

PROCEDURE REFERENCE : FmHA Instruction 1930-C.
PURPOSE : Sample paragraphs that can be used as a reminder that taxes must be paid when due.

UNITED STATES DEPARTMENT OF AGRICULTURE
FARMERS HOME ADMINISTRATION
(Location)

Date _____

(Name of borrower)

(Address of borrower)

Dear _____:

It is your responsibility and a part of your mortgage requirement to pay Real Estate taxes each year when due for (Name of project). At loan closing we reminded you to please send your tax receipts to FmHA so that we can record the tax payments in our files.

You may have paid all of your taxes but have not sent us the receipts. If all taxes are not paid, you should make payment immediately and forward the receipts to the FmHA District Office in (name of town), without delay.

If you have any questions you may call the District Office.

Sincerely,

(FmHA official's signature and title)

Endorsement:

___ I have paid all taxes due and the receipts are attached.

___ My taxes are not all paid. The exact status and plans for paying them are as follows: