

WELCOME

- **This training is an overview of the Guaranteed Underwriting System (GUS).**
- **If you are taking the training as a mandatory requirement, you are responsible for reporting your completion to your company's contact.**
- **Download and/or print the course materials for future reference.**

•Welcome to an overview training of the Single Family Housing Guaranteed Loan Programs Guaranteed Underwriting System or GUS.

•If you are taking today's training as part of the mandatory training requirement necessary before your company can become an activated GUS lender, please note that you are responsible for reporting your completion of this training to your company's point of contact.

•Please ensure you have downloaded and/or printed out the course materials for this training. They will not only assist you in getting more out of today's training, but will serve as a valuable reference guide.

WELCOME

- **The executor of your company's user agreement must sign a master attendance sheet (provided in the course materials) and return it to DCFO with additional GUS sign up materials in order to secure activation in GUS.**

•When you have completed the training, alert your company's point of contact. They will add you to the master attendance sheet which must be signed by the executor of the User Agreement for GUS. This master attendance sheet is provided as part of the course materials, and must be returned to DCFO with the User Agreement and the Transmittal Cover. DCFO's address is listed on both the User Agreement and the Transmittal Cover. DCFO should only receive the master attendance sheet—not assorted individual attendance sheets.



Committed to the future of rural communities.

GUS **Guaranteed Underwriting System**



December 2009

Introduction to GUS

Thank you for joining me to learn about the Single Family Housing Guaranteed Loan Program's Guaranteed Underwriting System or GUS. This training will review GUS in depth; including the sign up process, all application pages, the underwriting findings report, and available resources to support your use of GUS after the training. At the end of this training you will see how GUS assists approved lenders and Rural Development to originate and process Guaranteed loans with greater efficiency, accuracy, and with less risk to the loan portfolio.

Guaranteed Underwriting System

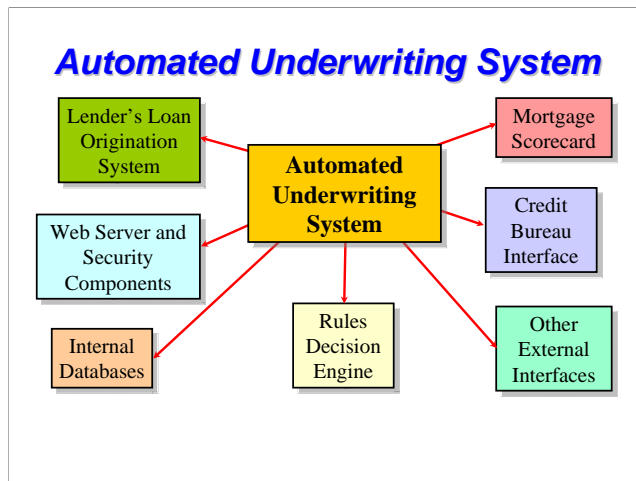


The Guaranteed Underwriting System, known as GUS, is the only automated underwriting system to support Single Family Housing Guaranteed Loan Program loans. GUS was created by USDA Rural Development to assist approved lenders to underwrite Single Family Housing Guaranteed Loans by providing underwriting recommendations and a comprehensive underwriting findings report.

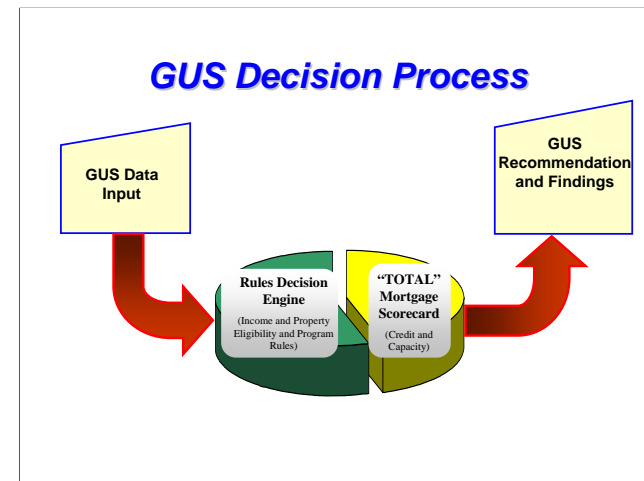
Get to Know GUS!

- **Online application**
- **Compliment underwriting**
- **Process GRH loans more efficient and consistent**
- **Not mandatory**
- **GUS IS FREE!**

- GUS is an online application available via the internet.
- GUS was created to compliment the underwriting of approved lenders, not replace it. The approved lender's underwriter is responsible for final loan approval or denial decisions. Receiving an underwriting recommendation of "Accept" should NEVER be the primary reason an underwriter approves a Guaranteed loan.
- GUS will assist lenders and the Agency to process Guaranteed loans more efficiently and consistently nationwide.
- Use of GUS is not mandated by Rural Development. Approved lenders are not required to use GUS, however it is encouraged. Manually underwritten loan files continue to be accepted by Rural Development.
- There is currently no charge to use GUS. No equipment to buy, no software to update, no per loan submission charge, etc. The only fees or charges a lender may incur with GUS is through their credit provider. When the lender pulls a new credit report or reissues an existing credit report for a GUS loan, the credit provider may charge the lender for this service. But GUS has no charges.



GUS was designed with many of the same components as other AUS systems which users may be familiar, such as Desktop Underwriter (DU), Desktop Originator (DO), or Loan Prospector (LP).



GUS evaluates loan data entered by the approved lender to arrive at an underwriting recommendation. The loan data will pass through two unique underwriting tools:

1. The Rules Decision Engine, which will determine if the dwelling offered as collateral for the proposed mortgage loan is located in an eligible rural area and if the applicant's annual household income meets the adjusted income limits in accordance with the size of the household, county, and state in which the applicant will reside.
2. The TOTAL Scorecard, modified for Rural Development purposes, will evaluate the credit history, payment to income ratios, and loan to value ratios.

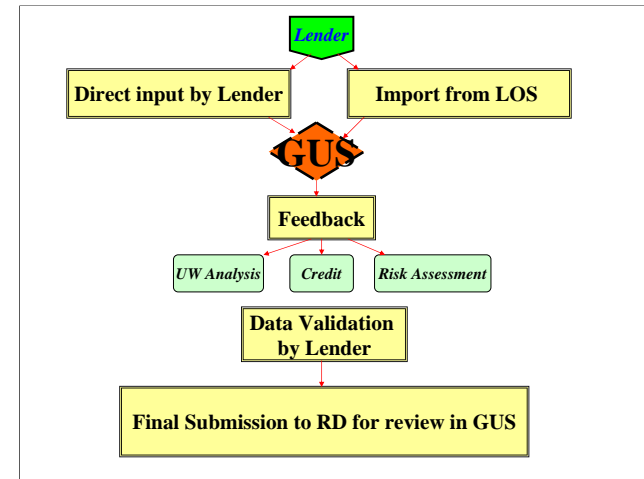
When the loan analysis is complete, GUS will issue an "Underwriting Recommendation" as part of the "Underwriting Findings Report." It is imperative that lenders review this report in full to validate the data entered, determine data accuracy, and utilize the guidance provided to issue a final loan approval or denial decision.

GUS PROVIDES A RECOMMENDATION!



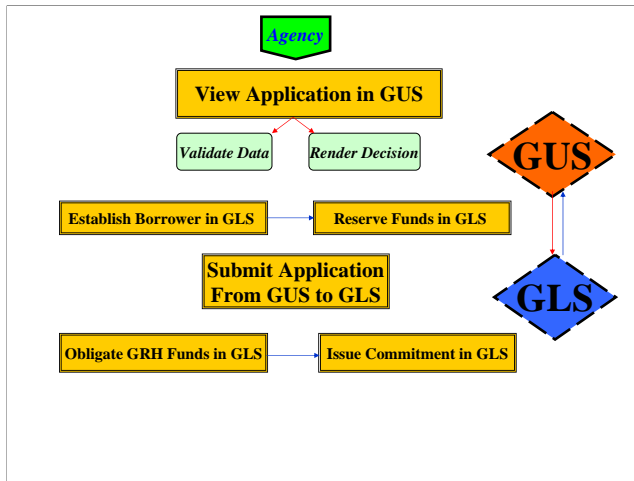
GUS is meant to compliment the underwriting process, not replace it!

GUS is intended to compliment and not replace the judgment of experienced underwriters. A GUS recommendation is NOT the basis for granting or denying credit and is not a replacement for a lending decision by the lender. The decision to grant or deny credit to a potential borrower remains with the approved lender.



GUS assists the approved lender in processing a Guaranteed Loan by:

- #1: The approved lender may either manually enter loan data on each GUS application page, or import a loan file from their loan origination system (LOS) if the file meets MISMO 2.3.1. or Fannie Mae 3.2. EDL file formats.
- #2: Upon an underwriting submission GUS will issue the findings report which includes an underwriting analysis of the loan, credit evaluation, and risk assessment which all contribute to the "Underwriting Recommendation."
- #3: Prior to submitting the loan to Rural Development, the lender must validate all data entered, ensure supporting documentation has been retained in the permanent loan file, and reviewed all required conditions outlined in the underwriting findings report.
- #4: When the underwriter has made their final loan approval, they can submit the file to Rural Development as "Final Underwriting Submission" to request a Conditional Commitment for Loan Note Guarantee.



GUS BENEFITS!

- Automate a manual process
- Organized loan data
- Render informed loan recommendations
- Comprehensive UW reports
- Capture more loan data
- **GUS is FREE! Including Training/Assistance**

- GUS not only helps approved lenders but it also assists the Agency in processing Guaranteed Loans as well. GUS works seamlessly with the Guaranteed Loan System (GLS) to make the process more efficient. GUS has the added benefit of capturing many more loan characteristics which assist the Agency in monitoring loan performance.
- The Agency is able to view applications in GUS at anytime during the lender's loan process. Once a "Final Underwriting Submission" has been executed by the approved lender, the Agency will go into GUS and review the loan data entered along with the "GUS Underwriting Findings Report." The Agency will also conduct an appraisal and environmental review prior to approving or denying the loan request in GUS.
- Once the Agency has determined the loan meets all guidelines and regulations, the borrower and reservation of funds will be established in GLS.
- Next the Agency can submit all of the loan data captured in GUS into GLS.
- The Agency can complete processing the application in GLS by obligating the funds and issuing the conditional commitment for Loan Note Guarantee to the approved lender.

- GUS will automate a manual process, yet the loan approval decision authority still remains with the approved lender. GUS will organize and analyze loan data in comparison to the modified TOTAL Scorecard and the rules based GUS engine. These powerful underwriting tools assist underwriters in making prudent loan decisions with the assistance of the GUS Underwriting Findings Report.
- GUS, like all automated underwriting systems, will organize loan data entered in a fraction of the time. By having loan data better organized underwriters can easily view the loan analysis, verify loan data for accuracy and ensure all supporting documentation is retained in the permanent case file.
- The "GUS Underwriting Findings Report" lists each data characteristic entered by the lender for GUS to review. The findings report serves as a roadmap for the underwriter to verify data, ensure all conditions are met, and provide guidance to help lenders complete loan closing steps, paperwork, and documentation requirements. The Underwriting Findings Report also outlines any potential risks associated with the applicants and/or loan which must be considered by the underwriter for their final decision.
- GUS will assist underwriters to render informed loan decisions by analyzing loan data through the modified TOTAL Scorecard, and the GUS rules based engine. This analysis will be useful to the underwriter when they review all loan data and GUS findings in order to arrive at a loan decision.
- GUS captures many more loan characteristics for the Guaranteed Loan Database than the Agency can with manually underwritten loans. This data is critical in identifying successful loan characteristics which assist the Agency in making future GUS enhancements. These enhancements will ensure better management of the Guaranteed Loan Portfolio.
- GUS is also FREE! There is currently no "submission" charge for underwriting and there are no monthly, annual or maintenance fees to utilize the system. GUS is a web-based system available online. Rural Development provides free training and technical assistance through our Centralized Help Desk.

How to Sign Up For GUS

Sign Up For GUS!

#1: Be an approved lender!

**An executed Form RD
1980-16 is on file with Rural
Development**

Before users sign up for GUS, please ensure that your company is an approved lender. Being an approved lender means Rural Development has an executed and approved Form RD 1980-16 "Agreement for Participation in Single Family Housing Guaranteed Loan Program" on file as either a National or State approved lender. If your company is not an approved lender with Rural Development, you will not be able to access GUS until this approval is obtained. Contact your state Guaranteed Loan Coordinator for more information.

Contact RD

<http://eligibility.sc.egov.usda.gov>

The screenshot shows the 'Eligibility' page with a left-hand navigation menu. The 'Contact Us' link under the 'Single Family Housing' section is highlighted with a red arrow. The main content area includes a 'Welcome to the USDA Income and Property Eligibility Site' and instructions on how to use the site.

Log onto the nationwide eligibility website in order to locate the Guaranteed Loan Coordinator for your state. The website is: <http://eligibility.sc.egov.usda.gov>. Under "Contact Us" click on "Guaranteed."

USDA Rural Housing Single Family Housing Guaranteed Loan Contacts

If you are an individual interested in learning how to apply for a USDA Rural Housing Single Family Housing Guaranteed Loan, please contact an Agency representative in your State from the table below. Our representative can provide you with information on the USDA, Single Family Housing Guaranteed Loan Program and inform you of local lenders participating in the Single Family Housing Guaranteed Loan Program.

If you are a lender interested in participating in the Single Family Housing Guaranteed Loan Program, you may also contact an Agency representative in your State from the table below. Our representative will provide you with information on how to participate in the USDA, Single Family Housing Guaranteed Loan Program.

STATE	CONTACT	PHONE #	EXT.	FAX #	E-MAIL ADDRESS
AK	Karen LaMour	(907)761-7732		(907)761-7794	klamour@ak.usda.gov
AL	Al Butler	(256)532-1677		(256)532-1931	albutler@al.usda.gov
AR	Linda McCaslin	(501)301-3235		(501)301-3290	linda.mccaslin@ar.usda.gov
AS	Stephanie Taketa	(808)933-8308		(808)933-8327	staketa@hi.usda.gov
AZ	Earl Tatlow	(602)280-8709		(602)280-8879	earl.tatlow@az.usda.gov
CA	Annette Joyer	(916)714-1104	107	(916)714-1118	annette.joyer@ca.usda.gov
CA	Ed Amen	(530)226-2589		(530)226-2567	ed.amen@ca.usda.gov
CA	Nelle Nunez	(559)734-8732	110	(559)732-3481	nelle.nunez@ca.usda.gov
CA	Violet Gomez	(831)757-5294	106	(831)424-7289	violet.gomez@ca.usda.gov
CO	James A Spakow	(720)544-2918		(720)544-2970	james.spakow@co.usda.gov
CT	Arlene Nunez	(413)253-4300	4333	(413)253-4347	arlene.nunez@ct.usda.gov
DE	Stacey Slacum	(302)857-3603		(302)857-3611	stacey.slacum@de.usda.gov
FL	Bob Coordinated	(352)338-3435		(352)338-3437	bob.coordinated@fl.usda.gov
FL	Roger Taylor	(352)338-3435		(352)338-3437	roger.taylor@fl.usda.gov

A list of all state contacts will display and includes a name, phone number, fax number, and email address. Locate your contact.

Sign Up For GUS!

**#2: Complete and Return the
“Lender Contact Sheet”
(contact state GRH Coordinator to
obtain, return to them)**

Approved lenders may contact their State Guaranteed Loan Coordinators to request a “Lender Contact Sheet.” Please complete the excel spreadsheet they email you, and then email it back to them.

Lender Contact Sheet

- **Lender ID (Tax ID#)**
- **USDA Branch Number**
- **Lender Name**
- **Lender Address**
- **Lender Contact**
- **Position/Area of Responsibility**
- **Contact Phone # and Extension**
- **Email**
- **Originating States (or National Approval)**
- **Credit Agency (Provider)**
- **Credit Sponsor (if different from Agency)**

The Lender Contact Sheet will capture basic information regarding your company and the point of contact for all GUS sign up information. The items requested include:

- The Lender ID, which is the Tax ID number
- USDA Branch Number, most lenders are branch 001
- Lender Name
- Lender Address
- Lender Contact, who is the primary point of contact to receive GUS information
- Position/Area of Responsibility
- Contact Phone number and extension
- Email address
- Does the lender have National Approval or approval in one or more individual states
- Credit Agency or Provider utilized by the lender (ensure it is a Fannie Mae approved credit provider)
- Credit Sponsor, if this is different from the credit agency

Sign Up For GUS!

#3: A GUS Starter Pack will be delivered via email:

- * **GUS Sign Up Checklist, including instructions to create a [Level One e-Authentication](#)**
- * **User Agreement**
- * **Transmittal Cover**
- * **Mandatory Training Information**


Security Administrators and Users with Final Submit Authority (Underwriters) required to complete training, all others encouraged.

When the lender contact sheet is processed, a GUS Starter Pack will be electronically delivered to the point of contact and will include all of the materials necessary for the lender to sign up for GUS.

The GUS Starter Pack includes:

- Step by step instructions to follow in order to successfully complete the sign up process.
- User agreement
- Transmittal cover, and
- Mandatory training information. All Security Administrators and Users with Final Submit Authority (underwriters) are required to complete GUS training prior to the company receiving GUS access. All other GUS users are encouraged to attend GUS training, but the Agency does not mandate their participation.

GUS Sign Up Checklist

 GUS Signup Checklist For Approved Rural Development Lenders	
This checklist will assist you in completing the necessary steps to sign up for GUS. Described below are the steps taken to access the GUS website. At no cost, authorized lenders may use GUS for Guaranteed Rural Housing eligibility determination, preliminary or final underwriting, and submission electronically to Rural Development.	
Information required in the sign up process:	
<input type="checkbox"/> Tax Identification Number – 9 digits (xx-xxxxxxx) <input type="checkbox"/> Company Name <input type="checkbox"/> Primary Contact Information – Name, Address, Title, E-mail, Phone, Fax <input type="checkbox"/> Appointment of (1) or (2) Security Administrators (SA). The SA will assign users and roles for the Lender. <input type="checkbox"/> Does your request apply to just your branch, or globally to all branches? <input type="checkbox"/> Do you conduct business in multiple States? – Identify.	TIP: Appoint multiple Security Administrators to ensure seamless operations in the event of a sudden departure or absence of a single SA.
Gaining security access for lender assigned Security Administrators: USDA eAuthentication enables customers to obtain accounts which will allow them to access USDA Web applications and services in a secure environment via the internet. To conduct official business transactions with the USDA GUS system, registered customers must have a Level 1 Access.	
<input type="checkbox"/> Access the following website: http://www.dalit.gov.usda.gov to register for a User ID and Password. <input type="checkbox"/> Disable all blockers that would prevent receipt of a computer generated correspondence.	Reminder: Website is utilized by many agencies. Only a Level 1 security is required to access GUS.

The GUS Sign Up Checklist will walk lenders through the entire GUS Sign Up Process. It includes step by step instructions for:

- Information required in the sign up process
- Gaining security access for lender assigned Security Administrators
- Helpful Password Creation Tips
- Tips to complete the User Agreement
- Adding Users to GUS for Your Lending Organization
- Begin Using GUS
- Resources/Help
- Available Training

GUS User Agreement

USER AGREEMENT

This agreement is made on the date set forth in the box below by and between the U.S. Department of Agriculture (USDA), Rural Development, and the Applicant, Lender, Director of Certification, as defined in the Glossary (hereinafter referred to as "USDA") and the Applicant (hereinafter "User").

User hereby agrees to Rural Development that User has read all of the terms of the agreement set forth herein in Section 1 through 11, understands such terms, and agrees to be bound by all of such terms. User has executed this agreement in the last known address of such representative, authority and agreement. User further understands that Rural Development has no obligation to provide assistance until Rural Development receives notice of approval to User in writing pursuant to paragraph 1, last herein.

User (hereinafter "User") and User, must complete all items below and must sign below for this agreement to be effective.

Training Identification Number (TIN): _____
 Complete legal name of business (not User): _____
 Street address of User: _____
 Street, City, State, Zip Code: _____

Type of User: Approver Lender Director/Commissioner Other User

If Director/Commissioner, Director/Commissioner/Approver Lender's occupation: _____
 Address: _____
 City, State, Zip Code: _____

Approver Lender's Signature: _____
 Approver Lender's Name: _____
 Approver Lender's Title: _____
 Tax ID: _____

Name of partner executing agreement for User: _____
 Title of partner executing agreement for User: _____
 City, State, Zip Code: _____

Lender's Name: _____
 Lender's Address: _____
 Lender's City, State, Zip Code: _____

Name of SA #1: _____
 Address of SA #1: _____
 Phone Number of SA #1: _____
 City, State, Zip Code of SA #1: _____

Name of SA #2: _____
 Address of SA #2: _____
 Phone Number of SA #2: _____
 City, State, Zip Code of SA #2: _____

Name of SA #3: _____
 Address of SA #3: _____
 Phone Number of SA #3: _____
 City, State, Zip Code of SA #3: _____

USDA: All Lender, Director/Commissioner Only the location listed in the address above All locations of the organization listed on map

USDA: All Lender, Director/Commissioner Only the location listed in the address above All locations of the organization listed on map

By: _____
 Title: _____
 Single Family Housing


By: _____
 Title: _____
 Single Family Housing

Mailing Address: _____
 Attention: _____
 Phone Number: _____
 City, State, Zip Code: _____

Version 1.0
 03/05 Page 1 of 3

The GUS User Agreement has one page to complete as shown, and 7 additional pages of terms to which lenders must review and agree.

GUS Transmittal Cover

USDA Rural Development's
 Transmittal Cover Sheet

Utilize this as a coversheet to transmit the User Agreement to the Deputy Chief Financial Officer (DCFO) of USDA Rural Development. Please complete all fields. The agreement must be received to complete your registration to access GUS.

Tax ID # _____
 Company Name _____
 Submitter's Name _____
 Submitter's Phone Number _____
 Submitter's Email Address _____

Does this request apply to: All branches associated with lender's TIN#
 Limited to branch requested

Does this request apply to multiple States? Yes - Identify: _____
 No

The following materials are enclosed:
 Signed/completed GUS User Agreement
 Completed Transmittal Cover Sheet
 Signed GUS Training Certification (signature to match User Agreement)

Mail Priority/Overnight or Standard Mail To: (Preferred option is Priority/Overnight mail)

Comments:

The Transmittal Cover will assist lenders to ensure they are submitting all three necessary documents before GUS activation may be completed. The mailing address for DCFO is also listed on this form.

GUS Mandatory Training

this slide will change as this on
demand training will take the place o
WebEx.

GUS TRAINING

ATTENTION:
EFFECTIVE APRIL 1, 2009 approved lender reading access to the Guaranteed Underwriting System (GUS) must complete mandatory training offered by the Agency. This training is to assure compliance with the understanding of Agency regulations and provide an overview of the expectations of mortgage loan users use GUS. Security Administrators and users that will be authorized "Final Submit" authority MUST complete training.

The Single Family Housing Guaranteed Loan Division offers Guaranteed Training Opportunities (GTO) available online via WebEx.

Please follow the steps below to register for "GTO: Get To Know GUS."

1. Log onto: <https://ruraldev.webex.com>
2. Select "Training Center"
3. Select the "Upcoming" tab to view trainings.



Who is required to complete training?

- Security Administrators (SA's)
- Users with Final Submit Authority (Underwriters)

Loan officers, processors, closers, etc. are encouraged to complete training.

The mandatory training requirements that you are now completing will be addressed in a separate document.

Security Administrators and Users with Final Submit Authority (underwriters), must complete mandatory training. All others users of GUS are encouraged, but not required, to complete training.

Rural Development recommends all users complete training in order to achieve a working knowledge of GUS.

Sign Up For GUS!

#4: Mail ALL items to DCFO and await email notification to Security Administrators of GUS activation

When the mandatory training is complete, users should mail the user agreement, transmittal cover, and evidence of training completion to DCFO for GUS activation. Original signatures are required on GUS application documents, therefore it is unacceptable to email or fax submissions to DCFO.

Sign Up For GUS!

#5: Activated Security Administrators (SA's) may register employees in GUS and assign privileges with their activated LEVEL ONE e-Authentication user ID's.

When the Security Administrators listed on the User Agreement have been activated by DCFO in GUS, they will receive a confirmation email. This alerts the Security Administrators that the company is now approved to use GUS. The SA's may now take the activated e-Authentication user ID's of other employees and begin to assign privileges in GUS. E-Authentication ID's are not eligible to access GUS until the Security Administrator registers them in GUS under the "Authorization" menu option and assigns the user privileges.

GUS Roles

There are 4 roles that can be assigned as LENDER or BRANCH:

#1: Security Administrator (SA):

- Lender point of contact
- Responsible for assigning roles and responsibilities to other employees
- Has full authority in GUS, including final submission
- Recommend more than 1 per company
- SA's may only be created by Rural Development

GUS Roles

There are 4 roles that can be assigned as LENDER or BRANCH:

#2: Representative With Final Submit Authority:

- Typically an underwriter
- Enter applications, including Final Submission to RD
- Certify data entered in GUS

There are four user roles that may be assigned to GUS users as a LENDER or Branch position. A LENDER role means the user will have access to all loans under a specific Tax ID #. A BRANCH role means the user will only have access to loans created under a specific branch number of the organization.

- The Security Administrator or SA has been identified by the lending institution as the point of contact within the lender's organization.
- The SA is responsible for accurately assigning the roles and responsibilities of other users within their organization in the *Application Authorization Security Management System (AASM)*. AASM is accessed through GUS.
- The SA has full authority in GUS, which includes performing a final submission.
- It is recommended that the organization have multiple SA's to account for separations in employment, illnesses, vacations, etc.
- To replace, modify, or add more SA's, the approved lender may contact their State GRH Loan Coordinator. The State GRH Loan Coordinator will forward the request to the National Office point of contacts with the name of the new Security Administrators, their phone/fax numbers, their email address and their activated Level 1 e-Authentication ID.
- The User Agreement delivered to DCFO when GUS activation is initially requested by the lender has data fields for 2 SA's to be listed. DCFO will activate the SA's listed. Additional SA's may be added as needed.

One role that Security Administrators may assign to users is "Representative with Final Submit Authority."

- This type of user is typically an underwriter.
- The user may enter loan applications through a final underwriting submission to the Agency.
- This user is responsible for certifying the data entered into GUS is true, correct, and the proper documentation is secured in the loan file to represent the data.

GUS Roles

There are 4 roles that can be assigned as LENDER or BRANCH:

#3: Representative

- Typically a processor or loan originator
- Creates the loan up to the point of underwriting
- May perform preliminary underwriting submissions
- Final submission authority is restricted

Some users may be assigned the role of "Representative."

- This type of user is typically a processor or loan originator.
- These users create the loan application up to the point of underwriting.
- This user may perform a preliminary underwriting submission.
- Final underwriting authority and submission to the Agency is restricted and not allowed. This is to ensure the underwriter has the ability to review all data entered, certify it is true, and the supporting documentation has been retained before submitting the loan to Rural Development for a Conditional Commitment for Loan Note Guarantee request.

GUS Roles

There are 4 roles that can be assigned as LENDER or BRANCH:

#4: Viewer

- View all loans for the Tax ID#, or assigned Branch
- No entering loan applications
- No underwriting submissions

The final role is "Viewer."

- This user may view all loans associated with the tax ID number of the lender, or if assigned as a Branch viewer, they may only view the loans for the assigned Branch number.
- These users only have view capability. They can not make any changes to the loan data entered.
- This user may not enter loan applications into GUS.
- This user may not perform preliminary or final underwriting submissions.

Security Administrators & AASM

<https://usdalinc.sc.egov.usda.gov/default.asp>

USDA United States Department of Agriculture
USDA LINC Lender Interactive Network Connection

USDA LINC Home ESA LINC Home RHS LINC Home **RHS LINC Home** BUS LINC Home Help Site Map Message Board

NOTE: New User button and Log On hyper link for EDI have been moved to the EDI menu.

NOTE: This site requires Secure Socket Layer. Therefore, you must use Internet Explorer 4.0 and higher (recommended).
To view the help documentation you must use Adobe Acrobat.

Single Family Guaranteed Rural Housing
Electronic Data Interchange (EDI)
Loan Claim Administration
Guaranteed Underwriting System (GUS)
Lender Loan Closing Administration
Application Authorization
Training and Resource Library

Multi-Family Housing
Application Authorization
Lender Status Report List

Community Facilities
Lender Loan Closing Administration
Application Authorization
Lender Status Report List

Rural Development
Committed to the future of rural communities.

When Security Administrators are ready to delegate access in GUS for users in the Lender's organization they should log into USDA LINC at <https://usdalinc.sc.egov.usda.gov/default.asp> and click on "RHS LINC" or the icon for "Rural Housing Service."

Company employees who wish to gain access to GUS should provide the SA with their Level One e-Authentication ID's that they have previously created **AND** activated. If users fail to activate their e-Authentication ID the SA will be unable to activate the user in GUS.

