

PROCEDURE REFERENCE : FmHA Instruction 1930-C
 PURPOSE : Notify borrower that FmHA staff will conduct a
 management and servicing visit to the project

UNITED STATES DEPARTMENT OF AGRICULTURE
 FARMERS HOME ADMINISTRATION
 (Location)

Date _____

(Name of borrower)

(Address of borrower)

Dear _____:

Farmers Home Administration (FmHA) District Office staff will be conducting a management review of (name of rural rental or cooperative project) located in the town of _____ (city)

Your project review is scheduled for (date of visit), at (time) in the project (office or manager's office). We would like to meet with the project (management agent, owner, board of directors or board president, bookkeeper, resident manager, etc.) at the time shown.

Please have the following records available for review:

- o All project account records including bookkeeper records and others pertaining to the project, such as:
 - General operating account
 - Tax and insurance escrow accounts
 - Reserve account
 - Security deposit or membership fee account
 - Patronage capital account
 - Management reserve account
 - Checking account
 - Savings account
- o The individual tenant or member files.
- o Waiting lists.
- o Applications of those on the waiting lists.
- o Applications of those determined ineligible for occupancy.
- o Approved management plan and management agreement.
- o Evidence of the effort made in the last 12 months to meet the objectives in your Affirmative Fair Housing Marketing Plan.

- o A copy of the Tenant Lease or Occupancy Agreement being used, with written evidence of your attorney's approval, FmHA's approval, and HUD's approval (if Section 8 is utilized).
- o The mailing address for the project.
- o The original liability insurance policy indicating minimum amounts of \$50,000/\$100,000 bodily injury and \$25,000 property damage.
- o Original fire and extended coverage or builder's risk insurance policy indicating the amount for each building as listed on the attached building evaluation form. The attached Form FmHA 426-2, "Property Insurance Mortgage Clause," needs to be made a part of the policy, if required.
- o Original fidelity bond for the project or blanket bond showing coverage for the project.

If you have any questions, please contact this office.

Sincerely,

(FmHA official's signature and title)

ENCLOSURE: