

FORM RD 3550-19
(Rev. 05-08)

**RURAL DEVELOPMENT
TRANSMITTAL – CLOSING DOCUMENTS**

TO: CENTRALIZED SERVICING CENTER (CSC)
ATTN: New Loan Set-Up Services
Fax: 314-457-4571
or 314-457-4577

- (1) Rescission Loan: Yes No
- (2) Leverage/Participation : Yes No
1st Lien Holder: _____
2nd Lien Holder: _____
Grant Provider: _____
- (3) Is Leverage/ Participation Lender holding the escrow? Yes No
- (4) Section 8 Housing: Yes No

FROM: _____
(5) _____
(FIELD OFFICE MAILING ADDRESS)

(6) PART I BORROWER INFORMATION:

Loan Number(s) of faxed files:
Primary: _____
Subsequent: _____

Assumptions Only
(7) Account No. Being Assumed: _____
Transferor's Name: _____
Transferor's Forwarding Address: _____

FAX same rates/same term assumption to the Forbearance Dept at CSC (314) 457-4452.

(8) **BORROWER:** (new Mailing Address)
Name: _____
Address: _____
Telephone: (H) _____ (W) _____

CO-BORROWER:
(9) Name: _____
Address: _____
Telephone: (H) _____ (W) _____

CO-SIGNER:
(10) Name: _____
Address: _____
Telephone: (H) _____ (W) _____

PART II TYPE OF LOAN(S) SUBMITTED:

- (11) 502 Loan 504 Loan NRNT Assumption Assumption During Construction Credit Sale
 Construction Loan Construction Loan converted to Permanent

Indicate faxed documents on the reverse of this form.

PART III ESCROW INFORMATION:

- (12) A CHECK COVERING FEES COLLECTED AT CLOSING WAS SENT OVERNIGHT MAIL TO USDA, RHS, SL-MO-C2US, P. O. Box 790300, 1005 Convention Plaza, St. LOUIS, MO, 63101.
 A CHECK COVERING FEES COLLECTED AT CLOSING WAS NOT SENT OVERNIGHT MAIL FOR THE FOLLOWING REASON: _____
 OTHER: _____

PART IV FIELD OFFICE CONTACT:

(13) FIELD OFFICE CONTACT: _____ TELEPHONE: (14) _____ FAX: (15) _____
(PLEASE PRINT NAME)
THIS CLOSING PACKAGE WAS PREPARED FOR SUBMISSION BY: _____ (16) _____
(Signature of Agency Employee)

SEE REVERSE FOR LIST OF ATTACHMENTS

Purpose: This form is to be used when transmitting copies of the required loan closing documents to the Centralized Servicing Center (CSC). The form is to be completed prior to submission to CSC. The initial package should be faxed to CSC by the Closing Agent/ Attorney within 1 working day from loan closing or by the Field Office within 3 working days of loan closing. Copies of documents not available at this time, i.e., mortgage or final title insurance policy, should be faxed to CSC upon receipt.

(see reverse)

- Used by: Field office personnel.
- Procedure for preparation: HB-1-3550.
- Prepared by: Loan Origination Staff.
- Signatures required: Preparer and/or Contact.
- Number of copies: Original for CSC and one copy for case file.
- Distribution of copies: Original faxed to CSC with each submittal. Copy in case file. (Do not fax document for more than 1 borrower's loan transaction at a time.)

PAGE 2 OF FORM RD 3550-19

CLEAR SIGNED COPIES OF ALL PAGES (front and back as applicable) of Loan Closing Documents must be Faxed to CSC New Loan Set-Up Services by the Closing Agent/Attorney within 1 working day from loan closing, or by the Rural Development Field Office within 3 working days of loan closing. Form RD 3550-19, "Transmittal-Closing Documents," will be the FAX cover sheet. FAX only the indicated documents (top of page first) to CSC at one of the following numbers: 314-457-4571 and 314-457-4577.

