

COUNTY OFFICE GUARANTEED LOAN CHECKLIST (PLP)

Borrower's Name \_\_\_\_\_ Date \_\_\_\_\_

Loan Type: OL-Term Loan Amount \_\_\_\_\_
OL-LOC Loan Amount \_\_\_\_\_
FO Loan Amount \_\_\_\_\_
Date Began Farming/Ranching (MAC) \_\_\_\_\_

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- 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 (may be included in loan narrative) 3
Entity information (may be included in loan narrative) 5
Any other information required by the CMS for this lender
App + Co on SCIMS
GLS - Obtain Borrower ID if new applicant
GLS - Borrower Maintenance

- II. APPLICATION PROCESSING (cont'd.)
In compliance with FSA programs, sod buster & swamp buster? (Can also utilize FP subsidiary files).
If the applicant has a direct or guarantee loan, check the existing files to see if the PLP Applicant is realistic
No debt forgiveness direct/guar. (DLS Customer Profile Screen & GLS-View Loan screen) 2
Current/past debts (DLS Customer Profile screen) 2
Verification of FSA Program Payments, Financial Inquiries- Payments. Place in the file for use when completing a PLP bank visit. 3
Verification of Delinquent Federal Debts, Financial Inquiries - Debts 2
GLS - App update

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For Interest Assistance requests, Attachment 3 of this notice must be completed And the PLP lender must submit:

- Part G FSA-2211 "Application for Guar." 3
Cash Flow 3
Balance Sheet 3

- III. LOAN APPROVAL
FSA-2231 "Request for Oblig. of Funds Guar. Loans 2
GLS Obligation Request (copy in file) 2
PLP Loan Summary Narrative 3
FSA 1980-38 or FSA-2201 "Lenders Agreement" Current, signed and in Operational File
FSA-2232 "Conditional Commitment" 2

If the PLP lender submits additional information, the Lender must be contacted and reminded to submit only what is required.

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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
One percent Guar. Fee (if required)
Copies of Prom. Note 2

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- 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. 95-B, Complt app. GLS-Stat. History 4
NE Cert. Eligibility GLS-Stat. History 3
Obtain copy of AD-1026A 6
Obtain a copy of CCC 502 6
Has the Loan Officer attended annual PLP Training
RD 1940-22 GLS-Envir. Review 6
Applicant is not associated with or related to any FSA employee including County Committee
Obtain CAIVRS Report 2

- Stage 3
FLM issues FSA-2235 "Loan Guarantee" 2
FSA-2221 "IA Agreement" (if applicable) 2
GLS - Add loan
Tally Update
GLS - add co-borrowers

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COMMENTS OR ADDITIONAL REQUIREMENTS:

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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.