



**Rural Development**

Nashville Area Office

441 Donelson Pike  
Suite 310  
Nashville, TN  
37214

615-783-1359  
800-342.3149  
Fax 855-776-7063

Dear Applicant:

Thank you for the opportunity to consider your request for Rural Development home repair assistance. By completing the 504 repair loan/grant prescreen worksheet, you are being considered for a 1 % interest loan. Loans are typically made for a term of 20 years with the maximum loan amount of \$40,000. If you, the applicant, or a co-applicant are 62 years of age or older, and very low income, you may be eligible for a grant up to \$10,000.

Along with the attached paperwork gathering household information, you will also need to submit 2 bids from contractors to perform the needed repairs. We will not accept prescreen worksheets without 2 bids. Please advise the contractors to give the bids to you so that they can be sent in at the same time with your prescreen.

If this is something you are interested in, please complete the enclosed form, and gather the 2 contractor bids and return to our office at: USDA Rural Development, 441 Donelson Pike, Suite 310, Nashville, TN 37214. Once your information has been reviewed, someone from our office will be contacting you.

If you have any questions regarding assistance that we currently offer, please contact our office at (615) 783-1359.

Sincerely,

Nashville Area Office



# Rural Home Repair Program

## Program Highlights:

- Loans at 1% for up to 20 years to be used for repair, improve or modernize home or remove health and safety hazards;
- Grant funds may be available to those 62 years of age or older and not be able to repay a repair loan;
- Grant funds, if available, are only available up to \$10,000 and can only be used to remove health or safety hazards from the home or to make the home accessible to family members with disabilities.

## Qualifications:

- Own your property and personally occupy your home;
- Have a “very-low” household income (limits are listed below);
- Have a credit history, which indicates a reasonable ability and willingness to meet financial obligation when they become due;
- Asset Limit Maximums: 62 and above (\$20,000) and below 62 (\$15,000);
- Property cannot be in a “Non-Rural” Area

Property eligibility site: <http://eligibility.sc.egov.usda.gov/eligibility/>

Number In House	CHEATHAM DICKSON SUMNER * WILSON	HOUSTON	HUMPHREYS	STEWART
1-4	\$42,150	\$28,200	\$28,800	\$29,650
5-8	\$55,650	\$37,250	\$38,050	\$39,150

Income limits updated 5/12/2021

**Tennessee Rural Development, USDA**  
**441 Donelson Pike, Suite 310,**  
**Nashville, TN 37214**  
**(615) 783-1359**

**email:** [RD-ra.tnna.SFH@usda.gov](mailto:RD-ra.tnna.SFH@usda.gov)

USDA is an equal opportunity provider, employer and lender.

**MORE INFORMATION IS AVAILABLE FROM OUR WEBSITE:** [www.rd.usda.gov/tn](http://www.rd.usda.gov/tn)

Dear Applicant:

Thank you for the opportunity to consider your request to participate in the USDA Rural Development home repair assistance program. By completing the Section 504 repair loan prescreen worksheet, you are being considered for a 1% interest loan or possible grant. The information that you provide for the application will not be shared or accessible to any outside entities except USDA Rural Development.

Along with the attached prescreen worksheet gathering household information, you will also need to submit two (2) bids from contractors to perform the needed repairs. USDA Rural Development will not accept prescreen worksheets without 2 bids.

After the prescreen worksheet is completed and submitted to USDA Rural Development with the 2 bids - if accepted, we will next assist you with the full application that is required by USDA Rural Development.

Please return the completed worksheet and two (2) bids to either of the following:

Email: [RD-ra.tnnas.SFH@usda.gov](mailto:RD-ra.tnnas.SFH@usda.gov)

Address: USDA/Rural Development  
441 Donelson Pike, Suite 310,  
Nashville, TN 37214

If you have any questions regarding this repair loan packaging process, please call 615-783-1359.

## INSTRUCTIONS FOR THE 504 REPAIR LOAN PRESCREEN WORKSHEET

1. Please complete the entire form.
2. Please identify the repairs that are being requested and include at least (2) bids identifying the estimated cost of the requested repairs.
3. Please check to ensure that the location of the home is in an eligible USDA Rural Development service area.
4. No paycheck stubs or other verification is required at the time the Prescreen is completed.
5. Email Prescreen Worksheet and bids to the USDA Rural Development designated Point of Contact (POC).

