

FSA-2291
(04-14-21)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

LENDER'S PROCESSING CHECKLIST

1. Applicant's Name

2. Identification Number

Lenders may use this checklist to ensure that all required documents have been obtained.

See 2-FLP Part 5 for information on submitting guaranteed applications.

PART A - APPLICATION

Standard Eligible Lenders: *All of the following information, if applicable, must be submitted to FSA and also retained in your files.*

CLP Lenders: *Please submit Items 3 through 8 (and 10 if needed) and retain the rest of the documentation in your files.*

3. FSA-2211, Application for Guarantee.

4. Narrative:
Including:
-Lender's servicing plan
-Proposed loan agreements

5. Balance Sheet. (Within 90 calendar days)

6. Cash Flow Budget.

7. Description and the location of land to be farmed. *(May be covered in loan narrative.)*

8. Entity Information. For entity applicants:
- Personal balance sheet (not over 90 days old at the time of filing the application) for each member.

9. Credit report or other information concerning an applicant's credit history.

10. Environmental Information. In some cases, FSA may require additional information to complete an environmental review. FSA will notify the lender of the information that is needed.

11. Conservation Plan. (CL Only)

12. Transition Plan for conversion to a sustainable or organic agricultural production system, if applicable. (CL priority)

The information below is only required for loans of \$125,000 or more.

13. Verification of all debts over \$5,000.

14. Verification of non-farm income. *(If applicable)*

15. Applicant's production history for the past 3 years. *(SEL only) (If applicable)*

16. Applicant's financial history for the past 3 years *(include balance sheets and income/expense history or tax returns).* *(If applicable)*

17. Construction or development documents *(if applicable).*

If Interest Assistance is requested, please include: (ALL LENDERS)

18. A proposed debt repayment schedule.

In addition, please ensure:

19. The applicant has a current AD-1026, Highly Erodible Land and Wetland Conservation Certification, on file with FSA.

20. Any relationships which may cause an actual or potential conflict of interest have been disclosed to FSA.

Note: FSA will notify you within 5 days whether any items are still needed to complete an application.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

PART B - ACCEPTING THE CONDITIONAL COMMITMENT

- When the application is approved and funds have been obligated, FSA will issue FSA-2232, Conditional Commitment.

21. Execute Part D of FSA-2232, Conditional Commitment, and return the original document to FSA.

PART C - CLOSING

22. If you have accepted FSA's approval conditions as indicated in Part B of the FSA-2232, Conditional Commitment, you may proceed with loan closing.

23. Submit the following to FSA:
All loans:

A. FSA-2236, Loan Closing Report and Lender Certification.

B. Copy of the executed Promissory Note.

C. Guarantee fee, if required.

Items D-E should be submitted If applicable:

D. FSA-2221, Interest Assistance Agreement, if Interest Assistance has been granted.

E. FSA-2201, Lender's Agreement, if one has not already been executed.

PART D - ISSUING THE GUARANTEE

24. If the above documents are in order, you will then receive FSA-2235, Loan Guarantee, from FSA.

25. Attach the Promissory Note to FSA-2235, Loan Guarantee and retain in your files.

26. REMARKS