AASM

USDA United States Department of Agriculture
USDA LINC Lender Interactive Network Connection

USDA LINC Home ESA LINC Home RHS LINC Home **RHS LINC Home** BUS LINC Home Help Site Map Message Board

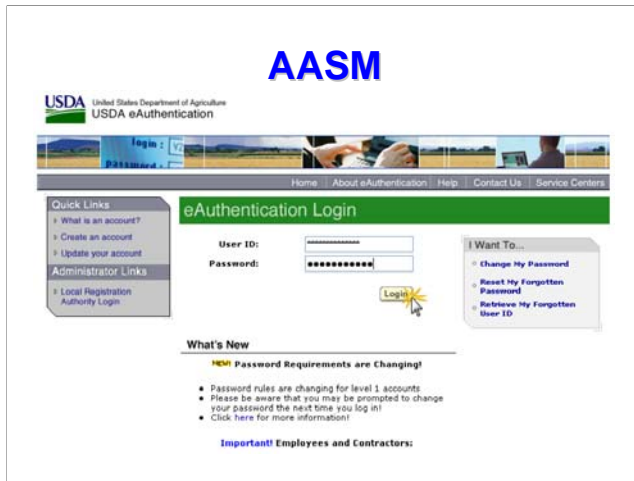
Single Family Guaranteed Rural Housing
Electronic Data Interchange (EDI)
Loan Claim Administration
Guaranteed Underwriting System (GUS)
Lender Loan Closing Administration
Application Authorization
Training and Resource Library

Multi-Family Housing
Application Authorization
Lender Status Report List

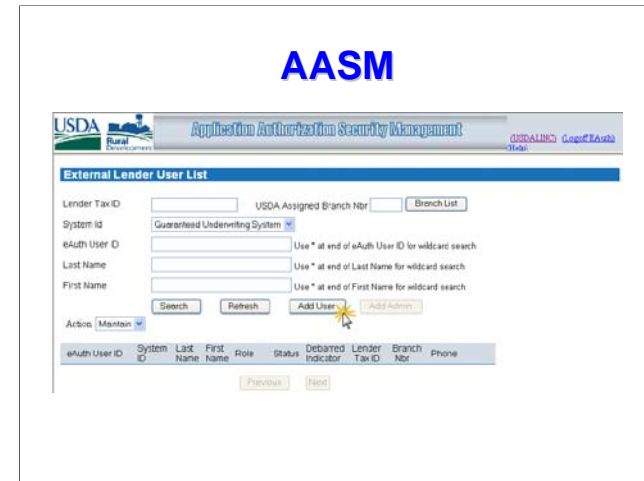
Community Facilities
Lender Loan Closing Administration
Application Authorization
Lender Status Report List



Under "Single Family Housing Guaranteed Rural Housing" select "Application Authorization."



The Security Administrator should enter their "User ID" and "Password" that they listed on the User Agreement that was sent to DCFO. Then select "Login."




The Application and Authorization Security Management screen will appear. To add a user, the SA must ensure the "System ID" is set to "Guaranteed Underwriting System." Then they may select "Add User."

- The SA will input the new users e-Authentication User ID in item #1.
- A message will appear at the top of your screen as follows: *"Retrieving Data, Please Wait."*
- Data regarding the user will populate the Last Name, First Name, and Email Address. **These data fields will only populate if the user has properly activated their created Level One e-Auth account.**
- The SA will need to complete items #2 and #3 which is the phone and fax numbers for the user.

- The SA will then select the users "Security Role" from the dropdown menu. The SA may assign ONE user role, based upon the responsibilities of the user. Remember that a "Lender" role means the user will have access to all loans under a specific Tax ID#. A "Branch" role means the user will only have access to loans created under a specific branch number of the organization. Role selections include:
- Lender Representative with Final Submit Authority
 - Lender Representative
 - Lender Viewer
 - Branch Representative with Final Submit Authority
 - Branch Representative
 - Branch Viewer

AASM


USDA/ARS (Logout) (15:41)

Application Authorization Security Management

Establish Lender / Branch Representative Authorization

eAuth User ID *

Last Name:

First Name:

Phone*FIC:

Fax:

Email Address:

Assurance Level:

Cebarred Indicator

Status *

Authorized System *

Security Role *

Lender Tax Id *


USDA Assigned Branch Nbr *

Lender Name:

The branch assigned to the user is established by selecting the "Branch List" action button.

AASM

Lender Branch List

Please select a lender branch from the following list by pointing to and clicking on the appropriate branch number 

Lender Tax Id:

USDA Assigned Branch Nbr	Lender Name	Address
001	Lender name	Address of branch in USDA system
002		

The branch list that populates coincides with the records of Rural Development. The SA will be able to select a branch for this user by selecting "USDA Assigned Branch Nbr."

AASM

USDA Rural Development Application Authorization Security Management USDA/ARS LegiSAsa

Establish Lender / Branch Representative Authorization

eAuth User ID *
 Last Name:
 First Name:
 Phone*Ext:
 Fax:
 Email Address:
 Assurance Level:
 Debarrred Indicator:
 Status *
 Authorized System *
 Security Role *
 Lender Tax ID *
 USDA Assigned Branch Nbr *
 Lender Name:

Branch List

Save Cancel

Once the information is complete, select "Save."

AASM

Confirm Submission -- Web Page Dialog

I understand I am providing all information included on forms and attachments to the United States Department of Agriculture (USDA) for review and processing.

My statements on any submitted forms and attachments are true, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willing false statement can be punished by a fine or imprisonment or both. (See Title 18, Section 1001, of the United States Code.)

Are you sure you want to Submit the package?

Yes No

The following popup will appear. Select "Yes."

While data is obtained, a message at the top of the AASM screen will appear, "Retrieving Data, Please Wait."

This action will activate the user and allow them access to GUS.

Security Administrators are responsible for properly activating employees within their company per the terms outlined in the signed User Agreement. Security Administrators or any GUS user that is discovered as allowing unauthorized individuals to access GUS will be terminated from GUS access, along with their company.

AASM

USDA
Rural Development

Application Authorization Security Management
USDA/ARS Gap/EAS/ASB
USDA

External Lender User List

Lender Tax ID: USDA Assigned Branch Nbr:

System Id: Guaranteed Underwriting System:

eAuth User ID: Use * at end of eAuth User ID for wildcard search

Last Name: Use * at end of Last Name for wildcard search

First Name: Use * at end of First Name for wildcard search

Active: Maintain:

eAuth User ID	System ID	Last Name	First Name	Role	Status	Debarred Indicator	Lender Tax ID	Branch Nbr	Phone
GUS				Lender Representative	Active	N		1	
				with Final Submit Authority					
GUS				Lender Representative	Active	N		1	

The Security Administrator can view a list of all activated users associated with the Tax ID by utilizing the "Search" action button.

Accessing GUS

Where is GUS?

<https://usdalinc.sc.egov.usda.gov>

USDA United States Department of Agriculture
USDA LINC Lender Interactive Network Connection

USDA LINC Home ESA LINC Home BBS LINC Home **RHS LINC Home** BUS LINC Home Help Site Map Message Board

NOTE: New Users
Nation and Log
On hyper link for
EDI have been
moved to the EDI
menu.



Farm Service Agency Rural Housing Service



Rural Business Service Rural Utilities Service

NOTE: This site requires Internet Explorer. Therefore, you must
use Internet Explorer 4.0 and higher
(Internet Explorer 4.0 and higher recommended).
To view the help document, you must use Adobe Acrobat.



Users may access GUS online by logging onto the USDA LINC website located at <https://usdalinc.sc.egov.usda.gov>.

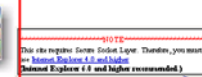
Where is GUS?

<https://usdalinc.sc.egov.usda.gov>

USDA United States Department of Agriculture
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Farm Service Agency Rural Housing Service



Rural Business Service Rural Utilities Service

NOTE: This site requires Internet Explorer. Therefore, you must
use Internet Explorer 4.0 and higher
(Internet Explorer 4.0 and higher recommended).
To view the help document, you must use Adobe Acrobat.



To locate the link to GUS, users must click on "RHS LINC Home" or the "Rural Housing Service" neighborhood icon.

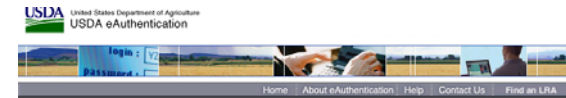
Lender Access to GUS



Single Family Guaranteed Rural Housing
[Electronic Data Interchange \(EDI\)](#)
[Loss Claims Administration](#)
[Guaranteed Underwriting System \(GUS\)](#)
[Rural Loan Closing Administration](#)
[Application Authorization](#)
[Training and Resource Library](#)

Multi-Family Housing
[Application Authorization](#)
[Lender Status Report List](#)

Community Facilities
[Lender Loan Closing Administration](#)
[Application Authorization](#)
[Lender Status Report List](#)

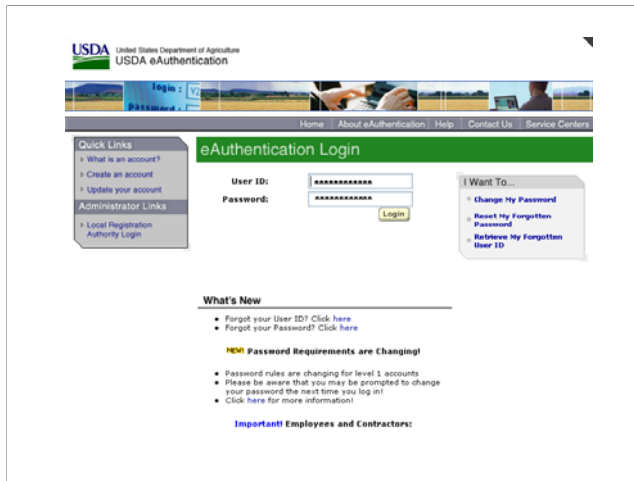


- *****WARNING*****
- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
 - Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
 - By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

Cancel I Agree

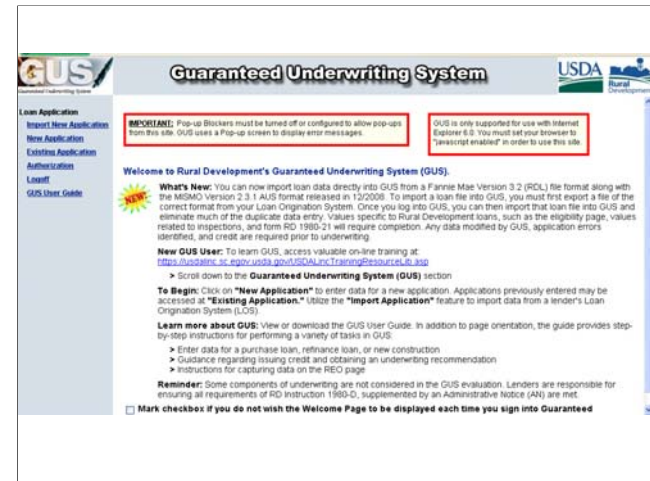
Under the "Single Family Guaranteed Rural Housing" menu options, click on "Guaranteed Underwriting System (GUS)."

The USDA e-Authentication "Warning" page will appear. Please review the information provided, and if you agree click on "I Agree."



Enter your activated e-Authentication User ID and Password, and then click on “Log in.”

E-Authentication ID's that have not been properly activated by the user, or have not been activated in GUS's AASM system by the Security Administrator will not successfully log into the GUS.



Upon a successful log in, the GUS Welcome Page will display.

GUS Loan Applications

GUS
Guaranteed Underwriting System

USDA
Rural Development

Loan Application
Import New Application
New Application
Existing Application
Authentication
Logout
GUS User Guide

REQUIREMENT: Pop-up Blockers must be turned off or configured to allow pop-ups from this site. GUS uses a Pop-up screen to display error messages.

GUS is only supported for use with Internet Explorer 6.8. You must set your browser to "JavaScript enabled" in order to use this site.

Welcome to Rural Development's Guaranteed Underwriting System (GUS).

What's New: You can now import loan data directly into GUS from a Fannie Mae Version 3.2 (RDL) file format along with the MISMO Version 2.3.1 AUS format released in 1/2008. To import a loan file into GUS, you must first export a file of the correct format from your Loan Origination System. Once you log into GUS, you can then import that loan file into GUS and eliminate much of the duplicate data entry. Values specific to Rural Development loans, such as the eligibility page, values related to inspections, and form RD 1980-21 will require completion. Any data modified by GUS, application errors identified, and credit are required prior to underwriting.

New GUS User: To learn GUS, access valuable on-line training at: <https://usda-rd-train.gov.usda.gov/USDA/rdTrainingResource.cfm>

- Scroll down to the **Guaranteed Underwriting System (GUS)** section

To Begin: Click on **"New Application"** to enter data for a new application. Applications previously entered may be accessed at **"Existing Application."** Utilize the **"Import Application"** feature to import data from a lender's Loan Origination System (LOS).

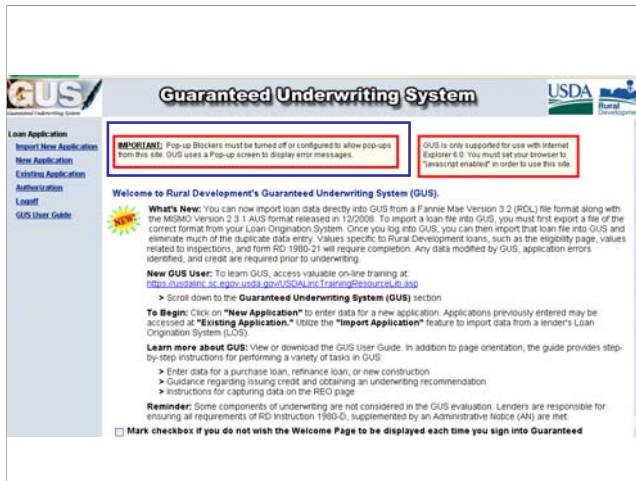
Learn more about GUS: View or download the GUS User Guide. In addition to page orientation, the guide provides step-by-step instructions for performing a variety of tasks in GUS.

- Enter data for a purchase loan, refinance loan, or new construction
- Guidance regarding issuing credit and obtaining an underwriting recommendation
- Instructions for capturing data on the REO page

Reminder: Some components of underwriting are not considered in the GUS evaluation. Lenders are responsible for ensuring all requirements of RD Instruction 1980-2, supplemented by an Administrative Notice (AN) are met.

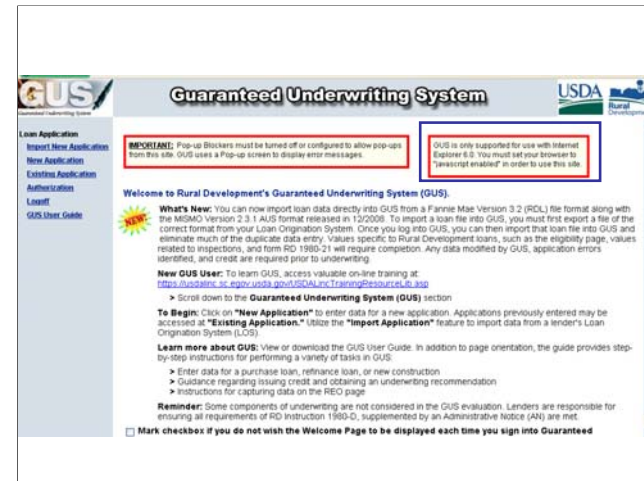
Mark checkbox if you do not wish the Welcome Page to be displayed each time you sign into Guaranteed

The GUS Welcome page offers users many options to enter, review, and manage GUS loans.



GUS offers users important messages to ensure your GUS experience is uninterrupted by any technical issues. The first important warning is highlighted: *“Pop-up Blockers must be turned off or configured to allow pop-ups from this site. GUS uses a Pop-up screen to display error messages.”*

Ensure all pop-up blockers are disabled for successful GUS use.



The second warning is: *“GUS is only supported for use with Internet Explorer 6.0. You must set your browser to “javascript enabled” in order to use this site.”*

Internet Explorer 7.0 is also supported. If you experience issues with other browsers or Internet Explorer versions please contact the Centralized Help Desk at 1-800-457-3642 and please select Option 2, Option 2.

There is a known issue for users that have Internet Explorer 8.0. Rural Development has developed steps users may take in order to align GUS with Internet Explorer 8.0

Internet Explorer 8.0

- GUS is not compatible with IE8
- Users notice issues on “Credit/Underwriting” page
- Users receive java script error or “Error on Page” message
- Follow steps to utilize “Compatibility View”

GUS is not yet compatible with the new IE8 browser, however there is a functionality within IE8 that allows the user to view certain web pages in IE7 mode known as the “Compatibility View” feature.

The most frequent problem reported is that GUS behaves normally until a user reaches the “Credit/Underwriting” application page and requests to order credit or obtain an underwriting recommendation by selecting the “Submit” button. Some users receive no response to this action while others are receiving a java script error in the lower left hand corner of the page which reads “Error on Page.”

Please follow the next steps in order to access GUS in the “Compatibility View” mode.

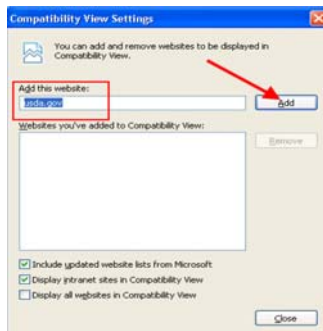
Internet Explorer 8.0



Navigate to USDA LINC home page at <https://usdalinc.sc.egov.usda.gov> or navigate to any webpage within the GUS application.

On the IE8 Menu Bar **select the “Tools”** dropdown arrow and **select “Compatibility View Settings”** from the corresponding menu.

Internet Explorer 8.0



The user will see that **usda.gov** is entered as the address of the website to add in Compatibility View. **Select “Add.”** If “usda.gov” is not entered in this box, please enter it.

From this point forward anytime you access GUS the IE8 browser will already be set in the Compatibility View mode.

Internet Explorer 8.0

Second Alternative to Activate “Compatibility View” Setting

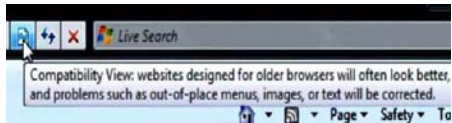


There is a second alternative to activate the “Compatibility View” setting.

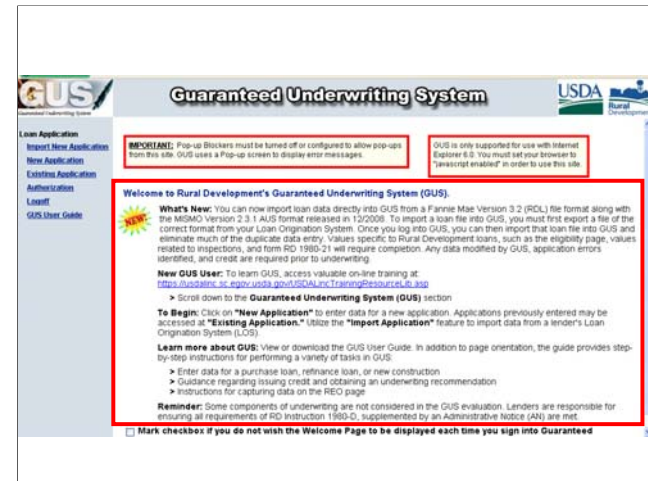
Navigate to the USDA LINC home page at <https://usdalinc.sc.egov.usda.gov> or any corresponding webpage within the GUS application. In the address bar of IE8 you will see an icon which resembles a torn piece of paper known as the “Compatibility View” button.

Internet Explorer 8.0

Second Alternative to Activate "Compatibility View" Setting

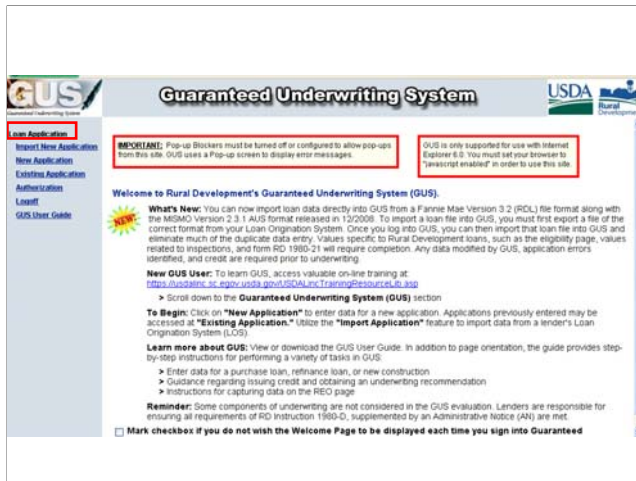


Select the "Compatibility View" button and notice that it will become shaded once activated. This allows the user to view the webpage as it was designed to look in the older browser. Once this is activated the Compatibility View setting, IE8 will remember to always open the website in Compatibility View mode unless the button is deselected.



The GUS Welcome Page will also provide valuable updates to users if there are new enhancements to GUS. This screen displays new information regarding importing loan files into GUS from loan origination systems.

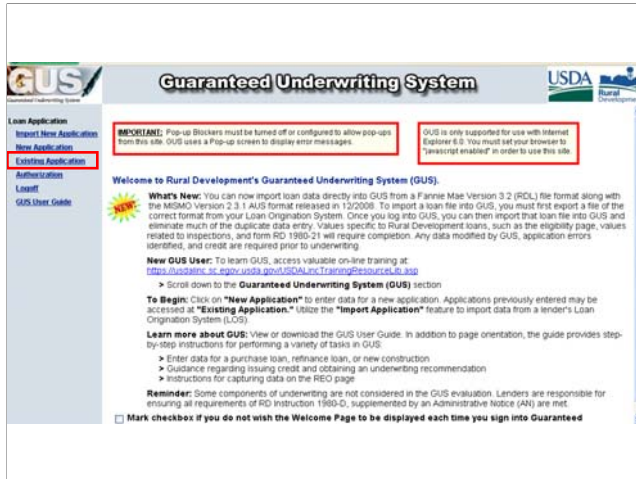
The "New" section is updated as needed.



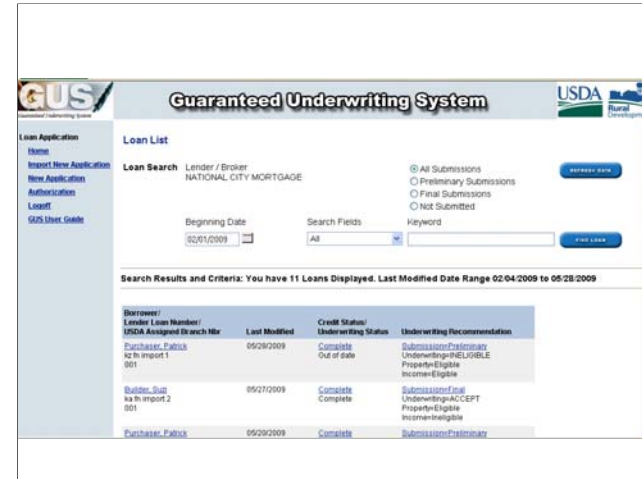
GUS Loan List

Under the “Loan Application” menu users have many available options to enter, review, and manage GUS loans.

- “Import New Application” allows users to import existing loan files from their loan origination systems into GUS. Imported loan files must meet MISMO 2.3.1 or Fannie Mae 3.2 (RDL) file formats.
- “New Application” will allow the lender to manually enter loan data directly into each GUS application page.
- “Existing Application” will take the user to the “GUS Loan List” where they can view and update loan applications previously entered and saved into GUS.
- “Authorization” will link Security Administrators to the “Application Authorization Security Management System” (AASM) to add or deactivate employees in GUS by utilizing their activated LEVEL ONE e-Authentication user ID’s. Security Administrators will also use the “Authorization” link to assign GUS roles and privileges for each user.
- Users may select “Logoff” to exit GUS.
- The “GUS User Guide” is a valuable resource lenders can access, download, or print to assist them in completing GUS application pages and underwriting submissions. The GUS User Guide outlines each data field on each GUS application page. It is a valuable training and resource tool that should be consulted first before users contact the Centralized Help Desk

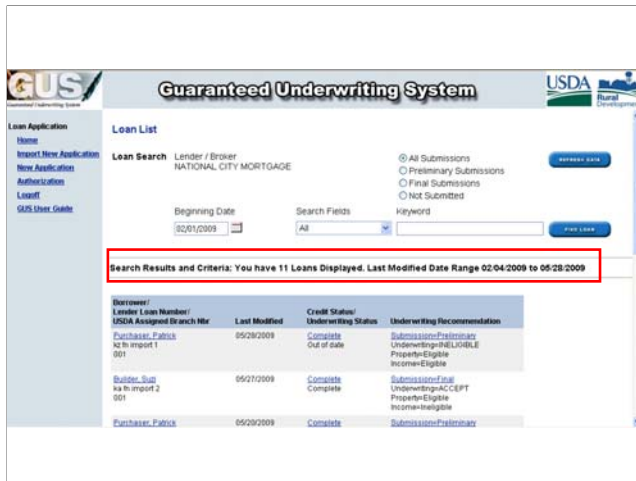


The "Loan List" will display loans users have previously entered or imported into GUS. To access the loan list, click on "Existing Application."

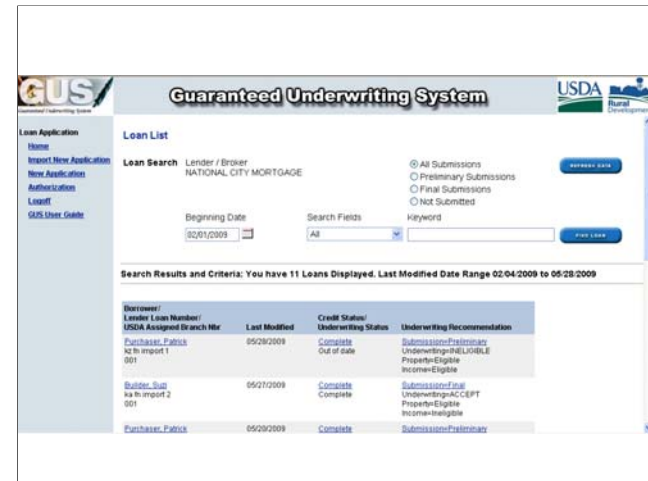


The Loan List offers many navigation options to assist the user to locate a specific loan quickly.

- Users may search by "All Submissions," "Preliminary Submissions" only, "Final Submissions" only, or for loans that are "Not Submitted" for any underwriting consideration.
- Users may need to adjust the "Beginning Date" in order to locate a loan. GUS will only show the most current 7 day time frame of recently entered GUS loans. Therefore if a user wishes to view a loan that was last updated or entered over 7 days ago, they must adjust the "Beginning Date" in order to find the loan.
- Users may manually enter a new "Beginning Date" or the calendar icon may be accessed in order to select a new "Beginning Date."
- Users have three options under "Search Fields" to further narrow their search for a specific loan file. These three options are "All" to display all loans that meet the current criteria or to be more specific select "Borrower Last Name" or "Lender Loan Number."
- The "Keyword" data field will allow users to enter the first letter of or the entire last name of the borrower, or the lender's loan number may be entered.
- When all of the search criteria has been entered, click on "Find Loan." GUS will display the loans that match the criteria entered below on the loan list.



The “Search Results and Criteria” will tell the user how many loans meet the information requested. Be alert to the “Last Modified Data Range.” If the loan you are looking for is not displayed, perhaps it was entered or last modified outside of the date range shown. If this is the case, adjust the “Beginning Date” to a broader date range.



- The first column of the “Loan List” will display the Borrower Name, the Lender Loan Number, and the USDA Branch Number of the approved lender that submitted the loan in GUS.
- “Last Modified” will display the date the loan application was last updated by the lender in GUS.
- “Credit Status/Underwriting Status” will list “Complete” if a credit report and underwriting attempt have been successfully executed in GUS. “Out of Date” will convey that the credit report or underwriting findings are no longer valid for this loan file. In this example for “Patrick Purchaser” the credit status is complete, but the underwriting status is out of date.
- The “Underwriting Recommendation” column will display the underwriting submission type, underwriting recommendation, and property and income eligibility determinations.
- If the underwriting submission was successful GUS will list if it was a “Preliminary” or a “Final” submission.
- GUS will list the underwriting recommendation as “Accept” “Refer” “Refer with Caution” or “Ineligible.”
- The property determination will be listed as “Eligible” “Ineligible” or “Unable to Determine.”
- The Income eligibility will be listed as “Eligible” or “Ineligible.”
- Users may click on the “Borrower Name,” “Credit Status,” or “Submission Type” to view the loan.

GUS Page Orientation and Messages

GUS Page Orientation

Eligibility

Property Information

Property Address *

City *

State/County/MSA/Zip *

Check Property Eligibility Display Property Map

Results from Checking Property Eligibility

Property Eligibility is **ELIGIBLE**

Household Member Information

Number of People in Household *

Is Loan Applicant or Co-Applicant age 62 or older?