If your mailing address is different than street address, list it here: \_\_\_\_\_



# Home Loan Pre-Qualification Worksheet - TN

Complete this page **and** sign the attached release.  
 Send to Rural Development, 441 Donelson Pike, Suite 310, Nashville, TN 37214  
[www.rd.usda.gov/TN](http://www.rd.usda.gov/TN) (615) 783-1359

- The Purpose of this request is  Home Repair or  Home Purchase | **County** \_\_\_\_\_
- I am currently  a homeowner  living with relative  renting-rent/month \$ \_\_\_\_\_
- Have you ever had a loan or grant from **USDA Rural Development** or **FmHA**?  Yes  No

Tell us about		Yourself		Your Co-Applicant (if applicable)	
Name		Name		Name	
E-mail		E-mail		E-mail	
Social Security Number		SS#		SS#	
Current Street Address		Street		Street	
City, State, Zip		C/S/Z		C/S/Z	
Phone(s): Home		Preferred <input type="checkbox"/>		Home	Preferred <input type="checkbox"/>
Cell		or preferred <input type="checkbox"/>		Cell	or preferred <input type="checkbox"/>
Work		or preferred <input type="checkbox"/>		Work	or preferred <input type="checkbox"/>

## List all members of your household

(include yourself)			Wage Income			Other Income (Monthly Amt)				
Name	Relation to you	Age	Sex	Hourly Rate	Hrs/week	Child Support	Soc Sec, SSI, VA	Pension	AFDC	Food Stamps
Same as above	self									

**NOTE:** Everyone living in the household and their income must be included. Call if more room is needed.

## List All Household Debts

Car/truck paid to		Payment/month		Balance owed	
Credit card paid to		Payment/month		Balance owed	
Student loan paid to		Payment/month		Balance owed	
Other loan paid to		Payment/month		Balance owed	
Other loan paid to		Payment/month		Balance owed	
Other credit card to		Payment/month		Balance owed	
• I pay Alimony and/or Child Support No <input type="checkbox"/> or Yes <input type="checkbox"/> > If yes, amount owed/month _____					
• I pay Child Care Expenses No <input type="checkbox"/> or Yes <input type="checkbox"/> > Weekly \$ _____ for _____ weeks during the school year. (school age child) Weekly \$ _____ for _____ weeks during the summer.					

## Household Assets

Bank Name (Checking)		Account Balance	
Bank Name (Savings)		Account Balance	
Other Asset		Present Value	
Other Asset		Present Value	

**Complete, Print and Return.** See link at top for USDA contacts near you.

Date Received \_\_\_\_\_  
 To be entered by agency staff

Thank you for your interest in a USDA home loan. A team member will contact you shortly.

Form RD 3550-4  
(Rev. 07-19)

Form Approved  
OMB No. 0575-0172

United States Department of Agriculture  
Rural Housing Service

**EMPLOYMENT AND ASSET CERTIFICATION**

**EMPLOYMENT CERTIFICATION**

Check the appropriate blocks and account for all adult household members by listing their or your name under the applicable statement:

- I hereby certify that the following adult household members are not presently employed and do not intend to resume employment in the foreseeable future:


- I hereby certify that the following adult household members are not presently employed but are actively seeking employment. I agree to notify RHS immediately when they become reemployed:


- I hereby certify that the following adult household members are currently employed. I agree to notify RHS should their employment status change:


According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0172. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

### ASSET CERTIFICATION

I hereby certify that all nonretirement assets of all household members (adults and children) are listed below. Nonretirement assets include, but are not limited to, savings accounts, stocks, bonds, Treasury bills, savings certifications, money market funds, investment accounts, equity in real property, revocable trust funds that are available to the household, lump-sum receipts, and personal property held as an investment.

The nonretirement asset levels are as follows:

Household Member	Nonretirement Asset(s) Total (in \$)

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

<p>SECTION 1001 OF TITLE 18, UNITED STATES CODE PROVIDES: "WHOEVER, IN ANY MATTER WITHIN THE JURISDICTION OF ANY DEPARTMENT OR AGENCY OF THE UNITED STATES KNOWINGLY AND WILLFULLY FALSIFIES, CONCEALS OR COVERS UP BY ANY TRICK, SCHEME, OR DEVICE A MATERIAL FACT, OR MAKES ANY FALSE, FICTITIOUS OR FRAUDULENT STATEMENTS OR REPRESENTATIONS, OR MAKES OR USES ANY FALSE WRITING OR DOCUMENT KNOWING THE SAME TO CONTAIN ANY FALSE, FICTITIOUS OR FRAUDULENT STATEMENT OR ENTRY, SHALL BE FINED UNDER THIS TITLE OR IMPRISONED NOT MORE THAN FIVE YEARS, OR BOTH."</p>
---

**All household members 18 or older must sign  
an Authorization to Release Information form.**

**United States Department of Agriculture  
Rural Development  
Rural Housing Service (RHS)**

**AUTHORIZATION TO RELEASE INFORMATION**

TO: \_\_\_\_\_ (For agency to complete as needed)

RE: \_\_\_\_\_ (For agency to complete as needed)  
Account or Other Identifying Number

\_\_\_\_\_  
Customer Name (Type or print your name here)

I, and/or adults in my household, have applied for or obtained a loan or grant from the Rural Housing Service (RHS), part of the Rural Development mission area of the United States Department of Agriculture. As part of this process or in considering my household for interest credit, payment assistance, or other servicing assistance on such loan, RHS may verify information contained in my request for assistance and in other documents required in connection with the request.

