USDA
Form RD 1944-54
(Rev. 5-98)

MULTI-FAMILY HOUSING
CHANGE BORROWER NAME/ADDRESS
CASE NUMBER/PROJECT NUMBER/LOAN NUMBER

INSTRUCTIONS - TYPE IN CAPITALIZED ELITE TYPE OR PRINT IN SPACES MARKED

TYPE OF CHANGE:

1. ☐ 1. Change of Name to Co-obligator - Change of Case Number
   ☐ Change All Loans
   ☐ Partial Change of Loans _____

   (If partial change, list loans to be changed to co-obligator.)

☐ 2. Change of Name
☐ 3. Corrections of Spelling—Principal Obligor
☐ 4. Correction of Spelling—Co-obligor
☐ 5. Move Between Counties of Same State—Enter State and New County Code
☐ 6. Move Between States—Enter New State and County Code

OLD BORROWER

2. BORROWER NAME

3. PROJECT NAME - OLD

4. BORROWER CASE NUMBER - OLD

ST   CO   BORROWER ID

5. PROJECT NUMBER

CHANGE IN INFORMATION

6. BORROWER CASE NUMBER - NEW

ST   CO   BORROWER ID

7. PROJECT NUMBER - NEW

8. BORROWER NAME AND ADDRESS

9. PROJECT NAME AND ADDRESS

10. NUMBER OF NAME FIELDS	11. NUMBER OF ADDRESS FIELDS	12. NUMBER OF NAME FIELDS	13. NUMBER OF ADDRESS FIELDS

14. SIGNATURE OF AGENCY REPRESENTATIVE

15. TITLE

16. DATE

Position 2

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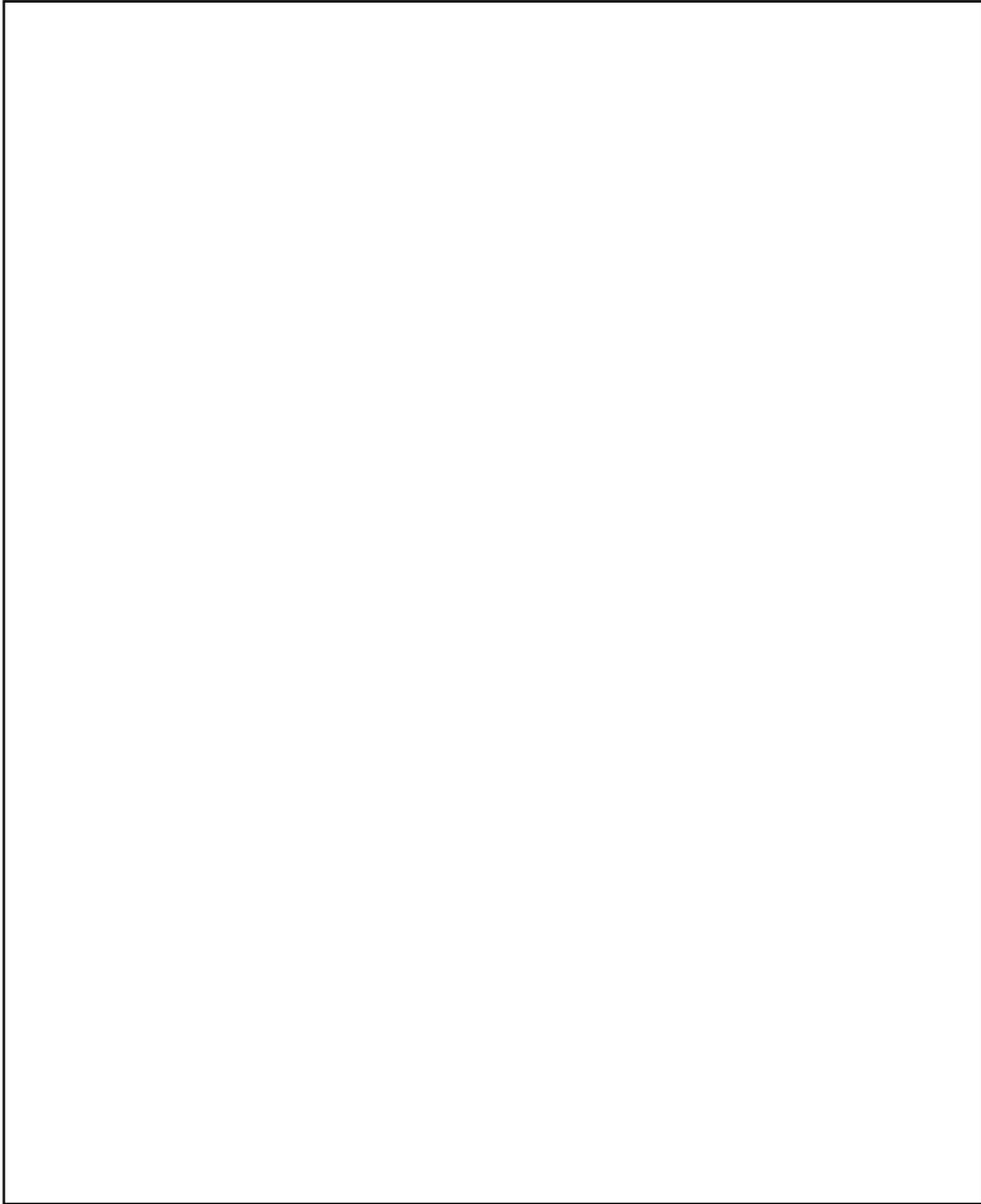
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Position 2

