



Form RD 140-4  
(Rev. 2-98)

UNITED STATES DEPARTMENT OF AGRICULTURE  
Transmittal of Documents

Used by Field Offices when a transmittal is used to deliver documents to borrowers for their custody as personally-owned records including certain conditions where a receipt for documents is required, for other handling as indicated on the form.

With respect to the financial assistance provided to you by the United States Department of Agriculture (USDA), the items checked below are enclosed as your personally owned papers, or are for other handling as indicated.

- Insurance Policies \_\_\_\_\_ (1) \_\_\_\_\_
- Certificate(s) of Title \_\_\_\_\_ (2) \_\_\_\_\_
- Title Insurance Binder(s) \_\_\_\_\_ (3) \_\_\_\_\_
- Deed(s) \_\_\_\_\_ (4) \_\_\_\_\_
- Abstract(s) \_\_\_\_\_ (5) \_\_\_\_\_
- Notes:      Date \_\_\_\_\_ Amt. \_\_\_\_\_ Date \_\_\_\_\_ Amt. \_\_\_\_\_  
                  Date \_\_\_\_\_ Amt. \_\_\_\_\_ Date \_\_\_\_\_ Amt. \_\_\_\_\_  
                  Date \_\_\_\_\_ Amt. \_\_\_\_\_ Date \_\_\_\_\_ Amt. \_\_\_\_\_
- Real Estate Mtgs. - Deed of Trusts. \_\_\_\_\_ (6) \_\_\_\_\_
- Chattel Mtgs. \_\_\_\_\_ (7) \_\_\_\_\_
- Waterstock Certificates \_\_\_\_\_ (8) \_\_\_\_\_
- Association Membership Certificates \_\_\_\_\_ (9) \_\_\_\_\_
- Form RD 460-4, "Satisfaction" \_\_\_\_\_
- Termination Statement \_\_\_\_\_
- Bank Statements - Cancelled Checks \_\_\_\_\_
- Paid Bills \_\_\_\_\_
- (10)  The check(s) listed on the reverse side of this form, made payable to the payee(s) indicated, have been countersigned by a duly authorized Agency representative. You should also sign these checks before effecting delivery to the payee(s).
- (11)  \_\_\_\_\_
- (12)  Please acknowledge receipt of above documents by signing the enclosed copy of this form and returning it to us in the self-addressed envelope which is enclosed.

\_\_\_\_\_  
(Signature of Borrower)

\_\_\_\_\_  
(Agency Representative)

\_\_\_\_\_  
(13) Enclosures

Position 4

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**PROCEDURE FOR PREPARATION**

: RD Instructions 1902-A and 1951-D.  
FSA Transferred Instructions 1943-A, 1943-B, and 1945-D.

**PREPARED BY**

: Agency official.

**NUMBER OF COPIES**

: For Transmittal only: Original and one copy.  
For Transmittal and receipt: Original and two copies.  
For receipt only (delivered in person): Original and one copy.

SIGNATURE REQUIRED

- : For Transmittal only: Original signed by Agency Official.  
For Transmittal and receipt: Original signed by Agency Official;  
copy signed by borrower (see item 11) when receipt is requested.  
For receipt only (delivered in person): Original signed by borrower.

DISTRIBUTION OF COPIES

- : For Transmittal only: Original to borrower; copy to borrower  
case folder.  
For Transmittal and receipt: Original and one copy to borrower;  
signed copy returned to Field Office and placed in Operational  
files; copy to borrower case file.  
For receipt only (delivered in person): Original signed by borrower  
and placed in Operational Files; copy to borrower case file.

INSTRUCTIONS FOR PREPARATION

- (1) Show name of company and number of policies.
- (2) Show name of attorney or company, as applicable, issuing certificate of title, and recordation, if any.
- (3) Show name of company issuing title insurance binder, and recordation data, if any.
- (4) Show name of transferor, and recordation data, if any.
- (5) Show name of abstractor who prepared abstract, and numbers, if any, assigned by abstractor; also period covered by the abstract.
- (6) Show amount, recordation, and filing data for each instrument.
- (7) Show amount, filing, and recording data.
- (8) Show name of company and number of certificates.
- (9) Show name of company and number of certificates.
- (10) On the reverse of the form show the name of payee(s) and amount(s) of the checks.
- (11) This additional space may be used for listing any documents being returned which are not listed above, such as: Record Book, Farm and Home Plan, Deposit Agreement, Development Plan, Option to Purchase Real Property, and so forth.
- (12) Use only when receipt is requested for instruments such as abstracts, waterstock certificates, or association membership certificates.
- (13) Show total number of documents enclosed.