# Instructions for FSA-2291

## LENDER’S PROCESSING CHECKLIST

### This form is used by Guaranteed Lenders as a checklist to ensure that all required documents have been obtained. This form is provided as a service to FSA customers, but is not required.

## CLP Lenders: Please submit Items 3 - 8 (and 10 if needed) and retain the rest of documentation in your files.

## Items 1-28

| Fld Name /Item No. | Instruction |
| --- | --- |
| 1Applicant's Name | Enter applicant’s name. |
| 2Identification No. | Enter applicant’s identification number, if desired. |
| 3FSA-2211 | Check if FSA-2211, Application for Guarantee is submitted. |
| 4Narrative | Check if the narrative is submitted. |
| 5Balance Sheet | Check if balance sheet is submitted. |
| 6Cash Flow | Check if cash flow budget is submitted. |
| 7Description and Location | Check if property description and the location of the farm is submitted. *(May be covered in loan narrative.)* |
| 8Entity Information | If applicant is an entity, ensure personal information is entered on the application and personal balance sheets (90 days or less old) for each member are submitted. |
| 9Credit Report | Check if credit report and information concerning the applicant's credit history is submitted. |
| 10Environmental Information | Check if the information to complete an environmental review is submitted. |
| 11Conservation Plan | Check if conservation plan received (CL loan only) |
| 12Transition Plan | Check if transition plan received (CL only) |
| 13Verification of Debts | Check if all debts over $5,000 are verified. Required for loans of $125,000 or more. |
| 14Verification of Non-Farm Income | Check if non-farm income is verified. Required for loans of $125,000 or more. |
| 15Production History | Check if applicant’s production history for the past 3 years is submitted. Required for loans of $125,000 or more. |
| 16Financial History | Check if applicant’s financial history for the past 3 years is submitted. Required for loans of $125,000 or more. |
| 17Construction Documents | Check if applicant has construction or development plan. Required for loans of $125,000 or more. |
| 18Debt Repayment Schedule | If lender requests Interest Assistance, include a proposed debt repayment schedule. |
| 19Current AD-1026 | Check if applicant has AD-1026, Highly Erodible and Wetland Conservation Certificate, on file with FSA. |
| 20Conflict of Interest | Lender has to disclose relationships with actual or potential conflict of interest. Check if applicant has any relationship, which may cause an actual or potential conflict of interest that has been disclosed to FSA. |
| 21Conditional Commitment | Check if Part D of FSA-2232, Conditional Commitment is executed and return the original to FSA. |
| 22Loan Closing | Check if you have accepted FSA’s approval conditions as indicated in the Conditional Commitment and proceed with loan closing. |
| 23(A) Guaranteed Loan Closing Report and Lender Certification | Check if FSA-2236, Guaranteed Loan Closing Report and Lender Certification is submitted on all loans. |
| 23(B)Promissory Note | Check if a copy of the executed Promissory Note is submitted on all loans. |
| 23(C)Guarantee Fee | If guaranteed fee is required, check if submitted. |
| 23(D)Interest Assistance Agreement | Check if FSA-2221, Interest Assistance Agreement, has been executed and submitted. |
| 23(E)Lender's Agreement | Check if FSA-2201, Lender’s Agreement, is submitted (only needed if one has not already been executed). |
| 24 | Check if FSA-2235 was received. |
| 25Loan Guarantee | If all the above documents are in order, attach Promissory Note to FSA-2235, Loan Guarantee, and retain in your files. |
| 26Remarks | Enter any remarks you may have. |