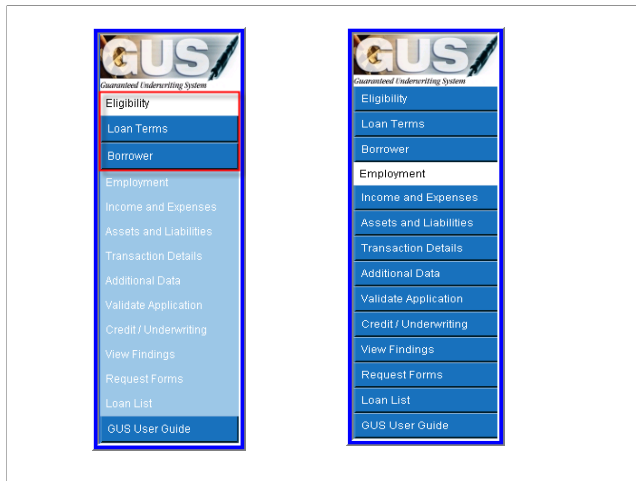
Annual Medical Expenses *

Number of Residents Under 18 Years Old, Disabled, or Full Time Students 18 Years of age or greater *

Annual Child Care Expenses *

GUS application pages have unique navigation tools designed to assist the user in completing all loan date fields. Let's review these features.

- The GUS Navigation Toolbar is located on the left side of the GUS application page. The application page displayed is highlighted in white on the navigation toolbar. In this example we are viewing the "Eligibility" application page.
- The page header will appear at the top of each application page and display the "Borrower Name," "Lender Loan Number" and the "Application ID Number."
- The "Borrower Name" will fill with the primary borrower's name once it is entered and saved on the "Borrower" application page.
- The "Lender Loan Number" is assigned by the lender when entering data on the "Loan Terms" page. Users may name the loan in any combination of numbers or letters they choose.
- The "Application ID Number" is a randomly generated number by GUS to identify the loan without using any personally identifiable information (PII) that may jeopardize the security of the borrower. The Application ID Number is a perfect reference to include in emails and correspondence to Agency and lenders since it can not be traced to any fragment of the borrower's social security number, date of birth, phone number, or other personal identifying information
- "Page Navigation" links are also provided for application pages that have multiple sections within that page. By clicking on a page navigation link the user will be taken directly to that section rather than utilizing the scroll bar. In this example on the "Eligibility" page there are three data sections which are property, household, and income.
- Scroll bars may be available to navigate top to bottom or left to right on some application pages. Be sure to use the scroll bars when they are available to ensure



When a user enters a new loan application the first three GUS application pages of “Eligibility,” “Loan Terms,” and “Borrower” must be completed and saved before GUS will allow the user to access other application pages.



GUS will display a variety of messages to alert the user of processes, important confirmation messages, or data entry concerns.

The screenshot shows the GUS web application interface. At the top, there is a header with the GUS logo and USDA Rural Development logo. Below the header, there are fields for Borrower Name (Cvacommon, Emr), Lender Loan Number (20092008), and Application ID Number (11854). The main content area is titled 'Request Credit / Underwriting'. A prominent yellow message box in the center reads: 'Your credit report request is being processed, please wait...'. Below this message, there are several sections: 'Select Request You Would Like to Submit:' with a dropdown menu set to 'Request Credit Report'; 'Complete items Below Before Submitting the Request for Credit Report' with a checkbox for 'Check to auto populate the liabilities from the credit report.'; 'Credit Application' with radio buttons for 'Joint', 'Borrower', and 'Reference Number', and a 'Credit Status' dropdown set to 'Unknown'; 'Service Provider' with a dropdown set to 'FIS_TransChicago Test (606)'; 'Account Number' with a text field containing '8824000'; and 'Lender Contact Name' with a text field containing 'Dastwyler,Dean'. At the bottom, there are buttons for 'PREVIOUS', 'NEXT', 'SAVE', 'CLEAR', and 'CANCEL'.

This is an example of a "Processing" message. GUS is processing a credit report request from the user.

The screenshot shows the GUS web application interface. At the top, there is a header with the GUS logo and USDA Rural Development logo. Below the header, there are fields for Borrower Name (Cvacommon, Emr), Lender Loan Number (20092008), and Application ID Number (11854). The main content area is titled 'Borrower'. A prominent message box in the center reads: 'The loan application has been successfully added.' Below this message, there are several sections: 'Borrower Information' with fields for First Name (Emr), Middle Name (A), Last Name (Cvacommon), Suffix (Select One), SSN (121-360714), Marital Status (Married), and Date of Birth (12/10/1974); 'Co-Borrower Information' with fields for First Name, Middle Name, Last Name, Suffix, SSN, Marital Status, and Date of Birth; and 'Present Address' with a text field containing '100 Main Street'. At the bottom, there are buttons for 'PREVIOUS', 'NEXT', 'SAVE', 'CLEAR', and 'CANCEL'.

This is an example of an informational message. GUS is telling the user that their loan application has been successfully added.

The screenshot shows the 'Assets and Liabilities' section of the USDA CUS application. At the top, there is a header with the USDA logo and fields for Borrower Name (Amacomon, Louis), Lender Loan Number (8875309), and Application ID Number (19048). Below the header, a navigation menu on the left lists various sections like Eligibility, Loan Terms, Borrower, Employment, Income and Expenses, Assets and Liabilities, Transaction Details, Additional Data, Validate Application, Credit Underwriting, New Findings, Request Forms, Loan List, and GUD User Guide. The main content area is titled 'Assets and Liabilities' and displays a warning message: '1 warning exist.' Below this, there is a table with columns for Account Owner, Asset Type, Cash Value, and If Net Equity, Select Property. The table contains one row with the following data: Account Owner: Amacomon, Louis; Asset Type: Checking Account; Cash Value: \$2,500.00; If Net Equity, Select Property: Select One. Below the table, there is a section for 'REO Property Information' with a text input field containing 'REO Property Information'. At the bottom, there is a note: 'NOTE: Liabilities may be auto-populated from the Credit Underwriting page. Montana 1 liability (401 /0/ Montana)'. Navigation buttons for 'PREVIOUS', 'NEXT', 'SAVE', 'CLEAR', and 'CANCEL' are located at the bottom of the screen.

Warning messages will alert the user if there are any data fields that need to be completed prior to a "Final" underwriting submission. Users can scroll through the application page to locate and correct the warning.

The screenshot shows the 'Assets and Liabilities' section of the USDA CUS application. At the top, there is a header with the USDA logo and fields for Borrower Name (Amacomon, Louis), Lender Loan Number (8875309), and Application ID Number (19048). Below the header, a navigation menu on the left lists various sections like Eligibility, Loan Terms, Borrower, Employment, Income and Expenses, Assets and Liabilities, Transaction Details, Additional Data, Validate Application, Credit Underwriting, New Findings, Request Forms, Loan List, and GUD User Guide. The main content area is titled 'Assets and Liabilities' and displays two error messages: '2 errors found.' Below this, there is a table with columns for Account Owner, Asset Type, Cash Value, and If Net Equity, Select Property. The table contains one row with the following data: Account Owner: Amacomon, Louis; Asset Type: Savings Account; Cash Value: \$0.00; If Net Equity, Select Property: Select One. Below the table, there is a section for 'REO Property Information' with a text input field containing 'REO Property Information'. At the bottom, there is a note: 'NOTE: Liabilities may be auto-populated from the Credit Underwriting page. Montana 1 liability (401 /0/ Montana)'. Navigation buttons for 'PREVIOUS', 'NEXT', 'SAVE', 'CLEAR', and 'CANCEL' are located at the bottom of the screen.

Error messages will alert the user to any data fields that must be completed or corrected before the user can advance to the next or previous application screen. Users can scroll through the application page to locate the errors.

Required Fields

***** Required to “Save” an application page

P Required for Preliminary submission

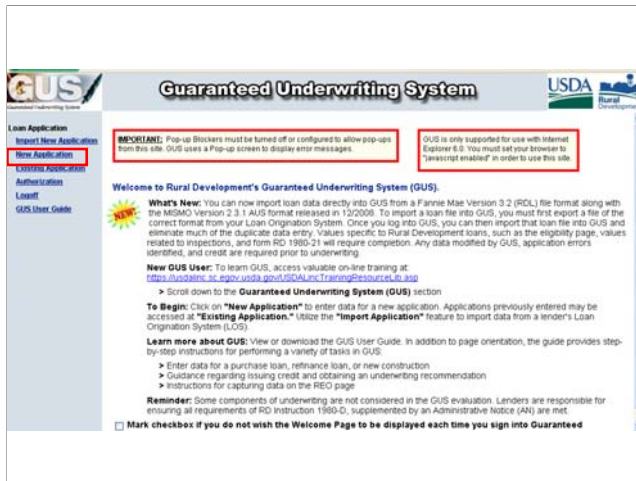
F Required for Final submission

On each GUS page some data fields may be denoted with one of these markers.

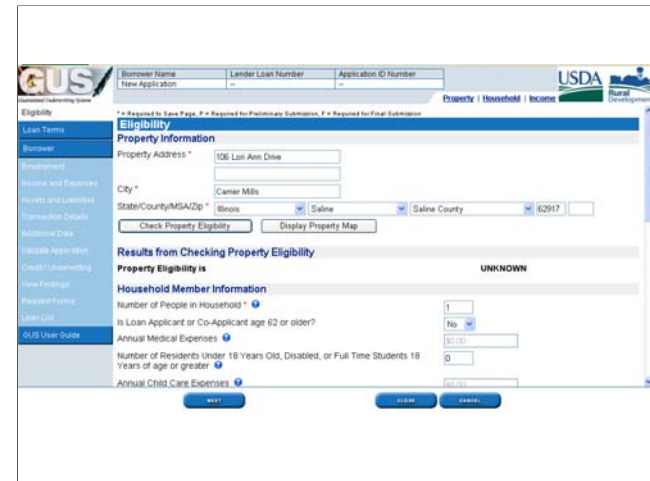
- An asterisk indicates a data field that must be completed in order for this application page to be saved.
- A red “P” indicates a data field that must completed before a successful “Preliminary” underwriting submission may be attempted.
- A red “F” indicates a data field that must be completed before a successful “Final” underwriting submission may be completed.

Eligibility

The Eligibility page will be the first application page to display for a new application. The goal of the eligibility page is to determine property and income eligibility for the Guaranteed Loan Program.



Users must first select to enter a "New Application."



The eligibility page is a scrolling page. The user may access the scroll bar located on the right side of the page to view the entire page.

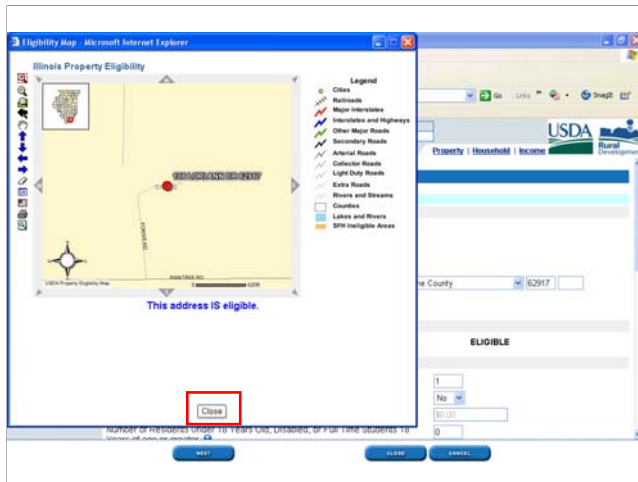
- In the "Property Information" section, the user must enter a "Property Address." In the event an exact property address is not available, the user may enter "TBD" or "To Be Determined" or "Unknown." This option will not render a valid property eligibility determination, but it will allow the lender to move forward in the GUS application and receive a valid credit/capacity underwriting recommendation
- A valid city, state, county, MSA, and zip code must be entered.
- Users may click "Check Property Eligibility" to view the determination.

The screenshot shows the GUS web application interface. At the top, there are fields for Borrower Name, Lender Loan Number, and Application ID Number. Below this is a navigation bar with 'Eligibility' selected. The main content area is titled 'Eligibility' and contains a warning message: 'I warning exist. Data was saved. Please correct before submitting application.' Below the warning is the 'Property Information' section, which includes fields for Property Address, City, and State/County/MSA/Zip. A red box highlights the 'Results from Checking Property Eligibility' section, which displays 'Property Eligibility is ELIGIBLE'. Below this is the 'Household Member Information' section, which includes fields for Number of People in Household, Is Loan Applicant or Co-Applicant age 62 or older?, Annual Medical Expenses, and Number of Residents Under 18 Years Old, Disabled, or Full Time Students 18.

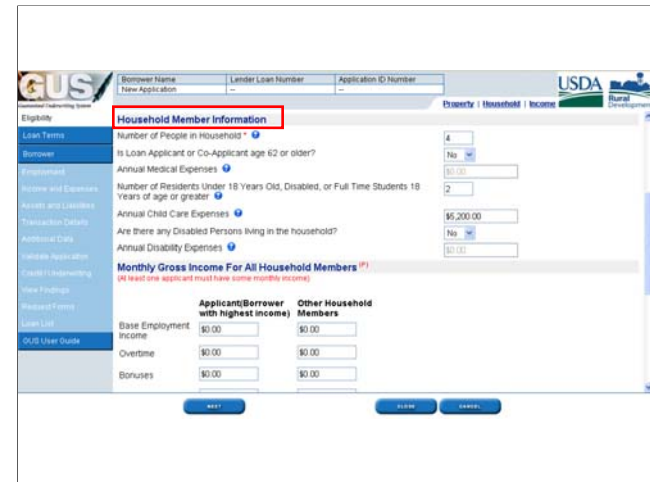
GUS will deliver a property eligibility determination and display it on the eligibility page. In this example the property is "ELIGIBLE."

The screenshot shows the GUS web application interface. At the top, there are fields for Borrower Name, Lender Loan Number, and Application ID Number. Below this is a navigation bar with 'Eligibility' selected. The main content area is titled 'Eligibility' and contains a warning message: 'I warning exist. Data was saved. Please correct before submitting application.' Below the warning is the 'Property Information' section, which includes fields for Property Address, City, and State/County/MSA/Zip. A red box highlights the 'Display Property Map' button. Below this is the 'Results from Checking Property Eligibility' section, which displays 'Property Eligibility is UNKNOWN'. Below this is the 'Household Member Information' section, which includes fields for Number of People in Household, Is Loan Applicant or Co-Applicant age 62 or older?, Annual Medical Expenses, and Number of Residents Under 18 Years Old, Disabled, or Full Time Students 18.

The user may click on "Display Property Map" to view a map of property eligibility.



A screen shot of the mapped address will appear and the property determination will again be displayed. In this example GUS has determined "This address IS eligible." The user may click on "Close" to return to the eligibility page.



The next section of the eligibility page is "Household Member Information." This section will capture important characteristics of the household in order to determine if any eligible deductions are allowable from the gross annual income in order to income qualify for the Guaranteed Loan Program.

The blue circle icons with the white question mark inside provide additional information to assist the user in properly completing each question. Click on the help icon if assistance is needed.

- “Number of People in the Household” should include the applicant, co-applicant, and all other persons who will make the applicant’s dwelling their primary residence for all or part of the next 12 months. The temporary absence of a child from the home due to placement in foster care shall not be taken into account in considering family composition and size. Foster children placed in the borrower’s home and live-in aids shall not be counted as members of the household.
- “Is the Loan Applicant or Co-Applicant age 62 or older?” The responses are “No” or “Yes.” The response will determine if this is an “elderly household.” Elderly households qualify for a flat \$400 deduction off of their gross annual income. Only answer “Yes” if the applicant or co-applicant are age 62 years of age or older, not other adult household members who are not party to the loan note.
- If the user answered “Yes” to “Is the Loan Applicant or Co-Applicant age 62 or older” then the “Annual Medical Expenses” data field would be activated and available for data entry. Medical expenses include those paid for any household member the applicant/borrower anticipates incurring over the ensuing 12 months “and” which are not covered by insurance. Examples of said expenses are: dental expenses, prescription medications, medical insurance premiums, eyeglasses, hearing aids, home nursing care, monthly payments on accumulated major medical bills and full time nursing or institutional care which “cannot” be provided in the home for the member of the household. The allowable deduction is the amount by which the aggregate allowable medical expenses of the household, combined with eligible disability expenses of the household exceeds 3 percent of the qualifying household members gross annual income (GAI). For example, if qualifying household medical expenses are \$3,200. GAI is \$15,500. 3% of \$15,500 is \$465. \$3,200 minus \$465 equals an allowable deduction of \$2,735.
- Users must enter the “Number of Residents Under 18 Years Old, Disabled, or Full Time Students 18 Years of age or greater.” A deduction of \$480 is allowed for each member of the family residing in the household, other than the applicant, spouse, or co-applicant, who is Under 18 years of age, 18 years of age or older “and” is disabled, or is a full time college student age 18 or older.
-

- If there are household members who are under 18 years of age, disabled, or full time students age 18 years of age or greater, then the “Annual Child Care Expenses” data field will be available for data entry.
- A deduction for the care of minors 12 years of age or under is allowed to the extent necessary to enable a member of the applicant/borrower’s family to be gainfully employed or to further his or her education.
- Payment for these services may not be made to persons whom the applicant/borrower is entitled to claim as dependents for income tax purposes. A full “written” justification for this deduction must be recorded in the loan docket. In this example the applicant pays \$100 per week for childcare for 52 weeks a year. \$100 x 52 = \$5,200.
- Lenders must secure evidence for the loan file to support the calculation of childcare expenses entered. The documentation should state:
1. Who provides care for the child.
 2. How much they are paid, and
 3. How often they receive payment.
- This evidence may come in the form of a receipt/contract from the provider, canceled checks or money order receipts, a letter from the provider, or if tax returns have been provided by the applicant and childcare expenses are shown on these the lender may utilize these as evidence. Tax returns are NOT required, but may be used.

The screenshot shows the 'Household Member Information' section of the EUS application. The form includes fields for 'Number of People in Household' (set to 4), 'Is Loan Applicant or Co-Applicant age 62 or older?' (No), 'Annual Medical Expenses' (\$0.00), 'Number of Residents Under 18 Years Old, Disabled, or Full Time Students 18 Years of age or greater' (2), 'Annual Child Care Expenses' (\$5,200.00), and 'Are there any Disabled Persons living in the household?' (No). Below this is the 'Monthly Gross Income For All Household Members' section, which is highlighted with a red box. It contains a table with columns for 'Applicant/Borrower with highest income' and 'Other Household Members', and rows for 'Base Employment Income', 'Overtime', and 'Bonuses'. Each row has input fields for both columns.

•The user must determine “Are there any Disabled Persons living in the household?” The responses are “No” or “Yes.”

• If there are any disabled persons living in the household then the “Annual Disability Expenses” data field will be available for date entry.

Reasonable expenses for the care of an individual with disabilities in excess of 3% of the annual income, when combined with eligible medical expenses, may be deducted from annual income if the expenses:

- Enable the individual with disabilities or another family member to work;
- Are not reimbursable from insurance or any other source; and
- Do not exceed the amount of earned income included in annual income by the person who is able to work as a result of the expenses.

Typical disability expenses include:

- Care attendant to assist an individual with disabilities with daily activities of daily living directly related to permitting the individual or another family member to work;
- Special apparatus, such as wheelchairs, ramps, adaptations to vehicles or work place equipment, if directly related to permitting the individual with disabilities or another family member to work.

The screenshot shows the 'Monthly Gross Income For All Household Members' section of the EUS application. This section is highlighted with a red box. It features a table with three columns: 'Applicant/Borrower with highest income' and 'Other Household Members'. The rows include 'Base Employment Income' (\$3,500.00 and \$2,300.00), 'Overtime', 'Bonuses', 'Commissions', 'Dividends/Interest', 'Other', and 'Net Rental'. Below the table is a 'Gross Income' field set to \$0.00 and a 'Check Income Eligibility' button. A note states: 'Gross income should be greater than \$0.49. Income eligibility cannot be determined.' Below this is the 'Results from Checking Income Eligibility' section.

The next section is “Monthly Gross Income For All Household Members.” Based on the number of household members that are considered adults (18 years of age or older and not full time college students), there will be a column for each adult household member for the user to enter their gross income.

All gross income must be considered for these adult household members REGARDLESS if they are a party to the loan note.

Monthly Gross Income For All Household Members (*)
(* If most one applicant must have some monthly income)

	Applicant/Borrower with highest income	Other Household Members
Base Employment Income	\$3,500.00	\$2,300.00
Overtime	\$0.00	\$0.00
Bonuses	\$0.00	\$0.00
Commissions	\$0.00	\$0.00
Dividends/Interest	\$0.00	\$0.00
Other	\$0.00	\$0.00
Net Rental	\$0.00	\$0.00

All Other Monthly Income Received by Adult Members of the Household: \$0.00

Gross income should be greater than \$0.49. Income eligibility cannot be determined.

Results from Checking Income Eligibility

The base employment income includes a projected income anticipated for the next 12 months including full, part-time, and seasonal work. Historical data based on the past 12 months or previous fiscal year may be used if a determination can not logically be made.

Monthly Gross Income For All Household Members (*)
(* If most one applicant must have some monthly income)

	Applicant/Borrower with highest income	Other Household Members
Base Employment Income	\$3,500.00	\$2,300.00
Overtime	\$0.00	\$0.00
Bonuses	\$0.00	\$0.00
Commissions	\$0.00	\$0.00
Dividends/Interest	\$0.00	\$0.00
Other	\$0.00	\$0.00
Net Rental	\$0.00	\$0.00

All Other Monthly Income Received by Adult Members of the Household: \$0.00

Gross income should be greater than \$0.49. Income eligibility cannot be determined.

Results from Checking Income Eligibility

Overtime, Bonus, and Commission income is income that is more than the base wages. For Rural Development eligibility purposes this income should be verifiable and dependable. The applicant should have a history of receiving these types of income for it to be considered. Typically a 12 month history of this income would be a good indicator that it will continue unless the employer indicates it will not continue. Averaging overtime, bonus or commissions over the last 12-24 months would be an acceptable method to determining projected income.

EUS Borrower Name: New Application Lender Loan Number: Application ID Number: USDA Rural Development

Property | Household | Income

Eligibility: **Monthly Gross Income For All Household Members (*)**
(* Most one applicant must have some monthly income)

Loan Terms

Borrower	Applicant/Borrower with highest income)	Other Household Members
Base Employment Income	\$3,500.00	\$2,300.00
Income and Expenses		
Assets and Liabilities	\$0.00	\$0.00
OverTime	\$0.00	\$0.00
Transaction Details		
Bonuses	\$0.00	\$0.00
Additional Fees		
Commissions	\$0.00	\$0.00
Dividends/Interest	\$0.00	\$0.00
Other	\$0.00	\$0.00
Net Rental	\$0.00	\$0.00

All Other Monthly Income Received by Adult Members of the Household: \$0.00

Gross income should be greater than \$0.49. Income eligibility cannot be determined.

Results from Checking Income Eligibility

Buttons:

Dividends and Interest income are also included in determining eligibility. This includes interest from checking and savings accounts, dividends, income received by adult members of the household from a trust fund, etc. All net family assets as defined by RD Instruction 1980-D, section 1980.302(a), in excess of \$5,000 that are disclosed by the applicants, must have the greater of the actual income derived or a percentage of the value of such assets based on the current passbook savings rate included in annual income calculations. For more information please see RD Instruction 1980-D, section 1980.347(d)(3)(iii).

EUS Borrower Name: New Application Lender Loan Number: Application ID Number: USDA Rural Development

Property | Household | Income

Eligibility: **Monthly Gross Income For All Household Members (*)**
(* Most one applicant must have some monthly income)

Loan Terms

Borrower	Applicant/Borrower with highest income)	Other Household Members
Base Employment Income	\$3,500.00	\$2,300.00
Income and Expenses		
Assets and Liabilities	\$0.00	\$0.00
OverTime	\$0.00	\$0.00
Transaction Details		
Bonuses	\$0.00	\$0.00
Additional Fees		
Commissions	\$0.00	\$0.00
Dividends/Interest	\$0.00	\$0.00
Other	\$0.00	\$0.00
Net Rental	\$0.00	\$0.00

All Other Monthly Income Received by Adult Members of the Household: \$0.00

Gross income should be greater than \$0.49. Income eligibility cannot be determined.

Results from Checking Income Eligibility

Buttons:

Other income would include types of income such as tips, unemployment income, seasonal employment, part-time employment, National Guard pay, supplemental income (i.e. coaching contract), child support, alimony, social security, pensions, annuities, insurance policies, etc.

Other income must be verifiable and dependable.

Note: Do not include income from minors, food stamps, care of foster children, lump-sum payments, inheritances, insurance payments, or other types of income that are typically not received on a routine basis.

Monthly Gross Income For All Household Members (*)
(* If more than one applicant, most have some monthly income)

	Applicant/Borrower with highest income	Other Household Members
Base Employment Income	\$3,500.00	\$2,300.00
Overtime	\$0.00	\$0.00
Bonuses	\$0.00	\$0.00
Commissions	\$0.00	\$0.00
Dividends/Interest	\$0.00	\$0.00
Other	\$0.00	\$0.00
Net Rental	\$0.00	\$0.00

All Other Monthly Income Received by Adult Members of the Household: \$0.00

Gross income should be greater than \$0.49. Income eligibility cannot be determined.

Results from Checking Income Eligibility

The net amount of income derived from rental property must be included. This is calculated by taking 75% of the gross rent from the lease agreement, and subtracting the monthly payment (principal, interest, real estate taxes and insurance). If this yields a positive number it is included as monthly income. If it is a negative number, do not include as monthly income for eligibility determinations, as the negative amount must be included as a monthly liability on the 1003 loan application. The additional 25% of the gross rent is considered as being absorbed by vacancy losses and ongoing maintenance expenses.

Monthly Gross Income For All Household Members (*)
(* If more than one applicant, most have some monthly income)

	Applicant/Borrower with highest income	Other Household Members
Base Employment Income	\$3,500.00	\$2,300.00
Overtime	\$0.00	\$0.00
Bonuses	\$0.00	\$0.00
Commissions	\$0.00	\$0.00
Dividends/Interest	\$0.00	\$0.00
Other	\$0.00	\$0.00
Net Rental	\$0.00	\$0.00

All Other Monthly Income Received by Adult Members of the Household: \$0.00

Gross income should be greater than \$0.49. Income eligibility cannot be determined.

Results from Checking Income Eligibility

Eligibility for Rural Development loans is based on all household income. In some instances, there may be income in the household from an adult family member who is not applying for the loan.

The income from all adult members of the household, even though they may not be a party to the loan transaction, must be disclosed for eligibility purposes. The income needs to be verifiable and dependable. It should meet the same criteria as we have reviewed for income types in order to be considered. Further information concerning program eligibility and calculating income for program eligibility is available in RD Instruction 1980-D, Section 1980.347.

The screenshot shows the 'Check Income Eligibility' step in the GUS application. The 'Results from Checking Income Eligibility' section displays 'Income Eligibility is ELIGIBLE'. The 'Adjusted Household Income' is calculated as \$63,440.00.

Category	Amount
Total Household Income	\$69,600.00
Allowable Adjustments	\$6,160.00
Adjusted Household Income	\$63,440.00

- To obtain an income eligibility determination click on “Check Income Eligibility.”
- The “Results from Checking Income Eligibility” will either list “Eligible,” “Ineligible,” or the eligibility site may be unavailable and can not make a determination at this time.
- The “Total Household Income” will be calculated and entered in the first box. In this example, the income of all adult household members has been added together to arrive at total household income figure of \$69,600.
- “Allowable Adjustments” is the total of all eligible deductions that may apply to the household based upon the data entered by the lender above in the “Household Member Information” section. In this example the applicants have \$6,160 of eligible deductions for items such as childcare, dependents, medical, or disability expenses.
- The “Adjusted Household Income” is the total household income minus eligible allowable adjustments.

The screenshot shows the 'Check Income Eligibility' step in the GUS application. The 'Results from Checking Income Eligibility' section displays 'Income Eligibility is ELIGIBLE'. The 'Adjusted Household Income' is calculated as \$63,440.00. A red box highlights the 'ELIGIBLE' status and the 'Adjusted Household Income' field.

Category	Amount
Total Household Income	\$69,600.00
Allowable Adjustments	\$6,160.00
Adjusted Household Income	\$63,440.00

- It is the “Adjusted Household Income” that determines if the applicant is income eligible for the Guaranteed Loan Program.
- When the eligibility page is complete click on “Next” to advance to the next GUS application page.

Loan Terms

The screenshot displays the 'Type of Mortgage and Terms of Loan' page in the GUS system. The page is divided into several sections: 'Borrower Information' (Borrower Name, Lender Loan Number, Application ID Number), 'Type of Mortgage and Terms of Loan' (Mortgage Applied for: RHS, Loan Amount: \$218,836.73, Interest Rate: 5.5000%, No. of Months: 30, Amortization Type: Fixed), 'Lender Information' (Lender Loan Number, USDA Assigned Branch Nbr: 001, Lender Name: NATIONAL CITY MORTGAGE), and 'Property Information and Purpose of Loan' (Property Address: 108 Lori Ann Drive, City: Center Mills, State/County/MSA/Zip: Missouri/Saline/Saline County/62917). Navigation buttons for 'PREVIOUS', 'NEXT', and 'CANCEL' are located at the bottom of the form.

