

January 16, 2015

TO: State Directors  
Rural Development

ATTN: Program Directors and Coordinators  
Multi-Family Housing

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

SUBJECT: Management of Loan Payoffs for the Multi-Family Direct Loan Portfolio

This Unnumbered Letter (UL) clarifies the management of loan payoffs, and replaces in part, the UL issued May 14, 2012, titled “Prepayment Clarifications and Related Issues”. Borrowers seeking to *prepay* their loan(s) are governed by 7 CFR §3560.653(a). Issues related to prepayment incentives, transfers, completion of the Prepayment Incentive Calculation Worksheet, and the Preservation Tracking and Concurrence system, will be addressed in a separate issuance.

This UL will address Section 514 and Section 515 loans and describes actions to be taken if the loan is in a payoff status due to one or more of the situations identified below. The National Office will periodically post to the Multi-Family Information System (MFIS) SharePoint site a link to the “List of MFH Projects – Remaining Terms”. This will comprise a list of those properties identified with loans scheduled to payoff ahead of their regular payment/amortization schedule and/or those that will be reaching their natural maturity date. Upon issuance of this UL, it is advised that Agency staff review this list and identify any properties that may have 25 or fewer months remaining before the loan is expected to be paid in full. Servicing Officials should review this list annually and take appropriate action with regard to such borrowers. The list can be found at: <https://rd.sc.egov.usda.gov/teamrd/hcftp/mfh/MultiHousing%20Family%20Information/Forms/AllItems.aspx>. State Office and Field Office staff may also review the RC 545 Report, “Analysis of Delinquent Loan Receivable Accounts All Projects AMAS”, to determine if the unpaid balance/installment is fewer than 25 installments.

Loan status may consist of A) loans in early payoff status due to: the application of “extra payments”, as defined; or the application of regular payments, resulting in “early payoff” prior to the loan maturity date as identified in the Borrower’s Promissory Note; or B) final payoff of loans that have reached their natural maturity date.

EXPIRATION DATE:  
January 31, 2016

FILING INSTRUCTION:  
Housing Programs

## A. Early Payoff Status

### I. Extra payments.

Offices may encounter instances in which a borrower's account reflects a final payment on the loan due prior to the maturity date as a result of "extra payments" being applied. Circumstances which may have created this situation include:

- Proceeds from partial sale of property secured by Rural Development per 7 CFR §3560.54(a)(11)(ii).
- Remission to the Agency of any fees collected in excess of operating expenses to the loan account as an extra loan payment under 7 CFR §3560.53(e)(2).
- Application of surplus funds to reduce the debt service on the borrower's loans per 7 CFR §3560.306 (d)(2).

### II. Borrowers Paid "Ahead of Schedule".

There are instances in which annual installment borrowers submit their payments on a monthly payment schedule (seen typically in Off-Farm Labor Housing accounts), and/or other instances where application of a Borrower's regular monthly installment results in a "paid ahead" schedule. Both may result in "early payoff" of the debt.

## B. Final Payoff Status

### I. Loan/Note Naturally Maturing.

These are accounts which have reached their natural maturity based on the maturity date in the Promissory Note and the loan's amortization schedule.

For those Borrowers whose loans have reached early payoff status, prior guidance remains valid that Servicing Officials should re-amortize the remaining principal balance only up to the date of maturity in the Promissory Note. Borrowers with 25 or fewer months remaining until the loan maturity date should be contacted and provided with RD Form 3560-15, "*Re-amortization Request*". In no case should the Agency accept a final payment from Borrowers in this status, if it would result in a prepayment of the mortgage prior to the maturity date in the Note. Servicing Officials should contact the National Office for further guidance on handling these loan accounts.

Borrowers whose loans are in final payoff status and are expected to mature on the maturity date stated in the Promissory Note will be considered to have met their obligation and the loan(s) will be retired. Upon retirement, interest credit and/or Rental Assistance (RA) subsidies will end. Borrowers should also be reminded that a final loan payment must include repayment of all outstanding obligations to the Agency.

Servicing Officials will provide the letter in Attachment A to Borrowers identified with 25 or fewer months remaining until the maturity date, whether the loan is identified as in "early" or "final" payoff status. This letter advises Borrowers of the impact on the project and requires tenant notification of potential implications of mortgage payoff.

If you have any questions or comments, please contact Laura L. Horn at (386) 328-5051, extension 100, or via e-mail at [laura.horn@wdc.usda.gov](mailto:laura.horn@wdc.usda.gov).

Attachment

RE: Project>ID>Loan #

Dear *[insert name of borrower]*:

We are writing to notify you that a review of your loan account(s) has been completed.

Your loan(s) is evidenced by a Promissory Note and/or Assumption Agreement received by you through the Rural Housing Service, USDA. One of the following situations applies to your loan(s):

(\_\_\_) Your loan is expected to 'payoff' prior to the maturity date in the Promissory Note and/or Assumption Agreement within 24 months, but not less than 12 months.

**Or**

(\_\_\_) Your loan is expected to reach maturity on \_\_\_\_\_(Date)\_\_\_\_\_ as identified in the Promissory Note and/or Assumption Agreement(s).

If your loan is expected to reach maturity prior to the date in the Promissory Note, whether due to extra principal payments applied to the account, the application of regular monthly installments on an annual installment note, or installments which have resulted in an "Ahead of Schedule" status, the Agency will allow the borrower, if requested, to re-amortize the remaining balance on the account to the date of maturity in the Promissory Note. This action will eliminate an early payoff of the loan. Servicing Officials will be in contact with you to process your re-amortization request.

You must notify the tenants in the subject property that the Rural Development (RD) mortgage will be fully paid on a-date certain. Such notification must occur:

- 1) Immediately if the date of maturity is less than 12 months from this notice; **or**
- 2) No later than 12 months prior to the date of maturity.

The notice to tenants must include:

- Expected date of mortgage maturity;
- Information that the end of the RD mortgage will result in the end of Rental Assistance (RA) subsidy.
- Information regarding any potential rent increase that may be instituted after the loan is paid off.
- Tenants receiving RA should be informed that they may be able to transfer their RA to another RD property to which they move. Tenants have up to 4 months after mortgage payoff to use this RA.
- Location and contact information about other RD properties in the county or locality. Your RD Servicing Office can provide you with this information.
- Information about other housing subsidies that may be available through Federal, State or local resources, to include contact information for such agencies.

RD is available to assist you in explaining mortgage payoff implications to your tenants, or providing information to help them make informed decisions. Our office address and telephone number is: *[insert address and telephone number]*

Sincerely,

\_\_\_\_\_

*[Signature and title of Official]*