of residence of the applicant may be identified in column 1 by an appropriate abbreviation following his name. If desired, the applicant's address may also be entered.

Column 3a and 3b enter the appropriate code as described in RD Instruction 1900-A:

3a) Race - "1" American Indian or Alaska Native; "2" Asian; "3" "Black or African American, "4" Native Hawaiian or Other Pacific Islander; "5" White", 3b) Ethnic Group - "A" Hispanic or Latino; "B" Not Hispanic or Latino

Column 4 enter the following codes:

"1" for Male (sole applicant); "2" Female (sole applicant); "3" Family unit (applicant and co-applicant, regardless of sex or marital status, not sole applicant); and "4" Organization (male or female owned, jointly operated and managed on a day-to-day basis).

The above codes will be used for reporting the sex of a sole applicant, and other applicable characteristics of applicants applying for farming and single family housing loans. These definitions pertaining to the primary applicant and co-applicant applying for assistance.

Column 5 check, if applicable, when the application is received.

Column 6 enter type of lender program: "ALP" for Approved Lender Program or "N" for Non-approved Lender Program.

Column 7 and 8 enter the date and type of action taken by the County Committee:

"C" if certified, "R" if rejected.

Column 9 DO NOT USE THIS COLUMN.

Column 10 enter number of days Conditional Commitment for Guarantee is effective.

Column 11 enter the issuance date of the Conditional Commitment for Guarantee, or date of denial letter.

Column 12 enter the type of action taken: "A" if approved, "D" if denied, or "W" if withdrawn. If the application is denied or withdrawn draw a line through the applicant's name in column 1.

Column 13 enter amount of loan.

Column 14 will be used to identify the loan approval official.

Column 15 DO NOT USE THIS COLUMN.

Column 16 enter the issuance date of the Loan Note Guarantee or Contract of Guarantee. Line through the applicant's name in column 1.

Column 17 enter the date application is considered complete.

Column 18 enter the date, if applicable, applicant is informed of adverse action.

Column 19 enter the name of the lender when Form RD 410-1, "Application for Rural Development Services", is received.

FOR CONSTRUCTION DEFECTS

Form RD 1905-4

USDA Form RD 1905-4 (Rev. 4-01)		APPLICATION AND PROCESSING CARD --INDIVIDUAL 20____ (Fiscal Year)						COUNTY		<input type="checkbox"/> Initial <input type="checkbox"/> Subsequent <input type="checkbox"/> Guarantee <input type="checkbox"/> CL <input type="checkbox"/> EM <input type="checkbox"/> EO <input type="checkbox"/> R. <input type="checkbox"/> CC <input type="checkbox"/> <input type="checkbox"/> FO <input type="checkbox"/> SW <input type="checkbox"/> RH <input type="checkbox"/> LH <input type="checkbox"/> RRH <input type="checkbox"/>									
NAME	DATE APPLICATION RECEIVED	RACE	ETHNIC	SEX	VETERAN PREF.	TYPE	DATE	COMM. REVIEW	ACTION	DATE REFERRED TO OTHER CREDIT	IN PROCESS	DATE	ACTION	FINAL DISPOSITION			REMARKS		
	AMOUNT	APPROVAL OFFICIAL	DATE OF CHECK	DATE CLOSED	DATE COMPLETE APPLICATION RECEIVED	DATE 1905-B-1 GUIDE LETTER SENT	13	14	15	16	17	18	19						
1	2	3a	3b	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Claims from Section 502 Rural Housing Insured Loan Borrowers for Construction Defects:

Enter "Construction Defects" in the upper right corner of the card.

Prepare a "Construction Defects" divider and file the divider and these cards behind the Rural Housing loan applicant cards. A new card will be started at the beginning of each fiscal year. Transfer to the new card all claims EXCEPT those that have been closed or rejected. Draw a line across the card beneath the last entry to separate these claims from claims received during the current fiscal year.

Columns 1 and 2 will be completed when Form RD 1924-4, "Documentation of Construction Complaint/Request for Compensation For Construction Defect", is received from claimant.

Column 3, 4, 5 and 6 will not be used.

Column 7 enter the amount of claim requested.

Column 8 enter date inspection is made to determine eligibility of the claim.

Column 9 enter date submitted to Servicing Official.

Column 10 will not be used.

Column 11 enter date claim is approved or rejected. If claim is rejected, draw a line through the claimant's name in Column 1.

Column 12 enter "A" if any part of claim is approved or "R" if entire claim is rejected.

Column 13 enter code(s) for purpose(s) for which claim is approved and the approved amount of each code.

- Purpose codes:
- "1" Correct defects
 - "2" Pay temporary living expenses
 - "3" Acquire title to the property

Column 14 will be used to identify the approval official.

Column 15 enter date when copy of Form RD 1924-4 stamped "Funded" is received from State Office.

Column 16 enter date or check in the upper portion of this column when check is received. Enter date check is disbursed in lower portion of this column and draw a line through claimant's name in Column 1.

Column 17 may be used to record other processing actions as necessary and erased when no longer needed.