

Agency: _____

Program: _____

Amount Owed: _____

Date Debt Incurred: _____

The Application

1. Has the application been completed and does it contain:

a) **Identifying Information:**

full name of applicant?	YES	NO
address of applicant?	YES	NO
telephone number of applicant?	YES	NO
taxpayer identification number (TIN)/certification?	YES	NO
full name(s) of all co-borrower(s)?	YES	NO
co-borrower(s)' address?	YES	NO
co-borrower(s)' telephone number?	YES	NO
co-borrower(s)' TIN?	YES	NO

b) **Financial Information:**

amount of annual income and sources?	YES	NO
account numbers of bank accounts?	YES	NO
name(s) and address(es) of employer(s)?	YES	NO
real and personal assets?	YES	NO
names and addresses of creditors?	YES	NO
account numbers of amounts owed?	YES	NO
schedule of payments including frequency?	YES	NO
total amount of outstanding debt?	YES	NO

Credit Extension/Servicing Checklist

c) **Information on Collateral:**

location?	YES	NO
estimated value?	YES	NO
description?	YES	NO

d) **Statements/Signatures:**

all required certifications signed and dated?	YES	NO
---	-----	----

Screening and Analysis

- | | | | |
|----|--|-----|----|
| 2. | Has the application been screened against: | | |
| | IRS' delinquent tax files? | YES | NO |
| | CAIVRS? | YES | NO |
| | Treasury/FMS Debt Check Program? | YES | NO |
| | If no, was a reason given as to why it has not been documented in the files? | YES | NO |
| 3. | Has a credit report been purchased? | YES | NO |
| | If no, has a reason been documented in the files? | YES | NO |
| 4. | Has the information on the application been confirmed using: | | |
| | credit reports? | YES | NO |
| | verification of employment and benefits? | YES | NO |
| | suppliers? | YES | NO |
| | references? | YES | NO |
| 5. | Has the credit report been used to assist in performing a credit analysis? | YES | NO |
| 6. | Has a credit analysis been performed? | YES | NO |
| | If not, has a reason been documented in the files? | YES | NO |
| | Have the results of the credit analysis been documented in the files? | YES | NO |

Credit Extension/Servicing Checklist

7.	Has the statement/form certifying that the borrower was informed of the Government's debt collection policies (i.e., debt collection certification) been signed and dated by the borrower?	YES	NO
8.	Has the loan been rated?	YES	NO
	If not, has a reason been given and documented in the files?	YES	NO
	Has the documentation supporting the loan rating been maintained?	YES	NO
9.	Has an independent collateral appraisal been obtained?	YES	NO
	Has that appraisal been documented in the files?	YES	NO
10.	Have audited financial statements or income tax returns been used to evaluate the loan?	YES	NO
11.	For a commercial loan, has analysis been conducted on:		
	balance sheet and income statement?	YES	NO
	market share and marketing strategy?	YES	NO
	management ability?	YES	NO
	working capital?	YES	NO
	the strength of competition?	YES	NO
	If not, have reasons been given for specific omissions and have these reasons been documented in the files?	YES	NO
12.	Are the following documents in the file:		
	application?	YES	NO
	credit report?	YES	NO
	verification documents?	YES	NO
	analyses of the application?	YES	NO
	appraisal of collateral?	YES	NO
	legal documents relating to the loan?	YES	NO
	non-delinquency certification (if not contained on application)?	YES	NO
	debt collection certification?	YES	NO
	record that applicant has paid all origination/application fees?	YES	NO
	loan or services agreement with the debtor containing:		
	all applicant identifying information?	YES	NO
	collateral description, location and worth?	YES	NO
	terms of the agreement?	YES	NO

Credit Extension/Servicing Checklist

notification of rights of debtor and Government?	YES	NO
right to call full amount due and payable upon delinquency/default?	YES	NO
requirements for maintenance/insurance of collateral?	YES	NO
provisions for assessment of late charges?	YES	NO
copies of checks or receipts for payment of loan?	YES	NO
application or origination fees?	YES	NO

Servicing

13.	Is the following information in the file: identifying information for the borrower and co-borrower(s)? amount and nature of the debt? status of the account? summaries of contacts with the debtor(s)?	YES	NO
14.	If required, has an escrow account been established?	YES	NO
15.	Is there a record of regular billings and payments?	YES	NO
16.	If a new receivable, has the debtor been informed of agency policy on: accrual of all late charges? his/her due process rights? amount of debt and basis of indebtedness? deadline for payment? possible collection actions? requirement to provide taxpayer identification number?	YES	NO
17.	Is the condition of the collateral regularly determined? Are regular reports on the condition of collateral documented? Is insurance coverage being maintained on the collateral? Is adequacy of the insurance coverage being regularly reassessed and changed as needed?	YES	NO
18.	Has the loan been classified annually? If not, has a reason been given and documented in the file? Has the basis for the classification been maintained in the file?	YES	NO

Credit Extension/Servicing Checklist

- | | | | |
|-----|---|-----|----|
| 19. | Is financial information updated annually, where appropriate? | YES | NO |
| 20. | Has the account information been reported to the appropriate consumer and commercial credit bureaus? | YES | NO |
| | If the debt has been referred, has the date of initial referral and the names of the credit bureaus to which the debt was referred been indicated in the files? | YES | NO |
| | If no, has the reason been given and documented? | YES | NO |