

COUNTY OFFICE GUARANTEED LOAN CHECKLIST (SEL and CLP)

Borrower's Name _____ Date _____

Loan Type: OL-Term Loan Amount _____
OL-LOC Loan Amount _____
FO Loan Amount _____
CL Loan Amount _____

Applications meets Maximum Allowable Interest Rate criteria (2-FLP, Par 135)

I. ITEMS FOR COMPLETE APPLICATION

- Narrative 3
FSA-2211 "Application for Guarantee" 3
Cash flow 3
Entity information 5
Financial Statement not over 90 days 3
Description of farmland 3
Proposed Loan Agreement (may include in narrative) 3
Credit Report 3
Verification of Non-farm Income 3
Verification of Debts/Collateral 1
FSA-2002 "3 Yrs Financial Hist."(Inc/Exp) or similar 3
FSA-2003 "3 Yrs Production Hist." or similar 3
Summary of Past 3 Yrs Balance Sheets Hist. 3
Environmental Survey (if applic) 6
Purchase Agreement (if applic)
Development Plan (if applic)
APP + Co on SCIMS
DLM - Establish Borrower Account
GLS - Borrower Maintenance
GLS - Obtain Borrower ID if new applicant
GLS - Add App
GLS - Add NAICS codes, integrators or contractors
Conservation Plan (CL Program ONLY)
Transition Plan (CL Program ONLY, if applicable)

II. APPLICATION PROCESSING (cont'd.)

- In compliance with FSA programs, sod buster & swamp buster? (Can utilize FP subsidiary files)
If the applicant also has a direct loan, the cash flow and balance sheet match the guaranteed loan information
No debt forgiveness direct/guar. (DLS Customer Profile screen and GLS - View Loan screen) (VIEW ONLY)
Current/past debts (DLS Customer Profile screen and GLS - View Loan screen) (VIEW ONLY)
Verification of FSA Program Payments, Financial Inquiries - Customer Account Inquiry 3
Verification of Delinquent Federal Debts, Financial Inquiries - Customer Account Inquiry 3
Source and Use Analysis 3

III. LOAN APPROVAL

- FSA-2231 "Request for Oblig. of Funds Guar. Loans 2
Loan Summary Narrative 3
GLS Obligation Request (copy in file) 2
FSA-2201 "Lenders Agreement" Current, signed and in Operational File
FSA-2232 "Conditional Commitment" & Attachment 2

IV. LOAN CLOSING

- Stage 1
Approval letter par. 244 D 4
Lender acceptance FSA-2232 2
Stage 2(After Closing/Lender returns)
FSA-2233 "Lender's Certification". 3
FSA-2236 "Guar. Loan Closing Report" 2
1 1/2 percent Guar. Fee (if required)
Copies of Prom. Note 2
Chattel appraisal (if applic) GLS-Add Review 1
Real estate appraisal (if applic) 8
Real estate evaluation (if applic) 8
Appraisers qualification (if applic)
Administrative Review of Real Estate appraisal Form FSA-2165 - GLS-Add Review 8
items not required on CLP's or SEL's under \$50,000 with a strong equity position
Loan request of less than \$250,000.00 w/real estate as primary loan security only
Stage 3
FLM issues FSA-2235 "Loan Guarantee" 2
GLS - Add loan
Tally update
GLS - link related entities

Items required for a SEL loan request (including CL requests), unless the SEL loan request is less than \$125,000.00
only these items are required for a SEL request of \$125,000 or less, including CL requests (on SEL requests of \$125,000 or less, verification of debts only required when the debt will be a prior lien to the proposed guaranteed loan)
* items are required for a CLP request in any amount, including CL requests
^ Item not required in any CLP application or Lenders File
Items not required for a SEL and CLP STREAMLINE CL application

II. APPLICATION PROCESSING

- Guide Letter par. 97-B, Incomp app GLS-App Update 4
Guide Letter par. 97-D, Incomp app. GLS-App Update 4
Guide Letter par. 97-F, App. withdrawn GLS-App Update 4
Guide Letter par. 95-B, Compl app. GLS-Stat. History 4
NE Cert. Eligibility GLS-Stat. History 3
Obtain CAIVRS Report 3
Obtain "Producer Farm Data Report" 6
Obtain a copy of "Business File" 6
Obtain "Producer Subsidiary Print" 6
FSA AD-1026 6
Environmental Review (RD 1940-22) GLS Envir. Rev. 6
Applicant ___ is ___ is not associated with or related to any FSA employee including County Committee
Has the Loan Officer attended annual CLP Training (CLP only)
GLS - APP update

COMMENTS OR ADDITIONAL REQUIREMENTS:

Docket completed and approved by:

Reviewed before issuing loan guarantee by:

County Office Employee

2nd County Office Employee (Optional)

County Office Employee

2nd County Office Employee (Optional)

The original of this form to be placed on top of the application material in position 3.