

PROCEDURE REFERENCE : FmHA Instruction 1930-C

PURPOSE : Sample paragraph that can be used as a reminder to the borrower that monthly reports are due.

UNITED STATES DEPARTMENT OF AGRICULTURE  
FARMERS HOME ADMINISTRATION  
 (Location)

Date \_\_\_\_\_

(Name of borrower)

(Address of borrower)

Dear \_\_\_\_\_:

You are reminded that Monthly Reports, Form FmHA 1930-6, are due by the 10th of each month. The first monthly report for (Name of project) will be for (month, year) due (month, day, & year), along with a payment of (\$ amount), Form FmHA 1944-29, project worksheet, and all initial tenant certifications.

We enclose the following for tenant records and posting on office bulletin boards:

1. "And Justice for All" and "Equal Opportunity" posters.
2. HUD 935.2, Affirmative Fair Housing Marketing Plan
3. FmHA Instruction 1944-L, Tenant Appeal & Grievance Procedure. At the time of rent up you should discuss this procedure with each tenant.
4. Exhibit A-6, Housing Allowances for Utilities and Other Public Services, which must be signed by management, discussed with tenants at rent up, attached to tenant lease and made a part of the tenant file.

In accordance with your loan agreement, you are required to deposit (\$ amount) monthly in the Reserve Account until (\$ amount) has accrued. Other accounts to be established are general fund, tax/insurance escrow and security deposit.

Please provide fidelity bond coverage on all personnel handling project funds, including the management agent, for our agency on commercial bond forms or Form FmHA 440-24, "Position fidelity Schedule Bond" in an amount sufficient to cover funds in all accounts.

Fire and extended coverage insurance must be at least (\$ amount).

If you have any questions concerning rent up please contact our office. A scheduled supervisory visit and compliance review will be made in the early part of (month and year).

Sincerely,

(FmHA official's signature and title)

(02-21-91) SPECIAL PN