

Committed to the future of rural communities.

GUS Lender User Guide December 2010



Guaranteed Underwriting System



≻GUS User Guide∢

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Section 1 → GUS Page Orientation

GUS PAGE ORIENTATION

Each GUS page contains features that assist the user in navigating through an application with ease. Navigation buttons specific to each page, scroll bars, and system messages are available to provide a user friendly experience.

| | Borrower Name | Lender Loan Nu | mber Ap | plication ID Number | | | LISDA | - |
|----------------------------|--------------------------------|-----------------------------------|----------------------|---------------------------|---------|-----------------|-------|---------|
| | Apacommon, Joan | 123456 | 19 | 817 | | | USDA | ÷ |
| united Enderwriting System | | | | | Monthly | Other Combine | | Develop |
| | * = Required to Save Page, P = | Required for Preliminary S | Submizzion, F = Requ | ired for Final Submission | | | | |
| | Income and Exp | enses | | | | | | |
| | Gross Monthly Inco | me ^(P) | | | | | | |
| malament | (At least one applicant mus | t have monthly income) | | | | | | |
| Employment | | Aeacommon, | Aeacommon, Vinnie | Total | | | | |
| ncome and Expenses | Base Employment | \$2,500,00 | \$2,000,00 | 54,500,00 | | | | |
| | Income | \$2,500.00 | \$2,000.00 | \$4,500.00 | | | | |
| | 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 | | | | |
| /iew Findings | Other | \$0.00 | \$0.00 | \$0.00 | | | | |
| Request Forms | (enter details below) | [40, 500, 60 | | | | | | |
| | Subtotal | \$2,500.00 | \$2,000.00 | \$4,500.00 | | | | |
| Loan List | Net Rental | \$21.60 | \$0.00 | \$21.50 | | | | |
| 9US User Guide | Total | \$2,521.50 | \$2,000.00 | \$4,521.50 | | | | |
| | Other Income | | | | | | | |
| | c | | | | | | | |

THE OPTIMAL SCREEN RESOLUTION FOR VIEWING GUS IS 1024 x 768

Page Frames:

Each page includes a primary frame (bars above and around the screen). The header, footer, and left navigation menu bars remain fixed while scrolling through pages.

| | Borrower Name | Lender Loan Nur | nber App | lication ID Number | LISDA |
|------------------------------|--|----------------------------|----------------------|--------------------------|---------------------------|
| | Apacommon, Joan | 123456 | 19 | 317 | USDA |
| natured Endorseriting System | | | | | Monthly Other Combine |
| igibility | Required to Save Page, P = | Required for Preliminary S | ubmizzion, F = Requi | red for Final Submission | |
| an Terms | Income and Exp | enses | | | |
| orrower | Gross Monthly Inco | me 🕫 | | | |
| motorment | (At least one applicant mus | t have monthly income) | | | |
| Linproyment | | Aoacommon, Joan | Aoacommon, Vinnie | Total | |
| come and Expenses | Base Employment | \$2,500.00 | \$2,000,00 | \$4,500,00 | |
| issets and Liabilities | Income | 42,300,00 | 42,000,00 | \$43,000.000 | |
| ransaction Details | Overtime | \$0.00 | \$0.00 | \$0.00 | |
| Additional Data | Bonuses | \$0.00 | \$0.00 | \$0.00 | |
| alidate Application | Commissions | \$0.00 | \$0.00 | \$0.00 | |
| redit/Underwriting | Dividends/Interest | \$0.00 | \$0.00 | \$0.00 | |
| lew Findings | Other | \$0.00 | \$0.00 | \$0.00 | |
| Request Forms | (enter details below) Subtotal | \$2,500.00 | \$2,000,00 | \$4.500.00 | |
| .oan List | Nat Dantal | \$21.60 | \$0.00 | \$21.60 | |
| 3US User Ouide | Net Rental | 921.00 | 00.00 | 921.00 | |
| 00000000000 | Total | \$2,521.60 | \$2,000.00 | \$4,521.60 | |
| | Other Income | | | | |
| | c | | | | |

| | Borrower Name | Lender Loan Number | Application ID Number | | USDA | |
|-----------------------------------|---|--|-------------------------------|----------------------|---------|-------|
| Countered Conferenciations Readow | Paraconini di Cours | 0010000 | | Property Household | Income | Bural |
| Eligibility | * = Required to Save Page, P = I | lequited for Preliminary Submission, F = | Required for Final Submission | _ | | |
| Loan Terms | Eligibility | | | | | |
| Borrower | Property information | | | | | |
| Source and | Property Address * | 106 Lori Ann Drive | | | | |
| Employment | | | | | | |
| Income and Expenses | City * | Carrier Mills | | | | |
| Assets and Liabilities | State/County/MSA/Zip * | Illinois 💌 Saline | saline | County | ✓ 62917 | |
| Transaction Details | Check Property Elig | bility Display Proper | ty Map | | | |
| Additional Data | Describe from Observation | Description of the Principality of the | | | | |
| Validate Application | Results from Checki | ng Property Eligibility | | | | |
| Credit / Underwriting | Property Eligibility is | | | ELIGIBLE | | |
| | Household Member | nformation | | | | |
| New Findings | Number of People in Hou | sehold * 😯 | | 1 | | |
| Request Forms | Is Loan Applicant or Co- | Applicant age 62 or older? | | No 👻 | | |
| Loan List | Annual Medical Expense | s 😝 | | \$0.00 | | |
| GUS User Guide | Number of Residents Un Years of age or greater | der 18 Years Old, Disabled, or 9 | Full Time Students 18 | 0 | | |
| | Annual Child Care Exper | ises 🖯 | | \$0.00 | | ~ |
| | _ | - | | CANCEL | | |

Scroll Bars:

GUS pages feature a scroll bar on the right side of the application page to view entire application pages from top to bottom.

Users should scroll through each GUS application page to ensure all data fields are completed before advancing to a new page.

Some pages feature a scroll bar at the bottom of the application page which allows the user to view the entire page from left to right, as some data fields extend across the application page.

Page Header:

The page header will appear at the top of each GUS application page.

"Borrower Name" will display the **primary** borrower, Lender Loan Number, and Application ID Number once the "Borrower" page has been saved.

