

GLOSSARY

Acceleration. Demand for immediate repayment of the entire balance of a debt if the security instruments are breached.

Adjusted income. Used to determine whether an applicant is income-eligible. Adjusted income is based on annual income and provides for deductions to account for varying household circumstances and expenses.

Adjustment. An agreement to release a debtor from liability generally upon receipt of an initial lump sum representing the maximum amount the debtor can afford to pay and periodic additional payments over a period of up to 5 years.

Administrator. The official of the Rural Housing Service within the Rural Development mission area (or official of its successor agency) delegated authority by the Secretary of the U.S. Department of Agriculture to administer the Agency and its programs.

Adverse decision. An administrative decision made by an officer, employee or committee of the Agency that has a negative impact on the applicant or borrower.

Agency. The Rural Housing Service within the Rural Development mission area of the U.S. Department of Agriculture or its successor agency, which administers Section 502 loans and Section 504 loans and grants.

Allowable excess costs. The cost of the appraisal fee, tax service fee and initial contribution to the escrow account. These costs can be financed even if they cause the total loan amount to exceed the Section 203(b) limit or the property's market value.

Amortized payment. Equal monthly payments under a fully amortized mortgage loan that provides for the scheduled payment of principal and interest over the term of the loan.

Annual income. Used to determine adjusted income. It includes selected income sources of all household members, not just those who are parties to the Agency's note.

Applicant. An adult member of the household who will be responsible for repayment of the loan.

Assumption. The procedure whereby the transferee becomes liable for all or part of the debt of the transferor. An assumption may be at the same rates and terms or at new rates and terms, depending on the circumstances.

Borrower. A recipient who is indebted under the Section 502 or 504 programs.

Cancellation. A decision to cease collection activities and release the debtor from personal liability for any remaining amounts owed.

Case File. A file established for each application to contain all documents used for loan origination.

Centralized Servicing Center (CSC). The Agency branch located in St. Louis, Missouri that is responsible for servicing Section 502 and 504 loans.

Certificate of Eligibility. A document issued by the Agency to an applicant that confirms that the applicant is eligible for Agency assistance and shows the maximum loan amount for which the applicant qualifies.

Closing costs. Various fees required to conclude a real estate transaction.

Community land trust. A not-for-profit organization that acquires land and transfers it to eligible low- and moderate-income households, retaining for itself a pre-emptive option to purchase the land upon sale in order to transfer it to another low- or moderate-income household.

Compensating factors. Information that indicates that an applicant may be able to make larger regular loan payments than a ratio analysis indicates.

Compromise. An agreement to release a debtor from liability upon receipt of a specified lump sum that is less than the total amount due.

Conditional commitment. A determination that a proposed dwelling will qualify as a program-eligible property. The conditional commitment does not reserve funds, nor does it ensure that a program-eligible applicant will be available to buy the dwelling.

Cosigner. An individual or entity that joins in the execution of a promissory note to compensate for any deficiency in the applicant's repayment ability. The cosigner becomes jointly liable to comply with the terms of the promissory note in the event of the borrower's default, but is not entitled to any interest in the security or borrower rights.

Credit Alert Interactive Voice Response System (CAIVRS). HUD's online system used to perform credit checks on applicants.

Cross-collateralized loan. A situation in which a single property secures both Agency and Farm Service Agency (FSA) loans.

Custodial property. Borrower-owned real property that serves as security for a loan that has been taken into possession by the Agency to protect Government's interest.

Daily simple interest. A method of establishing borrower payments based on daily interest charged on the outstanding principal balance of the loan. Principal is reduced by the amount of payment in excess of the accrued interest.

Dealer-contractor. A person, firm, partnership, or corporation in the business of selling and servicing manufactured homes and developing sites for manufactured homes. A person, firm, partnership, or corporation not capable of providing the complete service is not eligible to be a dealer-contractor.

Debarment. A determination that a party is ineligible to participate in, or receive assistance under, the Agency's programs. A person who is debarred by another Agency also is ineligible.

