FORM RD 3560-7A   UNITED STATES DEPARTMENT OF AGRICULTURE   FORM APPROVED
(02-05)   RURAL HOUSING SERVICE   OMB NO. 0575-0189

ON-FARM LABOR HOUSING PROJECT BUDGET

1. BORROWER NAME: _____   2. CASE NO. _____   3. PROJECT NO. _____

4. LABOR HOUSING PROPERTY LOCATION: _____   5. NO. UNITS: _____

6. OCCUPANCY: ☐ SEASONAL ☐ YEAR AROUND   7. AGREEMENT FOR OCCUPANCY OR LEASE ☐ YES ☐ NO

8. REFUNDABLE SECURITY DEPOSIT: ☐ YES ☐ NO   9. AMOUNT OF SECURITY DEPOSIT: $ _____

INCOME/TENANT CHARGES:	PROPOSED (_/_/_)	ACTUAL (_/_/_)
10. Tenant Rent ($_____ x _____ unit x 12 months)	$_____	$_____
11. Other Tenant Shelter Cost _____ (Specify)	$_____	$_____
12. **ACTUAL CHARGES (Paid by Tenants)**	$_____	$_____

ANNUAL OPERATING AND MAINTENANCE EXPENSES:

	PROPOSED	ACTUAL
13. Maintenance & Repairs	$_____	$_____
14. Painting	$_____	$_____
15. Electricity	$_____	$_____
16. Water	$_____	$_____
17. Sewer	$_____	$_____
18. Fuel (Oil/Gas/Wood)	$_____	$_____
19. Garbage & Trash Removal	$_____	$_____
20. Real Estate Taxes	$_____	$_____
21. Property & Liability Insurance	$_____	$_____
22. Rural Housing Service Loan Payment	$_____	$_____
23. Other _____ (Specify)	$_____	$_____
24. **TOTAL EXPENSES**	$_____	$_____
25. **UNAUTHORIZED RENT REBATE/CREDIT** (TOTAL UNAUTHORIZED RENT CHARGES: $ _____)	$_____	$_____

26. BORROWER: _____   27. DATE: _____
                        (Signature)

28. AGENCY APPROVAL: _____   29. DATE: _____
                        (Signature of Servicing Official)

30. TITLE: _____

PROCEDURE FOR PREPARATION   :   7 CFR part 3560.

PREPARED BY   :   On-Farm Labor Housing borrowers.

NUMBER OF COPIES   :   Original and two.

SIGNATURES REQUIRED   :   Original by borrower and Servicing Official.

DISTRIBUTION COPIES   :   Original to be returned to the Servicing Official, copy to borrower.

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General Instructions for Completing Form RD 3560-7A, On-Farm Labor Housing Project Budget

Use Of This Form:

Applicant/Borrowers use this form to plan and report the financial activity of their on-fam labor housing project as required by Agency regulations found at 7 CFR 3560.630.

All specific operation and maintenance (O&M) expense line items may not need to be completed, provided that applicable O&M expenses are reflected.

Use of this form is to request Agency approval to charge rent or to describe special servicing budgets (credit/rebates of rents, etc.).

The two budget columns are used as follows:

INITIAL BUDGETS — Use PROPOSED BUDGET column only

ANNUAL REPORTS OF ACTUALS — Use both columns:

ACTUAL COLUMN = this period's activity

PROPOSED BUDGET = next year's planned activity

ANNUAL BUDGETS PROPOSALS AND RENT CHARGES — Use both columns:

ACTUAL — Year to date plus estimated actuals for the periods actual and planned activity

PROPOSED — Next year's planned activity

INSTRUCTIONS FOR PREPARATION

PROJECT AND BORROWER IDENTIFICATION: Enter the following general information:

1. Insert name of Borrower.

2. Insert case number: (Example 987654321 01-2)

3. Insert project number: (Example 987654321 01-2)

4. Insert property address.

5. Insert the number of units in the project (example, a duplex would be "2" units).

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Instructions for Completing Form RD 3560-7A, On-Farm Loabor Housing Project Budget (Continued)

6 - 8. Check the most appropriate box.

9. Insert the amount of security deposit paid, if applicable.

INCOME/TENANT CHARGES - Enter the following:

10. Tenant Rent: (1a) - Insert the monthly rental charge per unit.
(1b) - Insert the number of units.
(1c) - Insert the total annual income for all units.

11. Insert the total of any additional charges made by a landlord to a tenant household for the use and occupancy of the housing including all utility charges such as electricity, heat, water, waste disposal, etc., or require that the tenant pay directly to the utility provider.

12. ACTUAL CHARGES (Paid by Tenants): Insert the amount the tenant will actually pay for the housing.
NOTE: The actual charges to the tenant cannot exceed the total expenses on line 15.

If the borrower is requesting authorization to charge full rent, this amount would be the same as line 1 (Tenant Rent).

If the borrower is requesting authorization to charge the tenant only for the cost of utilities, this amount should be the same as line 2 (Other Tenant Shelter Cost).

If the borrower is requesting approval to credit forward unauthorized charges to the tenant, this amount would be the same as line 1 (Tenant Rent).

If the borrower is requesting both the authorization to charge rent and approval to credit forward former unauthorized rent charges, this amount would be line 1 (Tenant Rent) less line 2 (Other Tenant Shelter Cost). **NOTE: In this case, this figure only reflects the amount of credit available to forward.**

13. Insert the total cost of labor and materials for maintaining the project.

14. Insert the total cost of labor and supplies for painting the project.

15. Insert the total electric cost for the year/season. Cost could be for heating, cooling, security lighting, water well, and septic system pumps, etc.

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16. Insert the total cost for water usage or water well repairs during any one year/season.

17. Insert the total sewage cost or maintenance repairs to a septic system during any one year/season.

18. Insert the total cost of oil, propane/natural gas, or wood needed for heating or cooling during any one year/season.

19. Insert the total cost for garbage removal.

20. Insert the yearly cost of property taxes affiliated with labor house.

21. Insert the cost for maintaining yearly insurance policies.

22. Insert the amount of the Borrower's yearly loan payment.

23. Insert the total cost of lawn services, management fees, etc.

24. Insert the total operational maintenance cost for the labor housing unit(s).

25. Enter the actual or proposed rebate/credit of former rent charges made to tenants. Insert the total amount of current unauthorized rent charges to tenant(s).

26. Signature of Borrower.

27. Insert date Borrower signed form.

28. Signature of Servicing Official.

29. Insert date Servicing Official signed form.

30. Insert title of Servicing Official.