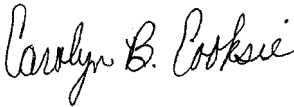


For: State and County Offices

Acquired Property Web Site – Shared Process

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

As part of the USDA eGovernment Initiative, FSA and Rural Development (RD) established a common web site that all interested parties can access for information on scheduled foreclosure sales and inventory properties that are available for sale.

This web site is linked to a generic Service Center page through FSA’s Home Page, “Farm Loans”, “Real Estate for Sale” hyperlinks. The user has the option of selecting RD’s residential or FSA’s farm property information.

B Purpose

This notice:

- continues policies established in Notice FLP-311 that expired on July 1, 2004
- establishes and disseminates to State and County Offices the Agency policy on mandatory use of this web site
- provides guidance on accessing the web site.

C Contacts

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Constance Beckwith, LSPMD, at 202-720-9769.

Disposal Date	Distribution
July 1, 2005	State Offices; State Offices relay to County Offices

2 Action

A Acquired Property Web Site for FSA Use

The private (FSA) web site is used by the State-designated acquired property web site coordinator (coordinator) to input and manage the information for each State. This private web site serves to provide all information made available for the public use web site. This web site is to be used only for real estate listings.

Coordinators are issued ID's and passwords by Constance Beckwith, the National Office system administrator. Posting, deleting, and editing of property information is only available through the State Office coordinator.

Note: Service Centers do not have access to the private web site.

Coordinators must input information when a property is ready for sale, a foreclosure sale has been scheduled, or a change occurs. However, foreclosure sale specifics cannot be input until the foreclosure sale has been published in the official newspaper publication.

Note: A review of the web site shows there is outdated information on several State Office web sites. Web site information must be kept current.

Field office management and use of the National Office web site is mandatory and will be used before any other State Office-established web site.

State Offices will publicize the availability of the web site with other organizations within their State, such as, the "American Society of Farm Managers and Appraisers" and "National Board of Realtors".

State Offices that have their own web site may create a link from their web site to the National web site. The State Office webmaster shall use www.resales.usda.gov to create this link.

B Acquired Property Web Site for Public Use

The Acquired Property Web Site is available for use by potential customers to obtain information about scheduled FSA foreclosure and/or inventory properties available for sale by USDA. The use of this web site lends uniformity to the dissemination of information in all States.

Internet Explorer must be used to access this web site because some fields may not function properly using Netscape.

2 Action (Continued)

C Acquired Property Web Site Updates

The Acquired Property Web Site is continuously undergoing improvement through field office suggestions as system capabilities allow.

The name and contact information of the person the public is to call about listed properties remains on hold. Until this improvement can be implemented, coordinators should include the contact person's name and contact information in the "comments" section on the Property Description Screen.

State Offices may issue a supplemental notice to field offices with State-specific information for their State.