

Form RD 3550-19  
(Rev. 08-04)

**RURAL DEVELOPMENT  
TRANSMITTAL - CLOSING DOCUMENTS**

TO: CENTRALIZED SERVICING CENTER (CSC)  
ATTN: NEW LOAN SET-UP SERVICES  
FC: 246B  
1520 MARKET STREET  
ST. LOUIS, MO 63103

- (1) Rescission Loan  Yes  No  
(2) Leverage/Participation  Yes  No  
    \_\_\_ 1<sup>st</sup> Lien Position **OR**  
    \_\_\_ 2<sup>nd</sup> Lien Position **OR**  
    \_\_\_ GRANT  
(3) Is Leverage/Participation Lender holding  
    the escrow?  Yes  No

(4) FROM: \_\_\_\_\_  
\_\_\_\_\_  
(Field Office Mailing Address)

(5) **PART I. BORROWER INFORMATION:**  
Loan Number(s) of files attached: \_\_\_\_\_  
Primary: \_\_\_\_\_  
Subsequent: \_\_\_\_\_  
(6) **Assumptions Only**  
Account No. Being Assumed: \_\_\_\_\_  
Transferor's Name: \_\_\_\_\_  
Transferor's Forwarding Address: \_\_\_\_\_

FAX same rates and terms assumptions to the Forbearance Dept. at CSC: (314) 206-2311.

(7) **BORROWER: (New Mailing Address)** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
(8) **CO-BORROWER:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

**CO-SIGNER:**  
(9) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

**PART II. TYPE OF LOAN(S) SUBMITTED:**

- (10)  502 Loan  504 Loan  Assumptions  Assumption During Construction  Credit Sale

List attached documents on the reverse of this form.

**PART III. ESCROW INFORMATION:**

- (11)  A CHECK COVERING FEES COLLECTED AT CLOSING IS ATTACHED  
**OR**  
 A CHECK COVERING FEES COLLECTED AT CLOSING IS **NOT** ATTACHED FOR THE  
FOLLOWING REASONS: \_\_\_\_\_

**PART IV. FIELD OFFICE CONTACT:**

- (12) FIELD OFFICE CONTACT: \_\_\_\_\_ TELEPHONE: (13) \_\_\_\_\_ FAX: (14) \_\_\_\_\_  
(Please Print Name)  
THIS CLOSING PACKAGE WAS PREPARED FOR SHIPMENT BY: \_\_\_\_\_ (15)  
(Signature of Agency Employee)

(see reverse)

**PAGE 2 OF FORM RD 3550-19**

**CLEAR SIGNED COPIES of the applicable Loan Closing Documents must be forwarded to CSC by overnight mail within 1 working day from loan closing.**

**(NOTE: Do not forward construction loan documents until the permanent loan is activated – overnight mail within 5 working days from the date of conversion.)**

(16)

NEW LOAN ORIGATION FORMS (as applicable)						
*X* if sent by Field Office (FO) or Closing Agent/Attorney (CA/A):						
Field Office	Closing Agent/Attorney	Form Number	Form Title	502 Loan	504 Loan	Assumption New Rates and Terms
		1922-8	Uniform Residential Appraisal Report (Pages 1 & 2)	X	*	X
		3550-9	Initial Escrow Account Disclosure Statement	*	*	X
		3550-15	Tax Information (or current tax bill or acceptable equivalent – same as initial escrow disclosure)	*	*	X
		3550-19	Transmittal – Closing Documents	X	X	X
			_____ Hazard and/or _____ Flood Insurance Binder (First Page) and Paid Receipt	X	*	X
			Other CSC required document	*	*	*

**THE ABOVE DOCUMENTS ARE ENCLOSED IN THE SEALED ENVELOPE LABELED “CSC”**

(16A)

		1940-16	Promissory Note	X	X	
		1940-59	Settlement Statement (or acceptable equivalent)	X	*	X
		1944-14 & 1944-6	Payment Assistance/Deferred Mortgage Assistance Agreement/Interest Credit Agreement	*		*
		3550-12	Subsidy Repayment Agreement	X	*	X
		3550-14	Real Estate Mortgage or Deed of Trust (not recorded)	X	*	X
		3550-17	Funds Transmittal Report – For construction loans, also include copy of original 3550-17 from loan closing.	X	X	X
		3550-22	Assumption Agreement Single Family Housing	X		X
			Addendum to Assumption Agreement during Construction			*
			Title Insurance Commitment or Preliminary Title Commitment (including legal description)	X	*	X
			Homeowner Authorization Letter	*	*	*

**PARTICIPATING LENDER'S REQUIRED DOCUMENTS – WHEN Rural Development IS IN THE 2<sup>nd</sup> LIEN POSITION**

			Leverage/Participating Lender's Promissory Note	*	*	*
			Leverage/Participating Lender's Real Estate Mortgage or Deed of Trust	*	*	*

X “Document Required”

\* “Document Required if Applicable to Transaction”

Purpose: This form is to be used when transmitting copies of the required loan closing documents to the Centralized Servicing Center (CSC). The form is to be completed and available documents attached prior to submission to CSC. The initial package should be forwarded to CSC by overnight mail within 1 working day from closing. Copies of documents not available at this time, i.e., mortgage or final title insurance policy, should be forwarded by regular mail to CSC upon receipt.

Used by: Field office personnel.

Procedure for preparation: HB-1-3550.

Prepared by: Loan Origination Staff.

Signatures required: Preparer and/or Contact.

Number of copies: Original for CSC and one copy for case file.

Distribution of copies: Original to CSC with each submittal. Copy in case file.

**INSTRUCTIONS FOR PREPARATION**

- (1) Check if account has rescission rights.
- (2) Check if leverage/participation loan. Check if leverage/participation lender is 1st or 2nd mortgage holder or grant.
- (3) Check if leverage/participation lender is holding escrow account.
- (4) Complete with mailing address of loan origination office.
- (5) Complete Borrower information as appropriate.
- (6) Complete assumption information if applicable to account.
- (7) Complete Borrower information.
- (8) Complete Co-Borrower information if applicable.
- (9) Complete Co-Signer information if applicable.
- (10) Check type loan(s) submitted.
- (11) Complete as applicable. [Note: Reasons must be given if check is not being submitted.]
- (12) Insert name of loan origination office employee designated as contact person. Please print name clearly.
- (13) Insert telephone number of contact office.
- (14) Insert fax number of contact office.
- (15) Employee must sign.
- (16) Indicate with an "X" all copies of documents being forwarded to CSC by Field Office or Closing Agent/Attorney.
- (16A) If Borrower does not qualify for payment assistance at loan closing, indicate "N/A" in this field.