"Lender Loan Number" populates from the loan number entered by the user on the "Loan Terms" page.

"Application ID Number" is a unique number assigned to the GUS application, NOT the borrower. It will populate a random number assigned by GUS once the "Borrower" page is saved.





Navigation Bookmarks:

"Page Navigation Bookmarks" allow the user to navigate to sections within a specific application page. This can eliminate the need to utilize the vertical scroll bar to advance through a page.

The example displays three page navigation bookmarks. The user may click on "Property," "Household," or "Income" to quickly advance to these portions of the GUS application page.

Navigation Links:

The GUS Navigation Bar is located on the left side of the GUS application page.

When a user selects **New Application** from the GUS home page, the "Eligibility" screen will be the first accessible screen. Users <u>must</u> complete the "Eligibility," "Loan Terms," and "Borrower" pages <u>before</u> they may enter data onto other application pages. Until the "Borrower" page is saved, access to remaining pages will be blocked.

Once the first three GUS pages have been completed and saved, the user may click on any GUS page to view and/or complete.

The GUS Navigation Bar appears on all GUS application pages.



Validate Application

Check Property Eligibility

Activating Additional Navigation Links:

Once the first three GUS application pages have been saved, the GUS Navigation Bar will allow additional application pages to be selected.

Action Buttons:

Buttons in the left navigation bar and on pages within the application perform a function specific to that page. Accessibility to certain action buttons is affected by the user role and status of the application.

"Validate Application" is an example of an action button located on the navigation bar and can optionally be utilized by a user. It is recommended the user choose the "Validate Application" function **prior** to a <u>final</u> underwriting submission. It will return any errors found, for user correction, prior to requesting a final underwriting determination from GUS.

"Check Property Eligibility" is an example of an action button located within the GUS application page and can optionally be utilized by a user. When this action button is selected on the "Eligibility" application page, GUS will determine whether the address entered is eligible for the Guarantee Loan Program.



"Request Forms" allows the user to print two origination forms populated with data entered in GUS:

- Uniform Residential Loan Application
- Form RD 1980-21, "Request For Single
- Family Housing Loan Guarantee"

"Loan List" will display a list of active loans for the previous seven days. Users may modify the date to capture applications entered prior to the past seven day list default.

"GUS User Guide" is a valuable resource designed to assist users with GUS applications.

Required Fields:

The system message at the left alerts the user of data fields that <u>must</u> be completed to save an application page, **or** submit preliminary or final underwriting submissions. The symbols represent:

- * Required to Save Page
- **P** Required for Preliminary Submission
- **F** Required for Final Submission

| 3.051 | Cxacommon, Errol 20082008 19854 Additional Data Buxdown Requirements Borrower |
|------------------------|---|
| Eligibility | Buydown Permanent Indicator |
| | (Check if applies) |
| | Requirements Checks |
| Employment | 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? 🥙 Yes 💌 |
| Assets and Liabilities | Borrower Name CAIVRS Number (*) |
| | Cxacommon, Errol A382901329 |
| Additional Data | |
| Validate Application | Additional Borrower Information |
| Credit / Underwriting | Applicante Name Response |
| view Findings | Do you have a relationship with any Rural Development employee? Cxacommon, Errol O yee O No |
| | Are you a veteran?" Cxacommon. Errol 💿 Vee. O Mo |
| | Are you disabled? ^(P) Cxacommon. Errol Q Yes (P) No |
| | Are you deharred from doing husiness with the federal government? (*) Cyscommon Errol O year O year |
| | Coaconition, Endi |
| | |

Inaccessible Fields:

Some data fields on GUS application pages will be inaccessible to the user or "grayed out." Data fields are dynamically accessible or inaccessible based upon data entered throughout GUS, and whether or not the information is necessary per USDA Rural Development guidelines.

In this example, under "Requirements Checks" on the "Additional Data" application page, the question "Are all RHS thermal and site standards in compliance?" is inaccessible; therefore this information is not necessary for this GUS application.

| | Borrower Name | Lender Loan Number | Applicat | ion ID Number | LISDA | | | | | |
|----------------------------------|---|--|-------------|------------------------------|---|-------------|--|--|--|--|
| 3.001 | Cxacommon, Errol | 20082008 | 19854 | | USDA | Rural | | | | |
| Guaranteed Enderscritting System | | | | | | Development | | | | |
| Eligibility | *= Required to Save Page, P = | Required for Preliminary Submission, F = | Required fo | r Final Submission | | ^ | | | | |
| Loan Terms | Borrower | | | | | | | | | |
| Borrower | The loan application ha | te loan application has been successfully added. | | | | | | | | |
| Employment | If you have already ordered borrower) you will be require | a credit report for this loan and you e | dit the las | t name, first name, midd | lie initial, SSN, or date of birth for the borrow | er (or co- | | | | |
| Income and Expenses | bollower) you will be requir | ed to order a new credit report for the | intern. | | | 1 | | | | |
| Assets and Liabilities | from the navigation bar und | ler Request Forms. | 90-21, "Ri | iquest for single Family | Housing Loan Guarantee". The form may be | accessed | | | | |
| Transaction Details | Borrower Informati | on | _ | Co-Borrower Inf | ormation | _ | | | | |
| Additional Data | First Name | Errol | | First Name | | | | | | |
| | Middle Name | 1 | | Middle Name | | | | | | |
| Validate Application | Last Name * | Xacommon | 1 I | Last Name * | | | | | | |
| Credit/Underwriting | Suffix | Select One 🐱 | - | Suffix | Select One 🛩 | | | | | |
| View Findings | SSN 1 | 21-38-0714 | | SSN * | | | | | | |
| Request Forms | Marital Status 🤭 | Married 👱 | | Marital Status (*) | Select One 🛩 | | | | | |
| Loan List | Date of Birth 🧖 1 | 2/10/1974 | | Date of Birth ⁽¹⁾ | | | | | | |
| GUS User Guide | No. of Dependents |) | | No. of Dependents | 0 | | | | | |
| | (not listed by co-borrower(| 5)) | | (not listed by borrower | or other co-borrower(s)) | | | | | |
| | - Present Address | A Main Press | - | - Present Address | | _ | | | | |
| | Present Address ** 1 | UU Main Street | | Present Address | | × | | | | |
| | PREVIOUS | | 8496 | 61018 | CANCEL | | | | | |
| | | | | | | | | | | |

GUS provides four types of messages regarding the condition of data entered by the user. A user may receive informational, processing, warning, or error messages to assist in navigating the system and completing the task.