Declaration page. A short form provided by an insurance company outlining pertinent information about an insurance policy, such as the insured party's name and address, amount of coverage, terms, and additional provisions.

Debt instrument. A collective term encompassing obligating documents for a loan, including any applicable promissory note, assumption agreement, or a grant agreement.

Debt settlement. Actions undertaken to collect at least a portion of debt owed to the Agency in conjunction with a voluntary liquidation, forced liquidation, or after the debt is fully matured. Debt settlement, when complete, closes the account.

Dedicated Loan Origination and Servicing System (DLOS). The overall automated system used by the Agency for originating and servicing loans, which includes UniFi and FASTeller. It is designed to expedite loan making, standardize information collection and record keeping, and facilitate communication between the Field Office and CSC.

Deed in lieu of foreclosure. A method of liquidation by which title to the security property is conveyed to the Agency by the borrower.

Deficiency judgment. A personal judgment against a debtor for the amount remaining due after foreclosure.

Deficient housing. A dwelling that lacks complete plumbing; lacks adequate heating; is dilapidated or structurally unsound; has an overcrowding situation that will be corrected with loan funds; or that is otherwise uninhabitable, unsafe, or poses a health or environmental threat to the occupant or others.

Delinquency workout agreement. An agreement establishing a new repayment plan for a borrower who has delinquent Agency debt.

Draw schedule. A schedule of payments agreed to by the borrower, Agency and contractor under which the contractor will receive payments for work completed.

Due Diligence. The process of inquiring into the environmental condition of real estate in the context of a real estate transaction to determine the presence of contamination from hazardous substances, hazardous wastes, and petroleum products, and what impact such contamination may have on the market value of the property.

Easement. The legal right to use land, or a portion of land, owned by another for a limited purpose.

Elderly family. An elderly family consists of one of the following:

- A. A person who is the head, spouse, or sole member of a family and who is 62 years of age or older, or who is disabled, and is an applicant or borrower; or
- B. Two or more persons who are living together, at least one of whom is age 62 or older, or disabled, and who is an applicant or borrower; or
- C. In the case of a family where the deceased borrower or spouse was at least 62 years old or disabled, surviving household members shall continue to be classified as an elderly family for the purpose of determining adjusted income, even though the surviving members may not meet the definition of elderly family on their own, provided:
 1. They occupied the dwelling with the deceased family member at the time of the death;
 2. If one of the surviving family members is the spouse of the deceased family member, the family shall be classified as an elderly family only until the remarriage of the surviving spouse; and
 3. At the time of the death of the deceased family member, the dwelling was financed under title V of the Housing Act of 1949.

Environmental review. An analysis of the potential for environmental impacts from a proposed action by the Agency and an examination of alternatives to avoid or minimize adverse impacts on the environment.

Equivalent interest rate (EIR). The interest rate charged by the Agency to program borrowers who receive payment assistance. The interest rate varies according to the borrower's income.

Escrow account. An account to which the borrower contributes monthly payments to cover the anticipated costs of real estate taxes, hazard and flood insurance premiums, and other related costs.

Existing dwelling or unit. A dwelling that is more than 1 year old, or less than 1 year old and covered by an approved 10-year warranty plan.

False information. Information that the recipient knew was incorrect or should have known was incorrect that was provided or omitted for the purposes of obtaining assistance for which the recipient was not eligible.

FASTeller. The mainframe-based computer application that is used by the Field Office to electronically communicate with, and transmit information to CSC, and by CSC to service and track a borrower's loan.

Fee simple ownership. A form of ownership under which the owner has absolute title to a piece of property.

Field Office. An Agency office that originates loans.

Floor payment. A minimum amount that the borrower must pay for Principal, Interest, Taxes, and Insurance (PITI) expenses in order to qualify for payment assistance. The payment amount is determined by the borrower's adjusted income, and its relation to the applicable adjusted median income in the area in which the security property is located.

Full-time student. A person who carries at least the minimum number of credit hours considered to be full-time by the college or vocational school in which the person is enrolled.