- The “Loan Terms” page will collect information specific to the loan amount, interest rate, and property.
- The “Mortgage Applied for” will default to “RHS” and be a protected data field.
- The “Loan Amount” must reflect the TOTAL loan the user is requesting Rural Development to guarantee. Depending upon the appraised value, the total loan amount may include eligible closing costs, pre-pays, lender fees, repairs, other eligible costs, and the one time guarantee fee.

Total Loan Amount

Maximum Loan Amount = 100% of Appraised Value + guarantee fee

Appraised Value: \$217,000
Purchase Price: \$210,000
Closing Costs: \$1,960
Pre-Paid: \$2,500
\$214,460

$\$214,460 \div .98 = \$218,836.73$

(If guarantee fee is financed)

$\$218,836.73 \times .02 = \$4,376.73$

(Correct guarantee fee to disclose to applicant)

- The maximum loan amount for a Guaranteed Loan is 100% of the appraised value, plus the one time guarantee fee may be rolled into the loan ABOVE the appraised value.
- For this example, the appraised value is \$217,000.
- If the purchase price is \$210,000, this allows for a \$7,000 difference from the appraised value to include eligible costs into the loan.
- If the user wants to roll in closing costs of \$1,960 and pre-paid items of \$2,500, this would give the user a "base" loan amount of \$214,460 without the guarantee fee included. These costs can be included in the loan amount because the total does not exceed the \$217,000 appraised value.
- If the user also wants to include the one time guarantee fee into the loan, currently at 2 percent, the user must divide the base loan of \$214,460 by .98 to arrive at the correct TOTAL loan amount to request from Rural Development. \$218,836.73 is the correct TOTAL loan amount to enter on the "Loan Terms" GUS application page in the "Loan Amount" data field.
- To disclose the correct 2 percent guarantee fee to the applicant, the user will multiply the TOTAL loan amount by .02, which is a guarantee fee of \$4,376.73.

The screenshot shows the GUS application interface. At the top, there are fields for Borrower Name (New Application), Lender Loan Number (Homeowner1), and Application ID Number. Below this is a navigation menu with options like 'Loan Terms', 'Lender Information', and 'Property Information'. The main content area is titled 'Type of Mortgage and Terms of Loan'. It contains several sections: 'Mortgage Applied for' (with a dropdown set to 'Fixed'), 'Loan Amount' (input field with value \$218,836.73), 'Interest Rate (%)' (input field with value 5.5000%), 'No. of Months' (input field with value 360), and 'Amortization Type' (input field with value 'fixed'). Below these is the 'Lender Information' section, which includes 'Lender Loan Number' (input field with value Homeowner1), 'USDA Assigned Branch Nbr' (input field with value 001 and a 'Branch List' button), and 'Lender Name' (input field with value NATIONAL CITY MORTGAGE). The 'Property Information and Purpose of Loan' section includes 'Property Address' (input field with value 100 Len Ave Drive), 'City' (input field with value Carter Mills), and 'State/County/MSA/Zip' (input field with value Missouri, Saline County, 62917). At the bottom of the page, there are 'Previous', 'Next', and 'Cancel' buttons.

- The "Interest Rate" must be entered. For temporary buydowns, the full note interest rate must be entered on the "Loan Terms" page.
- Number of Months" for amortization will default to 360. Thirty year loans are the only option for Guaranteed Loans.
- Amortization Type" will default to "fixed." No ARM's or balloons are allowed in the Guaranteed loan program.
- In the "Lender Information" section the user will be able to assign a "Lender Loan Number" to the loan file. This allows the lender to enter loan application numbers that meet their needs or guidelines for identification purposes.
- Users may only have access to one branch within their company, however some users have access to multiple branches. If a user wishes to change the branch number from the "USDA Assigned Branch Nbr" that is pre-filled, they may click on 'Branch List' to select the branch number of their choice from a list of available options.
- The "Lender Name" will be filled in and protected.

The screenshot shows the GUS application interface. The 'Property Information and Purpose of Loan' section is active. The 'Purpose of Loan' dropdown menu is set to 'Purchase'. Other fields include Property Address (100 Lon Ann Drive), City (Blinos), State/County/MSA/Zip (Blinos, Saline, Saline County, 62917), and Year Built (2003).

- In the “Property Information and Purpose of Loan” section, the “Property Address,” “City,” and “State/County/MSA/Zip” will pre-fill from the information entered on the “Eligibility” page.
- Number of Units” will default to one. Only one unit single family homes are eligible for Guaranteed Loans.
- Year Built” is an optional data field, but can be completed if the user has the information from the appraisal.
- “Purpose of Loan” must be selected. The user may choose from “Construction Only,” “Purchase,” or “Refinance.” Depending upon the selection by the user this will determine which additional data fields area available on future GUS application pages.

The screenshot shows the GUS application interface with the 'Purpose of Loan' dropdown set to 'Refinance'. The 'Purpose of Refinancing' dropdown menu is open, showing options: 'Select One', 'No Cash Out Other', and 'No Cash Out Streamline Refi'. The 'Refinancing Type' dropdown is also open, showing 'Select One'.

- If the “Purpose of Loan” is “Refinance” the “Purpose of Refinancing” and “Refinancing Type” data fields will be available for the user to complete.
- “Purpose of Refinancing” can be “No Cash Out Other” or “No Cash Out Streamline Refi.” “No Cash Out Other” would apply to a refinance transaction which includes in addition to the principle balance and the guarantee fee, accrued interest, and other eligible costs. A new appraisal is required, but no new property inspections are necessary. “No Cash Out Streamline Refi.” is a refinance transaction that includes only the principal balance and the guarantee fee. No new appraisal will be required.

The screenshot shows the 'Property Information and Purpose of Loan' section of the GUS application. The 'Refinancing Type' dropdown menu is open, showing two options: 'Direct to Guaranteed Loan' and 'Guaranteed Loan'. The 'Occupancy' dropdown is set to 'Primary Residence'. Other fields include Property Address (106 Lon Ann Drive), City (Center Mills), State/County/MSA/Zip (Binns, Saline, Saline County, 62917), Number of Units (1), Year Built (2003), Purpose of Loan (Refinance), and Purpose of Refinancing (No Cash Out Other). The 'Estate Held In' dropdown is set to 'Fee Simple'.

•“Refinancing Type” with either be “Direct to Guaranteed Loan” or a “Guaranteed Loan” refinance.

The screenshot shows the 'Property Information and Purpose of Loan' section of the GUS application. The 'Refinancing Type' dropdown menu is open, showing two options: 'Direct to Guaranteed Loan' and 'Guaranteed Loan'. The 'Occupancy' dropdown is set to 'Primary Residence'. Other fields include Property Address (106 Lon Ann Drive), City (Center Mills), State/County/MSA/Zip (Binns, Saline, Saline County, 62917), Number of Units (1), Year Built (2003), Purpose of Loan (Purchase), and Purpose of Refinancing (Select One). The 'Estate Held In' dropdown is set to 'Fee Simple'.

- “Occupancy” will default to “Primary Residence” because Guaranteed loans are not available for investment, second homes, or rental property purchases.
- “Estate Held In” may be “Fee Simple” or “Leasehold.”
- If “Leasehold” is selected the “Expiration Date” data field will appear. Users must enter the expiration date of the leasehold.
- Users may click on the calendar icon for a pop up calendar to assist them in entering the leasehold expiration date.
- When the user has completed all data fields click on “Next” to advance to the next GUS application page.

Borrower

Borrower

Warning: If you have already ordered a credit report for this loan and you edit the last name, first name, middle initial, SSN, or date of birth for the borrower (or co-borrower) you will be required to order a new credit report for the loan.

Borrower Information

First Name *
Middle Name
Last Name *
Suffix
SSN *
Marital Status (F) Select One
Date of Birth (F)
No. of Dependents (not listed by co-borrower(s))

Co-Borrower Information

First Name *
Middle Name
Last Name *
Suffix
SSN *
Marital Status (F) Select One
Date of Birth (F)
No. of Dependents (not listed by borrower or other co-borrower(s))

Present Address

The "Borrower" page has a very important warning message to the user that must be reviewed.

The message states: "If you have already ordered a credit report for this loan and you edit the last name, first name, middle initial, SSN, or date of birth for the borrower (or co-borrower) you will be required to order a new credit report for the loan."

Once a credit report is ordered in GUS, or a re-issued credit report is requested, it is VERY important that the user does not make any changes to the critical data elements outlined in the warning message. If these data elements are changed, the user will receive a message stating "critical data elements have been changed and a new credit report must be ordered in GUS."

The screenshot shows the 'Borrower' section of the GUS application. At the top, there are fields for 'Borrower Name' (New Application), 'Lender Loan Number' (HomeownerJ1), and 'Application ID Number'. Below this is a navigation bar with 'Request Forms' highlighted. The main form area is divided into 'Borrower Information' and 'Co-Borrower Information'. The 'Borrower Information' section includes fields for First Name, Middle Name, Last Name, Suffix, SSN, Marital Status (with a red 'F' next to it), Date of Birth, and No. of Dependents. A red box highlights a message: 'Borrower information collected by USDA will pre-fill the Form 1980-21, 'Request for Single Family Housing Loan Guarantee'. The form may be accessed from the navigation bar under Request Forms.'

The second important message to users states:

"Borrower information collected by USDA will pre-fill the Form 1980-21 "Request for Single Family Housing Loan Guarantee." The form may be accessed from the navigation bar under Request Forms."

Form RD 1980-21 is mandatory to be submitted with all approved and underwritten loan files in order to request a Conditional Commitment for Loan Note Guarantee from the Agency. GUS is alerting the user that all information entered into the GUS application pages will transfer onto Form RD 1980-21 and is available to print from the "Request Forms" page.

The screenshot shows the 'Co-Borrower' section of the GUS application. At the top, there are fields for 'Borrower Name' (New Application), 'Lender Loan Number' (HomeownerJ1), and 'Application ID Number'. Below this is a navigation bar with 'Request Forms' highlighted. The main form area is divided into 'Borrower Information' and 'Co-Borrower Information'. The 'Co-Borrower Information' section includes fields for First Name (Mary), Middle Name, Last Name (Homeowner), Suffix, SSN (500-22-2000), Marital Status (with a red 'F' next to it), Date of Birth, and No. of Dependents. A red box highlights a message: 'Borrower information collected by USDA will pre-fill the Form 1980-21, 'Request for Single Family Housing Loan Guarantee'. The form may be accessed from the navigation bar under Request Forms.'

- Complete the "First Name, Middle Name, and Last Name" for the "Borrower."
- Complete the same data fields for the "Co-Borrower" if any are a party to the loan. The applicant's listed on the "Borrower" page will be a party to the note. It is not unusual for some household members to not be a party to the loan note, and therefore not included on the "Borrower" application page.
- Enter the "Suffix" if applicable.
- Enter the "SSN" Social Security Number for each borrower.
- Select the "Marital Status." Choices include "Married," "Separated," or "Unmarried." Notice "Marital Status" has a red "F" beside this data field. This alerts the user that this field must be completed prior to a "Final: underwriting submission.
- Enter the "Date of Birth."
- Enter the "Number of Dependents."

The screenshot shows the 'Present Address' section of the GUS application. The form is divided into two columns for 'Present Address' and 'Mailing Address if Different from Present Address'. Each column has fields for Present Address, City, State/Zip, Own/Rent, and Years/Mos. at Present Addr. There is a checkbox for 'Same as Primary Borrower Address' and a 'Mailing Address' section with fields for City and State/Zip. The 'Present Address' fields are populated with '175 Thirtieth Street', 'Washington', 'District of Columbia', and '20013'. The 'Own/Rent' dropdown is set to 'Select One' and 'Years/Mos. at Present Addr' is set to '0'.

- Enter the “Present Address,” “City,” “State” and “Zip” of the current residence.
- In the “Own/Rent” section select the appropriate response for this residence. Does the borrower and/or co-borrower “Live Rent Free,” “Own,” or “Rent.”
- Enter the “Years/Months at Present Address.”
- In order to copy the Borrower’s information to the Co-Borrower section, check the box located under the co-borrower information “Same as Primary Borrower Address.” The address fields will be filled in to match the borrower. The only data fields that will require completion are “Own/Rent” and “Years/Months at Present Address.”
- Enter the “Mailing Address” if this is different from the present address entered for the applicants above.
- If the same mailing address applies to the co-borrower check the box “Same as Primary Borrower Mailing Address” to copy the information into the co-borrower data fields.
- Click on “Save” to save the application data.

The screenshot shows the 'Borrower' section of the GUS application. The form is divided into two columns for 'Borrower Information' and 'Co-Borrower Information'. Each column has fields for First Name, Middle Name, Last Name, Suffix, SSN, Marital Status, Date of Birth, and No. of Dependents. The 'Borrower Name' field is populated with 'Homeowner_john'. The 'Lender Loan Number' is 'Homeownerj1' and the 'Application ID Number' is '20540'. A message states 'The loan application has been successfully added.' The 'Borrower Information' fields are populated with 'John', 'Homeowner', '300-40-5000', 'Married', and '11/10/1968'. The 'Co-Borrower Information' fields are populated with 'Mary', 'Homeowner', '500-22-2000', 'Married', and '12/10/1974'.

- The “Borrower Name” is now populated at the top of the GUS application page.
- A GUS informational message appears that states “The loan application has been successfully added.”
- If the user were to exit GUS at this point, the application would appear on the loan list and be available for review and completion. GUS loan applications are not saved and retained on the loan list until the borrower page is complete and saved.

Employment

The screenshot displays the 'Employment' section of the EUS (Employment and Unemployment System) interface. At the top, there is a header with the EUS logo and fields for Borrower Name (Homeowner, John), Lender Loan Number (Homeowner, J1), and Application ID Number (20540). The USDA logo is also present. Below the header, a navigation menu includes links for English, Loan Terms, Borrower, and Employment. The 'Employment' section is highlighted with a red box. It contains two main parts: 'Current Employment Information' and 'Secondary/Previous Employment Information'. The 'Current Employment Information' table has columns for Borrower Name, Employer Name, Self-Emp, Years on Job, Months on Job, and Years in Profession. It lists two entries: Homeowner, John at Southern Illinois University and Homeowner, Mary at McDonalds. The 'Secondary/Previous Employment Information' table has columns for Borrower Name, Status, Employer Name, Self-Emp, and From Date. It contains three rows of dropdown menus for selection. At the bottom, there are buttons for 'Previous', 'Next', 'Save', 'Close', and 'Print'.

Borrower Name	Employer Name	Self-Emp	Years on Job	Months on Job	Years in Profession
Homeowner, John	Southern Illinois University	No	0	0	0
Homeowner, Mary	McDonalds	No	0	0	0

Borrower Name	Status	Employer Name	Self-Emp	From Date
Select One	Select One		No	
Select One	Select One		No	
Select One	Select One		No	
Select One	Select One		No	

- The first section of the “Employment” page will capture the current employment information for each applicant that will be a party to the note.
- Each applicant will be listed.
- Enter the “Employer Name.”
- Is the applicant “Self Employed?” Select “Yes” or “No.”
- Enter the “Years on Job.”
- Enter the “Months on Job.”
- Enter the “Years in Profession.”

The screenshot shows the EUS application form. At the top, there are fields for Borrower Name (Homeowner, John), Lender Loan Number (HomeownerJ1), and Application ID Number (20048). The form is divided into sections: 'Current Employment Information' and 'Secondary/Previous Employment Information'. The 'Current Employment Information' section has fields for Borrower Name, Employer Name, Self-Emp, Years on Job, Months on Job, and Years in Profession. The 'Secondary/Previous Employment Information' section has a table with columns for Borrower Name, Status, Employer Name, Self-Emp, and From Date. The table has three rows, each with a 'Delete' button. A red box highlights the 'Secondary/Previous Employment Information' section header. The form also includes a 'Previous' button and a 'Next' button.

Income and Expenses

Users should capture a two year employment history for each applicant.

- The “Secondary/Previous Employment Information” section can assist users in entering part-time, secondary, seasonal, or previous employment positions.
- Select the correct applicant in the “Borrower Name” dropdown.
- Select the “Status” as “Previous” or “Secondary” employment.
- Enter the “Employer Name.” This may even include “Attending College” or “Military Service” if applicable.
- Select “Yes” or “No” if this position is “Self Employed.”
- Enter the “From Date” which will reflect the date the employment began. A calendar icon is available to assist in selecting a date.
- Click “Insert More Previous Employment Information” if additional data fields are necessary to complete the applicants employment history.
- Click “Next” to advance to the next application page.

Gross Monthly Income (F)
(At least one applicant must have monthly income)

	Homeowner, John	Homeowner, Mary	Total
Base Employment Income	\$3,500.00	\$2,300.00	\$5,800.00
Overtime	\$0.00	\$0.00	\$0.00
Bonuses	\$0.00	\$0.00	\$0.00
Commissions	\$0.00	\$0.00	\$0.00
Dividends/Interest	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Subtotal	\$3,500.00	\$2,300.00	\$5,800.00
Net Rental	\$0.00	\$0.00	\$0.00
Total	\$3,500.00	\$2,300.00	\$5,800.00

- The “Income and Expenses” page will capture the REPAYMENT income available for each applicant. It is not unusual for applicants to have a higher annual/eligibility income than repayment income. This may be due to income types have been received for less than 24 months, there is no history of receiving the income type, and/or the underwriter does not consider the income stable and dependable for repayment.
- Repayment income should reflect only the stable and dependable income that meets RD Instruction 1980-D, section 1980.345(c)(2) AND 1980.347(e).
- GUS has many income types listed to assist the user in documenting accurate repayment income sources.

Other Income

Borrower	Description	Monthly Amount	Describe Other Income
Select One	Select One	\$0.00	
Select One	Select One	\$0.00	
Select One	Select One	\$0.00	

Combined Monthly Housing Expense

	Current Homeowner, John	Current Homeowner, Mary	Proposed
First Mortgage (P&I)	\$0.00	\$0.00	\$1,242.63
Other Financing (F&I)	\$0.00	\$0.00	\$0.00
Hazard Insurance (property and flood insurance)	\$0.00	\$0.00	\$0.00
Real Estate Taxes	\$0.00	\$0.00	\$0.00

- The “Other Income” section will capture additional income sources an applicant may receive and will add this income to the “Gross Monthly Income” section of the application page under “Other.”
- Select the “Borrower” that receives the other income.

The screenshot shows the 'Other Income' section of the EUS application. The 'Description' dropdown menu is open, displaying a list of income types. A red box highlights this menu. The table below shows the current state of the 'Other Income' table.

Borrower	Description	Monthly Amount	Describe Other Income
Select One	Select One	\$0.00	
Select One	Select One	\$0.00	
Select One	Select One	\$0.00	

- Select the "Description" of the other income from the drop down box. There are many different types of income listed including alimony, child support, military pay, retirement, social security, etc.
- Enter the "Monthly Amount" of the income received.
- "Describe Other Income" is a free text data field where users may enter notes that would be helpful to underwriters and the Agency when reviewing loan files. An example of "Describe Other Income" may be "Child Support Grossed Up X%." Income that is tax exempt may be grossed up in the amount that reflects the actual tax benefit the applicant would receive per 1980.345(c)(2)(ii).

The screenshot shows the 'Other Income' section of the EUS application. The 'Insert More Other Income' button is highlighted with a red box. The table below shows the current state of the 'Other Income' table.

Borrower	Description	Monthly Amount	Describe Other Income
Select One	Select One	\$0.00	
Select One	Select One	\$0.00	
Select One	Select One	\$0.00	

Users may select "Insert More Other Income" if additional data fields are necessary.

	Current Homeowner, John	Current Homeowner, Mary	Proposed
Rent	\$0.00	\$0.00	
First Mortgage (P&I)	\$0.00	\$0.00	\$11,242.53
Other Financing (P&I)	\$0.00	\$0.00	\$0.00
Hazard Insurance (property and flood insurance)	\$0.00	\$0.00	\$0.00
Real Estate Taxes	\$0.00	\$0.00	\$0.00
Homeowner Assn. Dues	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$11,242.53

“Combined Monthly Housing Expense” will capture the applicants current housing expenses as well as the proposed payment for the new dwelling. Let’s review the “Current” housing expense options first.

- Enter “Rent” expenses under the primary borrower. There is no need to split up joint paid housing expenses.
- Enter “First Mortgage (P&I)” if applicable.
- Enter “Other Financing (P&I)” the applicants may be paying.
- Enter the “Hazard Insurance” for property and flood insurance.
- Enter the “Real Estate Taxes.”
- Enter “Homeowner Association Dues.”
- Enter any “Other” expenses that may be associated with the current housing costs.
- GUS will “Total” all expenses to arrive at the current monthly housing expenses.

	Current Homeowner, John	Current Homeowner, Mary	Proposed
Rent	\$0.00	\$0.00	
First Mortgage (P&I)	\$0.00	\$0.00	\$11,242.53
Other Financing (P&I)	\$0.00	\$0.00	\$0.00
Hazard Insurance (property and flood insurance)	\$0.00	\$0.00	\$0.00
Real Estate Taxes	\$0.00	\$0.00	\$0.00
Homeowner Assn. Dues	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$11,242.53

- The “Proposed” housing column will total all of the costs of the proposed mortgage to arrive at the new PITI (principal, interest, taxes and insurance) payment.
- GUS will automatically calculate the principal and interest payment of the proposed mortgage payment based upon the ‘Loan Amount’ the user has entered on the “Loan Terms” application page. Failure to enter the correct loan amount will result in errors on additional GUS application pages.
- Enter the monthly payments for any secondary or “Other Financing (P&I)” for the applicants. Guaranteed loans may have silent or secondary financing in conjunction with the Guaranteed loan, however Rural Development will **not** guarantee any portion of these funds.
- Enter the “Hazard Insurance” for the new dwelling.
- Enter the “Real Estate Taxes”
- Enter any applicable “Homeowner Association Dues.”
- Enter any “Other” expenses associated with the proposed property.
- GUS will “Total” the proposed monthly housing expenses.
- Select “Next” to advance to the next application page.

Asset and Liabilities

The screenshot displays the 'Assets and Liabilities' section of the GUS application. At the top, there is a header with the GUS logo and fields for 'Buyer Name' (Homeowner_john), 'Lender Loan Number' (Homeowner1), and 'Application ID Number' (20540). The main content area is titled 'Assets and Liabilities' and includes a table for 'Assets' with columns for 'Account Owner', 'Asset Type', 'Cash Value', 'If Net Equity', and 'Select Property'. Below this is a section for 'Mortgage Liabilities (HELOC, Mortgage)' with a table header including 'Paid By', 'Account Owner', 'Liability Type', 'Balance', 'Monthly Payment', 'Creditor Name', 'Notes', and 'So Prop'. The page also features a 'USDA' logo and a 'Home Development' tagline.

- The first section of the “Asset and Liabilities” page is “Assets.” Assets add strength to a loan file and may be considered as a strong compensating factor, however they are not required to be entered or disclosed for a complete GUS application.
- Select the “Account Owner” from the drop down box.

USDA GUS Homeowner Underwriting System

Borrower Name: Homeowner, John | Lender Loan Number: Homeowner, J1 | Application ID Number: 20540

Assets and Liabilities

Account Owner	Asset Type	Cash Value	If Net Equity, Select Property	Description
Homeowner, John	Checking Account	\$1,200.00	Select One	
Homeowner, John	Money Market Fund	\$15,000.00	Select One	
		\$0.00	Select One	
		\$0.00	Select One	

REO Property Information

Mortgage Liabilities (HELOC, Mortgage)

- Select the appropriate “Asset Type” from the drop down box. A selection of “Other Asset” or “Other Liquid Asset” should have a “Description” entered in the data field provided. Do not enter the value of personal property that is owned such as furniture, automobiles, antiques, etc.
 - Enter the “Cash Value” of the asset.
 - In the event the applicant has sold a currently owned property for profit, the user may wish to include the proceeds of the sale as an asset.
- Once the property has been properly documented in the “REO Property Information” section of this application page, the property address will be available for selection in the “If Net Equity, Select Property” data field. No property address will be available to associate with this asset until the REO section is complete
- “Description” is a free text data field where the user can enter any notes that would be helpful to the underwriter and the Agency when reviewing the loan file.

USDA GUS Homeowner Underwriting System

Borrower Name: Homeowner, John | Lender Loan Number: Homeowner, J1 | Application ID Number: 20540

Assets and Liabilities

Account Owner	Asset Type	Cash Value	If Net Equity, Select Property	Desc
Homeowner, John	Checking Account	\$1,200.00	Select One	3 mo 5
Homeowner, John	Money Market Fund	\$15,000.00	Select One	
		\$0.00	Select One	
		\$0.00	Select One	

REO Property Information

Mortgage Liabilities (HELOC, Mortgage)

As a reminder, liquid assets that total \$5,000 or greater that have been disclosed by the applicants must have the interest or dividend income generated on a monthly basis included on the “Eligibility” page to ensure income eligibility for a Guaranteed loan.

Calculating Income from assets

Assets (non-retirement) of \$5,000 or more, include the **greater** of these calculations in eligibility and repayment income:

1. Actual income derived from asset **OR**
2. Asset value x passbook savings rate

Example: \$15,000 in money market savings account

1. Tax return reports \$900 of interest income received (\$900 / 12 = \$75 income per month)
2. \$15,000 x 1% passbook rate = \$150 interest income. \$150 / 12 months = \$12.50 income per month)

This is an example of calculating the income generated by liquid assets disclosed by the applicants in excess of \$5,000 per RD Instruction 1980-D.

There are two calculations that may be considered when determining interest or dividend income.

The first method of calculating interest or dividend income is to locate a bank statement (to determine the rate of interest on the investment), or find the income reported on the applicant's income tax returns. In this example the tax returns reported \$900 of interest income received. \$900 divided by 12 months equals a monthly income benefit of \$75.

Lenders may also calculate income of the account balance multiplied by a local passbook savings rate. In this example the local passbook savings rate is 1%. \$15,000 asset multiplied by 1% equals \$150 per year. Since this figure is less than the first example, the user must go with the **greater** of the two calculations.

The screenshot shows the GUS interface for 'Assets and Liabilities'. The top navigation bar includes 'Assets | Liabilities | Expenses' and the USDA logo. The main content area is titled 'Assets and Liabilities' and contains a table for 'Assets' with columns for 'Account Owner', 'Asset Type', 'Cash Value', 'Net Equity', 'Select Property', and 'Description'. Below the table, there is a section for 'REO Property Information' which is highlighted with a red box. The 'REO Property Information' section includes a 'REO Property Information' button and a note: 'NOTE: Liabilities may be auto-populated from the Credit / Underwriting page'. Below this, there is a section for 'Mortgage Liabilities (HELOC, Mortgage)' with a table for 'Paid Omit By Close' and columns for 'Account Owner', 'Liability Type', 'Balance', 'Monthly Payment', 'Creditor Name', 'Notes', and 'So Prop'.

When applicants currently own or rent out real estate properties the "REO Property Information" section must be completed.

Click on "REO Property Information" to enter current properties in GUS.

Borrower Name: Homeowner, John | Lender Loan Number: Homeowner, J1 | Application ID Number: 20540

REO Properties
 If REO is a Pending Sale, GUS calculates the Net Equity and includes in Liquid Assets. Net Equity can be calculated outside of GUS and entered (positive or negative) as Net Equity in the Assets section. If Net Equity is entered in the Assets section, GUS will use that amount in the Liquid Asset calculation.

REO Properties
 Property Owner: Select One
 Property Indicator: Select One
 Property Disposition: Select One
 Property Type: Select One

REO Properties
 Property Owner: Select One
 Property Indicator: Select One
 Property Disposition: Select One
 Property Type: Select One

Financial Information
 Present Market Value: \$0.00
 Amt of Mortgage Liens: \$0.00

Financial Information
 Present Market Value: \$0.00
 Amt of Mortgage Liens: \$0.00

At the top of the "REO Properties" page GUS alerts the user to specific property types and the potential calculations GUS may perform in regards to REO properties that are pending sale.

The message states: "If REO is a Pending Sale, GUS calculates the Net Equity and includes in Liquid Assets. Net Equity can be calculated outside of GUS and entered (positive or negative) as Net Equity in the Assets section. If Net Equity is entered in the Assets section, GUS will use that amount in the Liquid Assets calculation."

Borrower Name: Homeowner, John | Lender Loan Number: Homeowner, J1 | Application ID Number: 20540

REO Properties
 If REO is a Pending Sale, GUS calculates the Net Equity and includes in Liquid Assets. Net Equity can be calculated outside of GUS and entered (positive or negative) as Net Equity in the Assets section. If Net Equity is entered in the Assets section, GUS will use that amount in the Liquid Asset calculation.

REO Properties
 Property Owner: Homeowner, John
 Property Indicator: Homeowner, John
 Property Disposition: Homeowner, Mary
 Property Type: Select One

REO Properties
 Property Owner: Select One
 Property Indicator: Select One
 Property Disposition: Select One
 Property Type: Select One

Financial Information
 Present Market Value: \$0.00
 Amt of Mortgage Liens: \$0.00

Financial Information
 Present Market Value: \$0.00
 Amt of Mortgage Liens: \$0.00

Select the "Property Owner" from the drop down box.