Messages are displayed at the top of the frame. Warning and error messages also identify the relevant data field.

<u>**Processing messages**</u> indicate the system is processing a task and the response has not been received.

"Warning" messages alert the user the application is incomplete but may be saved and completed later. Warning messages are displayed in black text and aqua background.

Users should scroll through the GUS application page to locate the warning and its accompanying message which identifies the data field(s) that requires correction.

| | Borrower Name Lender Loan Number Application ID Number |
|--------------------------------|---|
| | Cxacommon, Errol 20002000 19954 |
| naronteed Underseriting System | Cented Information Developm |
| | *# Required to Save Page P # Required for Pastiminary Submission. F # Required for Final Submission |
| | Request Credit / Underwriting |
| Borrower | Your credit report request is being processed, please wait |
| Employment | |
| | Select Request You Would Like to Submit: |
| | Request Credit Report |
| | Complete items Below Before Submitting the Request for Credit Report |
| Additional Data | Check to auto populate the liabilities from the credit report. To order new credit, select "New". To reissue credit, enter the reference number. |
| | Joint 9 Borrower New Reference Number 😝 Credit Status |
| Credit / Underwriting | Cxacommon, Errol 🗹 Unknown |
| View Findings | Service Provider * FIS_TransChicago Test (905) |
| | Account Number * US020001 Password * **** |
| | LOI WY |
| | |
| | Contact Information |
| | Lender Contact Name 🥙 Daetwyler,Dean |
| | PREVIOUS NEXT SAVE CLOBE CANCEL |

| Borrower Name Lei Amacommon Louis 86 | nder Loan Number 75309 | Application 10046 | n ID Number | USD/ | |
|--|--|--|---|--|---|
| Paraconinion, course 000 | | 13040 | | Assets Liabilities Expenses | Bural |
| Assets and Liabilities | | | | | - Dereity |
| 1 warning exist | | | | | |
| | | | | | |
| Assets | | | | | |
| Account Owner | Asset Type | (| Cash Value | If Net Equity, Select Property 😣 | De |
| Del Amscommon, Louis 💌 | Checking Account | ~ | \$2,500.00 | Select One | ~ |
| Del Amacommon Louis | Swinos Account | ~ | \$1.500.00 | Select One | |
| | Carrigo r Account | | #1,000.00 | | |
| Del Select One 💌 | Select One | ¥ | \$0.00 | Select One | ~ |
| Del Select One | Select One | ~ | \$0.00 | Select One | ~ |
| | Pulsed One | | 40.00 | | |
| Del Select Une | Select Une | ~ | \$0.00 | Select Une | Y |
| Insert More Assets | | | | | |
| REO Property Information | | | | | |
| | _ | | | | |
| REO Property Information | | | | | |
| NOTE: Liabilities may be auto-popul | ated from the Credit / Under | nwriting page | r | | |
| Advertising on the local strategy of the local | Montanaa) | | | | |
| | Borrower Name Amacommon, Louis 6 Assets and Liabilities 1 warning exist. Assets Account Owner Del Amacommon, Louis W Del Amacommon, Louis W Del Select One W Del Select One W Del Select One W Insert More Assets REO Property Information REO Property Information | Berower Yame Amacemmen, Louis BATSJOP Assets and Liabilities 1 warning exist. Assets Account Owner Asset Type Del Amacemmen, Louis Checking Account Del Amacemmen, Louis Staings Account Del Amacemmen, Louis Staings Account Del Select One Select One Insert More Accets REO Property Information REO Property Information NOTE: Liabilities may be ado-populated from the Credit / Under | Borowell Name Lender Lan Number Application (1996) Amacemment, Louis 1975/2009 (1996) Assets and Liabilities 1 warning exist. Assets Account Dwmer Asset Type (1996) Del Amacemment, Louis Checking Account (1996) Del Amacemment, Louis Checking Account (1996) Del Amacemment, Louis Savings Account (1996) Del Select One (1996) Select One (1996) Select One (1996) Select One (1996) Select One (1996) Select One (1996) Select One (1996) REO Property Information REO Property Information NOTE: Liabilities may be adto populated from the Credit / Underwriting page | bortower Vanne in the second of the second o | Bernere Hame Inscentmon, Lauis Birt Sola Assets and Liabilities i warning exist Assets Cocount Owner Asset Type Cash Value If Net Equity, Select Property Cash Value If Net Equity, Select Property Select One Cash Value Select One Select One |

| EUS/ | Borrow | ver Name ommon, Louis | Lender Loan Number 8675309 | Applicati 19846 | ion ID Number | USD/ | A . | ural |
|------------------------|--------|--------------------------|-------------------------------|--------------------|---------------|----------------------------------|-----|---------|
| Eligibility | Asse | ets and Liabilitie | s | | | Assets Liabilities Expenses | D D | evelopn |
| | 2 erro | rs found. | | | | | | |
| | Arret | - | | | | | _ | _ |
| | | Account Owner | Asset Type | | Cash Value | If Net Equity, Select Property 9 | | Des |
| Income and Expenses | Del | Amacommon, Louis | Select One | ~ | \$2,500.00 | Select One | ¥ | |
| Assets and Liabilities | Asse | t Type must be sele | cted. | | | | | |
| | Del | Amacommon, Louis | Savings Account | ~ | \$0.00 | Select One | ~ | |
| Additional Data | Cash | Value must be ente | red. | | | | | |
| | Del | Select One | Select One | ~ | \$0.00 | Select One | Y | |
| | Del | Select One | Select One | ~ | \$0.00 | Select One | v | |
| | Del | Select One | Select One | ~ | \$0.00 | Select One | × | |
| | Ins | sert More Assets | | | | | | |
| | - | Descus estas la formatio | - | | | | | |
| | REUI | Property information | on | | | | | |
| | F | REO Property Information | n | | | | | |
| | < | | | | | | | > |
| | _ | | | | | | | |

Applicat 19854

First Nam

Middle Name

Last Name

Marital Status ⁽⁷⁾ Date of Birth ⁽⁷⁾

No. of Dependents

(not listed by borrow - Present Addre Present Address Select One 😽

Suffix

SSN

USDA

Lender Loan Nu 20082008

Borrower Info

Схасо

Select One 💌

121-38-0714

Married

Ö

12/10/1974

100 Main St

Middle Name

Last Name •

Marital Status ⁰⁷

Date of Birth 🧖

No. of Dependents

Present Address Present Address

Suffix

SSN *

"Error" messages indicate problems exist with the data that will prevent the system from saving the GUS application page. Errors will display with red text and yellow background.

