
45 C.F.R. § 1336.69

Reporting requirements: Responsibilities of the Loan Administrator.

(a) The Loan Administrator will maintain the following internal information and records:

- (1) For each borrower: The loan repayment schedule, log of telephone calls and site visits made with the date and the items discussed, correspondence with the borrower, progress reports and analyses.
- (2) Monthly status of all outstanding loans, noting all overdue payments.
- (3) Monthly status of the investments of the revolving loan fund monies not currently used for loans.

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