

RD AN No. 4783 (1910-C)  
February 2, 2015

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

ATTENTION: Program Directors  
Rural Development

FROM: Tony Hernandez /s/ *Tony Hernandez*  
Administrator  
Housing and Community Facilities Programs

SUBJECT: Procedure for Ordering Comprehensive and Individual Consumer  
Credit Reports for Single Family Housing and Multi-Family Housing

**PURPOSE/INTENDED OUTCOME:**

This Administrative Notice (AN) provides guidance for ordering Comprehensive Commercial Credit and Business Owner (CCCBO) Combo Reports from Experian Credit Solutions, used for Single Family Housing (SFH) and Multi-Family Housing (MFH) programs. It also updates the Credit Report Coordinator contact information.

These reports simultaneously report both the business entity and individual business owner/principals using the single source vendor. As required by program instructions and authorities, comprehensive credit reports are required for SFH general or dealer/contractor approvals and MFH loan making, including Farm Labor Housing (FLH).

The CCCBO combination report addresses both the entity and the business entity individual principals. Although a commercial credit report for a new entity may have only limited information available, the new combination report ties the entity and individual principal together under the applicant/borrower's name based on the vendor's ability to provide a single

EXPIRATION DATE:  
January 31, 2016

FILING INSTRUCTIONS:  
Preceding RD Instruction 1910-C

reporting source for any information currently available for the entity and each of the principals of the entity. Each of the individual principals (individual business owners) are now included in the CCCBO report. However, if any of the principals in the applicant entity are not individual persons (i.e., corporations, other limited liability companies, trusts, etc.) a separate CCCBO will be ordered on that organization as well. Individual personal consumer credit reports are no longer required. All applicants or borrowers addressed in this AN, including those applying as only individual persons, will use the new CCCBO combination report.

### **COMPARISON WITH PREVIOUS AN:**

This AN replaces RD AN No. 4744 (1910-C), dated December 19, 2013, which expired on December 31, 2014.

### **IMPLEMENTATION RESPONSIBILITIES:**

The effective allowable fee to be charged for each CCCBO Report from Experian **is a combined fee of \$24.**

All requests for CCCBO Reports will be generated using Attachment 1, “Request for Comprehensive Commercial Credit and Business Owner (CCCBO) Report,” to this AN and submit the completed request to the host Regional Coordinator designated for their respective region (see chart below). The combined fee of **\$24 covers the Applicant Entity and Individual Principal(s)**. There is no limit on the number of individual principals ordered, provided they are **ordered in the same entity name** with the *initial CCCBO request*. If the principal in the applicant entity is another entity or business, an additional \$24 will be required to obtain a CCCBO on that entity as well. Once the reports are requested from Experian by the host Regional Coordinator, if later additional subsequent request(s) are submitted for principals for the same entity, an additional \$24 will need to be collected.

**Example:**

1. ABC, Inc. and 2 principals requested on 1/1/2013 - \$24 collected
2. **After the Report has been ordered by the host Regional Coordinator** – an additional principal is requested for ABC, Inc., therefore, an additional \$24 would be collected.
3. DEF, LP has 2 individuals and XYZ Corporation as the general partners – \$24 will be collected for ABC, LP and the 2 individual **PLUS** \$24 for the CCCBO on XYZ Corporation and its individual principals. The total cost \$48 will be collected for this example.

**Note:** *Do not check the box* next to the Business, if you are only ordering principal reports for the additional principal on separate orders.