Users should scroll through the GUS application page to locate the error and its accompanying message which identifies the data field(s) that requires correction.

<u>Informational Messages</u> provide general information or task confirmation.

An example of an information message is: **"The loan application has been successfully added."**

"Data successfully saved" system message.

Users receive confirmation data has been saved.

"You are about to lose your last changes, do you wish to proceed?" system message.

GUS will alert users if recent changes will be lost if they proceed with the current action. To ensure recent changes are not lost users should click "Cancel" and then click the "Save" footer button located at the bottom of the GUS page.

If the user does not wish to retain the recent changes, click on "OK."





| CUS/ | Borrower Name Cxscommon, Errol | Lender Loan Number 20092008 | Application ID Number 19854 | Assets Liabilities Expenses | | | |
|------------------------|-----------------------------------|--------------------------------|--------------------------------|----------------------------------|-------------|--|--|
| Eligibility | Assets and Liabilitie | 8 | | | ^ | | |
| Loan Terms | Data surresofully saved | | | | | | |
| Borrower | Data successiony saved. | | | | | | |
| Employment | Assets | | | | | | |
| | Account Owner | Asset Type | Cash Value | If Net Equity, Select Property 😏 | Description | | |
| Income and Expenses | Del Cxacommon, Errol 💌 | Checking Account | \$350.00 | Select One | 1.0 | | |
| Assets and Liabilities | Del Cxacommon, Errol | Savings Account | \$2,500.00 | Select One | | | |
| Transaction Details | | Bulling Bull | 40.00 | And the second second | | | |
| Additional Data | Del Select One | Select One | S0.00 | Select One | | | |
| Validate Application | Del Select One 💌 | Select One | \$0.00 | Select One ~ | | | |
| Credit (Lindenuitine | Del Select One 💌 | Select One | \$0.00 | Select One ~ | | | |
| Credit/ Onderwriting | Insert More Assets | | | | | | |
| View Findings | | | | | | | |
| Request Forms | REO Property Informati | on | | | | | |
| Loan List | | | | | | | |
| GUS User Guide | REO Property Information | | | | | | |
| | NOTE: Liabilities may be auto-po | pulated from the Credit / Unde | nvriting page. | | | | |
| | Mortanae Lishilities (HE | LOC Mortgage) | | | | | |
| | PREVIOUS NEXT | | | CANCEL | | | |

Footer Buttons: "Footer Buttons" represent possible navigation from the current page. If the user clicks on any button other than the "Cancel" button, the system will edit and save the data on that page before moving to another page. Footer button examples include:

- Previous
- Next •
- Save •
- Close •
- Cancel •



≻GUS User Guide∢

Section 2 → GUS Entering a Purchase Loan

ENTERING A PURCHASE LOAN

ELIGIBILITY

The Eligibility page will be the first page of GUS to display for 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. The goal of the Eligibility page is to determine <u>property</u> and <u>income</u> eligibility for the Guaranteed Loan Program.

| Property Informati | on | | |
|--------------------|----------------|---------------------|-----------------|
| Property Address * | 106 Lori Ann D |)rive | |
| | | | |
| City * | Carrier Mills | | |
| State/Zip * | Illinois | 62917 | Zip Code Lookup |
| County/MSA * | Select One | Select On | e 🔽 |
| Check Property E | ligibility | Display Property Ma | p |

- 1. Enter the "Property Address" for the subject loan.
 - If the borrower(s) has not selected an exact property address enter "TBD" (To Be Determined) in the property address field.
 - Entering "TBD" will result in a "Property Eligibility" finding of "Unable to Determine"; however TBD will not affect GUS's ability to render a <u>preliminary</u> underwriting recommendation.

The property address field must be updated prior to a "Final" submission.

- 2. Enter the "City."
- 3. Select the "State."
- 4. Enter the nine digit "Zip Code." If the user does not know the correct "+4 zip code extension," click on the "Zip Code Lookup" hyperlink. If the address does not have a +4 zip code extension then leave this field blank.

| | UNITED STATES POSTAL SERVICE. | | | | USPS Home FAQs |
|------|---|--|---|----------------------------|---|
| | | | | | ZIP Code Lookup |
| Elis | |] ZIP Code Looku | ıp | | |
| Y | Search By Address 🔉 | Search By City 🔉 | Search By Company ≫ | Find All Cities in a ZIP C | ode™ ≫ |
| | Find a ZIP Code by er (You can also search * Required Fields * Address 1 Address 2 * City * State ZIP Code | tering an address. for a partial address, sue 106 Lori Ann Drive Apt, floor Carrier Mills IL Find state abbrey 62917 | ch as "Main Street, Fairfax, , suile, etc. <u>riation</u> | VA") | Hold It! Leaving for a while? Hold your mail online > |
| | | Submit > | | | |

"Zip Code Lookup"

When the "Zip Code Lookup" hyperlink is selected, a pop up box will appear from the United States Postal Service (USPS).

