

Form RD 3560-29
(02-05)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

FORM APPROVED
OMB No. 0575-0189

NOTICE OF PAYMENT DUE REPORT

1. BORROWER NAME (1)	2. CASE NUMBER (2)	3. PROJECT NO. (3)
4. AUDIT RECEIVABLES (4)	5. LATE FEES (5)	6. COST ITEMS (6)
7. OVG/SURG (7)	8. LOAN PAYMENT (8)	
9. PAST DUE (9)	10. UNITS ON RA (10)	11. TOTAL RA (11)
	12. RA CHECK (12)	13. TOTAL PAYMENT (12)

ONLY FOR SECTION 8 PROJECTS WHERE HUD RENT EXCEEDS THE RHS NOTE RATE RENT
 14. No. of Section 8 units (13) x HUD Rent (14) = 16. (15)
 17. No. of Section 8 units (16) x RHS Note Rate Rent (17) = 19. (18)
 ADDITIONAL PAYMENT TO THE RESERVE ACCOUNT 20. (19)

In accordance with Rural Housing Service's (RHS) formula and procedures, all rental units are occupied by households who have executed Form RD 3560-8 "Tenant Certification," and for labor housing projects, farmworkers, or for rental housing projects, have incomes within the limits set in Agency regulations or the project has written permission from RHS to rent to ineligible occupants on a temporary basis.

I certify that the statements made above and per attached Multi-Family Tenant File System Project Worksheet Report are true to the best of my knowledge and belief and are made in good faith.

***WARNING: Section 1001 of title 18, United States Code provides, "Whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, makes any materially false, fictitious, or fraudulent statement or representation, or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry, shall be fined under this title or imprisoned not more than 5 years, or both."**

21. _____
(Date)

22. _____
(Borrower or Borrower's Representative)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

To be used by all Multi-Family Housing projects to certify to the accuracy of the tenant data and rental rates used to determine the amount of the Borrower's payment.

Submission of form, by paper or electronically, constitutes Borrower's request/authorization to process the payment.

PROCEDURE FOR PREPARATION : 7 CFR part 3560 and HB-3-3560.

PREPARED BY : Borrower using automated report furnished by field office.

NUMBER OF COPIES : Original and one copy.

SIGNATURES REQUIRED : Original - Borrower or Borrower's Representative.

DISTRIBUTION OF COPIES : Original - Field Office; copy - Borrower.

For Borrowers who use the Management Agent Interactive Network (MINC) and are signed up for PAD or EFT, this form will be pre-filled and electronically transmitted once they validate the accuracy of the report in MINC.

For those Borrowers that do not use MINC, and submit their payment in paper form, the following instructions apply. The figures listed on lines 7, 8, 10 and 11 are based on the rental rates of the tenants occupying units on the first day of the month prior to the payment due date. Be sure to attach a copy of the rent roll for the month the figures are being based upon.

1. Enter the legal name of the Borrower.
2. Enter the case number.
3. Enter the project number.
4. Enter the dollar amount due for any audit receivables.
5. Enter the dollar amount due for any late fees.
6. Enter the dollar amount due for any existing cost item loans.
7. Enter the dollar amount of overage/surcharge due.
8. Enter the loan payment amount due. This may be a monthly installment payment or an annual payment, based on the type of loan the borrower has.
9. Enter any past due amount that is owed.
10. Enter the number of units of Rental Assistance (RA) that were used.
11. Enter the total dollar amount of the RA requested.
12. To calculate the amount that should be entered in either line 12 or line 13, use the following steps:
 - A. Add the dollar amounts shown on lines 4, 5, 6, 7, 8, and 9 to arrive at the gross payment due.
 - B. Subtract the amount shown on line 11 from the gross payment due.
 - C. If the figure from step B is a negative number, enter that number on line 12. If the figure from step B is a positive number, enter that amount on line 13, and submit a check for that amount with your report.

LINES 13 THROUGH 20 ARE TO BE COMPLETED ONLY FOR SECTION 8 PROJECTS WHERE HUD RENT EXCEEDS THE RHS NOTE RATE.

13. Enter the total number of occupied section 8 units on line 14.
14. Enter the HUD rent on line 15.
15. Multiply line 14 times line 15, enter the result on line 16.
16. Enter the total number of occupied section 8 units on line 17.
17. Enter RHS Note Rate Rent on line 18.
18. Multiply line 18 times line 19, enter the result on line 20.

Deposit the amount on line 20 into the reserve account as an additional payment.

Date and sign the form and submit it to the Servicing Office that processes your payments and tenant data.