

COUNTY OFFICE GUARANTEED LOAN CHECKLIST (PLP)

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
Form FSA- 2212 "Preferred Lender App. for Guar." 3
Loan narrative which includes the 5 C's and items found in the 2-FLP Par. 70A & 70B 3
Description of the location of all farm land 3
Entity information (may be included in loan narrative) 5
Any other information required by the CMS for this lender
App + Co on SCIMS
DLM - Establish Borrower Account
GLS - Obtain Borrower ID if new application
GLS - Add App
GLS - Add NAICS codes, integrators or contractors
GLS - Borrower Maintenance
Conservation Plan
Transition Plan, if applicable

- II. APPLICATION PROCESSING (cont'd.)
In compliance with FSA programs, sod buster & swamp buster? (Can utilize FP subsidiary files). 2
If the applicant also has a direct loan, the cash flow and balance sheet must match the guaranteed loan information.
No debt forgiveness direct/guar. (DLS Customer Profile Screen and GLS-View Loan screen) (VIEW ONLY) 2
Current/past debts (DLS Customer Profile screen and GLS-View Loan screen) (VIEW ONLY) 2
Verification of FSA Program Payments, Financial Inquiries- Customer Account Inquiry - Place in the file for use when completing a PLP bank visit. 2
Verification of Delinquent Federal Debts, Financial Inquiries - Customer Account Inquiry 2
GLS - App update

Items required for a CL loan application only

- III. LOAN APPROVAL
FSA-2231 "Request for Oblig. of Funds Guar. Loans 2
PLP 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" 2

- II. APPLICATION PROCESSING
Guide Letter par. 97-B, Incomplt app. GLS-App. Update 4
Guide Letter par. 97-D, Incomplt app. GLS-App. Update 4
Guide Letter par. 97-F, App. withdrawn GLS-App Update 4
Guide Letter par. 95-B, Complt 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 Report" 6
FSA AD-1026 6
Environmental Review (Form RD 1940-22) GLS Envir. Rev. 6
Applicant is not associated with or related to any FSA employee including County Committee
Has the Loan Officer attended annual PLP Training as per CMS

- IV. LOAN CLOSING
Stage 1
Approval letter par. 244 D
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
Stage 3
Issues FSA-2235 "Loan Guarantee" 2
GLS - Add loan
Tally Update
GLS - link related entities

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)