Hazard. A condition of the property that jeopardizes the health or safety of the occupants or members of the community, that does not make it unfit for habitation (see also the definition of major hazard).

Household. All persons expected to be living in the dwelling, except for live-in aids, foster children, and foster adults.

Housing Act of 1949, as amended. The Act which provides the authority for the direct single family housing programs. It is codified at 42 U.S.C. 1471, et seq.

HUD. The U.S. Department of Housing and Urban Development.

Inaccurate information. Incorrect information inadvertently provided, used, or omitted without intent to obtain benefits for which the applicant was not eligible.

Indian reservation. All land located within the limits of any Indian reservation under the jurisdiction of the United States notwithstanding the issuance of any patent and including rights-of-way running through the reservation; trust or restricted land located within the boundaries of a former reservation of a Federally recognized Indian tribe in the State of Oklahoma; or all Indian allotments, the titles to which have not been extinguished if such allotments are subject to the jurisdiction of a Federally recognized Indian tribe.

Interest credit. A payment subsidy available to certain eligible Section 502 borrowers that reduces the effective interest rate of the loan. Borrowers receiving interest credit will continue to receive it on all current and future loans for as long as they remain eligible for and continue to receive a subsidy. Borrowers who cease to be eligible for interest credit can never receive interest credit again, but may receive payment assistance if they again qualify for a payment subsidy.

Junior lien. A security instrument or a judgment against the security property to which the Agency debt instrument is superior.

Legal alien. For the purposes of these programs, legal alien refers to any person lawfully admitted to the country who meets the criteria in Section 214 of the Housing and Community Development Act of 1980, as amended, 42 U.S.C. 1436a.

Leveraged loan. A loan or grant to an Agency borrower from a non-Agency source for the same property closed simultaneously with an Agency loan.

Liquidation. A forced sale or voluntary disposition of the security property to obtain funds to repay outstanding debt. The proceeds from the sale are given to leinholders in order of priority, with any remaining funds returned to the borrower.

Live-in aide. A person who lives with an elderly person or disabled person and is essential to that person's care and well-being, not obligated for the person's support, and would not be living in the unit except to provide the support services.

Loan Approval Official. An Agency employee who has the authority to approve loans. Unless otherwise indicated, each State Director may determine which approval actions may be made by the Loan Approval Official, and which must come to the State Office for approval.

Loan docket. The legal documents and forms developed during loan origination that must be provided to CSC for servicing purposes.

Loan Originator. An Agency employee who works with the loan applicant, conducts the basic underwriting analysis, and makes the loan approval or credit denial recommendation to the Loan Approval Official.

Loan-to-Value (LTV) Ratio. LTV ratio is the relationship between the amount to be financed and the market value of the security property.

Lockbox. The service that receives and processes borrower payments.

Loss draft. A payment from an insurance company to a borrower to cover the borrower's adjusted losses due to damages covered under the insurance policy.

Low income. An adjusted income that is greater than the HUD established very low-income limit, but that does not exceed the HUD established low-income limit (generally 80 percent of median income adjusted for household size) for the county or Metropolitan Statistical Area where the property is or will be located.

Major hazard. A condition so severe that it makes the property unfit for habitation. (See also the definition of hazard.)

Manufactured home. A structure that is built to Federally Manufactured Home Construction and Safety Standard (FMHCSS) and Agency Thermal Performance Standards (TPS). It is transportable in one or more sections, which in the traveling mode is 10-body feet (3.048 meters) or more in width, and when erected on site is 400 or more square feet (37.16 square meters), and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities. It is designed and constructed for permanent occupancy by a single family and contains permanent eating, cooking, sleeping, and sanitary facilities. The plumbing, heating, and electrical systems are contained in the structure. A permanent foundation is required.

Market value. The value of the property as determined by a current appraisal; the Agency may authorize the use of a Broker's Price Opinion (BPO) or similar instrument to determine market value in limited servicing situations.

Metropolitan Statistical Area (MSA). MSA is a county or group of counties of 50,000 people or more, or "twin cities" with a combined population of at least 50,000. In addition to the county containing such a city, contiguous counties are included in a metro area according to commuting patterns. In New England states, metro areas consist of towns and cities instead of counties, otherwise the rules are similar.

