

SERVICING AND MANAGEMENT ASSISTANCE SECTION

Borrower Fiscal Year: Beginning (1) Ending (1)

EXPIRATION AND DUE DATES		FOLLOWUP		ACTIONS PLANNED	DATE COMPLETED
ITEM	DATE	DATE			
Real Est. Tax # (2)	(2)	(3)		(4)	(5)
Fire Insurance \$ (6)	(6)				
Pub. Liability \$ (6)	(6)				
Fidelity Bond					
1. (7) \$ (7)	(7)				
2. (7) \$ (7)	(7)				
Financing Stmt. No. (8)	(8)	(9)	FS	(10)	
Security Agmt. No. (8)	(8)				
Const. Inspection	(11)				
Final Inspection	(12)				
Builder's Warranty	(13)	(14)			
Biennial Inspection	(15)	(16)			
Rtn. Plans & Specs to Borrower	(17)				
Compliance Review	(18)				
Annual Meeting (19)	(20)	(21)	DD to attend: <input type="checkbox"/> Yes <input type="checkbox"/> No	(22)	

(FOLD ON DOTTED LINE)

REPORTS	DUE DATE	FOLLOWUP DATE	DATE MADE	REMARKS	MONTHLY REPORTS
Form FmHA 444-29	(23)		(24)		JAN (25)
Annual Reports:					
Budget, Inc. & Exp. Stmt.	(26)	(27)			MAR
Year End Report and Analysis	(28)	(27)			APR
Annual Meeting Minutes	(29)	(27)			MAY
Audit Report (30)	(31)	(27)			JUN
Annual Analysis	(32)				JUL
Report to State Office	(33)				AUG
					SEP
					OCT
					NOV
(34)					DEC
					MO. REPORTS
					WAIVED: (35)

RESERVE: AMOUNT REQUIRED TO BE ON HAND AS OF (36) \$ (37)
 AMOUNT ACTUALLY ON HAND AS OF (36) \$ (38)
 FULLY FUNDED @ \$ (39) AMT. REQUIRED PER MO./YR. \$ (40)

RETURN: INITIAL INVESTMENT \$ (41) @ (42)% = \$ (43)

USDA-FmHA
 Form FmHA 1905-6
 (Rev. 3-5-80)

MANAGEMENT SYSTEM CARD - Multifamily Housing

Used by District Office for recording pertinent information relative to a multifamily housing borrower or grant-only case in planning, calendaring and organizing District Office activities.

(see reverse)

- PROCEDURE REFERENCE : FmHA Instruction 1905-A.
- PREPARED BY : District Director.
- NUMBER OF COPIES : Original only.
- SIGNATURES REQUIRED : None.
- DISTRIBUTION OF COPIES : Original retained in District Office and filed in Management System box. When Form FmHA 1905-6 must be replaced because of wear and tear, the old form from which the necessary information has been transferred should be destroyed.