I, or another adult in my household, authorize you to provide to RHS for verification purposes the following applicable information:

- Past and present employment or income records.
- Bank account, stock holdings, and any other asset balances.
- Past and present landlord references.
- Other consumer credit references.

If the request is for a new loan or grant, I further authorize RHS to order a consumer credit report and verify other credit information.

I understand that under the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401, et seq., RHS is authorized to access my financial records held by financial institutions in connection with the consideration or administration of assistance to me. I also understand that financial records involving my loan and loan application will be available to RHS without further notice or authorization, but will not be disclosed or released by RHS to another Government agency or department or used for another purpose without my consent except as required or permitted by law.

This authorization is valid for the life of the loan.

The recipient of this form may rely on the Government's representation that the loan is still in existence.

The information RHS obtains is only to be used to process my request for a loan or grant, interest credit, payment assistance, or other servicing assistance. I acknowledge that I have received a copy of the Notice to Applicant Regarding Privacy Act Information. I understand that if I have requested interest credit or payment assistance, this authorization to release information will cover any future requests for such assistance and that I will not be renotified of the Privacy Act information unless the Privacy Act information has changed concerning use of such information.

**A copy of this authorization may be accepted as an original.**

Your prompt reply is appreciated.

\_\_\_\_\_  
Signature (*Applicant or adult household member*)

\_\_\_\_\_  
Date

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number for this information collection is 0575-0172. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

*RHS Is An Equal Opportunity Lender*

**SEE ATTACHED PRIVACY ACT NOTICE BELOW**

**All household members 18 or older must sign  
an Authorization to Release Information form.**

(Use this page for co-applicant and other adults over 18 living in the household, if applicable)

Form RD 3550-1  
(Rev. 06-06)

Form Approved  
OMB No. 0575-0172

**United States Department of Agriculture  
Rural Development  
Rural Housing Service (RHS)**

**AUTHORIZATION TO RELEASE INFORMATION**

TO: \_\_\_\_\_ (For agency to complete as needed)

RE: \_\_\_\_\_ (For agency to complete as needed)  
Account or Other Identifying Number

\_\_\_\_\_  
Customer Name (Type or print your name here)

I, and/or adults in my household, have applied for or obtained a loan or grant from the Rural Housing Service (RHS), part of the Rural Development mission area of the United States Department of Agriculture. As part of this process or in considering my household for interest credit, payment assistance, or other servicing assistance on such loan, RHS may verify information contained in my request for assistance and in other documents required in connection with the request.

I, or another adult in my household, authorize you to provide to RHS for verification purposes the following applicable information:

- Past and present employment or income records.
- Bank account, stock holdings, and any other asset balances.
- Past and present landlord references.
- Other consumer credit references.

If the request is for a new loan or grant, I further authorize RHS to order a consumer credit report and verify other credit information.

I understand that under the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401, et seq., RHS is authorized to access my financial records held by financial institutions in connection with the consideration or administration of assistance to me. I also understand that financial records involving my loan and loan application will be available to RHS without further notice or authorization, but will not be disclosed or released by RHS to another Government agency or department or used for another purpose without my consent except as required or permitted by law.

This authorization is valid for the life of the loan.

The recipient of this form may rely on the Government's representation that the loan is still in existence.

The information RHS obtains is only to be used to process my request for a loan or grant, interest credit, payment assistance, or other servicing assistance. I acknowledge that I have received a copy of the Notice to Applicant Regarding Privacy Act Information. I understand that if I have requested interest credit or payment assistance, this authorization to release information will cover any future requests for such assistance and that I will not be renotified of the Privacy Act information unless the Privacy Act information has changed concerning use of such information.

**A copy of this authorization may be accepted as an original.**

Your prompt reply is appreciated.

\_\_\_\_\_  
Signature (*Applicant or adult household member*)

\_\_\_\_\_  
Date

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless as displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0172. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

*RHS Is An Equal Opportunity Lender*

**SEE ATTACHED PRIVACY ACT NOTICE BELOW**



## NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION

The information requested on this form is authorized to be collected by the Rural Housing Service (RHS), Rural Business-Cooperative Services (RBS), Rural Utilities Service (RUS) or the Farm Service Agency (FSA) ("the agency") by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471 et seq.) or by the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.), or by other laws administered by RHS, RBS, RUS or FSA.

