TO: RELIEF DIRECTORS

Re: Additional Forms and Methods of Procedure in connection with Rural Rehabilitation Cases.

Under separate cover, we are sending you a supply of the following forms:

1. WERA Form RR-125 - Chattel Mortgage. In addition to using this form for straight chattel mortgages on livestock, it may be used for mortgages on crops. The form is made in triplicate - one copy to be sent to the Wisconsin Rural Rehabilitation Corporation, one to the client, and one to be retained in the county office.

2. WERA Form RR-126 - Promise and Authority to Execute a Crop Mortgage. This form is also made in triplicate, one copy to be sent to the Wisconsin Rural Rehabilitation Corporation, the second to be given to the client, and the third copy to be kept in the county files.

3. WERA Form RR-127 - Assignment of Proceeds of Dairy Products. This form is made in quadruplicate, the original to be filed with the creamery or milk company, the duplicate copy to be sent to the Wisconsin Rural Rehabilitation Corporation, the third to be given to the client, and the fourth copy to be retained by the Relief Director.

It will be necessary to have the clients, who have already received loans and who have promised to assign a cash crop or proceeds of dairy products as payment on their loans, sign one, or in some cases, both Forms RR-126 and RR-127.

We trust that the procedure outlined above will be followed, and that these forms will be filled out correctly in connection with new rehabilitation cases.

Very sincerely yours,

Arlie Mucks, Director
Rural Division