

PROCEDURE REFERENCE : FmHA Instruction 1930-C.
 PURPOSE : Sample paragraphs that will provide for return of Form
 FmHA 1944-29 and 1944-8 to borrower for correction.

UNITED STATES DEPARTMENT OF AGRICULTURE
 FARMERS HOME ADMINISTRATION
 (Location)

Date _____

(Name of borrower)

(Address of borrower)

Dear _____ :

In checking your Project Worksheet and Tenant Certification, Form FmHA 1944-29 and 1944-8 respectively, for (Name of project), for the month of _____, we found the following discrepancies:

- o All necessary information was not completed as required. All future Worksheets will be returned to you if not properly completed.
- o Income and/or rental payments did not agree with the Tenant Certification in our files. Please furnish a copy of the current certification on the following tenants:
 Mr. and Mrs. (Name of tenant)
 Ms. (Name of tenant)

We are returning your Project Worksheet in accordance with our telephone conversation. Please resubmit the corrected Worksheet as soon as possible.

Late fees are charged on PASS accounts and you should be aware that your payments must be made prior to the due date.

The computations to determine the rental assistance on the following tenants are not correct:

Mr. (Name of tenant)
 Mr. and Mrs. (Name of tenant)
 Ms. (Name of tenant)

We request that this information be submitted to our office by (Date).

We appreciate your cooperation in this matter. If you have any questions please contact our office.

Sincerely,

(FmHA official's signature and title)

ENCLOSURE: