

SUBJECT: Reordering State Mortgage Forms
TO: Rural Development State Directors
ATTN: Administrative Program Directors

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is being issued to reiterate the procedures to be used when reordering a State Mortgage Form from the National Office.

COMPARISON WITH PREVIOUS AN:

This AN updates AN 3576 dated October 16, 2000, which expired on October 31, 2001.

IMPLEMENTATION RESPONSIBILITIES:

Per RD Instruction 2006-B, §2006.64 (a), the following guidance is to be used to reorder legal series forms when the State Office inventory of a particular legal series form reaches a six month supply. The State Director will:

- (1) Obtain from the Regional Attorney or Attorney-in-Charge a memorandum approving any changes in the form, or continued use without change.
- (2) Forward the memorandum from the Regional Attorney or Attorney-in-Charge to the National Office, with any recommendations from the State Director. Indicate the quantity on hand in the State Office, the estimated annual usage, and the date the new supply will be needed.

Once this request is received in the National Office, the form will be cleared through the applicable program areas and the Office of the General Counsel. Finally, the form will be printed through the Government Printing Office and distributed to the State Office. This entire process takes approximately six weeks to complete.

EXPIRATION DATE:
December 31, 2004

FILING INSTRUCTIONS:
Preceding RD Instruction 2006-B

When a mortgage form is revised, the State Office will, if necessary, retain a small supply of the old form for servicing cases as required by State law.

All requests for mortgage reorders should be addressed to Tracy Givelekian, Regulations and Paperwork Management Branch, STOP 0742, 1400 Independence Ave. S.W., Washington, DC 20250-0742. If you have any questions regarding this issue, please contact Tracy Givelekian at 202-692-0039.

(Signed by Deborah B. Lawrence) for

SHERIE HINTON HENRY
Deputy Administrator
for Operations and Management

Sent via electronic mail on 12-23-03 at 10:00 a.m. by SSD.