**BUSINESS OWNER INFORMATION:** (Check if you want Business Owner ordered)

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

Coordinators	Coord. 's Region	E-mail Address	Phone #	Fax #	Responsible for
Mary McCaghen	No. Central	<a href="mailto:marv.mccaghen@ok.usda.gov">marv.mccaghen@ok.usda.gov</a>	(405) 742-1063	(855) 423-4046	AR, IA, IL, KS, OK, MN, MO, ND, SD and, WI
Lynne Hardin	So. East	<a href="mailto:lynne.hardin@la.usda.gov">lynne.hardin@la.usda.gov</a>	(318) 473-7962	(318) 473-7829	AL, FL, GA, KY, LA, MS, NC, SC, PR, and TN
Cindy Chadwick	West	<a href="mailto:cindy.chadwick@co.usda.gov">cindy.chadwick@co.usda.gov</a>	(720) 544-2924	(720) 544-2970	AK, CO, ID, MT, NE, ND, OR, SD, WA, and WY
Kathy Smith	So. West	<a href="mailto:kathy.smith@tx.usda.gov">kathy.smith@tx.usda.gov</a>	(254) 742-9748	(844) 496-8122	AZ, CA, HI, NV, NM, TX, UT, and West Pacific Territories
Nancy A. Lewis	No. East	<a href="mailto:nancy.lewis@va.usda.gov">nancy.lewis@va.usda.gov</a>	(804) 287-1564	(855) 636-4610	CT, DE, IN, MA, MD, ME, MI, NH, NJ, NY, OH, PA, RI, VT, VA, and WV

**For MFH programs**, CCCBO reports are required for any applicant or established entity including for-profit partnerships, corporations, and general partnerships: including any co-applicants, 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, entity or corporation. Information for all individual applicants or borrowers under the Rural Rental Housing and FLH loan programs will be ordered using the Experian Business IQ order process. Typically, comprehensive credit reports may be obtained 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**, comprehensive reports will be obtained when required to determine the financial and managerial capacity of a general contractor or dealer/contractor. When a dealer/contractor or general contractor is a firm, a CCCBO report will be ordered on the firm and each of the business owner principals. If the dealer/contractor or general contractor is a sole proprietorship, a CCCBO report will obtain the principal owner information pursuant to RD Instructions 1910-C, §1910.105 and §1910.106 (f).

UniFi is only to be used to obtain individual reports for SFH applicants.

### **Ordering Credit Reports**

#### **Business Comprehensive Report:**

Complete Attachment 1 of this AN for each business consumer report. If there are more than 2 principals, attach an additional sheet with the same information for each additional principal.

#### **Individual Credit Report:**

The request(s) may be e-mailed or faxed to the applicable Regional Credit Report Coordinator for your state (see page 2 of this AN for the list).

### **Submission of Payments**

To remit payments for credit reports for each program, you should use the following forms:

- MFH Program - MFH Payment Transmittal Cover Sheet for Multi-Family Housing
- SFH Program - Form RD 3550-17 "*Funds Transmittal Report for Single Family Housing*"

Submissions of payments are processed by the servicing office. If you have any questions regarding the ordering of comprehensive credit reports, please contact your Regional Credit Report Coordinator as listed on pages 2 and 3 of this AN.

Attachment

## Request for Comprehensive Commercial Credit and Business Owner (CCCBO) Report

To: State Director  
 Attn: State Coordinator for Credit Reports

**BUSINESS OWNER INFORMATION:** (Check if you want Business Owner ordered)

Business Name \_\_\_\_\_

Business Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Business Telephone (Including Area Code) \_\_\_\_\_ Point of Contact \_\_\_\_\_

**PRINCIPAL INFORMATION** (*individual principals* for same entity):

Name	_____
Social Security Number	_____
Address	_____
City, State, Zip	_____

Name	_____
Social Security Number	_____
Address	_____
City, State, Zip	_____

Name	_____
Social Security Number	_____
Address	_____
City, State, Zip	_____

Name	_____
Social Security Number	_____
Address	_____
City, State, Zip	_____

**PRINCIPAL INFORMATION** (other entity principals – Requires separate supplemental CCCBO request, report and fees)

Name	_____
Social Security Number	_____
Address	_____
City, State, Zip	_____

Name	_____
Social Security Number	_____
Address	_____
City, State, Zip	_____

**REPORT TYPE REQUESTED FOR:** Comprehensive Report (\$24.00)

\_\_\_\_\_ \$ \_\_\_\_\_  
 Date Collected CCCBO Fee(s) Collected Collecting Official

\_\_\_\_\_ \_\_\_\_\_  
 Date Requested Person Requesting /Title Collecting Official

Office Address: \_\_\_\_\_ TEL # \_\_\_\_\_ FAX # \_\_\_\_\_

Report is to be provided to: \_\_\_\_\_

**TO BE COMPLETED BY STATE COORDINATOR ONLY:**

Report provided Date: \_\_\_\_\_ Mailed: \_\_\_\_\_ Faxed: \_\_\_\_\_ E-mailed: \_\_\_\_\_