The screenshot shows the USDA REO Properties form. At the top, there are fields for Borrower Name (Homeowner, John), Lender Loan Number (Homeowner, J1), and Application ID Number (20543). The main section is titled 'REO Properties' and contains two columns of dropdown menus. The left column includes 'Property Indicator' (with a red box around it), 'Property Disposition', and 'Property Type'. The right column includes 'Property Owner', 'Property Indicator', 'Property Disposition', and 'Property Type'. Below these are sections for 'Property Address' and 'Financial Information'.

Select the appropriate "Property Indicator." Selections include "Current Residence," "Refinance of Current Residence," or "Subject of the Loan."

The screenshot shows the USDA REO Properties form, similar to the first one. In this view, the 'Property Disposition' dropdown menu is highlighted with a red box. The menu options are 'Pending Sale', 'Rental', 'Retained', and 'Sold'. The rest of the form structure is identical to the previous screenshot.

Select the "Property Disposition." Selections include "Pending Sale," "Rental," "Retained," or "Sold."

The screenshot shows the 'REO Properties' section of the GUS web application. The 'Property Type' dropdown menu is highlighted with a red box, showing options: 'Select One', 'Single Family', 'Manufactured Mobile Home', 'Mixed Use Residential', 'Multifamily More Than Four', and 'Townhouse'. The 'Single Family' option is selected.

Select the "Property Type" that is appropriate for the REO Property from the drop down box.

The screenshot shows the 'REO Properties' section of the GUS web application. The 'Property Address' field is highlighted with a red box, showing the address '100 East Main Street'. Other fields like 'City' (Hansburg) and 'State/Zip' (Illinois 62946) are also visible.

Enter the "Property Address" of the REO property.
Once the property address is entered, it will be available on the "Asset and Liabilities" application page to select for "Net Equity" in the "Assets" section. It will also be available to select in the "Mortgage Liabilities" section to coincide with any debts against the property.

REO: Pending Sale/Sold

Borrower Name: Homeowner_john | Lender Loan Number: HomeownerJ1 | Application ID Number: 20540

L-V-Y: Hamburg | State/Zip: Illinois | E2946 | L-V-Y: Select One | State/Zip: Select One

Category	Field	Value	Field	Value
Financial Information	Present Market Value	\$125,000.00	Present Market Value	\$0.00
	Amount of Mortgage Liens	\$80,000.00	Amount of Mortgage Liens	\$0.00
Assets and Liabilities	Net Equity	\$12,500.00	Net Equity	\$0.00
	Gross Rental Income	\$0.00	Gross Rental Income	\$0.00
Additional Data	Mortgage Payments	\$0.00	Mortgage Payments	\$0.00
	Insur Maint Taxes	\$0.00	Insur Maint Taxes	\$0.00
View Findings	Net Rental Income	\$0.00	Net Rental Income	\$0.00
	Net Rental Income	\$0.00	Net Rental Income	\$0.00

Insert More REO Properties

If the "Property Disposition" selected was "Pending Sale" or "Sold," the "Present Market Value" and "Amount of Mortgage Liens" data fields will be available for completion.

REO: Pending Sale/Sold

Borrower Name: Homeowner_john | Lender Loan Number: HomeownerJ1 | Application ID Number: 20540

L-V-Y: Hamburg | State/Zip: Illinois | E2946 | L-V-Y: Select One | State/Zip: Select One

Category	Field	Value	Field	Value
Financial Information	Present Market Value	\$125,000.00	Present Market Value	\$0.00
	Amount of Mortgage Liens	\$80,000.00	Amount of Mortgage Liens	\$0.00
Assets and Liabilities	Net Equity	\$12,500.00	Net Equity	\$20,000.00
	Gross Rental Income	\$0.00	Gross Rental Income	\$0.00
Additional Data	Mortgage Payments	\$0.00	Mortgage Payments	\$0.00
	Insur Maint Taxes	\$0.00	Insur Maint Taxes	\$0.00
View Findings	Net Rental Income	\$0.00	Net Rental Income	\$0.00
	Net Rental Income	\$0.00	Net Rental Income	\$0.00

Insert More REO Properties

"Net Equity" is calculated by GUS and protected in the first data field as shown. Users may override the GUS net equity calculation by entering a different amount in the second data field. Users must document the permanent loan file with the evidence that supports the amount entered in the override column.

- When the user returns to the “Asset and Liabilities” page, the net equity will be shown in the “Assets” section.
- The user may now select the property address to coincide with this asset once it has been properly entered on the “REO Property Information” page.

If the user selects the “Property Disposition” as “Rental,” the “Financial Information” section will have specific data fields available for completion.

- Enter the “Gross Rental Income” received.
- Enter the “Mortgage Payments” that are currently due on the property.
- Enter the “Insurance, Maintenance, and Taxes” due for the property.
- GUS will calculate the “Net Rental Income” and protect this calculation in the first column.

The calculation for net rental income is: Gross Rental Income (\$900) multiplied by 75% = (\$675) minus Mortgage Payments (\$450) and Insurance, Maintenance, and Taxes (\$200) = \$25 net rental income.

- Users may override the GUS net rental income calculation and enter it in the second column. Users must document the permanent loan case file with evidence to support the override amount.

Income and Expenses

Gross Monthly Income (FI)
(At least one applicant must have monthly income)

	Homeowner, John	Homeowner, Mary	Total
Base Employment Income	\$3,500.00	\$2,300.00	\$5,800.00
Overtime	\$0.00	\$0.00	\$0.00
Bonuses	\$0.00	\$0.00	\$0.00
Commissions	\$0.00	\$0.00	\$0.00
Dividends/Interest	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Subtotal	\$3,500.00	\$2,300.00	\$5,800.00
Net Rental	\$0.00	\$0.00	\$0.00
Total	\$3,500.00	\$2,300.00	\$5,800.00

- “Net Rental Income” will be reflected on the “Income and Expenses” application page under the “Net Rental Income” data field.
- Users do not have to manually enter this amount, as GUS does this automatically.
- If the rental income is positive, it will be added to the monthly repayment income.
- If the rental income is negative, it will be deducted from the monthly repayment income.

REO: Retained

REO Properties

IF REO is a Pending Sale, GUS calculates the Net Equity and includes in Liquid Assets. Net Equity can be calculated outside of GUS and entered (positive or negative) as Net Equity in the Assets section. If Net Equity is entered in the Assets section, GUS will use that amount in the Liquid Asset calculation.

REO Properties

Property Owner: Homeowner, John

Property Indicator: Current Residence

Property Disposition: Retained

Property Type: Single Family

Property Address

Street Address: 100 East Main Street

City: Hamisburg

State/Zip: Illinois 62946

- In this example the property will be retained. Users must still complete the “Property Address” section to ensure the address may be tied to any liabilities associated with the retained property.
- Since a retained property is not generating rental income, nor is it pending sale or sold, the “Financial Information” section will be blank as the applicant will be fully responsible for any debts against the property.

REO Properties

REVIEW THE GUS UNDERWRITING FINDINGS REPORT!

GUS will alert users to Rural Development guidelines for retaining and/or renting properties.

- There are specific circumstances under which applicants are allowed to retain properties per Rural Development guidelines. The GUS Underwriting Findings Report will include guidance for underwriters and lenders to review and determine if the applicant meets this criteria. The guidance will be listed under the "Lender's Required Conditions" section of the findings report.
- Lenders must correct data entered and submit the updated application through GUS for applicants who do not meet the eligibility criteria to retain a current dwelling as listed on the findings report.
- Lenders may not assume that applicants are eligible to retain or rent properties until they can document the loan file GUS requirements.

Omit by Close	Account Owner	Liability Type	Balance	Monthly Payment	Creditor Name	Notes
<input type="checkbox"/>	Homeowner, John	Mortgage Loan	\$99,000.00	\$650.00	XYZ Mortgage	DOS 6-22-09
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		

Omit by Close	Account Owner	Liability Type	Balance	Monthly Payment	Creditor Name	Notes
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		

At the top of the "Liability" sections of this GUS application page, there is an important red message.

"NOTE: Liabilities may be auto-populated from the Credit/Underwriting page."

This is very important to consider. Users have two options for entering liabilities into the GUS application:

#1: Auto-populate: Users simply choose to auto-populate the liabilities directly from the credit report when they order a new credit report or request a re-issuance of an existing credit report. **This is the preferred method by Rural Development.** This method is preferred because ALL of the liabilities will be carried over to the "Asset and Liabilities" application page. It reduces the chance of debt omissions and data entry errors. Users may simply review the liabilities auto-populated from the credit report, and code each one appropriately.

#2: Manual Entry: Users may also determine that they wish to manually enter all of the data for each liability. This is method is not preferred by the Agency because many users assume if they are omitting a collection account, or paying an account in full prior to loan closing, they do not have to include the debt on the "Asset and Liabilities" application page. **THIS IS INCORRECT.** Users must account for ALL liabilities that appear on the credit report, code each one appropriately, and document the loan file when selecting "Omit" or "Paid by Close." Rural Development reviews all credit reports submitted in GUS.

When liabilities are missing from the credit report when compared to the "Asset and Liabilities" application page, the GUS application will be returned to the user for correction.

Omit by Close	Account Owner	Liability Type	Balance	Monthly Payment	Creditor Name	Notes
<input type="checkbox"/>	Homeowner, John	Mortgage Loan	\$89,000.00	\$650.00	XYZ Mortgage	DOS 6-22-09

•In the “Mortgage Liabilities” section mortgage loans including Home Equity Lines of Credit (HELOC) will be listed if applicable. The properties associated to these mortgage debts must be entered in the “REO Property Information” section.

•Users have the option of selecting “Omit” or “Paid By Close” for each mortgage liability.

•Select the “Account Owner.”

•Select the “Liability Type.” Selections include “HELOC” for a Home Equity Line of Credit or “Mortgage Loan.”

•Enter the “Balance” of the account.

•Enter the “Monthly Payment.”

•Enter the “Creditor Name.”

•“Notes” is a free text date field where the user may enter important details and information.

Enter any applicable “Notes” that may assist the underwriter and the Agency in reviewing the loan file.

In this example “DOS 6-22-09” has been entered by the user to alert the underwriter that the reason this mortgage liability was coded as “omit” is because the “Date of Sale was June 22, 2009.” The lender should also include documented evidence the property is sold to support the omission of the debt.

REO Property Information

Property Address: 100 East Main Street
 City: Hannsberg
 State/Zip: Illinois 62946

•Once the property has been correctly entered in the “REO Property Information” section of the application, the address will be available to select in the “Select Property” data field. Users must correctly identify the property address that coincides with the reported liability.

•Remember, only property addresses entered in the “REO Property Information” section will appear in the “Select Property” drop down box. All REO properties must be properly entered into GUS.

NOTE: Liabilities may be auto-populated from the Credit/Underwriting page

Mortgage Liabilities (HELOC, Mortgage)

Omit by Close	Account Owner	Liability Type	Balance	Monthly Payment	Creditor Name	Notes
<input checked="" type="checkbox"/>	Homeowner, John	Mortgage Loan	\$89,000.00	\$650.00	XYZ Mortgage	DOS 6-22-09
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		

Buttons: Insert More Mortgage Liabilities, Delete All Mortgage Liabilities

- Click on “Insert More Mortgage Liabilities” in the event additional properties must be entered.
- Click on “Delete All Mortgage Liabilities” if the user wishes to start fresh and manually enter the mortgage liabilities, or auto-populate them from the credit report to be ordered from the “Credit/Underwriting” application page.

Other Liabilities

Omit by Close	Account Owner	Liability Type	Balance	Monthly Payment	Creditor Name	Note
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		

Buttons: Insert More Other Liabilities, Delete All Other Liabilities

- The “Other Liabilities” section will capture installment loans, revolving loan accounts, collections accounts, etc. that are reported on the credit report, or that the user has knowledge of and must include as part of a complete loan application.
- Users have the option to select “Omit” or “Paid By Close” for any individual liability account.
- GUS will trigger a rule in the “GUS Underwriting Findings Report” for the user to document their permanent loan file with evidence supporting their decision to omit a liability, or evidence that the liability was paid by close.
- Select the “Account Owner” from the drop down box.

USDA EUS Homeowner Underwriting System

Borrower Name: Homeowner_john | Lender Loan Number: HomeownerJ1 | Application ID Number: 20543

Assets | Liabilities | Expenses

Other Liabilities

Omit	Account Owner	Liability Type	Balance	Monthly Payment	Creditor Name	Notes
<input type="checkbox"/>	Homeowner, John	Select One	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Collections Judgments and Liens	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Installment	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Lease Payments	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Open 30 Day Charge Accounts	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Revolving	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Taxes	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Other Liability	\$0.00	\$0.00		

Additional Expenses

Omit	Account Owner	Expense Type	Monthly Payments	Months Left to Pay	Notes
<input type="checkbox"/>	Select One	Select One	\$0.00	0	
<input type="checkbox"/>	Select One	Select One	\$0.00	0	

Select the "Liability Type" from the drop down box.

Selections include:

- Collections, Judgments, and Liens
- Installment
- Lease Payments
- Open 30 day Charge Accounts
- Revolving
- Taxes, and
- Other Liability

- Enter the "Balance" of the liability.
- Enter the "Monthly Payment" for the liability.
- Enter the "Creditor Name."

USDA EUS Homeowner Underwriting System

Borrower Name: Homeowner_john | Lender Loan Number: HomeownerJ1 | Application ID Number: 20543

Assets | Liabilities | Expenses

Other Liabilities

Liability Type	Balance	Monthly Payment	Creditor Name	Notes
Installment	\$12,500.00	\$300.00	XYZ Car Loans	
Select One	\$0.00	\$0.00		
Select One	\$0.00	\$0.00		

Additional Expenses

Expense Type	Monthly Payments	Months Left to Pay	Notes
Select One	\$0.00	0	
Select One	\$0.00	0	

•The "Notes" section provides the user with a free text data field where valuable notes regarding the liability account can be entered to assist the underwriter and the Agency to review the loan file.

•If the underwriter has elected to "omit" a liability the notes section should contain an explanation for the omission of the debt.

Liability Tips

Basic rules for liabilities:

- Underwriter should determine whether to select “omit” or “paid by close”
- There are NO debts/liabilities that automatically qualify to be omitted
- Federal debts and Federal judgments must be paid in full.
- Enter the **REASON** why the debt was omitted in the “Notes” section **AND** document the permanent case file
- **DO NOT** leave out a debt if it will be omitted. **ALL DEBTS MUST BE LISTED!**
- **DO NOT** enter \$1.00 or other erroneous payment for collections, tax liens, non-federal judgments, etc. unless this is the actual payment arrangement.

Liability Tips

Basic rules for liabilities:

- Deferred student loans must include a payment. 1% of the loan balance, verified payment from servicer, or payment reflected on the credit report.
- Installment debts with 6 months or less repayment do not have to be counted in debt ratios, unless underwriter wishes to include them. Change “Liability Type” from “Installment” to “Revolving.” This will ensure GUS counts the debt.
- Revolving accounts with no payment may use 5% of the loan balance, or payment listed on current statement.
- 401k loans, etc. do not have to be included as debts.

When users enter liabilities there are a few basic rules to follow:

- The underwriter should determine whether or not to select “omit” or “paid by close.”
- Rural Development does not “automatically” allow specific types of debts to be omitted. The underwriter must evaluate the loan file and credit history to make this determination.
- Federal debts and Federal judgments must be paid in full in order or otherwise satisfied (applicant has been released from liability) for the applicant to be eligible for consideration for a Guaranteed loan.
- The REASON why the debt was omitted should be included in the “Notes” section provided for the liability. The underwriter is also responsible for documenting the permanent case file to support their decision to omit the liability from consideration.
- DO NOT leave out a liability because it will be omitted. All liabilities must be listed to reflect an accurate representation of the loan file. Enter all debts and then select the appropriate “omit” or “paid by close” option if applicable.
- DO NOT enter \$1.00 or other erroneous payment for collections, tax liens, non-federal judgments, etc. unless there is a verified payment arrangement agreement for this amount. Open adverse credit with no payment arrangements is the responsibility of the underwriter to determine if they will omit the debt, require it to be paid by close, or condition the applicant to seek satisfactory payment arrangements.

- Deferred student loans must have a payment included. The underwriter may arrive at a payment by using 1% of the loan balance, or a verified payment from the loan servicer, or the credit report may reflect a payment amount due that can be used.
- Installment debts that have 6 months or less repayment remaining do not have to be counted in the debt ratios. GUS will automatically exclude these debts from the ratio calculations with no action needed from the user. However, underwriters may determine that the payments may impact the applicants repayment ability and therefore would like to include them in the ratio calculations. If this occurs, the underwriter should change the “Liability Type” from “Installment” to “Revolving” and this will ensure GUS includes the payment in the debt ratio calculations.
- Revolving accounts that have no monthly payment listed may utilize 5% of the account balance as an estimated payment, or the applicant may present a current monthly statement showing a lower amount is due.
- 401k loans, or loans against personal assets are not included as a monthly debt against the applicant.

The screenshot shows the 'Other Liabilities' section of the USDA GUS application. It features a table with the following columns: Omit, Paid by, Account Owner, Liability Type, Balance, Monthly Payment, Creditor Name, and Note. Below the table, there are two buttons: 'Insert More Other Liabilities' and 'Delete All Other Liabilities', both of which are highlighted with red boxes. Below this section is the 'Additional Expenses' section, which includes a table with columns for Omit, Account Owner, Expense Type, Monthly Payments, Months Left to Pay, and Notes.

- Select "Insert More Other Liabilities" if additional data fields are necessary.
- Select "Delete All Other Liabilities" if users wish to erase all entries shown. Users may elect to "Delete All Other Liabilities" when they need a "clean slate" to auto-populate liabilities from the credit report. This will prevent duplicate entries.

The screenshot shows the 'Additional Expenses' section of the USDA GUS application. The title 'Additional Expenses' is highlighted with a red box. Below the title is a table with the following columns: Omit, Account Owner, Expense Type, Monthly Payments, Months Left to Pay, and Notes. Above the table, there are two buttons: 'Insert More Other Liabilities' and 'Delete All Other Liabilities'.

- The "Additional Expenses" section is the last section of the "Asset and Liabilities" page.
- Users have the option to "Omit" any additional expenses entered on the loan application and document the permanent case file. Select the "Account Owner" from the drop down box.

The screenshot shows the EUS interface with the following details:

- Header:** EUS (Eligibility Underwriting System) logo, Borrower Name: Homeowner, John, Lender Loan Number: HomeownerJ3, Application ID Number: 20048, USDA Rural Development logo.
- Navigation:** Assets | Liabilities | Expenses
- Other Liabilities Table:**

Omit	Account Owner	Liability Type	Balance	Monthly Payment	Creditor Name	Note
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		
- Additional Expenses Table:**

Omit	Account Owner	Expense Type	Monthly Payments	Months Left to Pay	Notes
<input type="checkbox"/>	Homeowner, John	Select One	\$0.00	0	
<input type="checkbox"/>	Select One	Select One	\$0.00	0	
- Expense Type Dropdown Options:**
 - Select One
 - Alimony
 - Child Support
 - Childcare
 - Job Related Expenses
 - Separate Maintenance Expense
 - Other Expenses

Transaction Details

Select the correct "Expense Type" from the drop down box.

Selections include:

- Alimony
- Child Support
- Childcare
- Job Related Expenses
- Separate Maintenance Expenses, and
- Other Expenses

Eligible childcare expenses that have been listed as an eligible deduction on the "Eligibility" page DO NOT have to be entered as an additional expense. Childcare is included in the "Expense Type" dropdown box for applicants who may be utilizing this type of payment as a nontraditional credit history reference.

- Enter the "Monthly Payment."
- Enter the "Months Left to Pay."
- The "Notes" section is a free text data field that can capture valuable notes to assist the underwriter and the Agency when reviewing the loan application.
- Select "Insert More Additional Expenses" if additional data fields are necessary.
- Click on "Next" to advance to the next application page.

Item	Description	Amount
a.	Purchase Price	\$210,000.00
b.	Alterations, improvements, repairs	\$0.00
c.	Land (if acquired separately)	\$0.00
d.	Refinance Amount	\$0.00
e.	Estimated prepaid items	\$2,500.00
f.	Estimated closing costs	\$1,960.00
g.	Funding Fee, Guarantee Fee	\$4,376.73
h.	Discount (if borrower will pay)	\$0.00
i.	Total Costs (add items a through h)	\$218,836.73
j.	Subordinate Financing	\$0.00
k.	Borrower's closing costs paid by seller	\$0.00
l.	Other Credits (sum of Other Credits below)	\$1,000.00
m.	Loan Amount (exclude Funding Fee, Guarantee Fee financed)	\$214,460.00
n.	Funding Fee, Guarantee Fee financed	\$4,376.73

- The "Transaction Details" application page begins with the "Details of Transaction" section. This portion of the application page reflects the items located on the Good Faith Estimate.
 - Enter the "Purchase Price" of the property in item "a." If this transaction is a refinance, this data field will be grayed out and inaccessible.
 - Enter the total of any "Alterations, improvements, or repairs" associated with the loan in item "b."
 - If the "Land" was acquired separately from the purchase contract, enter the amount of the land, or the balance of the loan utilized to secure the land in item "c."
 - If the transaction is for a refinance, enter the "Refinance Amount" in item "d." This data field will be grayed out and inaccessible for purchase transactions.
 - Enter the total of all eligible "Estimated prepaid items" in item "e."
 - Enter the total of eligible "Estimated closing costs" in item "f." This data field should NOT include the guarantee fee.
 - GUS will automatically calculate the "Funding Fee, Guarantee Fee" in item "g" based upon the "Loan Amount" the user entered on the "Loan Terms" application page. This figure will be protected, and unable to be changed by the user.
 - Enter the total of "Discount" points if the borrower will pay them in item "h." Discount points are only allowed to permanently reduce the interest rate from the maximum allowable rate per section 1980.320 of RD Instruction 1980-D.
 - GUS will calculate the "Total Costs" in item "i" by adding all items "a" through "h." This figure will be grayed out and inaccessible. It will include the guarantee fee.
 - Enter "Subordinate Financing" if applicable in item "j." Subordinate financing is allowed in the Guaranteed Loan Program, however, no portion of subordinate funds will be guaranteed by the Agency.
 - Enter the total of "Borrower's closing costs paid by seller" in item "k."
 - The total of "Other Credits" which are entered in the section below the "Details of Transaction," will be calculated and entered in item "l."
- This data field will be grayed out and inaccessible. Make any revisions to this total in the "Other Credits" section.
- The "Loan Amount" will be calculated in item "m" and will exclude the Funding Fee, Guarantee Fee financed.

Item	Description	Amount
a.	Purchase Price	\$210,000.00
b.	Alterations, improvements, repairs	\$0.00
c.	Land (if acquired separately)	\$0.00
d.	Refinance Amount	\$0.00
e.	Estimated prepaid items	\$2,500.00
f.	Estimated closing costs	\$1,960.00
g.	Funding Fee, Guarantee Fee	\$4,376.73
h.	Discount (if borrower will pay)	\$0.00
i.	Total Costs (add items a through h)	\$218,836.73
j.	Subordinate Financing	\$0.00
k.	Borrower's closing costs paid by seller	\$0.00
l.	Other Credits (sum of Other Credits below)	\$1,000.00
m.	Loan Amount (exclude Funding Fee, Guarantee Fee financed)	\$214,460.00
n.	Funding Fee, Guarantee Fee financed	\$4,376.73

The "Funding Fee, Guarantee Fee financed" must be entered by the user in item "n."

Any portion of the guarantee fee the user wishes to include in the loan amount must be entered.

Failure to enter the financed portion of the guarantee fee will result in an error message that will require correction. The most common error is "The Loan Amount exceeds the Appraised Value." GUS knows that only the guarantee fee may be financed above the appraised value. Therefore if item "n" is not completed properly, GUS thinks the user is trying to include closing costs, or other ineligible items in the loan above the appraised value. GUS will not allow ineligible items to be included above the appraised value.

Borrower Name: Homeowner_John
 Lender Loan Number: HomeownerJ1
 Application ID Number: 20540

Eligibility: o. Loan Amount (add m & n) \$219,036.73
 Loan Terms: p. Cash from/to Borrower (Subtract j, k, l & o from i) \$1,000.00

Other Credits
 To prevent duplicate entry of funds, do not enter interest-free contributions in both Assets and Other Credits.

Description of Other Credits	Amount	Describe Source
Del Cash Deposit on Sales Contract	\$1,000.00	check, cleared 06-02-09
Del Transaction Details	\$0.00	
Del Additional Data	\$0.00	
Del Valuable Application	\$0.00	
Del Credit / Underwriting	\$0.00	

Declarations
 (Answer the questions below for the borrower and co-borrower(s) if any. If you answer "Yes" to any of the questions "a" through "f," please provide an explanation in the space provided.)

Applicant's Name	Response	If Yes, Explanation

•The “Loan Amount” will be calculated by GUS to add items “m” and “n” together. This data field will be grayed out and inaccessible.

•The “Cash from/to Borrower” will be calculated in item “p.” This data field will be grayed out and inaccessible.

It is the lender’s responsibility to confirm the applicant has funds available to close the transaction if any are due.

It is the lender’s responsibility to confirm that any funds returned to the applicant are not loan funds. Every dollar that is returned to the borrower at the loan closing must have corresponding documentation to support the borrower put this money into the transaction prior to loan closing out of their own pocket (i.e. earnest money, application fees, appraisal fees, homeowners insurance paid, etc.)

Borrower Name: Homeowner_John
 Lender Loan Number: HomeownerJ1
 Application ID Number: 20540

Eligibility: i. Other Credits (sum of Other Credits below) \$0.00
 Loan Terms: m. Loan Amount (exclude Funding Fee, Guarantee Fee financed) \$219,402.03
 Borrower: n. Funding Fee, Guarantee Fee financed \$4,376.73
 Employment: o. Loan Amount (add m & n) \$219,036.73
 Income and Expenses: p. Cash from/to Borrower (Subtract j, k, l & o from i) \$1,000.00

Other Credits
 To prevent duplicate entry of funds, do not enter interest-free contributions in both Assets and Other Credits.

Description of Other Credits	Amount	Describe Source
Del Valuable Application	\$0.00	
Del Credit / Underwriting	\$0.00	
Del View Findings	\$0.00	
Del Request Forms	\$0.00	
Del Loan List	\$0.00	

Declarations
 (Answer the questions below for the borrower and co-borrower(s) if any. If you answer "Yes" to any of the questions "a" through "f," please provide an explanation in the space provided.)

Applicant's Name	Response	If Yes, Explanation

The “Other Credits” section will capture seller credits, earnest money, etc.

The message in red states: “To prevent duplicate entry of credits, users must ensure the same items are not entered on both the “Asset and Liabilities” page and this “Other Credits” section.”

This will alert users not to “double dip” and enter credits in both the assets section and on this page. Duplication of assets will result in an inaccurate loan application.

The screenshot shows the 'Other Credits' section of the USDA EUS application. A red box highlights the 'Description of Other Credits' dropdown menu, which is open to show options like 'Borrower Paid Fees', 'Cash Deposit on Sales Contract', 'Employee Assisted Housing', 'Lease Purchase Funds', 'Lender Credit', 'Non Parent Relative', 'Relocation Funds', 'Seller Credit', and 'Other'. The 'Amount' and 'Describe Source' columns are also visible.

- Select the correct "Description of Other Credits" from the drop down box. If any of these items were previously entered as an "Asset" on the "Asset and Liabilities" page, do not enter the credit in this section too. Selections include:
- Borrower Paid Fees
 - Cash Deposit on Sales Contract (earnest money)
 - Employee Assisted Housing
 - Lease Purchase Funds
 - Lender Credit
 - Non Parent Relative
 - Relocation Funds
 - Seller Credit (do not enter in the "Other Credits" section if the user has already entered seller credits above in Item "k"), and
 - Other
- Enter the "Amount" of the credit.
- Enter any notes in the "Describe Source" data field. Information that will be useful to the underwriter and the Agency during their reviews of the loan file should be entered.
- Click on "Insert More Other Credits Information" if additional data fields are needed.

The screenshot shows the 'Declarations' section of the USDA EUS application. A red box highlights the instructions: "Answer the questions below for the borrower and co-borrower(s) (if any). If you answer "Yes" to any of the questions "a" through "f," please provide an explanation in the space provided." Below this, there is a table with columns for 'Applicant's Name', 'Response', and 'If Yes, Explanation'.

Applicant's Name	Response	If Yes, Explanation
Homeowner, John	<input type="radio"/> Yes <input type="radio"/> No	disputed judgment from 2004
Homeowner, Mary	<input type="radio"/> Yes <input type="radio"/> No	
Homeowner, John	<input type="radio"/> Yes <input type="radio"/> No	
Homeowner, Mary	<input type="radio"/> Yes <input type="radio"/> No	
Homeowner, John	<input type="radio"/> Yes <input type="radio"/> No	
Homeowner, Mary	<input type="radio"/> Yes <input type="radio"/> No	
Homeowner, John	<input type="radio"/> Yes <input type="radio"/> No	
Homeowner, Mary	<input type="radio"/> Yes <input type="radio"/> No	

The 'Declarations' section will capture the applicant and co-applicant's responses to the thirteen declarations found on the Uniform Residential Loan Application (URAR). The red message reads: ("Answer the questions below for the borrower and co-borrower(s) (if any). If you answer "Yes" to any of the questions "a" through "f," please provide an explanation in the space provided.)

