

**CREDIT HISTORY WORKSHEET**

Applicant \_\_\_\_\_

SSN \_\_\_\_\_

Co-applicant \_\_\_\_\_

SSN \_\_\_\_\_

**Section A - Credit Review**

App

Co-app

1. Has the applicant used secure or unsecured credit?  Yes  No  Yes  No
2. Has the applicant had other financial obligations during the last 3 years (rent, utilities, medical, etc.)?  Yes  No  Yes  No
3. Are there any accounts where the amount of the delinquency exceeded one installment for more than 30 days within the last 12 months? (If yes, complete Section B.)  Yes  No  Yes  No
4. Are there any accounts where the payments were delinquent for more than 30 days on 2 or more occasions within a 12-month period?  Yes  No  Yes  No
5. Does the applicant's credit history over the last 36 months contain any of the following events: foreclosure, bankruptcy, judgments? (If yes, complete Section C.)  Yes  No  Yes  No
6. Does the applicant's credit history indicate any court created or affirmed obligations (judgments) caused by nonpayment that have been within the last 12 months or are currently outstanding? (If yes, complete Section D.)  Yes  No  Yes  No
7. Does the applicant have an outstanding tax lien or a delinquent government loan with no satisfactory arrangements for payments? (If yes, complete Section D.)  Yes  No  Yes  No
8. Are there any outstanding judgments against the applicant obtained by the United States in a Federal court (other than the United States tax court)? (If yes and if the Administrator has waived the automatic rejection of an application due to outstanding Federal judgments, complete Section C.)  Yes  No  Yes  No
9. Are there any collection accounts outstanding, or which have been outstanding within the last 6 months, with no satisfactory arrangements for payment, no matter what their age? (If yes, complete Section D.)  Yes  No  Yes  No
10. Has the applicant had two or more rent or mortgage payments paid 30 days or more past due that have occurred within the last 2 years?  Yes  No  Yes  No
11. Has the applicant had any non-Agency debts written off within the last 36 months unless the debt was paid in full at least 12 months ago?  Yes  No  Yes  No
12. Has the applicant had any debts to the Rural Housing Service debt settled? (If yes, complete Section C.)  Yes  No  Yes  No

**Section B - Credit History**

Account name	Amount of Installment	Amount Delinquent	Times delinquent	Days delinquent
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Were circumstances beyond the applicant's control? (If yes, give a brief explanation.)

\_\_\_\_\_

Have the adverse circumstances been removed? (If yes, give a brief explanation.)

\_\_\_\_\_

**Section C - Bankruptcies, foreclosures or judgments**

Bankruptcies - Date of last occurrence \_\_\_\_\_ Were circumstances beyond the applicant's control? \_\_\_\_\_  
 (If yes, give a brief explanation.)

Foreclosures - Date of last occurrence \_\_\_\_\_ Were circumstances beyond the applicant's control? \_\_\_\_\_  
 (If yes, give a brief explanation.)

Judgments - Date of last occurrence \_\_\_\_\_ Were circumstances beyond the applicant's control? \_\_\_\_\_  
 (If yes, give a brief explanation.)

Debt settlement of Rural Housing Service loans - Date of occurrence \_\_\_\_\_ Were circumstances beyond the applicant's control or, will or have the conditions necessitating the debt settlement be removed by making the loan? \_\_\_\_\_  
 (If yes, give a brief explanation.)

**Section D - Outstanding court created obligations, tax liens, delinquent government loans and collection accounts**

Date:	Amount owed:	Balance Due:	Purpose of Debt:	Requires Payoff:	Yes	No
_____	_____	_____	_____	_____	___	___
_____	_____	_____	_____	_____	___	___
_____	_____	_____	_____	_____	___	___

**Section E - Credit history evaluation**

Determine whether the failure to pay debts when due indicates a pattern of unacceptable credit handling. Review those delinquent accounts, events, and chargeoffs over which the applicant had control. Is the failure to pay debts when due an indication of unacceptable credit handling?

Summarize your decision as to why this is adverse credit.

**Section F - Summary evaluation of the applicant's credit history**

Circle one or more of the following that apply and indicate credit acceptability in item (f) below.

- a. The applicant has no credit history.
- b. The applicant has no adverse credit history.
- c. The applicant has experienced adverse credit history, but I have determined that the handling of the delinquent account was beyond the applicant's control.
- d. The applicant has an outstanding tax lien or a delinquent Government loan with no satisfactory arrangements for payment.
- e. The applicant shows a pattern of unacceptable credit handling.
- f. The applicant has \_\_\_\_\_ Acceptable credit history \_\_\_\_\_ Unacceptable credit history

\_\_\_\_\_  
*Name and Title of Loan Approval Official*

\_\_\_\_\_  
*Date*