

## Module 6: Property Requirements

### Learning Activity

#### Activity #3 – Suggested On-the-Job Learning Tasks



Put the information you know into action! This activity encourages you to complete several short, on-the-job learning tasks. Each task will introduce you to a different aspect of evaluating the various property requirements discussed using the resources outlined in Lessons One and Two of this Module. A list of the activities and an organizer to assist in reflecting on the activities is provided.

**Activity #3 Instructions:** Print out the list of activities and the worksheet provided in this document. Discuss the tasks with your supervisor to ensure all are relevant to your position. Proceed with completing each task. After completing a task take time to collect your thoughts and think about how you will implement the task on your own in the future using the worksheet provided. You may prefer to print more than one worksheet/organizer for each task.

- Task #1:** Visit at least one property with your trainer and complete Attachments 5-A and 5-B.
- Task #2:** Arrange to attend site visits for each phase of construction as outlined in HB-1-3550, Chapter 5, Section 6, paragraph 5.26 B.
- Task #3:** Complete the TSQ CD ROM and review with your trainer.
- Task #4:** Select a completed appraisal and complete Form RD 1922-15, “Administrative Appraisal Review for Single Family Housing”, and review with your trainer.
- Task #5:** Discuss with your trainer the definition of rural area for Business & Industry, Community Facility, and Rural Utilities Programs.
- Task #6:** Review the example of a completed Class I Assessment and discuss with your trainer.





**On-the-Job Task Reflection**

**What?** *Briefly describe the task:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Why?** *What purpose does this task serve in administering the Single Family Housing Direct Program?*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**When?** *At what point in the loan administration process will you complete this task?*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Who?** *What parties are involved in completing this particular task? What is each party's responsibility in completing the task?* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How?** *What are important steps and/or tips to remember as you complete this task in the future?* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*What un-answered questions do you have about the task you completed? (Ask your supervisor about these questions.)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