If the response to any declaration is "Yes," an explanation **must** be entered in the free text data field provided.

Users should provide a brief explanation in the "If Yes, Explanation" data field, and also retain all supporting evidence and documentation in the permanent loan file.

This slide shows declarations a thru d.

Borrower Name		Lender Loan Number		Application ID Number	
Homeowner_john		Homeownerj1		20543	
Detail Declaration Government					
Eligibility					
Loan Terms					
Borrower					
Employment					
Income and Expenses					
Assets and Liabilities					
Transaction Details					
Additional Data					
Validate Application					
Credit Underwriting					
View Findings					
Request Forms					
Loan List					
OUS User Guide					
e. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure or judgment? ^(*)	Homeowner, John	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
f. Are you presently delinquent or in default on any federal debt or any other loan, mortgage, financial obligation bond, or loan guarantee? ^(*)	Homeowner, Mary	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
g. Are you obligated to pay alimony, child support, or separate maintenance? ^(*)	Homeowner, John	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
h. Is any part of the down payment borrowed? ^(*)	Homeowner, Mary	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
i. Are you a co-maker or endorser on a note? ^(*)	Homeowner, John	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
j. Are you a U.S. Citizen? ^(*)	Homeowner, John	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
	Homeowner, Mary	<input type="radio"/> Yes	<input checked="" type="radio"/> No		

Declarations "e" thru "i" are shown on this slide.

Borrower Name		Lender Loan Number		Application ID Number	
Homeowner_john		Homeownerj1		20543	
Detail Declaration Government					
Eligibility					
Loan Terms					
Borrower					
Employment					
Income and Expenses					
Assets and Liabilities					
Transaction Details					
Additional Data					
Validate Application					
Credit Underwriting					
View Findings					
Request Forms					
Loan List					
OUS User Guide					
j. Are you a U.S. Citizen? ^(*)	Homeowner, John	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
	Homeowner, Mary	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
k. Are you a permanent resident alien? ^(*)	Homeowner, John	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
	Homeowner, Mary	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
l. Do you intend to occupy the property as your primary residence? If "Yes", complete question m below. ^(*)	Homeowner, John	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
	Homeowner, Mary	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
m. Have you had an ownership interest in a property in the last 3 years? ^(*)	Homeowner, John	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
	Homeowner, Mary	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
(1) What type of property did you own?	Homeowner, John	Select One			
	Homeowner, Mary	Select One			
(2) How did you hold title to the home?	Homeowner, John	Select One			
	Homeowner, Mary	Select One			

Declarations "j" thru "m" are shown on this slide.

Information for Government Monitoring Purpose

Demographic Information
If borrower does not wish to furnish Race and Ethnicity data, Lender is required to complete based on visual observation.

Borrower	Check if Applicant Does not Wish to Furnish	Race ^(*)	Ethnicity ^(*)	Gender ^(*)	Date Application Signed ^(*)
Homeowner, John	<input type="checkbox"/>	<input type="checkbox"/> American Indian / Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black / African American <input type="checkbox"/> Hawaiian / Pacific Islander <input checked="" type="checkbox"/> White	<input type="radio"/> Hispanic / Latino <input checked="" type="radio"/> Non Hispanic / Latino	Male	06/01/2009
Homeowner, Mary	<input type="checkbox"/>	<input type="checkbox"/> American Indian / Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black / African American <input type="checkbox"/> Hawaiian / Pacific Islander <input checked="" type="checkbox"/> White	<input type="radio"/> Hispanic / Latino <input checked="" type="radio"/> Non Hispanic / Latino	Female	06/01/2009

The "Information for Government Monitoring Purpose" section will capture applicant characteristics to ensure Guaranteed loans are available for all applicants regardless of race, ethnicity, and/or gender.

The red message states: *(If borrower does not wish to furnish Race and Ethnicity data, Lender is required to complete based on visual observation.)*

- Each borrower will listed.
- The user may select the box under "Check if Applicant Does not Wish to Furnish." Checking this box however will not relieve the user of having to make a "best guess" in order to complete the other fields that are mandatory for a "Final" underwriting submission.
- Select the appropriate "Race."
- Select the "Ethnicity."
- Select the "Gender" as either "Male" or "Female."
- Enter the "Date Application Signed." A calendar icon is available for use if needed.

Interview Information

Application Taken By^(*): Face-to-face Interview

Date of Interview^(*): 06/01/2009

Interviewer's Name^(*): Jane Doe

Name of Interviewer's Employer^(*): XYZ Mortgage

- The "Interview Information" section will capture the contact information of the loan officer who conducted the application interview.
- Select "Application Taken By" from the drop down box. Select from "By Mail," "By Telephone," "Face to face interview," or "Internet."
- Enter the "Date of Interview." A calendar icon is available for use if necessary.
- Enter the "Interviewer's Name."
- Enter the "Name of Interviewer's Employer."
- Click on "Next" to advance to the next application page.

Additional Data

The screenshot shows the 'Additional Data' page in the GUS system. The page header includes the GUS logo and navigation links for 'Additional Data', 'Overview', 'Requirements', and 'Workflows'. The main content area is divided into a left sidebar with a menu and a main form area. The menu items include Eligibility, Loan Terms, Summary, Employment, Income and Expenses, Assets and Liabilities, Transaction Details, Additional Data (highlighted), Validate Application, Credit Underwriting, View Findings, Request Forms, Loan List, and GUS User Guide. The main form area contains the following fields and options:

- Sales Price:** Text input field with value \$1,111,000.00.
- Property Appraised Value:** Text input field with value \$217,000.00, marked with a red 'P'.
- Estimated Site Value:** Text input field with value \$12,500.00, marked with a red 'F'. A note below it says '(Not required for Condominiums)'. There is a red 'P' next to the field.
- Dwelling Type:** Dropdown menu with 'On Site' selected.
- Mortgage Credit Certification (MCC):** Text input field with value \$0.00.
- Project Type:** Dropdown menu with 'Select One' selected.
- Structure Type:** Dropdown menu with 'Attached Housing' selected.
- Purchase is:** Dropdown menu with 'Existing' selected.
- Buydown:** A checkbox labeled 'Property is less than 12 months old and never occupied' is unchecked. Below it, a note says '(Selected Rate of last year of Buydown must equal Note Rate)'. There is a dropdown menu for 'Third Party Contributor' with 'Select One' selected.

At the bottom of the form, there are five buttons: 'Previous', 'Next', 'Back', 'Clear', and 'Cancel'.

- The “Additional Data” application page collects information specific to the property, buydowns, additional borrower characteristics, and naturalization/immigration information for non U.S. Citizens.
- The “Sales Price” is the “Purchase Price” entered on the “Transaction Details” application page that will carry over to this page. The data field will be protected.
- Enter the “Property Appraised Value.” The red “P” by this data field alerts the user that this data field must be completed in order to perform a preliminary underwriting submission. If the loan application is a pre-approval and an appraisal has not been obtained, the user will have to enter an estimated appraised value in order to complete an underwriting submission. When an estimated amount has been entered, the user must return to this data field and enter a correct appraisal amount when the final property has been selected.
- Enter the “Estimated Site Value” as listed on the appraisal. This data field has a red “F” to alert the user that this data field must be completed before a final underwriting submission may be completed. Therefore, this data field does not have to be completed for a preliminary underwriting submission. Estimated site value is “not required for condominiums.”
- Enter the “Dwelling Type.” Selections include “Manufactured,” “Modular/Panelized,” and “On Site.”
- If the applicant will utilize a Mortgage Credit Certificate or MCC, the MONTHLY benefit of the MCC may be entered in this data field. GUS will deduct this monthly MCC benefit from the proposed PITI payment for ratio calculations.
- Enter the “Project Type.” Selections include “Condominium” or “PUD” for Planned Unit Development.
- Enter the “Structure Type.” Selections include “Attached Housing” or “Detached Housing.”
- Enter the “Purchase is.” Selections include “Existing,” “New,” or “Repair.” Existing homes have been previously occupied, or have been completed for 12 months or more and never occupied. New homes have been completed less than 12 months and have never been occupied.
DO NOT SELECT “Repair.” When “repair” is selected, Rural Development is unable to process the loan in GUS when a final underwriting submission is received.
- If the “Property is less than 12 months old and never occupied” check the box. This is the definition of a “New” property.

The "Buydown" section will capture data regarding a temporary or permanent buydown.
 The red message states: "Interest Rate of last year of Buydown must equal Note Rate."

- This example of a temporary buydown is for a typical 2-1-0 buydown. Select the "Third Party Contributor" that is paying for the temporary buydown. Selections include "Builder," "Lender Premium," "Other," or "Seller." Temporary buydowns may not be paid for by the borrower. A third party must fund the temporary buydown.
- Enter the "Start Rate Percent Year 1" of the temporary buydown. The start rate can be no more than 2 percent below the full note rate. If the full note rate for this buydown is 5.5%, the start rate percent would be 3.5%.
- Enter "Interest Rate Year 2." Temporary buydowns may only increase one full percent each successive year. Therefore the maximum interest rate for year 2 that may be entered for this example is 4.5%.
- Enter "Interest Rate Year 3." For a typical 2-1-0 buydown the full note interest rate will take effect in year 3. Therefore in this example the full note rate is 5.5%. The final note rate must equal the "Interest Rate" entered by the user on the "Loan Terms" application page. If the full note rate does not equal the interest rate entered, the user will see error messages displayed on this application page.
- Some temporary buydowns will only increase a quarter or a half of percent in interest rate each year. If this is the case the user will need more than 3 years to achieve the full note interest rate. Click "Insert More Buydown Years" to include the smaller increase in interest rates each successive year.
- Enter the "Duration Months" of the temporary buydown. A typical 2-1-0 buydown will have a duration of 36 months.

This is an example of a permanent buydown.

- Select the “Third Party Contributor.” The applicant is allowed to contribute to the cost of a permanent interest rate buydown if they choose.
- A permanent buydown has the same interest rate from the beginning of the note to the end. Therefore the user must enter the same interest rate for each year of the buydown section. For this example the interest rate is 5.5%, and is entered in “Start Rate Year 1,” “Interest Rate Year 2,” and “Interest Rate Year 3.”
- Enter the “Duration Months” of the permanent buydown. Permanent buydowns are for the full 30 years or 360 months of the loan, so “360” has been entered in this example.
- Check the box “Buydown Permanent Indicator” when the buydown is permanent.

The “Requirements Checks” section will capture whether the new or existing property meets Rural Development property standards along with the CAIVRS number for each applicant.

When the property is "New" and/or "Property is less than 12 months old and never occupied" as entered earlier on this application page then "Are all RHS thermal and site standards in compliance?" will be available for completion.

Selections include "By Closing," "Escrow," "No," or "Yes."

RHS thermal standards for newly constructed dwellings will follow the thermal standards of the building code to which the home was built. This may include International Residential, CABO, BOCA, etc. When the lender has secured evidence that the home has been built to certified plans and specs, then the thermal and site standards will have been met.

If the dwelling has been previously occupied or completed for 12 months or more and never occupied as entered previously on this application page, "For existing dwellings, are current requirements of HUD Handbooks 4150.2 and 4905.1 Standards met?" will be available for completion. Selections include "By Closing," "Escrow," "No," or "Yes."

HUD Roster appraisers or licensed appraisers deemed acceptable by the approved lender to complete HUD Handbook inspections can document if the home meets these minimum property standards on the appraisal.

Requirements Checks
(Enter any that apply)

Are all RHS thermal and site standards in compliance? ^(*)

For existing dwellings, are current requirements of HUD Handbook 4150.2 and 4905.1 Standards met? ^(*)

NOTE: If the CAIVRS service is available the number returned will be auto populated and protected once the Borrower application page is saved. If the CAIVRS service is unavailable when the Borrower application page is saved, you can retrieve the CAIVRS number using one of the following options:
 1.) Call the CAIVRS service through GUS by clicking on the "Get CAIVRS Number" button for each borrower.
 2.) Access the HUD CAIVRS website directly by selecting "Access CAIVRS Website" hyperlink. The CAIVRS number retrieved in this manner must be manually entered in the CAIVRS Number block below.

Borrower Name	CAIVRS Number ^(*)	Access CAIVRS Website
Homeowner, John	A748303908	<input type="button" value="Get CAIVRS Number"/>
Homeowner, Mary	A730291823	<input type="button" value="Get CAIVRS Number"/>

Additional Borrower Information
(Check all that apply)

Request Form	Applicant's Name	Response
Do you have a relationship with any Rural Development employee? ^(*)	Homeowner, John	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Homeowner, Mary	<input type="radio"/> Yes <input checked="" type="radio"/> No

The CAIVRS information for each applicant will be reported in the "Requirements Checks" section. The red message explains how a new direct connection to CAIVRS will work to automatically retrieve the CAIVRS number for the applicants.

"NOTE: If the CAIVRS service is available the number returned will be auto populated and protected once the Borrower application page is saved. If the CAIVRS service is unavailable when the Borrower application page is saved, you can retrieve the CAIVRS number utilizing one of the following options:

- 1.) Call the CAIVRS service through GUS by clicking on the "Get CAIVRS Number" button for each borrower.
- 2.) Access the HUD CAIVRS website directly by selecting "Access CAIVRS Website" hyperlink. The CAIVRS number retrieved in this manner must be manually entered in the CAIVRS Number block below."

Requirements Checks
(Enter any that apply)

Are all RHS thermal and site standards in compliance? ^(*)

For existing dwellings, are current requirements of HUD Handbook 4150.2 and 4905.1 Standards met? ^(*)

NOTE: If the CAIVRS service is available the number returned will be auto populated and protected once the Borrower application page is saved. If the CAIVRS service is unavailable when the Borrower application page is saved, you can retrieve the CAIVRS number using one of the following options:
 1.) Call the CAIVRS service through GUS by clicking on the "Get CAIVRS Number" button for each borrower.
 2.) Access the HUD CAIVRS website directly by selecting "Access CAIVRS Website" hyperlink. The CAIVRS number retrieved in this manner must be manually entered in the CAIVRS Number block below.

Borrower Name	CAIVRS Number ^(*)	Access CAIVRS Website
Homeowner, John	A748303908	<input type="button" value="Get CAIVRS Number"/>
Homeowner, Mary	A730291823	<input type="button" value="Get CAIVRS Number"/>

Additional Borrower Information
(Check all that apply)

Request Form	Applicant's Name	Response
Do you have a relationship with any Rural Development employee? ^(*)	Homeowner, John	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Homeowner, Mary	<input type="radio"/> Yes <input checked="" type="radio"/> No

•Once the "Borrower" application page is saved, if the CAIVRS service is available it will automatically retrieve the CAIVRS number for each applicant and enter it on this application page.

•If the CAIVRS service was unavailable at the time the "Borrower" application page was saved, the user may click "Get CAIVRS Number" for each applicant in order to retrieve the CAIVRS number.

•Users also have the option to click on "Access CAIVRS Website" to manually retrieve the CAIVRS numbers for each applicant which will then be manually entered into the CAIVRS number data fields provided for each applicant.

The “Additional Borrower Information” section will collect information that will pre-fill to Form RD 1980-21 available on the “Request Forms” page. Questions include:

- “Do you have a relationship with any Rural Development employee?”
- “Are you a veteran?”
- “Are you disabled?” and
- “Are you debarred from doing business with the federal government?”
- Users must select a response of “Yes” or “No” for each question.

- The “Immigration/Naturalization Check” section will ONLY appear on this application page IF the applicant indicated they are not a U.S. citizen on the “Declarations” section of the “Transaction Details” application page.
- The applicant that is not a U.S. citizen will be listed.
- Click on “Insert Immigration Info” to select the proper documentation provided by the applicant.

Immigration Forms

The Single Family Housing Guaranteed Loan Program may not permit loans to be guaranteed unless the non-permanent alien is deemed to be a qualified alien. Lenders must secure proof of identity and evidence that non-citizens who apply for a guaranteed loan are qualified aliens. The lender should obtain documentation described below. Alternatively, the lender may obtain the non-citizen's alien identification number and communicate it to the Agency office servicing their area. Agency staff will then submit the alien's identification number to SAVE and, in most cases, will be able to promptly inform the lender of the applicant's eligibility status based on the alien's Class of Admission (COA).

Borrower: Homeowner, Mary
(Check all that apply)

Documentation that a Non-Citizen is a Qualified Alien

<input type="checkbox"/>	CIS Form I-551	Alien Registration Receipt Card* (for permanent OR conditional resident aliens)
<input type="checkbox"/>	CIS Form I-688B	"Employment Authorization Card", which must be annotated "Provision of Law" 274a.12(c)(11)
<input type="checkbox"/>	CIS Form I-688B	"Employment Authorization Card", which must be annotated "Provision of Law" 274a.12(a)(1)
<input type="checkbox"/>	CIS Form I-688B	"Employment Authorization Card", which must be annotated "Provision of Law" 274a.12(a)(3)
<input type="checkbox"/>	CIS Form I-688B	"Employment Authorization Card", which must be annotated "Provision of Law" 274a.12(a)(4)
<input type="checkbox"/>	CIS Form I-688B	"Employment Authorization Card", which must be annotated "Provision of Law" 274a.12(a)(5)
<input type="checkbox"/>	CIS Form I-688B	"Employment Authorization Card", which must be annotated "Provision of Law" 274a.12(a)(10)
<input type="checkbox"/>	CIS Form I-766	"Employment Authorization Document", with annotation A3

- The "Immigration Forms" section will appear. There is an important explanation of why Rural Development must verify the documentation of non U.S. citizens.
- The message states that non-permanent aliens must be determined to be qualified aliens. The lender must obtain acceptable documentation as listed on this screen to support the applicant's eligibility as a qualified alien. If an alien identification number is obtained it may be submitted to the Agency and entered into the SAVE system to verify if the alien has an eligible Class of Admission (COA).
- Documentation that a Non-Citizen is a Qualified Alien" will list all of the acceptable documentation and notations that are eligible for lenders to retain for qualified applicants.

<input type="checkbox"/>	CIS Form I-766	"Employment Authorization Document", with annotation A5
<input type="checkbox"/>	CIS Form I-766	"Employment Authorization Document", with annotation A10
<input type="checkbox"/>	CIS Form I-571	"Refugee Travel Document"
<input type="checkbox"/>	CIS Form I-94	Arrival-Departure Record, with the annotation "Admitted as Refugee Pursuant to Section 207"
<input type="checkbox"/>	CIS Form I-94	Arrival-Departure Record, with the annotation "Section 208" or "Asylum"
<input type="checkbox"/>	CIS Form I-94	Arrival-Departure Record, with the annotation "Section 243(h)" or "Deportation stayed by Attorney General"
<input type="checkbox"/>	CIS Form I-94	Arrival-Departure Record, with the annotation "Paroled Pursuant to Section 212(d)(5) of the INA"
<input type="checkbox"/>	CIS Form I-94	Arrival-Departure Record, with the annotation "Admitted Under Section 203(a)(7) of the INA"
<input type="checkbox"/>	Form I-94	Arrival-Departure Record, with no annotation, accompanied by a final court decision granting asylum (providing no appeal taken)
<input type="checkbox"/>	Form I-94	Arrival-Departure Record, with no annotation, accompanied by a letter from a CIS asylum officer granting asylum (if application is filed on or after October 1, 1990) or from a CIS district director granting asylum (if application is filed on or before October 1, 1990)
<input type="checkbox"/>	Form I-94	Arrival-Departure Record, with no annotation, accompanied by a court decision granting withholding of deportation
<input type="checkbox"/>	Form I-94	Arrival-Departure Record, with no annotation, accompanied by a letter from an asylum officer granting withholding of deportation (if application filed on or after October 1, 1990)
<input type="checkbox"/>	Receipt	A receipt issued by the CIS indicating that an application for issuance of a replacement document in one of the above listed categories has been made and the applicant's attachment to the document

This slide shows more documentation options.

GUS Borrower Name: Homeowner, John | Lender Loan Number: HomeownerJ | Application ID Number: 20040

Eligibility

<input type="checkbox"/>	CIS Form I-94	Arrival-Departure Record, with the annotation "Paroled Pursuant to Section 212(d)(5) of the INA"
<input type="checkbox"/>	CIS Form I-94	Arrival-Departure Record, with the annotation "Admitted Under Section 203(a)(7) of the INA"
<input type="checkbox"/>	Form I-94	Arrival-Departure Record, with no annotation, accompanied by a final court decision granting asylum (providing no appeal taken)
<input type="checkbox"/>	Form I-94	Arrival-Departure Record, with no annotation, accompanied by a letter from a CIS asylum officer granting asylum (if application is filed on or after October 1, 1990) or from a CIS district director granting asylum (if application is filed on or before October 1, 1990)
<input type="checkbox"/>	Form I-94	Arrival-Departure Record, with no annotation, accompanied by a court decision granting withholding of deportation
<input type="checkbox"/>	Form I-94	Arrival-Departure Record, with no annotation, accompanied by a letter from an asylum officer granting withholding of deportation (if application filed on or after October 1, 1990)

Additional Data

<input type="checkbox"/>	Receipt	A receipt issued by the CIS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified
<input checked="" type="checkbox"/>	SAVE	Lender has confirmed with a USDA Rural Development office through their Systematic Alien Verification for Entitlements (SAVE) program that the applicant is a qualified alien
<input type="checkbox"/>	Jay Treaty	Documentation in accordance with RD Instruction 1960-D, 1960-346 for Native Americans in the United States under the Jay Treaty
<input type="checkbox"/>	None	None of the above documents

Buttons: Back, Next, Save, Cancel

- This slide continues to show documentation options.
- Failure to select appropriate documentation will render the applicant "Ineligible" for a Guaranteed loan.
- When the documentation has been selected click on "Back" to return to the "Additional Data" application page.

GUS Borrower Name: Homeowner, John | Lender Loan Number: HomeownerJ | Application ID Number: 20040

Additional Borrower Information

Question	Applicant's Name	Response
Do you have a relationship with any Rural Development employee?	Homeowner, John	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you a veteran?	Homeowner, John	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you disabled?	Homeowner, John	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you debarred from doing business with the federal government?	Homeowner, John	<input type="radio"/> Yes <input checked="" type="radio"/> No

Immigration / Naturalization Check

(The applicant indicated they are not a U.S. citizen. Immigration/Naturalization information must be provided.)

Homeowner, Mary | Insert Immigration Info

Buttons: Previous, Next, Save, Cancel

Click on "Next" to advance to the next application page.

Credit and Underwriting

The screenshot displays the GUS (Government Underwriting System) interface. At the top, there is a header with the GUS logo and borrower information: Borrower Name (Homeowner_John), Lender Loan Number (Homeowner21), and Application ID Number (20540). The USDA logo is also present. Below the header, there is a navigation menu on the left with options like Eligibility, Loan Terms, Borrower, Employment, Income and Expenses, Assets and Liabilities, Transaction Details, Additional Data, Validate Application, Credit/Underwriting, View Findings, Request Forms, Loan List, and GUS User Guide. The main content area is titled 'Request Credit / Underwriting' and includes a dropdown menu for 'Select Request You Would Like to Submit:'. Below this, the 'Contact Information' section is highlighted with a red box. It contains the following fields: Lender Contact Name (Dean Dastwyler), Lender Contact Phone Number (202690-0614), Lender Contact Fax Number (202205-2476), Lender Contact E-mail Address (Dean.Dastwyler@usda.gov), Lender Contact Lender ID (1100000000), and Lender Contact USDA Assigned Branch No (211). At the bottom of the page, there are buttons for 'Previous', 'Next', 'Save', 'Cancel', and 'Print'.

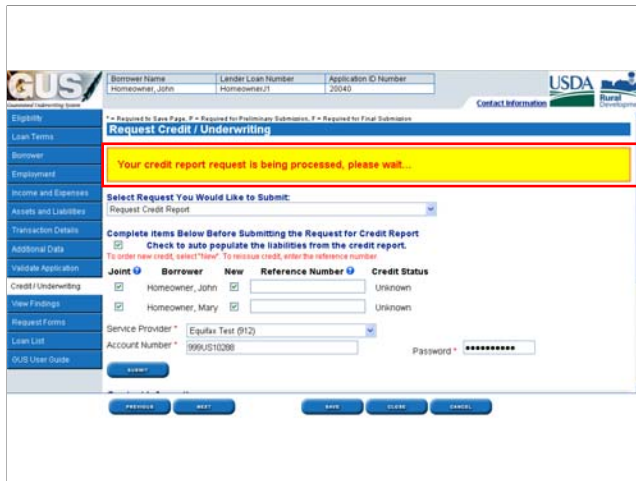
The "Credit/Underwriting" page will allow users to order a new credit report or reissue a current credit report, or request preliminary or final underwriting submissions.

Ensure the "Contact Information" section is correctly completed.

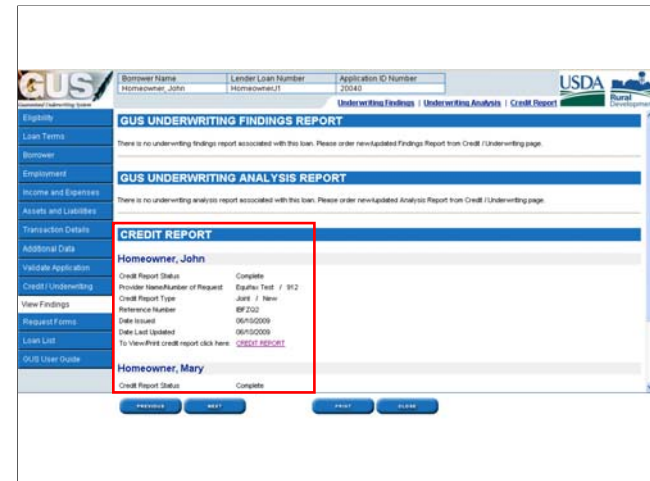
“Select Request You Would Like to Submit” choices include:

- “Request Credit Report” to order a new credit report or to reissue an existing credit report for the applicants. No underwriting submissions may occur until a valid credit report is attached in GUS. If the loan file has been imported into GUS from the users LOS system, a valid credit report must still be ordered in GUS.
- “Request Credit Report and Underwriting Only (Preliminary Underwriting for pre-approval)” to order a new or reissued credit report AND to receive a preliminary underwriting recommendation.
- “Request Underwriting Only (Preliminary Underwriting for per-approval) may be selected once a new or reissued credit report has been successfully attached in GUS.
- “Request Final Underwriting and Submission to Rural Development” when the user has verified all data entered, retained the documentation to support the data in their permanent loan file, and now wants to submit the loan for a final underwriting recommendation and submission to Rural Development for loan review and to request a Conditional Commitment for Loan Note Guarantee. Only Security Administrators and Users with Final Submit Authority (underwriters) should have access to this option. Loan originators should NOT have access to perform final underwriting submissions

- When a user selects “Request Credit Report” all of the data fields that must be completed will dynamically appear on the GUS page.
- If the user wishes to auto-populate the liabilities from the credit report, select the box “Check to auto populate the liabilities from the credit report.” Rural Development highly recommends auto-populating the liabilities from the credit report into the “Asset and Liabilities” page to ensure all liabilities are accurately reported.
- The red message states: *“To order new credit, select “New.” To reissue credit, enter the reference number.”*
- If the credit report is to be “Joint” users must select the box beside each applicant. The same applies to the “New” boxes. Users must select the box beside each applicant that will need a new credit report.
- For reissued credit reports, users must select the box beside each applicant if this was originally a “Joint” credit report. The user must also enter the “Reference Number” found on the existing credit reports for each borrower. This will ensure the credit agency returns the same report in GUS.
- Select the “Service Provider” from the drop down box. The “Service Provider” drop down box will list credit providers that are Fannie Mae approved. GUS utilizes Fannie Mae’s Credit Interface System (CIS) to retrieve new and reissued credit reports. Therefore, users must select one of the credit providers listed in order to utilize GUS.
- Enter the “Account Number.” Account numbers are issued to the user by the credit providers. Rural Development can not assist users with any issues related to invalid account numbers or passwords.
- Enter the “Password.” Passwords are issued to the user by the credit providers. Rural Development can not assist users with any issues related to invalid account numbers or passwords.
- Click “Submit” to order the new or reissued credit report.



A GUS processing message will appear at the top of the application page to confirm that the request is being processed.



- Upon a successful credit report retrieval, the 'View Findings' page will appear and the "Credit Report" section will be populated. The user now has a valid credit report attached in GUS. There will be no need to order a new or reissued credit report again, unless data changes in the loan application or the credit report expires.
- The "Credit Report" section displays information specific to the credit report that is now attached in GUS. Each borrower will be identified.
- The "Credit Report Status" will reflect "Complete" when GUS has successfully imported the credit report into the system. "Complete" also confirms to the user that underwriting submissions may now be attempted as credit is available for analysis.
- The "Provider Name/Number of Request" will display the credit provider that issued the credit report, as well as their branch number.
- The "Credit Report Type" will list if the report was "Individual" or "Joint." It will also list if the credit report retrieved was a "New" or "Reissue."
- The "Reference Number" will be displayed.
- The "Date Issued" will be displayed.
- The "Date Last Updated" will be displayed.
- Users and Rural Development may view the credit report and print it out by clicking on the "Credit Report" link provided.

