



Dear Potential Applicant:

After talking with you, we think that a direct Section 502 single family housing loan through the Rural Housing Service (known as the "Agency") is a good loan for you. The Rural Housing Service is an Agency of the United States Department of Agriculture.

We **do not** work for the Agency; we are an outside loan application packager. **LACDC** will assist you in applying for a loan through the Agency. We do not guarantee that your loan application will be approved or funded by the Agency.

For our services, you will pay a loan application packaging fee of no more than \$2,000.00. The fee is due only if the Agency approves you for a loan and the loan goes to closing. Under certain circumstances, part or all of this fee may be included in your loan. Otherwise, we will assist you in finding an alternate means to cover the fee from other sources. To the extent other sources are unavailable, we will waive the fee.

You are not required to work with a loan application packager to receive assistance from the Agency. You may work directly with the Agency and avoid the loan application packaging fee. Working with our organization provides you with the following benefits:

- We will act as a go-between for you and the Agency.
- We will make sure that your paperwork is in order, which should shorten the time it takes for the Agency to make an eligibility decision. All information collected will be maintained with the highest degree of confidentiality.
- "Your application will be considered a fourth funding priority when funds are insufficient to serve all program eligible applicants."

"You are strongly discouraged from identifying a property or entering into a purchase agreement until such time the Agency issues a Certificate of Eligibility (COE). If and when a COE is issued by the Agency, we will help you gather the information the Agency will need on a property".

We look forward to working with you in preparing an application for an Agency direct loan.

Respectfully,
Lake Area Community Development Corporation



Checklist of Items to Accompany Uniform Residential Loan Application

Dear Applicant,

Date: _____

Thank you for your interest in USDA Rural Development 502 Direct Loan Program. In order for **Lake Area Community Development Corporation** to better serve you during the application process of a 502 Direct Loan please note the items with a check () are requested of you to ensure your application is complete and accurate. Should you fail to submit these items your application will be considered incomplete and withdrawn 15 days from the date of this request.

- Copy of Driver's license, passport or other Government-issued picture photo ID for borrower and co-borrower. Must be clear and readable.
- Copy of Social Security card for borrower and co-borrower. Copy must be clear & readable.
- 2020 & 2019 SIGNED Federal Tax Returns. Must include **ALL** W2s, 1099s and other applicable forms. Last four consecutive weeks of pay stubs for all employed adult household members.
- Social Security/Supplemental Security Award Letter
- Public Assistance
- Retirement Income
- Other Income
- Last 12 months of payment history of alimony and/or child support received by all adult members.
- Two recent checking and/or savings statements for ALL adult household members. Online history printouts will not be accepted.
- Transcript of household member age 18 and above who is attending higher education full time
- Written evidence of childcare expenses for dependents ages 12 yrs and younger
- If 62 yrs or older and disabled or have a disabled household member, provide evidence of unreimbursed annual medical expenses if you wish to be considered for a deduction to household income.

Thank for providing the requested items in a timely manner.
LACDC Lake Area Community Development Corporation



Hardware and Software Capabilities

Before you decide to conduct business related to this Request electronically via e-mail with LACDC Lake Area Community Development Corporation you should consider whether you have the required hardware and software capabilities to do this as described below. To access documents electronically:

- You must provide us with a current, valid email address. In the event you change your email address, you must notify us. We may treat your provision of an invalid e-mail address or the subsequent malfunction of a previously valid address as a withdrawal of your consent to receive electronic communications.
- You must have a personal computer or other access device which can access the designated e-mail account via Internet access through an Internet Service Provider (ISP) or other means of e-mail account access.
- You must have access to Microsoft Internet Explorer version 9 or later, or Microsoft Edge, or the latest version of Firefox, or the latest version of Google Chrome.
- Disclosures and other documents will be in Portable Document Format (.pdf) and you must have Adobe Acrobat Reader® software version XI or later which permits you to receive and access Portable Document Format files. A free version of the latest Adobe Acrobat Reader® program is available at www.adobe.com, but all other software, hardware and systems must be provided at your cost.
- To retain a copy of the electronic disclosures, notices, documents and other information we send, your system must have the ability to either download electronic documents to your hard disk drive or a peripheral device and/or have printing capabilities. To print, you must have a functioning printer connected to your personal computer or other access device which is able to print the disclosures, notices, documents and other information we send.

If you are unable to view or access any electronic disclosures, notices, documents and other information you should notify your LACDC Lake Area Community Development Corporation representative immediately to request a paper copy, if applicable.

If these software or hardware requirements change, we will provide you with prior written notice of the change and the opportunity to withdraw your consent to receive electronic disclosures, notices, documents and other information.



Electronic Disclosures Consent

Please read this disclosure carefully. You are requesting services with LACDC Lake Area Community Development Corporation, hereinafter referred to as a "Request".

Under the Electronic Signatures in Global and National Commerce Act (E-SIGN Act 15 U.S.C. §7001), LACDC Lake Area Community Development Corporation can provide you with some of the benefits of our services by conducting occasional communication and documentation delivery in connection with your Request via email. Such documentation may include eligible required disclosures, notices, documents and other information that LACDC Lake Area Community Development Corporation is legally allowed to provide in electronic format.

In order to do this, we need you to consent to allow us to communicate with you electronically and to provide some or all disclosures, notices, documents and other information to you via e-mail.

This document informs you of your rights when receiving legally required disclosures, notices, documents and other information from LACDC Lake Area Community Development Corporation and any service providers we may use in connection with your Request. You must authorize LACDC Lake Area Community Development Corporation to conduct electronic delivery of such disclosures, notices, documents and other information by either electronic or manual signature.

Should you decide to consent to receive electronic disclosures, notices, documents and other information via e-mail, LACDC Lake Area Community Development Corporation will verify your ability to communicate via e-mail. Upon receipt this signed consent LACDC Lake Area Community Development Corporation will accept this as an acknowledgement and confirmation verifying your ability and authorization to receive emails from us.

Any such disclosures, notices, documents and other information related to your Request may then be provided to you electronically by LACDC Lake Area Community Development Corporation. However, if you wish to obtain a paper copy of any of the disclosures, notices, documents and other information you receive from LACDC Community Action Agency, Inc. electronically, you may retain an electronic copy or request to a paper copy to be delivered to you via traditional USPS mail. Paper copies will be provided to you at no charge.

Should you decide NOT to consent to electronic delivery, any such disclosures, notices, documents and other information related to your Request will then be provided to you via standard United States Postal Service mail. You should know that declining electronic consent may delay the availability of the earliest appointments in order to allow time for you to receive and review any initial disclosures, notices, documents and other information sent via traditional USPS mail.



Consent Acknowledgement, Limitation and Withdrawal of Consent

Your consent to receive electronic disclosures, notices, documents and other information only applies to this Request. You may withdraw your consent at any time by contacting the LACDC Lake Area Community Development Corporation representative you are working with at:

Organization Name: LACDC Lake Area Community Development Corporation.
Address: 985 E. Hwy 54, Camdenton, Missouri 65020
Telephone: 573.346.5692

I, _____ Acknowledge and accept, LACDC Lake Area Community Development Corporation Digital Consent Disclosure on _____ day of _____, 2022.

Please retain a copy of this information for future reference.