

ATTACHMENT 3-J

CHECKLIST OF ITEMS TO ACCOMPANY THE UNIFORM RESIDENTIAL LOAN APPLICATION

You, as the applicant, need to simultaneously submit the applicable items below when applying for a loan. Copies of the verification documents should be submitted. If any item, information, and/or signature is missing, you will be contacted and asked to provide the missing pieces. **If the missing pieces are not provided within 15 days of the request, your incomplete application will be considered voluntary withdrawn from consideration.** To avoid any delay or withdrawal, verify that your loan application is fully complete prior to submission.

- ☐ This checklist with the applicable and included items checked.
- ☐ Form RD 410-4, Uniform Residential Loan Application: You **must** complete all sections (be sure to provide all applicable information, details, and data) and sign/date pages 5 and 8. <https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD410-4.PDF>
- ☐ Verification of identity: You **must** provide a copy of your Government-issued picture identification (ID) along with evidence of age. Standard verifications are a driver's license or a passport. Contact us if you do not have these standard verifications to discuss possible alternatives.
 - ☐ Verification of T-Nonimmigrant Status (including T1, T2, T3, or T4), if applicable, as this status may not be reflected in DHS's United States Citizenship and Immigration Service (USCIS) SAVE database used by the Agency.
- ☐ Verification of taxpayer ID number: You **must** provide verification of your full taxpayer ID number (i.e. no numbers are hidden or suppressed) using evidence such as your pay stubs or tax returns. A copy of your social security card is only needed if you do not have any other evidence of your full taxpayer ID number.
- ☐ \$30 credit report fee (non-refundable): If the applicant and co-applicant currently reside at separate addresses, the fee is \$30 for each applicant. Remove any credit freeze at the time of application submission and keep it lifted until such time as the Agency pulls a credit report. Indicate an option for payment of the credit report fee:
 - ☐ Option 1: I hereby authorize a \$_____ withdrawal from my bank account for the credit report fee. Enclose a copy of a voided check, savings account deposit slip, or other document from an American Bankers Association (ABA) bank (we cannot process withdrawals from a foreign bank). **The document provided must be an official ABA bank validated record and clearly identify the ABA routing number and account number.** The Agency will use the ABA routing number and account number to collect payment through the Automated Clearing Housing System (ACH). By indicating an amount above and providing a copy of a voided check, deposit slip, or other bank document with the ABA routing number and account number, you are authorizing the deduction from the account by electronic means. Option one is the preferred method as it provides faster processing.

- ☐ Option 2: Mail a check, cashier's check or money order that is signed, dated, and made payable to USDA Rural Development. (Note: The applicant's name should be included on the memo line for checks from a third party paying the credit report fee.)

Notice to Customers: If applicants send the Agency a check, it will be converted into an Electronic Funds Transfer (EFT). This means the Agency will copy the check and use the account information on it to electronically debit the applicant's account for the amount of the check. The debit from the applicant's account will usually occur within 24 hours and will be shown on the applicant's regular account statement. Applicants will not receive their original check back.

The Agency will destroy the original check but will keep an image of it. If the EFT cannot be processed for technical reasons, applicants authorize the Agency to process a paper copy of the image in place of the original check.

If the withdrawal cannot be completed because of insufficient funds, the Agency may try to make the transfer up to two additional times and the Agency will charge a one-time fee of \$15, which will also be collected by EFT or ACH.