Preliminary Underwriting Submission

This section will demonstrate the steps the lender should follow in order to submit the loan for a preliminary underwriting submission and recommendation.

Omit by Close	Account Owner	Liability Type	Balance	Monthly Payment	Creditor Name	Note
<input type="checkbox"/>	Homeowner, John	Installment	\$15,838.00	\$600.00	TOYOTA CREDIT	
<input type="checkbox"/>	Homeowner, John	Installment	\$5,000.00	\$257.00	CHASE	
<input type="checkbox"/>	Homeowner, John	Installment	\$5,000.00	\$60.00	SALLIE MAE	
<input type="checkbox"/>	Homeowner, John	Installment	\$1,100.00	\$25.00	SALLIE MAE	
<input type="checkbox"/>	Homeowner, John	Revolving	\$950.00	\$25.00	UNIVERSAL VISA	
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		
<input type="checkbox"/>	Select One	Select One	\$0.00	\$0.00		

Once the user has determined that all liabilities are properly entered into the "Asset and Liabilities" page, they should return to the "Credit/Underwriting" page when they are ready to request a preliminary underwriting submission.

The screenshot shows the GUS application interface. At the top, there are fields for Borrower Name (Homeowner_John), Lender Loan Number (HomeownerJ1), and Application ID Number (20040). The main heading is "Request Credit / Underwriting". Below this, there is a dropdown menu for "Select Request You Would Like to Submit:" with the option "Request Underwriting Only (Preliminary Underwriting for pre-approval)" selected. A red box highlights the "Submit" button. The "Contact Information" section is visible, containing fields for Lender Contact Name (Daehtyler,Dean), Lender Contact Phone Number (002690-0514), Lender Contact Fax Number (002005-2476), Lender Contact E-mail Address (dean.daehtyler@usda.gov), Lender Contact Lender ID (170000049), and Lender Contact USDA Assigned Branch No (001).

- A credit report has already been successfully ordered or reissued in GUS, therefore the user should select “Request Underwriting Only (Preliminary Underwriting for pre-approval).” This will ensure only underwriting is performed.
- No additional data must be entered in order to complete the request for a preliminary underwriting submission. The user may click “Submit” to process the request.

The screenshot shows the GUS application interface after the submission. A yellow banner message at the top reads: "Your preliminary underwriting request is being processed, please wait...". The rest of the page content is identical to the previous screenshot, showing the "Request Credit / Underwriting" section with the "Submit" button now disabled.

A GUS processing message will appear at the top of the application page. “Your preliminary underwriting request is being processed, please wait...” This confirms GUS is performing the requested action.

GUS UNDERWRITING FINDINGS REPORT			
UNDERWRITING SUMMARY			
Underwriting Recommendation: ACCEPT / ELIGIBLE			
Property Eligible	Eligible	Primary Borrower	Homeowner, John
Loan Eligible	Eligible		
Borrower Eligible for	ELIGIBLE	Submission Type	Preliminary
Homeowner, John	ELIGIBLE	Submission Date	09/10/2009
Loan Risk Evaluation	ACCEPT	Submitted By	Draftwyler, Dean
Homeowner, John	ACCEPT	Loan Status	Pending
Homeowner, Mary	ACCEPT		
MORTGAGE INFORMATION			
Lender Name	NATIONAL CITY MORTGAGE		
Lender Tax ID	31089949		
USDA Assigned Branch Hdr	001		
Lender Loan Number	Homeowner, J		
Application ID Number	20040		

If the preliminary underwriting submission is successful the “GUS Underwriting Findings Report” will display. Users should review the entire report to ensure data accuracy and to review the recommendation provided by GUS based upon the data entered by the user.

Decoding the Underwriting Recommendation

When reviewing the underwriting recommendation, users should be familiar with how to properly interpret each piece of the dual recommendation.

2 Part Recommendation

ACCEPT	ELIGIBLE
REFER	INELIGIBLE
REFER WITH CAUTION	UNABLE TO DETERMINE
INELIGIBLE	GUS compliments the underwriting process. GUS does NOT replace the prudent judgment of underwriters.

- The underwriting recommendation is comprised of one recommendation from the first column, and one recommendation from the second column.
- A GUS underwriting recommendation is intended to COMPLIMENT the underwriting process. In no way does a GUS recommendation replace the prudent judgment of underwriters who are responsible for determining final loan approval.
- An "Accept" recommendation should NEVER be the sole basis for granting credit to an applicant by an underwriter.

1st Recommendation

Credit, Capacity, Collateral, Loan Characteristics

ACCEPT	Credit, capacity, collateral, loan characteristics, and Rural Development guidelines appear to be met . The underwriter must verify all data entered to and determine loan approval.
REFER	GUS has identified one or more risk layers in the application. The underwriter must perform a manual underwrite review of the loan file to determine loan approval.
REFER WITH CAUTION	GUS has identified multiple risk layers in the application. The underwriter must perform a manual underwrite review of the loan file to determine loan approval.
INELIGIBLE	GUS has identified one or more loan characteristics that render the file ineligible for Guarantee . Review the findings to determine if errors exist.

The first portion of the GUS recommendation refers to the credit, capacity, collateral, and specific loan characteristics associated with the loan application.

An underwriting recommendation of "Accept" means the loan appears to meet all requirements based upon the data entered by the lender. The underwriter must verify all data and make a final underwriting determination. An "Accept" recommendation is NOT an automatic loan approval. Underwriters may still reject any GUS loan they feel is not credit worthy, or that does not meet internal lender guidelines.

Refer: GUS has identified one or more risk layers in the application (and GUS will identify these risk layers for you in the underwriting findings report) The underwriter must perform a full manual underwrite of the loan file and determine if the loan can be approved.

Refer with Caution: GUS has identified MULTIPLE risk layers in the loan application. The underwriter must perform a full manual underwrite of the loan and determine if it can be approved.

Ineligible: GUS has identified one or more loan characteristics that have rendered the loan file ineligible for delivery to Rural Development. Examples of these ineligible characteristics may include: applicants who are not US Citizen's and proper naturalization/immigration documents have not been entered into GUS, or the applicant has stated they are debarred from doing business with the federal government. If the underwriter can make the determination that these results are due to coding errors or omission of loan data, these may be corrected and a new submission may be attempted.

2nd Recommendation

Property, Income, Borrower, and Loan Eligibility

ELIGIBLE	The property, income, borrower, and loan characteristics all meet Rural Development criteria. The underwriter must verify all data entered and determine loan approval.
INELIGIBLE	The property, income, borrower, and/or loan characteristics do not meet Rural Development criteria. Loan may be ineligible for Guarantee. Review data entered for potential errors.
UNABLE TO DETERMINE	GUS was unable to determine the property address entered. Please contact Rural Development for assistance. RD may be able to change this determination when processing the loan following a final submission.

The second portion of the recommendation refers specifically to property, income, borrower, and loan eligibility.

A recommendation of "Eligible" indicates the property address, income, borrower(s), and specific loan characteristics appear to meet Rural Development eligibility. The underwriter is responsible for verifying all data entered in GUS to arrive at the underwriting recommendation to determine final loan approval. Rural Development is responsible for verifying final approval for property and income eligibility.

Ineligible: One or more of these characteristics is not eligible per Guaranteed Loan regulations. Review the findings report to see if any data entry errors exist. Be sure to double check property eligibility determinations with your local Rural Development office if you have questions.

Unable to Determine: GUS can not determine if the property is eligible. This could be due to a new construction address, etc. Please check with your local RD office to verify property eligibility.

Risk & Documentation

RISK CLASS	Documentation Level <i>For Issuance of Conditional Commitment</i>
ACCEPT	<u>Limited Documentation File to RD</u> ✓ Form RD 1980-21 ✓ URAR Appraisal Report ✓ FEMA Form 81-93, Standard Flood Hazard Determination Additional documentation may be requested by RD if required for processing. Lender must retain a full documentation loan file.
REFER	Full documentation loan file must be submitted to RD and retained by the lender.
REFER WITH CAUTION	Full documentation loan file must be submitted to RD and retained by the lender.

The underwriting recommendation will determine the amount of documentation that must be submitted to Rural Development when requesting a Conditional Commitment for Loan Note Guarantee. This DOES NOT remove the necessity of the lender to retain all documentation utilized to enter data into GUS and underwrite the loan in their permanent case file.

- Accept recommendations require the submission of three documents in order to receive a conditional commitment: 1.) Form RD 1980-21 "Request for Single Family Housing Loan Guarantee," 2.) Appraisal, and 3.) Flood hazard determination. Lenders are required to maintain a full origination loan file that includes all supporting evidence for data entered into GUS.
- Quality assurance rules may appear on the final underwriting findings report which require a full documentation loan file to be submitted for an "Accept" recommendation. Debt ratio waiver requests are never required for GUS "Accept" loan files, as GUS has already approved the higher ratios based upon the "Accept" recommendation.
- "Refer" and "Refer with Caution" loan files require a full documentation loan file to be submitted upon approval by the underwriter. This is the same process for manually underwritten loan files that have not been submitted through GUS. Debt ratio waiver requests and documented credit waivers issued by the approved lender will all need to be included in the full documentation loan file. Underwriters will find reviewing GUS loan files to be more streamlined and efficient by utilizing the GUS Underwriting Findings Report to assist them in the process.

Request Forms

adobe Systems, Inc. site.' There are 'Previous' and 'Next' buttons at the bottom of the page."/>

GUS Government Underwriting System

Borrower Name: Homeowner, John | Lender Loan Number: HomeownerJ1 | Application ID Number: 20040

Forms

Select form to view/print

1003 Uniform Residential Loan Application

1980-21 Request for Single Family Housing Loan Guarantee

(When form 1003 is selected you may check 1 or 2 borrowers at a time to view/print)

(When form 1980-21 is selected you must check only 1 borrower at a time to view/print)

Borrower

Homeowner, John

Homeowner, Mary

Display Form

Request Forms are prepared in Adobe® Acrobat® Portable Document Format (PDF) and require the free Adobe Acrobat Reader software to view. The downloadable Acrobat Reader software is available at NO CHARGE from the [adobe Systems, Inc.](#) site.

Previous Next

- The “Request Forms” page will give the user the ability to print a complete 1003 Uniform Residential Loan Application (URLA) and Form RD 1980-21 Request for Single Family Housing Loan Guarantee.
- GUS alerts the user that when printing a 1003 a maximum of 2 borrowers may be selected to display on the form.
- When users choose to print Form RD 1980-21 only 1 borrower may be selected to display on the form. Therefore if there are 2 or more borrowers on the GUS loan the user will have to print a 1980-21 for EACH applicant.

The screenshot shows a web browser displaying the 'Uniform Residential Loan Application' form. The form is titled 'Uniform Residential Loan Application' and includes sections for 'I. TYPE OF MORTGAGE AND TERMS OF LOAN' and 'II. PROPERTY INFORMATION AND PURPOSE OF LOAN'. Blue highlighted areas indicate data fields where the user can enter missing information. The browser address bar shows 'Sign' and 'Review & Comment' buttons.

The 1003 Uniform Residential Loan Application will display in pdf form. The user will be able to enter any missing information in the blue highlighted data fields. The form may be saved, printed, or emailed from this screen.

The screenshot shows a web browser displaying the 'REQUEST FOR SINGLE FAMILY HOUSING LOAN GUARANTEE' form. The form is titled 'REQUEST FOR SINGLE FAMILY HOUSING LOAN GUARANTEE' and includes sections for 'TO: Rural Development Rural Housing Service' and 'Please issue a Conditional Commitment for Single Family Housing Loan Guarantee in the following case:'. Blue highlighted areas indicate data fields where the user can enter missing information. The browser address bar shows 'Sign' and 'Review & Comment' buttons.

Form RD 1880-21 will display in pdf form. The user will be able to enter any missing information into the blue highlighted data fields. Most of the information will already be pre-filled based upon the data entered into GUS. The 1880-21 may be saved, printed, or emailed from this screen.

Please fill out the following form.

1. The applicant has does not have a relationship with any current Rural Development employee.

2. The applicant is a (check applicable): US citizen qualified alien U.S. Non-citizen National
 other (explain)

3. The applicant is a (check applicable): veteran first time homebuyer

4. Number of persons in the household:

5. The applicant's credit report indicates (check one):
 a. The applicant has no credit history
 b. The applicant has no adverse credit history
 c. The applicant has experienced adverse credit history but we have determined that it is beyond the applicant's control
 4. Other (explain):

6. The current annual income for the household is: \$

7. The current adjusted income for the household is: \$

8. TOTAL DEBT ratio: PIH ratio:

9. We propose to loan \$ for 30 years at % per annum with payments of \$ per month.

10. The interest rate is based on the Finance Mail VA rate on
 The interest rate is locked in until
 The interest rate will float until loan closing.
 (If this option is checked and the interest rate increases at loan closing, the loan must be re-underwritten and this certification must be updated).

11. The applicant is unable to secure the necessary conventional credit without a Rural Development guarantee upon terms and conditions which the applicant could reasonably be expected to fulfill.

12. The applicant understands that Rural Development approval of the guarantee is required and is subject to the availability of funds.

13. Housing and Urban Development's Credit Alert Interactive Voice Response System (CAIVRS) was checked for outstanding delinquent Federal debts and confirmation No. was obtained.

Some data fields will require data entry by the user in order for the 1980-21 to be complete. An example is question number 5 regarding the applicant's credit report, and question number 10 regarding interest rate information.

Please fill out the following form.

14. Loan funds will be used for the following purpose(s):

Purpose	Amount
Purchase	\$ 218,836.73
	\$
Total Loan =	\$ 218,836.73

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0770-0118. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Page 1 of 4

Certifications

In order to induce the Agency to issue the requested guarantee, we certify that we have originated and underwritten the loan in compliance with all Agency loan requirements. This form contains or is supplemented with all information required by 7 CFR 1980.353(c).

When the user prints the 1980-21 they can sign the "Certifications" for the approved lender on page 2, as well as ask the applicant's to sign under "Applicants Acknowledgments and Certifications."

GUS Underwriting Findings Report

GUS UNDERWRITING FINDINGS REPORT			
UNDERWRITING SUMMARY			
Underwriting Recommendation: ACCEPT / ELIGIBLE			
Property Eligible	Eligible	Primary Borrower	Homeowner, John
Income Eligibility	Eligible	Submission Type	Preliminary
Loan Eligible	ELIGIBLE	Submission Date	08/05/2008
Borrower Eligible for	ELIGIBLE	Submitted By	DeWittier, Devin
Homeowner, John	ELIGIBLE	Loan Status	Pending
Homeowner, Mary	ELIGIBLE	Loan Risk Evaluation	ACCEPT
Homeowner, Mary	ACCEPT	Borrower Risk Evaluation	ACCEPT
Homeowner, John	ACCEPT		
Homeowner, Mary	ACCEPT		
MORTGAGE INFORMATION			
Lender Name	NATIONAL CITY MORTGAGE		
Lender Tax Id	31058949		
USDA Assigned Branch Nbr	00		
Lender Loan Number	Homeowner, John		
Application ID Number	20540		

- At the top of the “GUS Underwriting Findings Report” is the “Underwriting Recommendation.” In this example the underwriting recommendation is “Accept/Eligible.”
- “Accept” refers to credit, capacity, collateral, and additional loan characteristics. “Eligible” refers specifically to property, income, and specific loan characteristics of the loan file.
- The “Underwriting Recommendation” can be further understood by reviewing the recommendation provided for each facet of the loan. When a user does not fully understand the recommendation they should review the characteristics listed. This is only one portion of the GUS Underwriting Findings Report that addresses why GUS arrived at a specific recommendation.
- The “Primary Borrower” will be listed.
- The “Submission Type” will determine if this underwriting findings report is for a “Preliminary” or a “Final” underwriting submission.
- The “Submission Date” will be listed.
- “Submitted by” will list the user that submitted the loan for underwriting.
- The “Loan Status” will state “Pending” when the loan is not yet approved by Rural Development.
- “Lender Name” will list the approved lender.
- The “Lender Tax Id” will be listed.
- “USDA Assigned Branch Nbr” will list the branch number of the lender where the loan was submitted to Rural Development.
- “Lender Loan Number” will list the loan number the user assigned the loan.
- The “Application ID Number” will list the randomly assigned ID number by GUS, which contains no personally identifiable information of the applicant(s).

The "Mortgage Information" section will detail many of the loan characteristics utilized to arrive at the underwriting recommendation. The underwriting findings report organizes loan data to assist the underwriter in reviewing the data entered and ensuring it is accurate with no transposed figures, etc.

The first column under "Mortgage Information" lists the following loan data:

- Loan to Value (LTV)
- PITI Ratio of the proposed mortgage payment
- TD Ratio (Total Debt)
- Loan Amount requested by the lender
- Sales Price
- Appraised Value
- Monthly MCC (Mortgage Credit Certificate) benefit amount (if applicable)
- 2-1 Buy Down indicator if associated with this loan

The middle column lists the following loan characteristics:

- Monthly PITI payment is listed
- Other Monthly Debt, the total of all monthly liabilities outside of the PITI
- Total Monthly Debt, which totals the Monthly PITI payment and the Other Monthly Debts

The third column verifies additional loan characteristics:

- Note Rate
- Loan Type, will always be "RHS"
- Loan Term, will always be "360"
- Amortization Type, will always be "Fixed"
- Loan Purpose, will reflect purchase, refinance, or construction
- Refinance purpose, will reflect streamline or non-streamlined if applicable
- Payment Shock will reflect the increase or decrease in the proposed PITI payment when compared with the current housing expenses entered on the GUS application
- Cash Reserves will total all liquid assets less funds required for closing
- Months of Cash Reserves available post closing

•The "Property Information" section will list the property address entered into GUS and list the eligibility determination.

•The "Property Eligibility Findings" section will list any adverse findings associated with the property. When the message states "There were no property eligibility findings issued" this means there is nothing adverse regarding the property.

INCOME ELIGIBILITY		
Loan Terms	County	Saine
Borrower	Metropolitan Area (MSA)	Saine County
Employment	Number of People in Household	4
Income and Expenses	Is Loan Applicant or Co-Applicant age 62 or older?	No
Assets and Liabilities	Annual Medical Expenses	\$0.00
	Medical Care Deductions	\$0.00
Transaction Details	Number of Residents Under 18 Years Old, Disabled, or Full Time Students 18 Years of age or greater	2
Additional Data	Annual Child Care Expenses	\$1,200.00
	Annual Allowable Child Deduction	\$960.00
Valuable Application	Are there any Disabled Persons living in the household?	No
Credit / Underwriting	Annual Disability Expenses	\$0.00
View Findings	Total Household Income	\$80,000.00
Request Forms	Allowable Adjustments	\$6,160.00
Loan List	Adjusted Household Income (Round to nearest \$10)	\$86,160.00
QUS User Guide	Maximum Allowable Adjusted Household Income	\$73,000.00

The "Income Eligibility" section will reiterate the data entered by the user on the "Eligibility" application page. This format enables the underwriter and Rural Development to easily review the information and notice any data inaccuracies.

INCOME ELIGIBILITY FINDINGS

There were no household income eligibility findings issued.

LOAN/APPLICANT ELIGIBILITY

Loan Eligibility Findings(s)
ELIGIBLE
There were no loan eligibility findings issued.

Eligibility Finding(s) For Homeowner, John
ELIGIBLE
There is no eligible finding for Homeowner, John.

Eligibility Finding(s) For Homeowner, Mary
ELIGIBLE
There is no eligible finding for Homeowner, Mary.

LOAN/APPLICANT RISK

Loan Risk Findings(s)
There were no loan risk findings issued.

Risk Finding(s) For Homeowner, John
There is no risk finding for Homeowner, John.

Risk Finding(s) For Homeowner, Mary
There is no risk finding for Homeowner, Mary.

- The "Income Eligibility Findings" section will list any adverse findings regarding the income. When no findings have been issued, this means there is nothing adverse regarding the applicants income eligibility for the program.
- The "Loan/Applicant Eligibility" section will reiterate the eligibility determination for the loan and each applicant that was considered in the overall underwriting recommendation listed at the top of the findings report.
- In this example the "Loan Eligibility" is eligible. Both of the applicants are also "eligible."
- In the event there was an eligibility issue for the loan or either applicant, there would be an underwriting message listed to explain the adverse finding based upon the data entered by the user.

Loan Applicant Risk
Loan Risk Findings(s)
 There were no loan risk findings issued.
Risk Findings(s) For Homeowner, John
 There is no risk finding for Homeowner, John.
Risk Findings(s) For Homeowner, Mary
 There is no risk finding for Homeowner, Mary.

Lender's Required Conditions
Prior To Final Submission
 1. 622 - Lender Due Diligence: For all OUS underwriting recommendations, lenders must apply due diligence when reviewing the documentation in the loan file to determine if there is any potentially derogatory or contradictory information that is not part of the data submitted to OUS or if there is any erroneous information in the data submitted to OUS. If the lender is aware of any contradictory, derogatory, or erroneous information, lenders are obligated to take action. For example if the lender is aware of debts, late payments or derogatory information that has not been made available to the data submitted to OUS, or there is a Federal Judgment, a risk analysis decision of Account must be manually downgraded to Refer and the file manually underwritten.
 2. 624 - Verification of Income: Lender must obtain documentation to support income for eligibility and repayment purposes. All sources of income must be verified by the underwriter. Refer to 1980-263 (c) and applicable Administrative Notices for further guidance. Eligible income on the Eligibility page may differ from repayment income entered on the Income and Expenses page.
 3. 30681 - Home Retained: For continued eligibility, confirm the REO retained meets the provisions of Section 1980.346(a) of RD instruction 1980-D as follows: The home is not located in the local controlling area OR if it is, the home is NOT structurally sound OR it is not functionally adequate. Contact Rural Development for confirmation of meeting the tests for retaining a home.

Prior To Conditional Commitment
 1. 30680 - Other Credits: Ensure the amount entered as Other Credits on the Detail of Transaction page, is not duplicated in Assets on the Asset and Liability page.
 2. 30420 - Cash Reserves: Cash reserves submitted to OUS are subject to the following conditions: Funds that remain in the borrower's account following loan closing, supported with proper documentation may be considered cash reserves. Cash reserves must be documented in the lender's permanent case file.

The "Loan/Applicant Risk" section will reflect why the loan may have received a "Refer" or "Refer with Caution" underwriting recommendation.

There will be an underwriting message listed under the "loan" or the individual applicant to which the risk applies.

Lender's Required Conditions
Prior To Final Submission
 1. 622 - Lender Due Diligence: For all OUS underwriting recommendations, lenders must apply due diligence when reviewing the documentation in the loan file to determine if there is any potentially derogatory or contradictory information that is not part of the data submitted to OUS or if there is any erroneous information in the data submitted to OUS. If the lender is aware of any contradictory, derogatory, or erroneous information, lenders are obligated to take action. For example if the lender is aware of debts, late payments or derogatory information that has not been made available to the data submitted to OUS, or there is a Federal Judgment, a risk analysis decision of Account must be manually downgraded to Refer and the file manually underwritten.
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Prior To Conditional Commitment
 1. 30680 - Other Credits: Ensure the amount entered as Other Credits on the Detail of Transaction page, is not duplicated in Assets on the Asset and Liability page.
 2. 30420 - Cash Reserves: Cash reserves submitted to OUS are subject to the following conditions: Funds that remain in the borrower's account following loan closing, supported with proper documentation may be considered cash reserves. Cash reserves must be documented in the lender's permanent case file.
 3. 31163 - Borrower on Multiple OUS Applications: The system has detected that the borrower(s) on this application are associated with other applications in OUS. Lender should research and document in the lender's permanent case file the reasons borrower is associated with multiple applications. Rural Development may require documentation to resolve issues noted. Please contact your Rural Development representative for further assistance.

- Homeowner, John is a borrower or co-borrower on application 19846 received on 01-09-2009.
- Homeowner, John is a borrower or co-borrower on application 19847 received on 01-09-2009.

The "Lender's Required Conditions" section will detail the steps the lender must complete in order to obtain a Conditional Commitment and a Loan Note Guarantee:

- Prior to a final underwriting submission
- Prior to a Conditional Commitment request
- Prior to Loan Closing and
- Prior to requesting the Loan Note Guarantee.

LENDER'S REQUIRED CONDITIONS

Prior To Final Submission

- 622 - Lender Due Diligence: For all GUS underwriting recommendations, lenders must apply due diligence when reviewing the documentation in the loan file to determine if there is any potentially derogatory or contradictory information that is not part of the data submitted to GUS or if there is any erroneous information in the data submitted to GUS. If the lender is aware of any contradictory, derogatory, or erroneous information, lenders are obligated to take action. For example if the lender is aware of debts, late payments or derogatory information that has not been made available to the data submitted to GUS, or there is a Federal Judgment, a risk analysis decision of Account must be manually derogated to true and the file manually underwritten.
- 624 - Verification of Income: Lender must obtain documentation to support income for eligibility and repayment purposes. All sources of income must be verified by the underwriter. Refer to 1980-253 (v) and applicable Administrative Notices for further guidance. Eligible income on the Eligibility page may differ from repayment income entered on the Income and Expenses page.
- 30681 - Home Retained: For continued eligibility, unless the REO retained meets the provisions of Section 1980.349(a) of FD instruction 1980-D as follows: The home is not located in the local containing area OR if it is, the home is NOT structurally sound OR it is not functionally adequate. Contact Rural Development for confirmation of meeting the tests for retaining a home.

Prior To Conditional Commitment

- 30650 - Other Credits: Ensure the amount entered as Other Credits on the Detail of Transaction page, is not duplicated in Assets on the Asset and Liability page.
- 30420 - Cash Reserves: Cash reserves submitted to GUS are subject to the following conditions: Funds that remain in the borrower's account following loan closing, supported with proper documentation may be considered cash reserves. Cash reserves must be documented in the lender's permanent case file.
- 31163 - Borrower on Multiple GUS Applications: The system has detected that the borrower(s) on this application are associated with other applications in GUS. Lender should research and document in the lender's permanent case file the reasons borrower is associated with multiple applications. Rural Development may require documentation to resolve issues noted. Please contact your Rural Development representative for further assistance.

- Homeowner, John is a borrower or co-borrower on application 19846 received on 01-09-2009.
- Homeowner, John is a borrower or co-borrower on application 19847 received on 01-09-2009.

"Prior to Final Submission" will list the GUS "rules" that have fired due to loan data entered on the GUS application pages. Many of the rules are defaults and apply to all GUS loans.

For example: Rule #622: Lender Due Diligence and Rule #624: Verification of Income will fire for all GUS loans. Lenders must review all rules and ensure they follow the guidance provided before they request a final underwriting loan submission to Rural Development.

LENDER'S REQUIRED CONDITIONS

Prior To Final Submission

- 622 - Lender Due Diligence: For all GUS underwriting recommendations, lenders must apply due diligence when reviewing the documentation in the loan file to determine if there is any potentially derogatory or contradictory information that is not part of the data submitted to GUS or if there is any erroneous information in the data submitted to GUS. If the lender is aware of any contradictory, derogatory, or erroneous information, lenders are obligated to take action. For example if the lender is aware of debts, late payments or derogatory information that has not been made available to the data submitted to GUS, or there is a Federal Judgment, a risk analysis decision of Account must be manually derogated to true and the file manually underwritten.
- 624 - Verification of Income: Lender must obtain documentation to support income for eligibility and repayment purposes. All sources of income must be verified by the underwriter. Refer to 1980-253 (v) and applicable Administrative Notices for further guidance. Eligible income on the Eligibility page may differ from repayment income entered on the Income and Expenses page.
- 30681 - Home Retained: For continued eligibility, unless the REO retained meets the provisions of Section 1980.349(a) of FD instruction 1980-D as follows: The home is not located in the local containing area OR if it is, the home is NOT structurally sound OR it is not functionally adequate. Contact Rural Development for confirmation of meeting the tests for retaining a home.

Prior To Conditional Commitment

- 30650 - Other Credits: Ensure the amount entered as Other Credits on the Detail of Transaction page, is not duplicated in Assets on the Asset and Liability page.
- 30420 - Cash Reserves: Cash reserves submitted to GUS are subject to the following conditions: Funds that remain in the borrower's account following loan closing, supported with proper documentation may be considered cash reserves. Cash reserves must be documented in the lender's permanent case file.
- 31163 - Borrower on Multiple GUS Applications: The system has detected that the borrower(s) on this application are associated with other applications in GUS. Lender should research and document in the lender's permanent case file the reasons borrower is associated with multiple applications. Rural Development may require documentation to resolve issues noted. Please contact your Rural Development representative for further assistance.

- Homeowner, John is a borrower or co-borrower on application 19846 received on 01-09-2009.
- Homeowner, John is a borrower or co-borrower on application 19847 received on 01-09-2009.