Mineral lease. A granting of rights to a third party to mine, drill or otherwise access oil, gas or other valuable natural resources on a property.

Mobile home. A manufactured unit often referred to as a “trailer,” designed to be used as a dwelling, but built prior to the enactment of Pub. L. 96-399 (October 8, 1980).

Moderate income. An adjusted income that is greater than the low-income limit, but that does not exceed the low-income limit by more than \$5,500.

Modest housing. A property that is considered modest for the area with a cost that does not exceed the applicable limit established under section 203(b) of the National Housing Act (unless an exception is approved by the Agency). In addition, the property must not be designed for income-producing activities nor have an in-ground swimming pool.

Modular or panelized home. Housing, constructed of one or more factory-built sections or panels which, when completed, meets or exceed the requirements of the recognized development standards (model building codes) for site-built housing, and which is designed to be permanently connected to a site-built foundation.

Moratorium. A period of up to two years during which scheduled payments for principal, interest and deposits to the escrow account are not required, but are subject to repayment at a later date.

Mortgage. A form of security instrument or consensual lien on real property including a real estate mortgage or deed of trust.

National Appeals Division (NAD). The organization within the United States Department of Agriculture that is responsible for the Department’s administrative appeals procedures which must be followed by participants who desire to appeal an adverse decision made by the Agency.

National Office. The headquarters of the Agency located in Washington, DC where the Administrator’s office and the national policy-making staff are located.

Net family assets. The value of assets are available to a household that could be used towards housing costs. Net family assets are considered in the calculation of annual income and are used to determine whether the household must make additional cash contributions to improve or purchase the property.

Net recovery value. The market value of the security property minus anticipated expenses of liquidation, acquisition, and sale as determined by the Agency.

New dwelling. A dwelling that is to be constructed, or an already-existing dwelling that is less than one year old and is not covered by an approved 10-year warranty plan.

New rates and terms assumption. A transfer of Agency debt whereby a new borrower agrees to take responsibility for repaying the debt of an existing Agency borrower according to a new amortization schedule.

Nonprogram interest rate. The interest rate offered by the Agency for loans made on nonprogram terms.

Nonprogram property. Property that does not meet the program's requirements.

Nonprogram terms. Credit terms available from the Agency when the applicant or property is not program-eligible.

Note only loan. See "unsecured loan."

Note rate. See "promissory note rate."

Offset. Deductions to pay a debt owed to the Agency from a borrower's retirement benefits, salary, income tax refund, or payments from other Federal agencies to the borrower. Deductions from retirement benefits and salary generally apply only to current and former Federal employees.

Overcrowding. An occupancy situation in which a household has more than 2 people per bedroom.

Packager. An individual or organization that assembles and prescreens application packages.

Partial release of security. An action by the Agency under which it releases a portion of the security property from the security instrument.

Participant. For the purpose of reviews and appeals, a participant is any individual or entity who has applied for or whose right to participate in or receive a payment, loan, or other benefit is affected by an Agency decision.

Payment assistance. A payment subsidy available to eligible Section 502 borrowers that reduces the effective interest rate of a loan.

Payment subsidy. A general term for subsidies which reduce the borrower's scheduled payment. It refers to either payment assistance or interest credit.

Person with a disability. Any person who has a physical or mental impairment that substantially limits on or more major life activities, including functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working; has a record of such an impairment; or is regarded as having such an impairment.

PITI ratio. The amount paid by the borrower for principal, interest, taxes, and insurance, divided by repayment income.

Principal reduction attributable to subsidy (PRAS). Accelerated principal reduction that may occur when a borrower receives a reduced interest rate through interest credit assistance.

Prior lien. A security instrument or a judgment against the security property that is superior to the Agency's debt instrument.

Program-eligible applicant. Any applicant meeting the eligibility requirements of the Section 502 or Section 504 programs.