INSTRUCTIONS FOR PREPARATION

ALL ENTRIES WILL BE MADE IN PENCIL

- (1) Enter beginning and ending dates of borrower's fiscal year.
- (2) Enter tax number and next due date.
- (3) Enter follow-up dates for actions planned.
- (4) Enter any information that would be helpful in account servicing.
- (5) Enter date planned action is completed, if desired.
- (6) Enter amount of coverage, of applicable, and policy expiration date.
- (7) Enter position covered, amount of fidelity bond, and expiration date.
- (8) Enter security instrument number and expiration date, if applicable.
- (9) Enter date 6 months before expiration date of Financing Statement. (In most states, expiration date is five years from date filed.) Six-month period in which Financing Statement must be continued starts from date Financing Statement (NOT the Continuation Statement) was filed.
- (10) Enter filing date of Financing Statement and where filed.
- (11) Enter next due date.
- (12) Enter date of final inspection.
- (13) Enter exact date 12 months after Builder's Warranty is executed by builder when warranty period expires in one year.
- (14) Enter date 10 months after (13). Notification of Builder's Warranty expiration date will be mailed to borrower as early as possible in the 10th month of the one-year warranty period. Inspections will be made as early as possible during 11th month of warranty period for unsatisfied complaints made by borrower.
- (15) Enter the next scheduled security inspection date. Visits will be made when necessary to assure compliance with loan and grant policies and objectives, which means at least biennial, by the District Director with the borrower or an officer or manager of the organization.
- (16) Enter date 30 days before end of borrower's fiscal year.
- (17) Enter date 2 years after (12). At discretion of District Director, retention may be extended another two years.
- (18) Enter next due date. Reviews scheduled by State Director as prescribed in FmHA Instruction 1901-E. (Initial review within first report period after loan/grant is closed or Form FmHA 400-4 is signed. Subsequent reviews not less than 90 days or more than 3 years from previous review.)
- (19) Enter day of meeting as prescribed in by-laws or other documents, such as "1st Tues. of Feb."
- (20) Enter date meeting is to be held.
- (21) Enter date 30 days before end of borrower's fiscal year to see that borrower properly plans for meeting and that it will be held on correct date.
- (22) Indicate whether or not the District Director is to attend.
- (23) Enter next due date (day and month of next monthly payment) for Form FmHA 444-29. Review Form FmHA 444-29 for any necessary follow-up actions including the review of Form FmHA 444-8. "Tenant Certification." (Tenant Recertification is due at least annually on the anniversary date of the initial certification for each tenant.)
- (24) Enter date report was made.
- (25) Opposite applicable month, enter date report made by borrower. Draw line through month when copy of report is sent to State Office. Monthly reports will be made a minimum of 12 full months. Send copy to State Office within 15 days after end of each month.
- (26) Enter date 45 days after end of borrower's fiscal year.
- (27) Enter date 30 days before end of borrower's fiscal year.
- (28) Enter date 45 days after end of borrower's fiscal year.
- (29) Enter date 45 days after end of borrower's fiscal year.
- (30) Audit reports include report of CPA, public accountant, or verification of financial report by membership committee.
- (31) Enter date 45 days after end of borrower's fiscal year or enter "N/A" if no audit report is required.
- (32) Enter date 60 days after end of borrower's fiscal year.
- (33) Enter date 60 days after end of borrower's fiscal year.
- (34) Space provided for other reports.
- (35) Enter date authorized to discontinue monthly reports.
- (36) Enter date which is end of borrower's current fiscal year.
- (37) Enter amount of reserve to be accumulated by the date entered in (36).
- (38) Enter amount of reserve on hand at end of borrower's fiscal year.
- (39) Enter fully funded amount - from Loan Agreement or Loan Resolution.
- (40) Enter minimum amount to be transferred to reserve account each month or year. Delete "Mo." or "Yr." as applicable.
- (41) For Limited Profit borrowers, enter amount of initial investment from Loan Resolution or Loan Agreement.
- (42) Enter the percent of allowable return on the initial investment.
- (43) Multiply (41) by (42) and enter allowable annual return on initial investment.

REVERSE OF FORM FmHA 1905-6

1 DEL. TAXES	2 ANAL. VSIS	3 DEV. WORK	4 FIN. STMT.	5 PMT. DUF	RRH RCH LH RRS TA (TYPE OF ASSISTANCE)	CR A B C (ACTIVITY)
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(PROJECT NAME) _____ (PROJECT NUMBER) _____ (BORROWER'S NAME) _____ (CASE NO.) _____

OCCUPANCY	UNITS
Ethnic Group:	TOTAL Units
TOTAL	
W	
B	Family
A1	
H	Sr. Citizen
A	

 _____ (State) (CODES) (County)
 _____ (CASE CLASSIFICATION)
 _____ (BORROWER'S ADDRESS) _____ (TELEPHONE NUMBER)

TYPE OF ENTITY _____, SUBSIDY _____

PROJECT LOCATION:

RENTAL ASSISTANCE: No. Units -		
	New	Existing
Number		
Approval Date		
Effective Date		
Agreement Date		
Expiration Date		

MANAGEMENT AGENT, ADDRESS, TELEPHONE:

Approved Rates/Allowances					
S. 8	Basic	Mkt.	Util.	No. Units	
				- 0 Bdrm	
				- 1 Bdrm	
				- 2 Bdrm	
				- 3 Bdrm	
				- 4 Bdrm	
Date of Last Rent Change: _____					

PRESIDING OFFICIAL/GOVERNING BODY:
 Name: _____
 Title: _____
 Address: _____

(FOLD ON DOTTED LINE)

LOAN INSTALLMENT SCHEDULE

GRANTS: _____
 (CODE) (AMOUNT)

LOAN CODE	INT. RT.	DATE OF NOTL	AMOUNT OF NOTE	REPAY. PERIOD	FIRST INSTALLMENT		ANNUAL OR MO. INSTALL	1% AMOUNT	SECTION 8	
					AMOUNT	DATE			AMOUNT	PERCENT
84-01	6-1/4%	5-5-70	90,000	50 yrs.	494192	1-1-71	5910			
(Plan I (Plan I Annual Installment Note))										
84-01	8-1/4%	6-2-78	688,000	50 yrs.	4810	7-2-78	4810		4273	7-1 4
(Section 8 Project)										
84-01	8-1/8%	1-30-76	130,000	50 yrs.	int. only	1-1-77	10,798	281 + overage		
(Plan II annual installment note with monthly payment)										
84-01	8-1/2%	7-18-79	530,000	50 yrs.	3816	8-18-79	3816	1125 + overage		
(Plan II monthly payment note)										
84-01	9	7-25-79	480,000	50 yrs.	int. only	7-25-80	3654	2039 + overage		
(Plan II monthly payment with 1st installment interest only)										