"Prior to Conditional Commitment" will list the GUS rules that lenders must ensure are met before requesting a conditional commitment from Rural Development.

Borrower Name		Lender Loan Number		Application ID Number	
Homeowner, John		HomeownerJ1		20540	

Underwriting Findings | Underwriting Analysis | Credit Report

Eligibility

- 2001 - Required Documentation: Accept decision is contingent on submission of the following to Rural Development: 1. Completed Form RD 1980-21, "Request for Guarantee"; 2. An appraisal of the subject property; and 3. FEMA Form 81-60 Standard Flood Hazard Determination form. Certain transactions may require additional documentation be submitted (i.e. qualified alien documentation, etc.)
- 600 - Adverse Claims: Certify that no adverse claims or liens against the borrower or property exist and that no lawsuits are pending or anticipated that would affect the borrower or the subject property (RD Instruction 1980-D, Section 1980.331 (b)). Use the reverse side of Form RD 1980-18 to certify to Rural Development.
- 605 - Appraisal: Obtain an appraisal of subject property. Submit to Rural Development with Request for Conditional Commitment for Loan Note Guarantee. Appraisal must be greater than or equal to the proposed loan amount less any guarantee fee being financed and must be completed within 6 months of the date the request for a Conditional Commitment is submitted to Rural Development.
- 601 - Standard Flood Determination Form: Obtain FEMA 81-60, Standard Flood Hazard Determination. Submit form to Rural Development when requesting Conditional Commitment for Loan Note Guarantee. If dwelling is in a 100- or floodplain AND is an existing dwelling, lender may request a flood certification waiver from Rural Development provided the level of flood insurance can be obtained.

Prior To Closing

- 515 - Cash to Borrower: Any funds the borrower receives at loan closing must not be greater than the amount the borrower provided as earnest money and any proceeds. Otherwise, borrower should not receive any funds at settlement. Escrow loan funds must be applied to the principal of the loan.
- 607 - Interest Rate: Certify the interest rate does not exceed the maximum limits as defined in RD Instruction 1980-D, Section 1980.322 on the date the loan was locked. Interest rates that were floating at the time of Conditional Commitment must provide documentation to Rural Development which states the final interest rate and the date the rate was locked. Acceptable documentation includes but is not limited to: copy of lock commitment, copy of investor rate sheet on the lock date, etc. Use the reverse side of Form RD 1980-18 to certify to Rural Development, supported with documentation noted.
- 606 - Water/Waste Disposal System: On-site water and water/waste disposal systems, if applicable, have been approved by a State or local agency in accordance with section 1980.313(c), 1980.341(c), and 1980.363(b) of RD Instruction 1980-D and retain evidence in lender's permanent case file.
- 506 - Existing Property Inspection: Document the permanent case file with evidence that inspection requirements of 1980.341(b)(1) have been met.

Prior To Guarantee

- 602 - First Lien Position: Upon closing, the loan must be in first lien position unless the loan is for a subsequent loan to an existing borrower or there is a transfer and assumption of an existing loan. Use the reverse side of Form RD 1980-18 to certify to Rural Development.
- 610 - Lender Certification: Certify that all the requirements of RD Instruction 1980-D have been met and that all the requirements listed on the Conditional Commitment (Form RD 1980-18 and any attachment to Form RD 1980-18) have been satisfied. Use the reverse side of Form RD 1980-18 to certify to Rural Development.
- 604 - Adverse Claims: Upon closing, no adverse claims or liens against the property must exist, no lawsuit or lien is pending or anticipated that would adversely affect the property. Use the reverse side of Form RD 1980-18 to certify to Rural Development.

Previous Next Print Close

"Prior to Closing" will list the rules and guidance lenders must ensure have been met before closing the loan.

Borrower Name		Lender Loan Number		Application ID Number	
Homeowner, John		HomeownerJ1		20540	

Underwriting Findings | Underwriting Analysis | Credit Report

Eligibility

Loan Terms

Prior To Guarantee

- 602 - First Lien Position: Upon closing, the loan must be in first lien position unless the loan is for a subsequent loan to an existing borrower or there is a transfer and assumption of an existing loan. Use the reverse side of Form RD 1980-18 to certify to Rural Development.
- 610 - Lender Certification: Certify that all the requirements of RD Instruction 1980-D have been met and that all the requirements listed on the Conditional Commitment (Form RD 1980-18 and any attachment to Form RD 1980-18) have been satisfied. Use the reverse side of Form RD 1980-18 to certify to Rural Development.
- 604 - Adverse Claims: Upon closing, no adverse claims or liens against the property must exist, no lawsuit or lien is pending or anticipated that would adversely affect the property. Use the reverse side of Form RD 1980-18 to certify to Rural Development.

RURAL DEVELOPMENT'S REQUIRED CONDITIONS

Prior To Final Submission

There are no USDA required conditions prior to final submission.

Prior To Conditional Commitment

- 311C - Borrower on Multiple OUS Applications: The system has detected that the borrower(s) on this application are associated to other applications in OUS. Agency must confirm with Lender reason(s) for borrower(s) association with multiple applications. Agency may request additional documentation from lender to support justification for multiple applications. Agency may need to assist the lender in identifying other applications.
 - Homeowner, John is a borrower or co-borrower on OUS application 19846 received on 01/29/2009. * This application has not been pushed to OLS.
 - Homeowner, John is a borrower or co-borrower on OUS application 19847 received on 01/29/2009. * This application has not been pushed to OLS.

Previous Next Print Close

"Prior to Guarantee" will list the rules and guidance that lenders must ensure are met before submitting the loan closing package to Rural Development in order to secure a Loan Note Guarantee.

RURAL DEVELOPMENT'S REQUIRED CONDITIONS

Prior To Final Submission

There are no USDA required conditions prior to final submission.

Prior To Conditional Commitment

1. 3152 - Borrower on Multiple OUS Applications: The system has detected that the borrower(s) on this application are associated to other applications in OUS. Agency must confirm with Lender reason(s) for borrower(s) association with multiple applications. Agency may request additional documentation from lender to support justification for multiple applications. Agency may need to assist the lender in searching other applications.

- Homeowner, John is a borrower or co-borrower on OUS application 19846 received on 01/09/2009. * This application has not been pushed to OLS.
- Homeowner, John is a borrower or co-borrower on OUS application 19847 received on 01/09/2009. * This application has not been pushed to OLS.

The "Rural Development Required Conditions" section will outline what RURAL DEVELOPMENT must do at each stage of the loan process including:

- Prior to Final Submission, there will never be any conditions for Rural Development in this section, because only the approved lender may execute a final underwriting submission.
- Prior to Conditional Commitment

GUS UNDERWRITING ANALYSIS REPORT

Prior To Closing

There are no USDA required conditions prior to closing.

1. 626 - Lender Certification: Confirm the lender has certified by use of the reverse side of Form RD 1980-18 that all of the requirements of RD Instruction 1980-D have been met and that all the requirements listed on the Conditional Commitment (Form RD 1980-18 and any attachments to Form RD 1980-18) have been satisfied.

- Prior to Loan Closing and
- Prior to issuing the Loan Note Guarantee

The second section of the "GUS Underwriting Findings Report" is the "GUS Underwriting Analysis Report." This section will list the loan data entered within the GUS application pages by the user. It is very easy to review the loan data to ensure accuracy.

In the "Property Information" section, the first column contains the following information:

- Property Address
- Appraised Value
- Sales Price
- Purchase is, will be existing or new
- Site Value
- Type of Construction, will be on-site, modular/paneled, or manufactured

The second column of "Property Information" lists:

- Estate Held In, fee simple or leasehold
- RHS Thermal Indicator, if the property is new this certification will be listed as entered by the user
- HUD Compliance Indicator, if the property is existing this certification will be listed as entered by the user
- Property Type, will be attached housing or detached housing

The "Repayment Income" section will list the stable and dependable income listed by the user on the "Income and Expenses" application page which may include:

- Base Employment Income
- Overtime
- Bonuses
- Commission
- Dividends/Interest
- Other Income
- Net Rental Income

The total monthly repayment income will be added together for all applicants.

The "Expenses" section will separate "Housing Expenses" and "Other Expenses."

The "Housing Expenses" section will detail the "Current" and "Proposed" housing expenses. The following housing expense characteristics will be captured for review:

- Rent (for current housing expenses)
- First Mortgage (Principal and Interest)
- Other Financing (Principal and Interest), such as subordinate financing
- Hazard Insurance
- Real Estate Taxes
- Homeowner Association Dues
- Other, any additional expenses that pertain to the current or proposed housing expenses
- Less Monthly Mortgage Credit Certificate, GUS will automatically include this amount if entered by the user on the "Additional Data" loan page.
- Total Housing Expenses, the totals are calculated for current and proposed payments

The "Other Expenses" section will detail specific expenses listed throughout various GUS application pages.

- Additional Expenses, this is the total of any additional expenses (i.e. child support, alimony, job related expenses, etc.) entered by the user on the "Asset and Liabilities" page.
- Alterations, Improvements, Repairs (included in the loan amount), are listed on the "Transaction Details" page.
- Liabilities, this is the total of all outstanding liability balances listed on the "Asset and Liabilities" page for Mortgage and Other Liabilities.
- Liability Payments, this is the total of the monthly payments due for liabilities included in the debt ratios.

Borrower Name	Lender Loan Number	Application ID Number
Homeowner, John	HomeownerJ1	20040

FUNDS			
Funds Required	\$0.00	Debts to Be Paid by Close	\$0.00
Subordinate Financing	\$0.00	Net Cash to Borrower	\$1,200.00
Available	\$10,200.00	Cash Reserves	\$10,200.00
Cash Back	\$1,000.00	Months of Cash Reserves	10

CREDIT REPORT	
Homeowner, John	
Transaction Details	Credit Report Status: Complete
Additional Data	Provider Name/Number of Request: Equifax Test / 912
Variable Application	Credit Report Type: Joint / New
Credit Underwriting	Reference Number: 8F202
View Findings	Date Issued: 06/15/2009
Request Forms	Date Last Updated: 06/15/2009
Loan List	To View/Print credit report click here: CREDIT REPORT
GUS User Guide	

CREDIT REPORT	
Homeowner, Mary	
Transaction Details	Credit Report Status: Complete
Additional Data	Provider Name/Number of Request: Equifax Test / 912
Variable Application	Credit Report Type: Joint / New
Credit Underwriting	Reference Number: 8F202
View Findings	Date Issued: 06/15/2009
Request Forms	Date Last Updated: 06/15/2009
Loan List	To View/Print credit report click here: CREDIT REPORT
GUS User Guide	

The "Funds" section will calculate and list various fund types associated with the loan application. In the first column funds listed include:

- Funds Required, the amount of funds required at loan closing from the applicant will be listed. It is the LENDER'S responsibility to verify the applicant has adequate funds to bring to the closing table. Rural Development does not add any conditions to the Conditional Commitment for Loan Note Guarantee issued in regards to verifying funds to close. The user will be aware of funds needed to close in item "p" on the "Transaction Details" application page.
- Subordinate Financing, the amount of subordinate financing will be listed if any is entered on the "Transaction Details" application page.
- Available, this is the sum of all eligible assets entered on the "Asset and Liabilities" and "Other Credits" section of the "Transaction Details" page, or the sum of Net Equity listed in the "REO Properties" section of the "Asset and Liabilities" page.
- Cash Back, this is calculated on the "Transaction Details" page in item "p." Any portion of loan funds is not eligible as cash back to the borrower. Borrowers may be returned any fees paid outside of closing (POC) (i.e. credit report fee, appraisal fee, application fee, first year of homeowner's insurance, earnest money deposits, etc.) which are representative of an eligible purpose. GUS will alert the user in the "Lender's Required Conditions" portion of this underwriting findings report if any cash back is due to the borrower and the documentation required from the lender.

The second column of "Funds" outlines the following:

- Debts to be Paid by Close, this is the sum all liabilities marked "Paid by Close" on the "Asset and Liabilities" page.
- Net Cash to Borrower, represents the total costs less the loan amount. Refer to "Cash Back" to confirm if net cash back is eligible to be returned to the borrower.
- Cash Reserves, represents the cash available, less funds required to close.
- Months of Cash Reserves, this is the amount of cash reserves available divided by the proposed PITI.

Borrower Name	Lender Loan Number	Application ID Number
Homeowner, John	HomeownerJ1	20040

CREDIT REPORT	
Homeowner, John	
Transaction Details	Credit Report Status: Complete
Additional Data	Provider Name/Number of Request: Equifax Test / 912
Variable Application	Credit Report Type: Joint / New
Credit Underwriting	Reference Number: 8F202
View Findings	Date Issued: 06/15/2009
Request Forms	Date Last Updated: 06/15/2009
Loan List	To View/Print credit report click here: CREDIT REPORT
GUS User Guide	

CREDIT REPORT	
Homeowner, Mary	
Transaction Details	Credit Report Status: Complete
Additional Data	Provider Name/Number of Request: Equifax Test / 912
Variable Application	Credit Report Type: Joint / New
Credit Underwriting	Reference Number: 8F202
View Findings	Date Issued: 06/15/2009
Request Forms	Date Last Updated: 06/15/2009
Loan List	To View/Print credit report click here: CREDIT REPORT
GUS User Guide	

The "Credit Report" section will list for each applicant:

- Credit Report Status, when it states "Complete" the user is assured that a valid credit report is attached to the loan file in GUS.
- Provider Name/Number of Request, reports the credit provider where the report was issued along with their request number
- Credit Report Type, will list if the report was an Individual or a Joint report, and if the report was New or a Reissue of a previously issued report
- Reference Number, will list the reference identification number of the credit report
- Date Issued, will list the date the report was issued
- Date Last Updated, will list the date the credit report was last updated if applicable
- To View/Print credit report click here: CREDIT REPORT, will allow the user or Rural Development to click on the link provided to view the entire credit report.

Final Underwriting and Submission to Rural Development

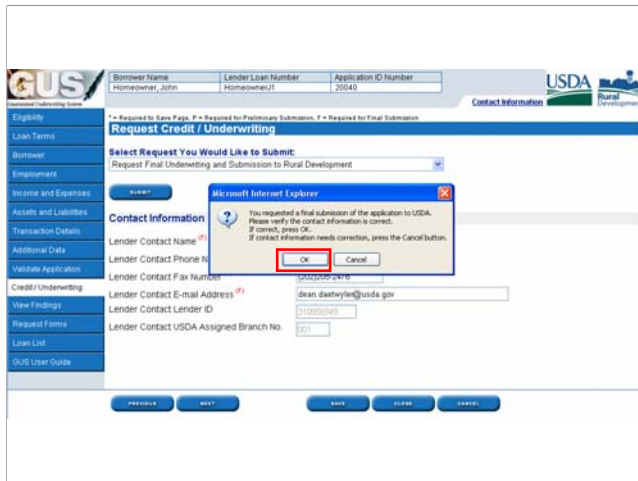
A final underwriting submission is requested when the approved lender has approved the loan file, verified all loan data entered is accurate and documented in the permanent loan file, and is now ready to request a Conditional Commitment for Loan Note Guarantee from Rural Development.

The screenshot displays the GUS (Guaranteed Underwriting System) interface. At the top, there is a header with the GUS logo and fields for Borrower Name (Homeowner, John), Lender Loan Number (HomeownerJ1), and Application ID Number (20043). The USDA Rural Development logo is also present. A navigation menu on the left lists various sections, with 'Validate Application' highlighted in red. The main content area is titled 'Request Credit / Underwriting' and includes a dropdown menu for 'Select Request You Would Like to Submit:' set to 'Select One'. Below this is a 'Contact Information' section with the following fields: Lender Contact Name (Dean Daehwyle), Lender Contact Phone Number (002690-0514), Lender Contact Fax Number (00206-2476), Lender Contact E-mail Address (dean.daehwyle@usda.gov), Lender Contact Lender ID (110050043), and Lender Contact USDA Assigned Branch No. (001). At the bottom, there are buttons for 'PREVIOUS', 'NEXT', 'SAVE', 'CANCEL', and 'SUBMIT'.

Before the request for final underwriting is submitted, click on "Validate Application" to see if there are any errors or warnings that must be completed on the GUS application pages in order for a final submission to be successful.

- The “Submit Application Errors” screen will appear. The user will hopefully see “No Errors Found.”
- In the event there are errors, this screen will tell the user exactly which application page has an error(s) and it will list the exact description of the error(s).
- Users may print this screen to assist them in correcting all errors before attempting a new “Validate Application.”

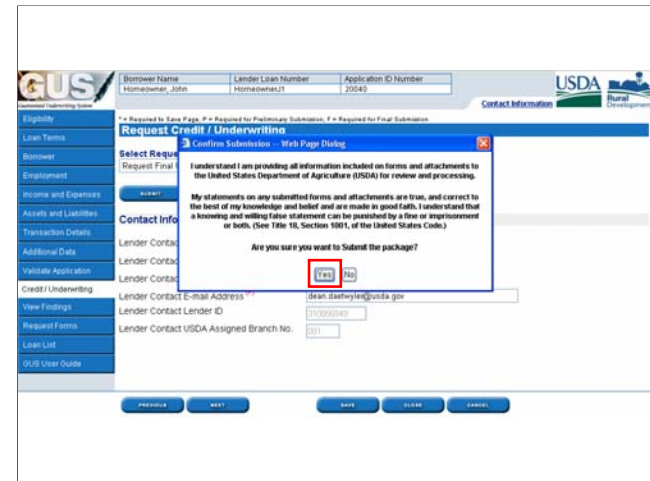
- On the “Credit/Underwriting” page, the user should select “Request Final Underwriting and Submission to Rural Development.”
- Click on “Submit” to process the request.



A pop up box will appear that states: *“You have requested a final submission of the application to USDA. Please verify the contact information is correct. If correct, press OK. If contact information needs correction, press the Cancel button.”*

The contact information will pre-fill on this application page based upon the user in GUS.

If the contact information is correct, click “OK.”



A second pop up box will display that states: *“I understand I am providing all information included on forms and attachments to the United States Department of Agriculture (USDA) for review and processing. My statements on any submitted forms and attachments are true, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willing false statement can be punished by a fine or imprisonment or both. (See Title 18, Section 1001, of the United States Code.) Are you sure you want to submit the package?”*

Please select “Yes” or “No.”

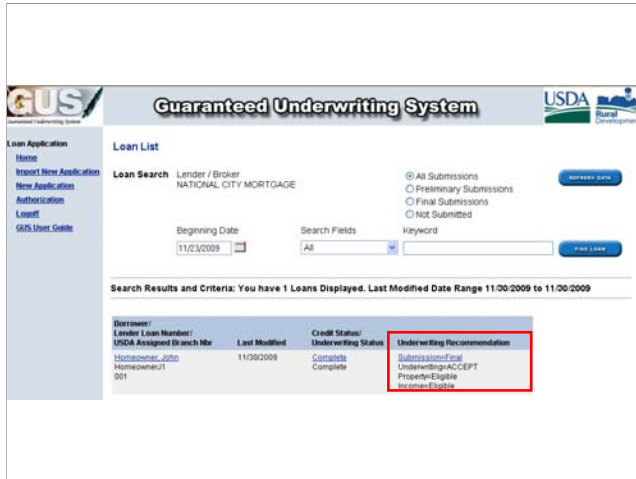
In this example the selection will be “Yes.”

The screenshot shows the GUS Underwriting Findings Report page. At the top, there is a header with the USDA logo and navigation links. Below the header, there is a navigation menu on the left with options like Eligibility, Loan Terms, Borrower, Employment, Income and Expenses, Assets and Liabilities, Transaction Details, Additional Data, and Validate Application. The main content area is titled "Request Credit / Underwriting" and contains a yellow message box with the text: "Your final underwriting request and submission to Rural Development is being processed, please wait...". Below the message box, there is a section for "Contact Information" with fields for Lender Contact Name, Lender Contact Phone Number, Lender Contact Fax Number, Lender Contact E-mail Address, Lender Contact Lender ID, and Lender Contact USDA Assigned Branch No.

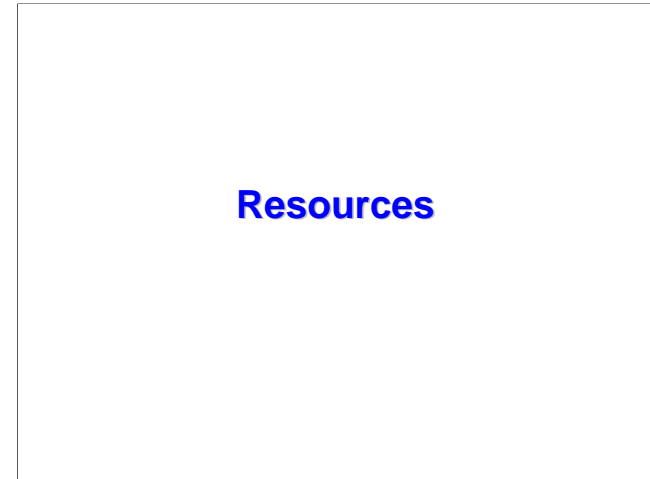
A processing message will appear at the top of the page that states: "Your final underwriting request and submission to Rural Development is being processed, please wait..."

The screenshot shows the GUS Underwriting Findings Report page. At the top, there is a header with the USDA logo and navigation links. Below the header, there is a navigation menu on the left with options like Eligibility, Loan Terms, Borrower, Employment, Income and Expenses, Assets and Liabilities, Transaction Details, Additional Data, and Validate Application. The main content area is titled "GUS UNDERWRITING FINDINGS REPORT" and contains a red message box with the text: "The underwriting findings for the final submission should be printed by the lender, retained in their permanent case file, and are the official findings that the lender must conform to. Lenders must perform a review of the Final GUS Underwriting Findings Report (The Finding Report displayed after the Final Submission) and confirm the conditions lender to the Conditional Commitment have been met. Your loan application has been submitted to the Rural Development Office for review. You are now locked out of the loan application and have view only capability of the application. Rural Development will contact you concerning the status of your loan. If you have questions, please contact your local office." Below the message box, there is a section for "UNDERWRITING SUMMARY" with a table of eligibility criteria and a section for "Lender Name" which is "NATIONAL CITY MORTGAGE".

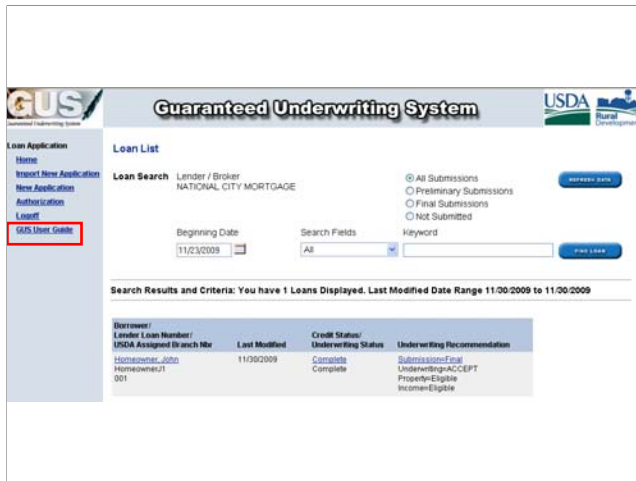
- Upon a successful final submission to Rural Development the FINAL GUS Underwriting Findings Report will appear. The red message states: "The underwriting findings for the final submission should be printed by the lender, retained in their permanent case file, and are the official findings that the lender must conform to. Lenders must perform a review of the Final GUS Underwriting Findings Report (the Findings Report displayed after the Final Submission) and confirm the conditions prior to the Conditional Commitment have been met. Your loan application has been submitted to the Rural Development Office for review. You are now locked out of the loan application and have view only capability of the application. Rural Development will contact you concerning the status of your loan. If you have questions, please contact your local office."
- The "Submission Type" for the loan will now state "Final."
- Users must print the final report, and review all conditions. If any quality assurance conditions are applicable to this loan file, they will appear on the FINAL GUS Underwriting Findings Report. Be sure to review the entire report, especially the "Lender's Required Conditions" section to ensure all conditions are met prior to submitting documents to Rural Development to support a request for a Conditional Commitment for Loan Note Guarantee.



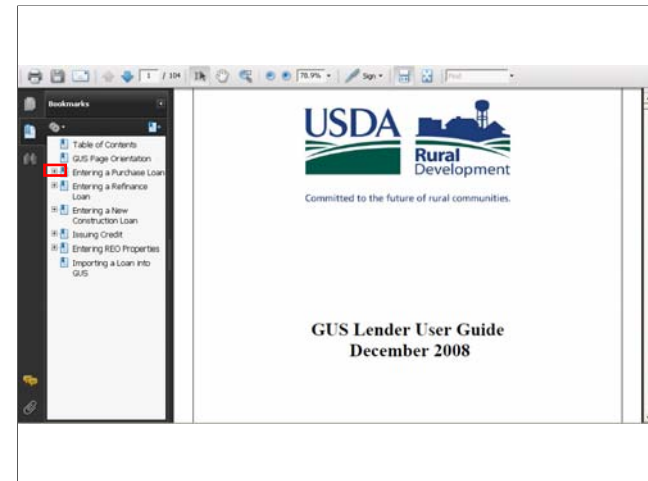
- On the "Loan List" page the loan will now show a "Submission" of "Final."
- Rural Development may now process the loan file once all applicable documents are received.



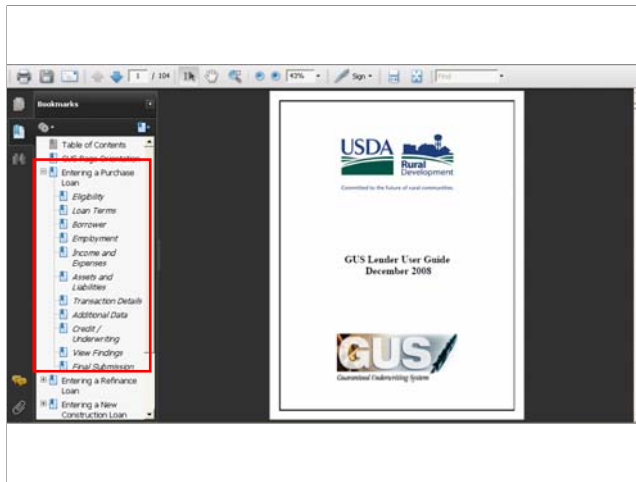
There are many helpful resources available to assist the user when questions arise.



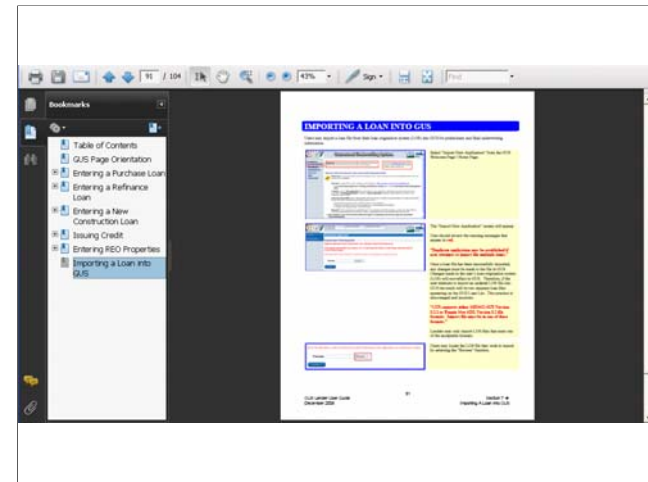
On the “Loan List” or any GUS application page, users may access the “GUS User Guide.”



- The “GUS User Guide” will appear.
- There are “Bookmarks” on the left side to assist the user in choosing a topic.
- Users may click on the “+” beside the broad topic in order to view the subtopics and find assistance more quickly.



- Once the "+" sign was selected for "Entering a Purchase Loan" the user can now select the specific GUS application page where they need assistance.
- This is a very convenient and useful tool.



There is also a section on "Importing A Loan into GUS." Please review these step by step instructions on importing loan files directly from a Loan Origination System (LOS) into GUS.

GUS HELP

Centralized Help Desk

- **1-800-457-3642**
GUS Help Desk: Option #2, Option #2
- RD.HD@stl.usda.gov
Include Name, Phone Number, Description of Error, Screen print of error if applicable, etc.

- Users should contact the Centralized Help Desk first when they have questions or need assistance with completing GUS loan applications.
- Call 1-800-457-3642 and select Option #2 and then Option #2 again.
- If prompted to leave a message, LEAVE A MESSAGE. The Help Desk can not return your call without a message.
- An email option is also available and may be convenient to also include screen shots of error messages that the user may be receiving for which they have questions.

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USDA United States Department of Agriculture

The Agriculture Service with 2013 fiscal year ending in the 11th month

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MFH Guaranteed Loan Program

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Committed to the future of rural communities.



**The Single Family Housing Guaranteed Loan Division thanks
you for time!**

On behalf of the Single Family Housing Guaranteed Loan Division we thank you for your support of the Guaranteed Loan Program. We hope this training will provide you with the tools you need to serve more homebuyers.

Report your attendance and completion of this course on the attendance sheet provided in the course materials.