Enter the street address, city, and state. Click on "Submit."

| UNITED STATES USPS Home. FAGe ZIP Code Lookup. ZIP Code Lookup. Find a ZIP + 4® Code By Address Results You Gave Us 106 LORI ANN DRIVE CARRIER MILLS IL 62917 Lookup Another ZIP Code™ | The full address will appear including the four digit zip code extension. In this example the "zip + 4" is "62917-1138." Close the pop up window to return to the "Eligibility" page. Enter the "+4 zip code extension." |
|--|--|
| Property Information Property Address * 106 Lori Ann Drive City * Carrier Mills State/Zip * Illinois Gounty/MSA * Saline Check Property Eligibility Display Property Map | 5. Select the "County" from the drop down box. When the county has been chosen the "MSA" will dynamically pre-fill.Some counties may fall under more than one MSA. Ensure the correct MSA has been selected. |
| Property Information Property Address * 106 Lori Ann Drive City * Carrier Mills State/County/MSA/Zin * Saline Check Property Eligibility Display Property Map | 6. Click on "Check Property Eligibility." GUS will display the property eligibility determination. |
| Results from Checking Property Eligibility Property Eligibility is | There are 3 property eligibility determinations returned by the system: ELIGIBLE: The property is located in an eligible rural area. INELIGIBLE: The property is <u>not</u> located in an eligible rural area. UNABLE TO DETERMINE: The property could not be located. This can occur when: New construction address may not yet be mapped into the geocode system. The eligibility website is temporarily offline. The address is misspelled. TBD was used for the property address. |



| Household Member Information | |
|---|--------|
| Number of People in Household * 😌 | |
| 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 📀 | |
| Annual Child Care Expenses 😮 | \$0.00 |
| Are there any Disabled Persons living in the household? | No 💌 |
| Annual Disability Expenses 😧 | \$0.00 |
| | |

7. Click on "Display Property Map" to view the mapped address.

8. Click on "Close" to return to the GUS "Eligibility" page.

Certain fields within the "Household Member Information" section will be dynamically created based upon information provided by the user.

- 9. Enter the "Number of People in the Household."
- 10. "Is the Loan Applicant or Co-Applicant age 62 or older?" Select "No" or "Yes."
- 11. Enter "Annual Medical Expenses." This field will only be accessible if the loan applicant or co-applicant is age 62 or older.
- Enter the "Number of Residents Under 18 Years Old, Disabled, Or Full Time Students 18 Years of age or greater."
- 13. Enter "Annual Child Care Expenses." This field will only be accessible if the user indicates there are residents under 18 years old.
- 14. "Are there any Disabled Persons living in the household?" Select "No" or "Yes."
- 15. Enter "Annual Disability Expenses." This field will only be accessible if the user indicates there are disabled persons living in the household.

| Monthly Gross Income For All Household Members ^(P) (At least one applicant must have some monthly income) | | | | | |
|---|--|---|--|--|--|
| | Applicant(Borrower with highest income) | Other Household Members | | | |
| Base Employment Income | \$0.00 | \$0.00 | | | |
| 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 In | come Received by Adult I | Members of the Household: 50.00 | | | |
| Income Category (P |) | Select One Income Category Lookup | | | |
| Which Income Catego | ry should I choose? NOTE: In | ncome Category may determine the percentage used for Guarantee Fee calculation. 🔮 | | | |
| Check Income E | Eligibility | | | | |

| Results from Checking Income Eligibility | | |
|--|-------------|----------|
| Income Eligibility is | | ELIGIBLE |
| Total Household Income | \$51,000.00 | |
| Allowable Adjustments | \$6,160.00 | |
| Adjusted Household Income | \$44,840.00 | |

The "Monthly Gross Income For All Household Members" records Guaranteed Loan Program adjusted annual income (program qualifying income) which may differ from repayment income. Repayment Income will be recorded later on the "Income and Expenses" page.

- 16. Enter the **gross monthly** income for each applicant and adult household member who will occupy the household in the ensuing 12 months.
- 17. "Other" or "All Other Monthly Income Received by Adult Members of the Household" received by adult members of the household can include but is not limited to; child support, social security benefits, alimony, part-time employment, etc.

GUS will dynamically display monthly income columns for each eligible household member based upon information provided in the "Household Member Information" section. Enter the <u>highest</u> gross monthly income first. Co-applicants that do not earn wages may be left blank.

GUS provides many income types for data accuracy and convenience. Child Support, Social Security benefits, etc. should be placed under "Other."

Net rental income cannot be entered as a negative number. GUS will calculate negative rental income in the "REO Property Information" section of the "Assets and Liabilities" page later in the application.

"Income Category" will be addressed below. Users must first view the sum of all total household income before making an income category determination.

18. Click on "Check Income Eligibility."

19. "Results from Checking Income Eligibility" will appear.

Below the results, GUS will list the total household income, which is the sum of all income reported for each eligible household member. Allowable adjustments are calculated based upon information provided. GUS will calculate the "Adjusted Household Income." The adjusted household income is utilized for Guaranteed Loan Program eligibility.

| Income Category ^(P) | Moderate | • | Income Category Lookup |
|--------------------------------|----------------|--------------|---|
| Which Income Category shou | ld I choose? I | NOTE: Income | Category may determine the percentage used for Guarantee Fee calculation. 3 |
| | | | |

| Income Category ^(P) | Select One 💌 | Income Category Lookup |
|--|----------------------|---|
| Which Income Category should I choose? NOTE: Income Ca | Select One Low | mine the percentage used for Guarantee Fee calculation. 🛛 😣 |
| Check Income Eligibility | Moderate Very Low | |

| Search BD | You are here: Home / SFF | H Guaranteed Income Limits | | | |
|-------------------------------------|--|----------------------------|----------------|----------------|--|
| Go | Housing and Community Assistance | | | | |
| Browse by Audience | Select a state from the list below for Single Family Housing Guaranteed Loan Income Limits. | | | | |
| Information For: | MSA Definitions | All States | | | |
| Browse by Subject | Alabama | Indiana | Nebraska | Rhode Island | |
| h Rusinger | Alaska | Iowa | Nevada | South Carolina | |
| , Community | Arizona | Kansas | New Hampshire | South Dakota | |
| Development | Arkansas | Kentucky | New Jersey | Tennessee | |
| Cooperatives | California | Louisiana | New Mexico | Texas | |
| ▶ Energy | Colorado | Maine | New York | Utah | |
| ▶ Housing | Connecticut | Maryland | North Carolina | Vermont | |
| P Utilities | Delaware | Massachusetts | North Dakota | Virgin Islands | |
| Grants | Florida | Michigan | Ohio | Virginia | |
| Technical Assistance | Georgia | Minnesota | Oklahoma | Washington | |
| Forms & Publications | Hawaii | Mississippi | Oregon | West Virginia | |
| Regulations and | Idaho | Missouri | Pennsylvania | Wisconsin | |
| Online Services | Illinois | Montana | Puerto Rico | Wyoming | |

