USDA
Form RD 1951-52
(Rev. 4-99)

**MFH RECORD ADMINISTRATIVE ADJUSTMENT -
AUDIT CLAIM**

1. Borrower Name

2. Project Name

3. Borrower Case Number

4. Project Number

5. Loan Number

6. Date of Claim

7. Amount of Audit Claim

8. Repay Period

9. Interest Rate

10. Audit Claim Number

11. OIG Action Code

12. Waiver Amount

13. Amortized Payment
    (FINANCE OFFICE USE)

Remarks

Date

Signature of Servicing Official

ORIGINAL - FINANCE OFFICE   *Position 2*   RD 1951-52 (Rev. 4-99)

To be used by the Field Office for all Multi Family Housing and Site Loan borrowers. It will notify the Finance Office of the amount and repayment period of audit receivables.

PROCEDURE FOR PREPARATION   : RD Instruction 1951-N.

PREPARED BY   : Servicing Office.

NUMBER OF COPIES   : Original and two.

SIGNATURES REQUIRED   : Servicing Official.

DISTRIBUTION OF COPIES   : Original to Finance Office; copy in case file; copy to borrower.

INSTRUCTIONS FOR PREPARATION

NOTE: This for is not used to remit refunded rental assistance due to audits. Refunds of rental assistance should be submitted on Form RD 1944-53, "Multi Family Housing – Cancellation of U.S. Treasury Check and/or Obligation".

1. Enter borrower's name.

2. Enter project name.

3. Enter borrower case number.

4. Enter project number.

5. Enter loan number after assigned by the Finance Office.

6. Enter effective date of audit claim (month, day, year).

7. Enter the amount of the audit claim applicable to the project.

8. Enter the number of months over which the audit claim will be repaid if an amortized audit claim, otherwise the claim will be immediately due.

9. Enter the current interest rate. (Use MFH current interest rate not subsidized.)

10. Enter the audit claim number.

11. Enter the Office of Inspector General code.

    1 – credit borrower's account (*when finding is in favor of the borrower*)
    2 – do not credit borrower's account (*when finding is in favor of the Government*)

12. Enter the amount of the audit claim waived for reporting purposes only.

13. Enter the amortized payment as computed by the Finance Office or Servicing Office and borrower copies when Form RD 1951-26,"Transaction Record," is received showing the amortized payment. Mail the borrower's copy to the borrower.