Program-eligible property. A property eligible to be financed under the Section 502 or Section 504 programs.

Program terms. Credit terms that are available only to program-eligible applicants for program-eligible properties.

Promissory note rate. The unsubsidized interest rate offered by the Agency for loans made on program terms.

Property. The land, dwelling, and related facilities for which the applicant will use Agency assistance.

Protective advances. Costs incurred by the Agency to protect the security interest of the Government that are charged to the borrower's account.

Real Estate Owned (REO). Property for which the Agency holds title (formerly known by the Agency as "inventory property").

Real estate taxes. Taxes and the annual portion of assessments estimated to be due and payable on the property, reduced by any available tax exemption.

Reamortization. The establishment of a new, revised schedule of equal monthly payments of principal and interest over the remaining term of a mortgage loan.

Recapture amount. An amount of subsidy to be repaid by the borrower upon disposition or nonoccupancy of the property.

Recipient. An individual who has received an Agency loan or grant.

Refinancing with private credit. An Agency requirement under which program borrowers who appear to qualify for private credit must seek such credit (formerly known by the Agency as “graduation”).

Repayment income. Used to determine whether an applicant has the ability to make monthly loan payments. Repayment income is based only on the income attributable to parties to the note and includes some income sources excluded for the purpose of adjusted income.

Rural area. A rural areas is:

- A. Open country which is not part of or associated with an urban area.
- B. Any town, village, city, or place, including the immediately adjacent densely settled area, which is not part of or associated with an urban area and which:
 - Has a population not in excess of 10,000 if it is rural in character, or
 - Has a population in excess of 10,000 but not in excess of 20,000 is not contained within a Metropolitan Statistical Area, and has a serious lack of mortgage credit for low- and moderate-income households as determined by the Secretary of Agriculture and the Secretary of HUD.

An area classified as a rural area prior to October 1, 1990, (even if within a Metropolitan Statistical Area), with a population exceeding 10,000, but not in excess of 25,000, which is rural in character, and has a serious lack of mortgage credit for low- and moderate-income families. This is effective through receipt of census data for the year 2000.

Same rates and terms assumption. A transfer of Agency debt whereby a new party agrees to continue to repay the debt of the initial borrower according to the same amortization schedule.

Scheduled payment. The monthly or annual installment on a promissory note plus escrow (if required), as modified by any payment subsidy agreement, delinquency workout agreement. other documented agreements between the Agency and the borrower, or protective advances.

Secured loan. A loan that is collateralized by property so that in the event of a default on the loan, the property may be sold to satisfy the debt (see also “unsecured loan”).

Security instrument. The written instrument that legally records the Agency’s security interest in the property.

Security property. All the property that serves as collateral for an Agency loan.

Special Flood Hazard Area (SFHA). An area having special flood, mudslide and/or flood related erosion hazards as shown on Federal Emergency Management Agency (FEMA) floodplain maps.

State Director. The highest Agency decision making official at the State level.

State Supplement. Additional guidance provided by the State Director when State, local or tribal laws affect how Agency requirements are implemented in a particular State.

Subordination. Moving a lien position to a lower priority.

Subsequent loans. Additional Agency credit that is extended to an existing program borrower.

Subsidy. Interest credit, payment assistance, or deferred mortgage assistance received by a borrower under the Section 502 program.

Subsidy repayment agreement. An agreement under which a borrower agrees to repay to the Agency any subsidy received under the Section 502 program upon disposition or nonoccupancy of the security property.

Supervised funds. Funds deposited in an Agency supervised bank account on behalf of a borrower.

Tax service. A contractor hired by the Agency to secure tax information about borrower properties.

Total debt ratio. The amount paid by the borrower for principal, interest, taxes, and insurance and any recurring monthly debt, divided by repayment income.

Tribal allotted land. Tribal land allotted to individual tribal members which is held in trust.

Tribe. Any Federally-recognized tribe, band, pueblo, group, community, or nation of Indians or Alaska natives.

Trust land. Land held in trust by the United States on behalf of an Indian tribe.