| RD INSTRUCTION 1980-D, EXHIBIT C GUARANTE | BED HOUSING PROGRAM INCOME LI | MITS | PAGE 45 |
|--|---|------------------|----------------|
| STATE: ILLINOIS | | - ADJUSTED INCOM | E LIMITS |
| | PROGRAM | 1-4 PERSON | 5-8 PERSON |
| Richland County, IL | RHS LOW INCOME | 43700 | 57700 |
| Saline County, IL | RHS LOW INCOME | 43700 | 57700 |
| Schuyler County, IL | RHS MOD.INC-GUAR.LOAN | 74050 | 97750 |
| Scott County II. | RHS LOW INCOME RHS MOD.INC-GUAR.LOAN | 43700 74050 | 57700 97750 |
| Score county, in | RHS LOW INCOME RHS MOD.INC-GUAR.LOAN | 43700 74050 | 57700 97750 |
| Shelby County, IL | RHS LOW INCOME | 45050 | 59450 |
| Stephenson County, IL | RHS MOD.INC-GUAR.LOAN | 74050 | 97750 |
| Union County, IL | RHS MOD.INC-GUAR.LOAN | 74050 | 97750 |
| | RHS LOW INCOME RHS MOD.INC-GUAR.LOAN | 43700 74050 | 57700 97750 |
| Wabash County, IL | RHS LOW INCOME | 43700 | 57700 |
| Warren County, IL | RHS LOW INCOME | 43700 | 57700 |

Before an "Income Category" can be selected, read the red message:

"Which Income Category should I choose? NOTE: Income Category may determine the percentage used for Guarantee Fee calculation."

20. Select the "Income Category." Options include:

- Low
- Moderate
- Very Low

If users need assistance to determine the proper selection click on the "Income Category Lookup" hyperlink.

A pop up box will appear that provides links to state income limits.

Select the appropriate state. In this example "Illinois" is selected.

Locate the MSA or County where the property is located.

If the total household income is at or below the "RHS Low Income" amount for the applicable number of household members, select "Low" as the "Income Category."

If the total household income is at or below the "RHS Mod. Inc-Guar Loan" amount but above the "RHS Low Income" amount select "Moderate" as the "Income Category."

To determine if the household is "Very Low" please contact Rural Development.



21. Click on "Next" to advance to the "Loan Terms" page.

Users that wish to exit a GUS application may click on "Close." The GUS application will close and data entered will *not* be saved.

Once the "Next" button is selected a pop up "Address Notification" box will appear.

It will contain two versions of the property address entered by the user on this page. A GEOCode Service Address will be compared to the user Entered Property Address. Users must select to "Accept GEOCode Address", "Keep Entered Address", or "Cancel". If the user notices the address was entered wrong they should select "Cancel" to return to the Eligibility page and make corrections (in this instance the user will again select "Next" at the bottom of the Eligibility page after correcting address.) The "Address Notification" popup box will again appear and the user should select the option which displays the most accurate rendering of the property address.

DO YOU NEED TO CANCEL THIS APPLICATION?

If the user determines the property or income is ineligible for a Guaranteed loan and wishes to terminate this application, click on "Cancel."

The application data entered will *not* be saved.

LOAN TERMS

The Loan Terms page outlines the total loan amount, interest rate, and additional property information. This example will be a **Purchase** loan.

| Type of Mortgage a | nd Terms of Loan |
|---------------------------------|------------------|
| Mortgage Applied for | RHS |
| Loan Amount ^(P) 😮 | \$111,398.96 |
| Interest Rate(%) ^(P) | 6.0000% |
| No. of Months ^(P) | 360 |
| Amortization Type | Fixed |

| Lender Information | | | |
|-----------------------------------|-----------------|--|--|
| Lender Loan Number ^(F) | 123456 | | |
| USDA Assigned Branch Nbr | 001 Branch List | | |
| Lender Name | | | |

| Property Information and Purpose of Loan | | | | | |
|--|-------------------------------------|--|--|--|--|
| Property Address * | 106 Lori Ann Drive | | | | |
| | | | | | |
| City * | Carrier Mills | | | | |
| State/Zip * | Illinois 62917 1138 Zip Code Lookup | | | | |
| County/MSA * | Saline Saline County | | | | |

- 1. "Mortgage Applied for" will default to "RHS."
- 2. Enter the total "Loan Amount."

The total loan amount should reflect the inclusion of any portion of the guarantee fee that may be financed (total loan amount cannot exceed the market value of the property plus the financed portion of the GRH guarantee fee).

Example: \$105,000 purchase price + \$2500 closing costs + 3.5% guarantee fee \$107,500 base loan amount

\$107,500 ÷ .965 = \$111,398.96

\$111,398.96 is the <u>total</u> loan amount including the guarantee fee.

\$111,398.96 X .035 = \$3,898.96 guarantee fee

- 3. Enter the "Interest Rate."
- 4. "No. of Months" will default to "360."
- 5. "Amortization Type" will default to "Fixed."
- Enter the "Lender Loan Number." If not known, the user may return to this field and complete prior to a <u>final</u> submission.
- 7. "USDA Assigned Branch Nbr": Users who are designated by their Security Administrator (SA) as a "Lender Representative" or "Lender Representative with Final Submit Authority" may modify the branch displayed by selecting the "Branch List" action button, then selecting the appropriate branch.
- 8. "Lender Name" will pre-fill.
- 9. "Property Information" will populate with property address, city, state, county, MSA, and zip entered on the "Eligibility" page. The "Zip Code Lookup" link is available if the "zip +4" is unknown. Any update to the property address field will also be reflected on the "Eligibility" page of the application.

