



United States Department of Agriculture  
Rural Development  
Marietta, Ohio  
740/373-7113  
740/373-4838 Fax

Dear Applicant:

Thank you for your interest in our 504 rural housing loan/grant program. Attached is an application package. In order to apply please complete the enclosed forms and make sure the following information is provided:

1. **RD Form 410-4, Uniform Residential Loan Application.** We ask that all items be completed in their entirety. If any item does not apply, please enter N/A in the space. Double check to make sure the application has been signed by both applicants on pages 5 and 8. If you pay child support, please make sure the amount is listed as a Liability under Section VI.
2. **RD Form 3550-1, Authorization to Release Information.** Each adult member of the household must sign one of these forms.
3. **Authorization to Release Information.** All applicants need to sign this form.
4. **Form 1944-3, Budget and Financial Statement** needs to be completed. Expenses are to be your best estimate of the cost to live in your home for the coming 12 months.
5. **Evidence of Ownership.** Please provide a copy of your deed or other document showing ownership of the property.
6. **Verification of employment and all income other than wages.** If you receive ADC, child support, alimony, SS, etc. Please provide the complete name, address, and telephone number of the agency/source of all income received in the household.
7. **We must have a signed, complete, legible copy of the most recent income tax return.** Make sure your signature is on the return. Copies of schedules, W-2 forms, 1099, etc. must be attached.
8. **Proof of Identification.** Provide a copy of picture identification (ID), evidence of age, and evidence of taxpayer's identification number (SS#) for each applicant. Example: Drivers License or State ID Card. If social security number is not on identification provide a copy of Social Security Card.
9. **Provide a list of planned repairs along with detailed estimates showing materials and labor separately.**
10. **Provide accurate directions to your property.**
11. **If you are divorced,** we will need a copy of the Separation Agreement and Divorce.
12. **If you pay childcare,** you need to have your daycare provider provide a signed, written statement verifying the amount you pay. The provider's name, address and telephone number must be included.

Once the above information is received, your eligibility for our program will be reviewed. If it appears you are eligible, a representative from our office will schedule a visit to your home, at your convenience, to inspect the planned repairs. Should you have any questions or need assistance with this application, please contact our office at 740-373-7113.

Lacy Boney  
Underwriter

21330 State Route 676, Suite A – Marietta, OH 45750

*Committed to the future of rural communities*

Rural Development is an Equal Opportunity Lender, Provider, and Employer. Complaints of discrimination should be sent to:  
USDA, Director, Office of Civil Rights, Secretary of Agriculture, Washington, DC 20250-9410