Unauthorized assistance. Any loan, payment subsidy, deferred mortgage payment, or grant for which there was no regulatory authorization or for which the recipient was not eligible.

UniFi. A personal computer-based application located in each Field Office that is used by Loan Originators. It retains applicant information, calculates maximum loan amounts, and generates loan approval and closing forms.

United States (U.S.) citizen. An individual who resides as a U.S. citizen in any of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Marinas, the Federated States of Micronesia, the Republic of Palau, or the Republic of the Marshall Islands.

Unsecured loan. A loan, also known as a “note only loan,” evidenced only by the borrower’s promissory note (see also “secured loan”).

Very low income. An adjusted income that does not exceed the HUD-established very low income limit (generally 50 percent of the median income adjusted for household size) for the county or Metropolitan Statistical Area where the property will be located.

Veterans preference. A preference extended to any person applying for a loan or grant under the Section 502 or Section 504 programs who was honorably discharged or released on conditions other than dishonorable conduct from the active forces of the United States Army, Navy, Air Force, Marine Corps, or Coast Guard and who served in active duty during one of the following periods:

- A. April 6, 1917 through March 31, 1921;
- B. December 7, 1941 through December 31, 1946;
- C. June 27, 1950 through January 31, 1955;
- D. A period of more than 180 days, any part of which occurred after January 31, 1955, but on or before May 7, 1975; or
- E. During the period beginning August 2, 1990, and ending the date prescribed by Presidential Proclamation or law.

The family of a service person who died in service during any of the periods listed above is also extended the preference.

ACRONYMS USED IN THIS HANDBOOK

ACE	Active Corps of Executives
ADR	Alternative Dispute Resolution
AFDC	Aid to Families with Dependent Children
ARM	Adjusted Rate Mortgage
BOCA	Building Officials and Code Administrators
CABO	Council of American Building Officials
CAIVRS	Credit Alert Interactive Voice Response System
CBRA	Coastal Barrier Resources Act
CBRS	Coastal Barrier Resources System
CFR	Code of Federal Regulations
COLA	Cost of Living Adjustment
CRA	Community Reinvestment Act
CSC	Centralized Servicing Center
DLOS	Dedicated Loan Origination and Servicing System
DSS	Decent, Safe, and Sanitary
EA	Environmental Assessment
ECOA	Equal Credit Opportunity Act
EIR	Equivalent Interest Rate
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FHA	Federal Housing Administration
FMHCSS	Federal Manufactured Home Construction and Safety Standards
GRH	Guaranteed Rural Housing

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HHS	Health and Human Services
HUD	Department of Housing and Urban Development
ICBO	International Congress of Building Officials
INA	Immigration and Nationality Act
INS	The US Immigration and Naturalization Service
IRA	Individual Retirement Account
IRS	Internal Revenue Service
LTV	Loan-to-Value Ratio
MCC	Mortgage Credit Certificates
MLS	Multiple Listing Service
MSA	Metropolitan Statistical Area
NAD	National Appeals Division
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
NRCS	Natural Resources Conservation Service
OGC	Office of General Counsel
OIG	Office of Inspector General
PI	Principal and Interest
PITI	Principal, Interest, Taxes, and Insurance
PUD	Planned Unit Development
RD	Rural Development
REO	Real Estate Owned
RESPA	Real Estate and Settlement Procedures Act
RH	Rural Housing
RHS	Rural Housing Service
RMCR	Residential Mortgage Credit Report
SBCCI	Southern Building Code Congress International, Inc.
SCORE	Service Corps of Retired Executives
SF	Standard Form

SFH	Single Family Housing
SFHA	Special Flood Hazard Area
SHPO	State Historic Preservation Officer
SPM	Servicing and Property Management
TD	Total Debt
TDD	Telecommunication Device for the Deaf
TSQ	Transaction Screen Questionnaire
U.S.C.	United States Code
USDA	The United States Department of Agriculture
USFWS	U.S. Fish and Wildlife Service
VA	Department of Veterans Affairs
VISTA	Volunteers in Service to America
WWD	Water and Waste Disposal