

FORMS MANUAL INSERT

FORM RD 3560-55

USDA
Form RD 3560-55
(02-05)

**MULTIPLE FAMILY HOUSING
TRANSFER OF RENTAL ASSISTANCE**

TRANSFEROR DATA				TRANSFEEEE DATA			
1. BORROWER NAME-TRANSFEROR				6. BORROW NAME-TRANSFEROR			
2. BORROWER CASE NUMBER				7. BORROWER CASE NUMBER			
3. PROJECT NAME-TRANSFEEEE				8. PROJECT NAME-TRANSFEEEE			
4. PROJECT NO.		5. LOAN TYPE		9. PROJECT NO.		10. LOAN TYPE	
11. RA AGREEMENTS FROM TRANSFEROR				12. RA AGREEMENTS TO TRANSFEEEE			
11a. AGREEMENT NOS.		11b. NO. UNITS		12a. AGREEMENT NOS.		12b. NO. UNITS	
13. TRANSFER CODE				14. DATE OF TRANSFER			
1 - LN TRANSFER-ALL		3 - RA TRANSFER-PARTIAL					
2 - RA TRANSFER-ALL		4 - ACQUISITION					
15. REMARKS							

UNITED STATES OF AMERICA
RURAL HOUSING SERVICE

By _____
17. SIGNATURE OF APPROVING OFFICIAL
STATE DIRECTOR
RURAL DEVELOPMENT

16. DATE OF APPROVAL _____, 20 _____

Position 2

Used by State Director to transfer rental assistance from one borrower to another when the project is transferred or from one project to another project as a servicing action when authorized.

PROCEDURE FOR PREPARATION : 7 CFR part 3560 and HB-2-3560.

PREPARED BY : Initiated by State Director.

NUMBER OF COPIES : Original and two. Extra copy when property is acquired into inventory.

SIGNATURES REQUIRED : State Director.

DISTRIBUTION OF COPIES : Original to Field Office case file, copy to State Office, and copy to borrower.

A copy of this form should be attached to Form RD 3560-19, "Multiple Family Housing - Advice of Mortgaged Real Estate Acquired," when MFH property is acquired into inventory.

NOTE: When the original is completed by the RD St. Louis Office, it will be returned to the State Office. The State Office will conform their copy and forward the original to the Area office to be attached to Form RD 3560-27 "Rental Assistance Agreement." The borrower's copy will be conformed and forwarded to the borrower to be attached to the borrower's copy of Form RD 3560-27.

INSTRUCTIONS FOR PREPARATION

1. Enter the borrower name who is transferring the rental assistance (RA).
2. Enter the case number of the transferring borrower.
3. Enter the name of the transferring project.
4. Enter the project number of the transferring project.
5. Enter the transferring project's loan type.

For example: RRH, LH, RCH

6. Enter the borrower name who is receiving the RA. (Leave blank on acquisitions.)
7. Enter the case number of the receiving project. (Leave blank on acquisitions.)
8. Enter the name of the receiving project. (Leave blank on acquisitions.)
9. Enter the project number of the receiving project. (Leave blank on acquisitions.)
10. Enter the receiving project's loan type. (Leave blank on acquisitions.)

For example: RRH, LH, RCH

11. Enter the borrower name of the transferor
 - a. Enter agreement numbers being transferred.
 - b. Enter number of RA units being transferred that are associated with each agreement number entered in 11a.
12. Enter the borrower name of the transferee
 - a. Enter agreement numbers as they will appear on the MIBI screen for the transferee.
 - b. Enter number of RA units that are being transferred for each agreement number.
13. Enter the appropriate transfer code.

1 - Loan transfer - all

This option should be selected when transferring all the RA units of a project in conjunction with an assumption of the project loan(s).

2 - RA transfer - all

This option should be selected when transferring all the RA units of a project to another project.

3 - RA transfer - partial

This option should be selected when transferring the portion of RA units not needed by a project to another project.

4 - Acquisition

This option should be selected when the RA is being held in suspense during the redemption period on an acquired property or when it is anticipated that RA will be transferred to the purchaser after a credit sale.

14. Enter the effective date of transfer.

15. Enter remarks to document reason for transfer of RA agreements.

NOTE: The following applies when entering information on RA:

1. RA agreement numbers and units can only be combined under one agreement number if they were obligated in the same fiscal year (FY) and are the same type.
2. In all cases, an RA agreement number must be entered on the Form RD 3560-55 for both the transferor project and the transferee project.
3. If the transferee project does not have an existing agreement number for the same FY as the transferor project, one must be assigned by the State Office.
4. When you are making more than one transfer into a project, and the transferor projects have the same obligation year, use the same assigned RA agreement number for the transferee project. The transferred units will all be combined under one RA agreement number.

Following are two examples of the proper method for assigning transferee RA agreement numbers when completing Form RD 3560-55.

Example I:

Transferee has existing RA of 10 units, Agreement Number 03-01-02. We are transferring two units from another project Agreement Number 03-03-01 into 03-01-02.

The Form RD 3560-55 should show the following:

<u>Transferor</u>	<u>Transferee</u>
03-03-01 - 002 units	03-01-00 - 002 units

Example II:

Transferee has no existing RA agreement for FY 2003. We are transferring units from three RA Agreements.

The three Forms RD 3560-55 should show the following:

<u>Transferor</u>	<u>Transferee</u>
03-02-01 - 002 units	03-01-00 - 002 units

16. Enter date of approval.

17. Signature of Approving Official.

ATTACHMENT

MRT, Transfer Rental Assistance

No forms will need to be submitted to the RD St. Louis Office for MRT transactions unless specifically requested.

All MRT's are entered under the transferee's case number and the bottom portion of the detail screen is where the transferee's information is then entered. The first two digits of the RA agreement number is the fiscal year the RA was obligated. This fiscal year will remain the same on the transferee as it was on the transferor. RA agreement numbers and units can be combined under one agreement ONLY if the FISCAL YEAR and TYPE OF UNITS are the same.

Rental assistance cannot be transferred into a fully disbursed agreement.

A separate MRT must be manuscripted for each agreement being transferred, even if the agreements were listed on the same Form RD 3560-55.

To verify that an MRT has processed, field offices may access Miscellaneous History and/or the M1BI, Inquire on Rental Assistance Obligations screens. (The RD St. Louis Office recommends viewing the M1BI screen for the transferor as well as the transferee before manuscripting the MRT transaction.)

When manuscripting the MRT transaction, error message 999224 RA UNITS> PROJ TTL will be received if the FMHA eligible units on the M5BI screen is incorrect. The field office has two options:

Print the MRT screen with the error message, and fax a copy of the MRT screen to the RD St. Louis Office.

Using the M5B transaction, change the FMHA ELGBL UNITS to the correct number of units currently receiving RA on the transferee not including the units you are transferring. The FMHA ELGBL UNITS must be less than the TOTAL PROJECT UNITS.

Additional guidance on the MRT is provided in the AMAS Manual.