GUS Lender User Guide December 2010

| Number of Units Year Built | 1 |
|--------------------------------|---------------------|
| Purpose of Loan ^(P) | Purchase 👻 |
| Purpose of Refinancing | Select One |
| Refinancing Type | Select One |
| Occupancy | Primary Residence 💌 |
| Estate Held In ^(P) | Leasehold 💌 |
| Expiration Date | |

- 10. "Number of Units" will default to "1."
- 11. Enter the "Year Built"; the year the property was built.
- 12. Select the "Purpose of Loan," options include:
 - Construction Only
 - Purchase
 - Refinance
- 13. "Occupancy" will default to "Primary Residence."
- 14. Select the "Estate Held In." Options include.
 - Fee Simple
 - Leasehold

If the property is held in Leasehold, enter the expiration date of the lease. A calendar icon is available to assist with determining the future expiration date. Click on the calendar icon to activate.

15. Click on "Next" to advance to the "Borrower" page.

| PREVIOUS | NEXT | SAVE | CLOSE | CANCEL |
|----------|------|------|-------|--------|
| | | | | |

BORROWER

The Borrower page captures name, identifying characteristics, as well as current and previous housing history. This screen is dynamic, displaying only the number of "Borrower" fields indicated by the user on the "Eligibility" page.

| Borrower | | | | | | | | |
|---|--|-------------------------------|--|--|--|--|--|--|
| If you have aiready 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 col from the navigation bar u | lected by USDA will pre-fill the Form 1980-21, "Re inder Request Forms. | equest for Single Family H | ousing Loan Guarantee". The form may be accessed | | | | | |
| - Borrower Informa | ation | Co-Borrower Info | rmation | | | | | |
| First Name * | Joan | First Name * | Vinnie | | | | | |
| Middle Name | | Middle Name | | | | | | |
| Last Name * | Aoacommon | Last Name * | Aoacommon | | | | | |
| Suffix | | Suffix | | | | | | |
| SSN * | 291-44-9250 | SSN* | 529-47-4757 | | | | | |
| Marital Status ^(F) | Married 💌 | Marital Status ^(F) | Married 💌 | | | | | |
| Date of Birth ^(F) | 12/10/1974 | Date of Birth ^(F) | 11/10/1968 | | | | | |
| No. of Dependents | 0 | No. of Dependents | 0 | | | | | |
| (not listed by co-borrow | er(s)) | (not listed by borrower of | r other co-borrower(s)) | | | | | |

 This screen is dynamic, displaying only the number of "Borrower" fields as selected by the user on the "Eligibility" page. Important messages in red shown at the top of the Borrower page caution the user to enter borrower data <u>exactly</u> as it appears on any valid credit report(s) previously issued for this borrower.

Failure to input matching information could result in requiring the user to order NEW credit in GUS.

- Enter the "First Name," "Middle Name" (if applicable), and "Last Name" of the Borrower/Co-borrower(s).
- 3. Enter the "Suffix" of the Borrower/Co-Borrower(s), as applicable.
- 4. Enter the "SSN" for each borrower.
- 5. Select the "Marital Status" for each borrower. Options include:
 - Married
 - Unmarried
 - Separated
- 6. Enter the "Date of Birth" for each borrower in xx/xx/xxxx format.

Enter the "Number of Dependents." Dependents for the household are to be listed in only <u>one</u> borrower field.

| Present Address Present Address Present Address Present Address City Normal State/Zlp Ilinois Own/Rent Own Years/Mos. at 5 Present Address 5 Own/Rent 5 Same as Primary Borrower Address | 7. Enter the "Present Address" for each borrower. 8. Enter the "City." 9. Select the "State." 10. Enter the "Zip code." 11. Select the appropriate status for "Own/Rent." Options include: Live Rent Free Own Rent 12. Enter the "Years/Months at Present |
|--|---|
| Present Address Present Address 1406 Whitefield City ^(F) Normal | Address." 13. If the Co-Borrower shares the same primary address as the Borrower, check the indicator box, "Same as Primary Borrower Address." The information from the primary borrower will carry over to the co- |
| State/Zip (F) Illinois 61761 Own/Rent Select One Years/Mos. at 5 2 Present Addr (F) Same as Primary | 14. For each borrower the user will complete "Years/Months at Present Address" and "Own/Rent." |
| Borrower Address | If the Co-Borrower's address differs from the primary borrower, enter the correct information. |
| Mailing Address if Different from Present Address Mailing Address if Different from Present Address Mailing Address City City State/Zip Select One Same as Primary Borrower Mailing Delete Co-Borrower Insert More Co-Borrowers | Enter the "Mailing Address" if different from "Present Address." Click on "Insert More Co-Borrowers" or "Delete Co-Borrower" if either action is desired. |
| PREVIOUS NEXT SAVE CLOSE CANCEL | 17. Click on "Save" to successfully save the GUS application. |
| Borrower The loan application has been successfully added. | 18. When a GUS application has been successfully saved, a confirmation message will appear at the <u>top</u> of the "Borrower" page confirming "The loan application has been successfully added." |
| PREVIOUS NEXT SAVE CLOSE CANCEL | 19. Click on "Next" to advance to the "Employment page. |
| | Once the "Borrower" page has been successfully saved the user may randomly move between the GUS application pages by selecting a desired page from the GUS Navigation Menu. |

EMPLOYMENT

The Employment page captures data related to the borrower(s) current and previous employment history. Lenders should verify a two year job history for each borrower.

| Current Employment Information | | | | | | |
|--------------------------------|------------------|----------|-----------------|------------------|------------------------|--|
| Borrower Name | Employer Name | Self-Emp | Years on Job | Months on Job | Years in Profession | |
| Aoacommon, Joan | Bradley Law Firm | No 💌 | 4 | 9 | 7 | |
| Aoaccomon, Vinnie | Kroger | No 🚩 | 9 | 3 | 12 | |

| | Borrower Name | Status | Employer Name | Self-Emp | From Date |
|-----|----------------|--------------|---------------|----------|-----------|
| Del | Select One 🛛 👻 | Select One 💌 | | No 💌 | |
| Del | Select One | Select One 🛩 | | No 🛩 | |
| Del | Select One | Select One 🛩 | | No 🛩 | |
| Del | Select One | Select One 🔽 | | No 💌 | |