NEW LOAN ORIGATION FORMS (as applicable)

Documents faxed to CSC by Closing Agent/Attorney or Field Office . *Indicate documents faxed with an "X."*
(DO NOT FAX DOCUMENTS FOR MORE THAN ONE BORROWER'S LOAN TRANSACTION AT A TIME)

(17)

(17A)

| Docs Faxed | Form Number | Form Title | 502 Loan | 504 Loan | Assumption New Rates & Terms |
|------------|-------------------|--|----------|----------|------------------------------|
| | 3550-19 | TRANSMITTAL – CLOSING DOCUMENTS | X | X | X |
| | | UNIFORM RESIDENTIAL APPRAISAL REPORT (Pages 1 & 2) | X | * | X |
| | 3550-9 | INITIAL ESCROW ACCOUNT DISCLOSURE STATEMENT | * | * | X |
| | 3550-15 | TAX INFORMATION (or current tax bill or acceptable equivalent – same as initial escrow disclosure) with updated loan closing information. | * | * | X |
| | | _____ HAZARD (& _____ FLOOD if required) Insurance Binder and copy of paid receipt for first year's premium. | X | * | X |
| | 1940-16 | PROMISSORY NOTE | X | X | |
| | 1940-59 | SETTLEMENT STATEMENT | X | * | X |
| | 3550-7 | FUNDING COMMITMENT AND NOTICE OF LOAN CLOSING | X | X | X |
| | 1944-14 1944-6 | PAYMENT ASSISTANCE/DEFERRED MORTGAGE ASSISTANCE AGREEMENT/INTEREST CREDIT AGREEMENT <i>(Indicate N/A if there is no payment assistance for an eligible borrower.)</i> | * | | * |
| | 3550-12 | SUBSIDY REPAYMENT AGREEMENT | * | | * |
| | 3550-14 | REAL ESTATE MORTGAGE OR DEED OF TRUST (not recorded) <i>(must include legal description)</i> | X | * | X |
| | 3550-17 | FUNDS TRANSMITTAL REPORT and COPY OF CHECK. <i>For construction loans converted to permanent, include copy of 3550-17 and check from construction closing.</i> | X | * | X |
| | 3550-22 | ASSUMPTION AGREEMENT SINGLE FAMILY HOUSING | | | X |
| | | ADDENDUM TO ASSUMPTION AGREEMENT DURING CONSTRUCTION | * | | |
| | | TITLE INSURANCE COMMITMENT OR PRELIMINARY TITLE COMMITMENT <i>(including legal description)</i> | X | * | X |
| | | AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENTS <i>(and copy of borrower's cancelled check)</i> | * | * | * |
| | 1927-8 | AGREEMENT with PRIOR LIENHOLDER (when RHS is not in 1st lien position) | * | * | * |
| | | LEVERAGE/PARTICIPATING LENDER'S PROMISORY NOTE (when RHS is not in 1st lien position) | * | * | * |
| | | LEVERAGE/PARTICIPATING LENDER'S REAL ESTATE MORTGAGE OR DEED OF TRUST (when RHS is not in 1st lien position) | * | * | * |
| | 3550-1 | AUTHORIZATION TO RELEASE INFORMATION | X | X | X |
| | | OTHER | | | |

X – "DOCUMENT REQUIRED"

* -- "DOCUMENT REQUIRED, IF APPLICABLE TO TRANSACTION"

INSTRUCTIONS FOR PREPARATION

- (1) Check if account has rescission rights.
- (2) Check if leverage/participation loan. Check if leverage/participation lender is 1st or 2nd mortgage holder or grant.
- (3) Check if leverage/participation lender is holding escrow account.
- (4) Check if Section 8 Housing.
- (5) Complete the mailing address of loan origination office.
- (6) Complete Borrower information as appropriate.
- (7) Complete assumption information if applicable to account.
- (8) Complete Borrower information.
- (9) Complete Co-Borrower information if applicable.
- (10) Complete Co-Signer information if applicable.
- (11) Check type loan(s) submitted.
- (12) Complete as applicable. [Note: Reasons must be given if check is not being submitted.]
- (13) Insert name of loan origination office employee designated as contact person. Please print name clearly.
- (14) Insert telephone number of contact office.
- (15) Insert fax number of contact office.
- (16) Employee must sign.
- (17) Indicate with an "X" all copies of documents being faxed to CSC by Closing Agent/Attorney or Field Office.
- (17A) If Borrower does not qualify for payment assistance at loan closing, indicate "N/A" in this field.