COPY — CASE FILE

To be used by Field Offices to notify Finance Office of borrower change of name, address, case number, project number or loan number.

For routine address changes the field office should use Form RD 1944-50, "Multiple Family Housing Borrower/Project Characteristics" and change through field office terminals.

NOTE: Transfer cases must use Form RD 1965-9.

(see reverse)

PROCEDURE FOR PREPARATION   :   RD Instruction 1955-A.

PREPARED BY   :   Agency Official.

NUMBER OF COPIES   :   Original and One.

SIGNATURES REQUIRED   :   Agency Official.

DISTRIBUTION OF COPIES   :   Original to Finance Office, copy for retention in Borrower's case file. Form RD 1951-53 will be returned to receiving Field Office or office processing the transaction as appropriate.

<u>INSTRUCTIONS FOR PREPARATION</u>

1.   Check appropriate box: Only one box is to be checked unless otherwise indicated. If partial change of loans is checked, list loans to be changed to co-obligor.

2.   Insert borrower's old name.

3.   Insert project's old name.

4.   Insert borrower's old case number.

5.   Insert borrower's old multi-family housing project number.

6.   Insert borrower's new case number. Enter new state and/or county code if type of change is a number five or six. If change to co-obligor is indicated, enter state and county code only. If old case number will not be changed, show "same" in "New Case Number" field.

7.   Insert borrower's new multi-family housing project number.

8.   Important: Enter the name and address of the borrower who owns the property, as it is to appear on the records, surname first. The nineteen character limit, including spaces or punctuation per field cannot be exceeded. If full name will not fit in Field #1 show surname in field #1 and given name in Field #2. DO NOT <u>ENTER ADDRESS ON SAME LINE AS NAME.</u> The city and two letter state abbreviation must be shown in the last (fifth) field of the address. Enter the zip code only in zip code field.

9.   Important: Enter the name of the project as it is to appear on the records. The address to be inserted should be the address at which the borrower wishes to have mail, loan checks, rental assistance checks, etc., delivered. For example, for an association or organization borrower, after entering the project name, this could be the name and complete mailing address of a project manager, management agent, treasurer or other official designated by the borrower to receive the borrower's correspondence.

        EXAMPLE: Oxford Apartments
                    c/o Management Services, Inc.
                    123 Center Street
                    (City, State, Zip Code)

10.   Count borrower name fields and enter number in this box.

11.   Count borrower address fields and enter number in this box. DO NOT count zip code field.

12.   Count project name fields and enter number in this box.

13.   Count project address fields and enter number in this box. DO NOT count zip code field.

14.   Insert signature of Agency representative.

15.   Insert title of representative.

16.   Insert date change is effective.