

RD AN No. 4623 (1910-C)
March 1, 2012

TO: Rural Development State Directors,
Rural Development Managers, and
Area Directors

ATTENTION: Rural Housing Program Directors

FROM: Tammye Treviño
Administrator
Housing and Community Facilities Programs

SUBJECT: Procedure for Ordering Dun and Bradstreet Commercial Credit
Reports for Single Family Housing and Multi-Family Housing

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) provides guidance on ordering Commercial Credit Reports for Single Family Housing (SFH) and Multi-Family Housing (MFH) programs, including guidance in ordering individual consumer credit reports on the owner/principal(s). Commercial credit reports are required for SFH general or dealer/contractor approvals and MFH loan making, including Farm Labor Housing (FLH).

COMPARISON WITH PREVIOUS AN:

This AN replaces RD AN No. 4554 (1910-C), dated March 3, 2011, which will expire on February 29, 2012.

IMPLEMENTATION RESPONSIBILITIES:

The effective allowable fee to be charged for each Small Business Risk Account Score Report is \$21.19; Business Information Report is \$50.10; Federal Information Report is \$64.46; and, Comprehensive Report is \$68.93.

EXPIRATION DATE:
February 28, 2013

FILING INSTRUCTIONS:
Preceding RD Instruction 1910-C

There are six Regional Coordinators nationwide who have been selected to provide commercial credit reports within their regions. The National Office continues to award contract funds for the Dun and Bradstreet (D and B) Reports.

The “host” States and the States within the region are as follows:

| Coordinators | Coord.'s Region | Email Address | Phone # | Fax # | Responsible for |
|---------------------|-----------------|--|--------------|--------------|--|
| Melodie Taylor-Ward | No. East | Melodie.taylor-ward@oh.usda.gov | 614.255.2418 | 614.255.2561 | CT, DE, NH, MA, ME, MD, NJ, NY, OH, PA, RI and VT |
| Lynne Hardin | So. Central | Lynn.hardin@la.usda.gov | 318.473.7962 | 318.473.7829 | AR, IL, KS, KY, LA, MO, MS and TN |
| Lenore Dryer | No. Central | Lenore.dryer@mi.usda.gov | 517.324.5199 | 517.324.5225 | IA,IN, MI, MN, NE, ND, SD and WI |
| Molly Ghekier | Western | Molly.ghekier@mt.usda.gov | 406.585.2558 | 406.585.2565 | AK, CA, ID, MT, OR, WA and WY |
| Kathy Smith | So. West | Kathy.smith@tx.usda.gov | 254.742.9748 | 254.742.9754 | AZ,CO, HI, NV, NM,OK, PR, TX , UT and West Pacific Territories |
| Nancy Lewis | So. East | Nancy.lewis@va.usda.gov | 804.287.1564 | 804.287.1784 | AL, FL, GA, NC, SC, VA and WV |

For MFH programs, commercial credit reports are ordered for each newly formed general partner or principal organization. Credit reports are also required for established for-profit partnerships, corporations and general partners. An individual (consumer) report is required for each individual applicant, including co-applicants; on each general partner or principal who is an individual of a newly formed for-profit partnership or corporation and for each general partner or principal of an established for-profit partnership or corporation as necessary to make a credit determination. This includes individual applicants under FLH. Typically, commercial credit reports will not be requested for newly formed non-profit organizations and may be ordered for an established non-profit organization at the discretion of the State Director. The fee may be waived for non-profit organizations. See 7 CFR part 3560, §3560.56(d)(5), and the MFH Loan Origination Handbook, HB-1-3560, Chapter 4, Exhibit 4-7.

For SFH programs, commercial reports will be obtained when required to determine the financial and managerial capacity of a general contractor or dealer/contractor. Typically, when a dealer/contractor or general contractor is a firm, a commercial credit report will be ordered on the firm and an individual (consumer) credit report on each of the principals. If the dealer/contractor or general contractor is a sole proprietorship, a commercial report as well as an individual (consumer) report will be obtained pursuant to RD Instructions 1910-C, §1910.105 and §1910.106 (f).

UniFi is only to be used to obtain individual reports for Single-Family Housing applicants.

D and B will be the only source for obtaining individual credit reports on the principal(s)/ owner(s) of manufactured housing dealers, building contractors, applicants for FLH and/or MFH. Attachment 1 to this AN must be completed for each commercial credit report requested and will be faxed to the State Office, Attention: D and B Regional Coordinator. To remit payments for the credit reports, you should use the MFH Payment Transmittal Cover Sheet for Multi-Family Housing and Form RD 3550-17 "*Funds Transmittal Report for Single Family Housing.*"

If you have any questions regarding the ordering of commercial credit reports, please contact Cynthia L. Johnson at (202) 720-1940.

Attachments

REQUEST FOR COMMERCIAL CREDIT REPORT**To:** State Director**Attn:** State Coordinator for Commercial Credit Reports**BUSINESS INFORMATION:**_____
Business Name_____
Business Street Address_____
City_____
State_____
Zip Code_____
Business Telephone
(Including Area Code)_____
Business Tax ID#_____
DUNS # (if Known)**PRINCIPAL INFORMATION:**_____
Name_____
Name_____
Street Address_____
Street Address_____
City_____
State_____
Zip Code_____
City_____
State_____
Zip Code_____
Home Telephone Number (including Area Code)_____
Home Telephone Number (including Area Code)_____
Social Security Number_____
Social Security Number_____
Percentage of Ownership_____
Percentage of Ownership**NOTE:** If requesting individual reports on more than two principals, duplicate and complete a second page omitting the business information. Percentage of individual ownership should equal 100 percent.**REPORT TYPE REQUESTED FOR:** (mark one)

General Contractor _____

Dealer/Contractor _____

MFH Applicant/Borrower _____

\$ _____

Credit Report

Date Collected_____
Collecting Official

Fee(s) Collected

CDM/RDM_____
Date Requested_____
Office Address_____
Telephone (Commercial) (FAX)**TO BE COMPLETED BY STATE COORDINATOR ONLY:** The above information has been reviewed for completeness and forwarded to the HOST State:_____
Signature of State Coordinator**TO BE COMPLETED BY ORDERING OFFICIAL IN HOST STATE:**