- ☐ If you have late payments, collections, judgments, or other derogatory items in your credit history, provide a written explanation for each credit blemish. If you are unsure what your credit history looks like, obtain a free credit report by calling 1-877-322-8228 or logging into <https://www.annualcreditreport.com>. You are entitled to receive one free credit file disclosure every week from each of the nationwide consumer credit reporting companies – Equifax, Experian and TransUnion. This free report cannot replace the credit report that the Agency will obtain to determine eligibility.
 - ☐ Form RD 3550-1, Authorization to Release Information: Each adult member of the household **must** sign/date a separate release form.
<https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD3550-1.PDF>
 - ☐ Form RD 3550-4, Employment and Asset Certification: You **must** check the appropriate blocks, account for the household members' employment and nonretirement assets as instructed, and sign/date the certification.
<https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD3550-4.PDF>
 - ☐ Your last two signed Federal Income Tax Returns with all applicable tax return schedules. Also provide:
 - ☐ All W-2s, 1099s, and other forms attached to the returns.
 - ☐ If filed electronically, include a copy of the signature page with the Self-Select PIN, confirmation that the return was accepted, or evidence that it was filed by an authorized E-File provider.
 - ☐ If you are not required by the IRS to file Federal Income Tax Returns, provide a letter of explanation to that effect for the applicable tax year(s) for which returns are unavailable.
 - ☐ Last four consecutive weeks of pay stubs for **all employed adult household members**.
 - ☐ If you have an employment history of less than two years or employment gaps in excess of 30 days within the last two years, you should provide a letter of explanation.
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- ☐ Recent benefit statements for regular unearned income for **all household members** who receive:
 - ☐ Social Security/Supplemental Security Income
 - ☐ Public assistance
 - ☐ Retirement income
 - ☐ Other
- ☐ Last 12-month payment history of alimony and/or child support received by **all adult household members** as provided by the court appointed entity responsible for handling payments. If this is not available, provide a copy of the separation agreement or divorce decree. While you can choose to have this income excluded from your repayment income, it must be reported to determine if your household's adjusted income is within the program's income limit.
- ☐ Two most recent brokerage or bank statements for **all household members** (excluding tax advantaged plans for education, health/medical, and retirement). If you are obtaining this information online, provide the statements as opposed to providing the online transaction histories.
- ☐ For a household member who is a full-time student and 18 years of age or older, a copy of their school transcript.
- ☐ Written evidence of childcare expenses for dependents 12 years of age or younger.
- ☐ If you are 62 years of age or older, are disabled, or have a disabled household member, provide evidence of unreimbursed annual medical expenses if you wish to be considered for a deduction to household income.
- ☐ List your personal email address(es) below if you authorize the Agency to contact you via email. The Agency password protects emails containing personal identifiable information.

- ☐ While you are strongly discouraged from identifying a property or entering into a purchase agreement until you receive a Certificate of Eligibility from Rural Development, enter the county you are interested in purchasing a home in below.

- ☐ If you have already entered into a purchase agreement (which again is strongly discouraged), provide a copy of the agreement.

- ☐ If you are experiencing any of the following housing-related hardships, please check all that apply and provide a brief explanation below:
- ☐ Current dwelling lacks complete plumbing and/or adequate heating, is dilapidated or structurally unsound, has an overcrowding situation, or is otherwise uninhabitable, unsafe, or poses a health or environmental threat to the occupant or others.
 - ☐ Current homeowner in danger of losing a property through foreclosure due to circumstances beyond your control.
 - ☐ Other housing-related hardship.
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- ☐ If you would like the Agency to be able to discuss information about your application with someone other than yourself (family member, realtor, etc.), you and any co-applicant(s) must provide a signed statement including the name(s) of the individual(s), their relationship to you, and their contact information. The Agency may not discuss your application with anyone other than yourself without your written permission. You are not required to grant this permission to anyone, and if you do so it does not authorize the individuals to act on your behalf, it is for general communication purposes only. (Please note this item is different than Form 3550-1, Authorization to Release Information listed above, which allows the Agency to obtain verifications from third parties for income, asset, credit, and other information needed for application processing.)

Applicants who are first-time homebuyers are strongly encouraged to complete a homeownership education training as early in the application process as possible since the training covers the following important topics: preparing for homeownership (readiness to go from rental to homeownership), budgeting (pre- and post-purchase), credit counseling, shopping for a home, obtaining a mortgage, loan closing, and life as a homeowner. There is generally an out-of-pocket fee for the training, which can be reimbursed should the loan request be approved and closed. Attached is a list of Agency-approved education providers. You will be expected to successfully complete this training prior to entering into a contract to purchase or construct a home for maximum benefit.
