

USDA RD  
Form RD 1951-51  
(Rev. 7-99)

**MULTI-FAMILY HOUSING  
EXCEPTION TO LATE FEES**

1. BORROWER NAME	2. PROJECT NAME
3. CASE NUMBER	4. PROJECT NO.
5a. DATE OF CREDIT	6a. AMOUNT OF EXCEPTION
5b.	6b.
5c.	6c.
7. REMARKS	

8. \_\_\_\_\_ DATE  
9. \_\_\_\_\_ SIGNATURE OF APPROVING OFFICIAL

Position 2  
ORIGINAL—DO

Used by the State Director to record exception to late fee and to notify the PASS borrowers. Information transmitted to Finance Office via field office terminal system using screen M3A, "Waiver of Late Fees."

(see reverse)

- PROCEDURE FOR PREPARATION : RD Instruction 1951-K
- PREPARED BY : Initiated by Servicing Office.
- NUMBER OF COPIES : Original and one.
- SIGNATURES REQUIRED : Original and one copy by approving official.
- DISTRIBUTIONS OF COPIES : Original-Field Office; copy-Borrower.  
Original input via field office terminal system.
- TRANSACTION CODE : M3A, "Waiver of Late Fees."

**MASTER COPY**

## INSTRUCTIONS FOR PREPARATION

1. Enter the borrower name.
2. Enter the project name.
3. Enter the borrower case number.
4. Enter the project number.
5. Enter the month and year in which the late fee being excepted accrued. For example, if the exception is being made for October 1987, enter month and year (10/11/87). The day is preprinted since all late fee waivers are credited on the eleventh day of the month.
6. Enter the amount of late fees being excepted for the month.
7. Enter justification for excepting the late fee.
8. Enter the date of exception approval.
9. Enter the signature of approving official.

Note: When approving late fee waivers for multiple months, enter the appropriate information separately for each month being waived in blocks 5a through 5c and 6a through 6c. When more than three waivers are needed in a calendar year, National Office approval must be obtained. Late fee waivers must be entered separately for each month being waived, via a field office terminal using screen M3A, "Waiver of Late Fees."