Disclosure of information requested is voluntary. However, failure to disclose certain items of information requested, including your Social Security Number or Federal Identification Number, may result in a delay in the processing of an application or its rejection. Information provided may be used outside of the agency for the following purposes:

1. When a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, disclosure may be made to the appropriate agency, whether Federal, foreign, State, local, or tribal, or other public authority responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative, or prosecutive responsibility of the receiving entity.
2. A record from this system of records may be disclosed to a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.
3. Rural Development will provide information from this system to the U.S. Department of the Treasury and to other Federal agencies maintaining debt servicing centers, in connection with overdue debts, in order to participate in the Treasury Offset Program as required by the Debt Collection Improvement Act, Pub. L. 104-134, Section 31001.
4. Disclosure of the name, home address, and information concerning default on loan repayment when the default involves a security interest in tribal allotted or trust land. Pursuant to the Cranston-Gonzales National Affordable Housing Act of 1990 (42 U.S.C. 12701 et seq.), liquidation may be pursued only after offering to transfer the account to an eligible tribal member, the tribe, or the Indian Housing Authority serving the tribe(s).
5. Referral of names, home addresses, social security numbers, and financial information to a collection or servicing contractor, financial institution, or a local, State, or Federal agency, when Rural Development determines such referral is appropriate for servicing or collecting the borrower's account or as provided for in contracts with servicing or collection agencies.
6. It shall be a routine use of the records in this system of records to disclose them in a proceeding before a court or adjudicative body, when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee, or (d) the United States is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation, provided; however, that in each case, the agency determines that disclosure of the records is a use of the information contained in the records that is compatible with the purpose for which the agency collected the records.
7. Referral of names, home addresses, and financial information for selected borrowers to financial consultants, advisors, lending institutions, packagers, agents and private or commercial credit sources, when Rural Development determines such referral is appropriate to encourage the borrower to refinance the Rural Development indebtedness as required by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471), or to assist the borrower in the sale of the property .
8. Referral of legally enforceable debts to the Department of the Treasury, Internal Revenue Service (IRS), to be offset against any tax refund that may become due the debtor for the tax year in which the referral is made, in accordance with the IRS regulations at 26 C.F.R. 301.6402-6T, Offset of Past Due Legally Enforceable Debt Against Overpayment, and under the authority contained in 31 U.S.C. 3720A.
9. Referral of information regarding indebtedness to the Defense Manpower Data Center, Department of Defense, and the United States Postal Service for the purpose of conducting computer matching programs to identify and locate individuals receiving Federal salary or benefit payments and who are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by Rural Development in order to collect debts under the provisions of the Debt Collection Act of 1982 (5 U.S.C. 5514) by voluntary repayment, administrative or salary offset procedures, or by collection agencies.
10. Referral of names, home addresses, and financial information to lending institutions when Rural Development determines the individual may be financially capable of qualifying for credit with or without a guarantee.
11. Disclosure of names, home addresses, social security numbers, and financial information to lending institutions that have a lien against the same property as Rural Development for the purpose of the collection of the debt. These loans can be under the direct and guaranteed loan programs.
12. Referral to private attorneys under contract with either Rural Development or with the Department of Justice for the purpose of foreclosure and possession actions and collection of past due accounts in connection with Rural Development.
13. It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity where the Department of Justice has agreed to represent the employee; or (c) the United States Government, is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.

**NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION- CONTINUED**

14 Referral of names, home addresses, social security numbers, and financial information to the Department of Housing and Urban Development (HUD) as a record of location utilized by Federal agencies for an automatic credit prescreening system.

15. Referral of names, home addresses, social security numbers, and financial information to the Department of Labor, State Wage Information Collection Agencies, and other Federal, State, and local agencies, as well as those responsible for verifying information furnished to qualify for Federal benefits, to conduct wage and benefit matching through manual and/or automated means, for the purpose of determining compliance with Federal regulations and appropriate servicing actions against those not entitled to program benefits, including possible recovery of improper benefits.

16. Referral of names, home addresses, and financial information to financial consultants, advisors, or underwriters, when Rural Development determines such referral is appropriate for developing packaging and marketing strategies involving the sale of Rural Development loan assets.

17. Rural Development, in accordance with 31 U.S.C. 3711(e)(5), will provide to consumer reporting agencies or commercial reporting agencies information from this system indicating that an individual is responsible for a claim that is current.

18. Referral of names, home addresses, home telephone numbers, social security numbers, and financial information to escrow agents (which also could include attorneys and title companies) selected by the applicant or borrower for the purpose of closing the loan.

19. Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 168a(f) or the Federal Claims Collection Act (31U.S.C. 3701(a)(3)).