

For: County Offices

1910-C

FY 2004 FLP Credit Reports

Approved by: State Executive Director



1 OVERVIEW

A

Background

All County Offices should be obtaining mortgage reports using CBCWeb (<https://www.creditbureaureports.com/>).

The State Office will retain the responsibility for ordering commercial credit reports for FY 2004 using online service through the internet.

B

Purpose

The purpose of this notice is to provide guidance on obtaining and collecting fees for credit reports.

2 ACTION

A

Commercial Credit Reports

FLM's will determine whether a commercial credit report is required. If the FLM can make a loan determination based on information contained in an applicant's mortgage report, a commercial credit report is not required.

If the FLM determines that a commercial credit report is needed, a fee of \$40.00 will be collected from the applicant and a request sent to the State Office. Requests should be made on FmHA Instruction 1910-C, Exhibit A or in a memorandum containing the following information: applicant name, mailing address, telephone number and owners name(s).

Disposal

October 1, 2004
09-16-03

Distribution

County Offices

OK Notice FLP-427

2 ACTION (cont)

B

Mortgage Reports

County Offices shall use CBCWeb to obtain mortgage reports.

Purchase Order numbers are as follows:

60-7C94-4-C0001 (F2Y1)

60-7C94-4-C0002 (F1Y1)

When using CBCWeb, County Offices shall collect the actual fee for these reports, \$13.35 for individuals and \$26.70 for joint.