- 1. Enter the "Employer Name" for each Borrower.
- 2. "Self-Employed", select "No" or "Yes."
- 3. Enter the "Years on Job."
- 4. Enter the "Months on Job."
- 5. Enter the "Years in Profession."
- 6. If the current position has been held for less than 2 years **or** a borrower currently holds more than one position, complete the "Secondary/Previous Employment Information" section. Select the appropriate "Borrower Name."
- 7. Select the "Status" of employment. Options include:
 - Previous
 - Secondary
- 8. Enter the "Employer Name."
- 9. "Self-Employed", select "No" or "Yes."
- 10. Enter the date employment began in xx/xx/xxxx format in "From Date." A calendar icon is available to assist the user in determining a start date. Select the icon to activate the calendar.
- 11. Click on "Insert More Prev Employment Information" if additional fields are required.
- 12. Click on "Next" to advance to the "Income and Expenses" page. Data will automatically be saved as the user advances from page to page.

| PREVIOUS NEXT SAVE | CLOSE | CANCEL |
|--------------------|-------|--------|
|--------------------|-------|--------|

INCOME AND EXPENSES

The Income and Expenses page will capture the **repayment** income of the borrower(s). The Expenses portion of this page will list the current rent or housing expenses compared to the proposed loan.

| Gross Monthly Income ^(P) (At least one applicant must have monthly income) | | | | | | | |
|--|--------------------|----------------------|------------|--|--|--|--|
| | Aoacommon, Joan | Aoaccomon, Vinnie | Total | | | | |
| Base Employment Income | \$2,200.00 | \$1,750.00 | \$3,950.00 | | | | |
| O∨ertime | \$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 (enter details below) | \$500.00 | \$0.00 | \$500.00 | | | | |
| Subtotal | \$2,700.00 | \$1,750.00 | \$4,450.00 | | | | |
| Net Rental | \$0.00 | \$0.00 | \$0.00 | | | | |
| Total | \$2,700.00 | \$1,750.00 | \$4,450.00 | | | | |

| Other Income | | | | | | | |
|--------------|--------------------------|---------------|---|----------------|-----------------------|--|--|
| | Borrower | Description | | Monthly Amount | Describe Other Income | | |
| Del | Aoacommon, Joan 🔽 | Child Support | * | \$500.00 | net child support | | |
| Del | Select One | Select One | * | \$0.00 | | | |
| Del | Select One | Select One | * | \$0.00 | | | |
| Del | Select One 👻 | Select One | * | \$0.00 | | | |
| | Insert More Other Income | | | | | | |

Columns will display with Borrower/Coborrower(s) names based upon information completed on the "Borrower" page.

1. Enter the "Gross Monthly Income" for each borrower that will be used for <u>repayment</u> of the loan. Other income and net rental income will populate from data collected on other application pages following the "Gross Monthly Income" section.

The Repayment income may differ from the adjusted annual income entered on the "Eligibility" page. The "Eligibility" page records *all* income for eligible household members to determine adjusted annual income based on household size. The eligibility income is utilized for <u>program</u> eligibility, regardless of whether the household member is a party to the note.

Repayment income is the stable and dependable income of the borrowers that are party to the note.

- 2. To enter "Other" non-employment type income, such as child support, social security benefits, alimony, etc., follow the next step below.
- 3. Enter "Other Income"; non-employment type income of each borrower if applicable. The amount(s) entered will populate to "Other" under "Gross Monthly Income."
- 4. Select the "Borrower."
- 5. Select the "Description" of the other income. (The dropdown box of available options is below).
- 6. Enter the "Monthly Amount."

Users may enter a description in the "Describe Other Income" data field to document the file.

| Description | |
|-----------------------------|---|
| Select One | ~ |
| Select One | |
| Alimony Child Support | |
| Automobile Expense Account | |
| Foster Care | |
| Military Base Pay | |
| Military Clothes Allowance | |
| Military Combat Pay | |
| Military Flight Pay | |
| Military Hazard Pay | |
| Military Housing Allowance | |
| Military Overseas Pay | |
| Military Prop Pay | |
| Military Quarters Allowance | |
| Military Rations Allowance | |
| Mortgage Differential | |
| Notes Receivable Income | |
| Pension | |
| Public Assistance | |
| Social Security | |
| Subject Property Net Cash | |
| Trust | |
| Unemployment | |
| VA Benefits Non Educational | |
| Other | |

| Combined Monthly Housing Expense | | | | | | |
|---|--------------------------------------|--|----------|--|--|--|
| | Current Aoacommon, Joan | Current Aoaccomon, Vinnie | Proposed | | | |
| Rent | \$850.00 | \$0.00 | | | | |
| First Mortgage (P&I) | \$0.00 | \$0.00 | \$657.67 | | | |
| Other Financing (P&I) | \$0.00 | \$0.00 | \$0.00 | | | |
| Hazard Insurance (property and flood insurance) | \$0.00 | \$0.00 | \$50.00 | | | |
| Real Estate Taxes | \$0.00 | \$0.00 | \$250.00 | | | |
| Homeowner Assn. Dues | \$0.00 | \$0.00 | \$0.00 | | | |
| Other | \$0.00 | \$0.00 | \$0.00 | | | |
| Total | \$850.00 | \$0.00 | \$957.67 | | | |

7. The drop down box under "Description" is shown to the left. Select the appropriate type of "Other Income."

8. Enter the "Combined Monthly Housing Expense." If the borrower(s) currently pays rent enter the total rent payment as "Rent."

Do not enter \$1.00 for "Rent Free" borrowers.

- 9. If the borrower(s) currently owns a primary residence enter the "First Mortgage P&I." This figure should not include hazard insurance, real estate taxes, homeowner's association dues, and secondary financing if applicable.
- 10. Enter "Other Financing P&I" if applicable.
- 11. Enter the monthly "Hazard Insurance" premium.
- 12. Enter the monthly "Real Estate Taxes" payment.
- 13. Enter the monthly "Homeowner Association Dues" if applicable.
- 14. Enter "Other" monthly housing liability expenses if applicable.

| Combined Monthly Housing Expense | | | | | |
|---|--------------------|----------------------|------------|----------|--|
| | Current | Current | Proposed | fc | |
| | Aoacommon, Joan | Aoaccomon, Vinnie | | aı "T | |
| Rent | \$850.00 | \$0.00 | | 16. E | |
| First Mortgage (P&I) | \$0.00 | \$0.00 | \$657.67 | 17. E | |
| Other Financing (P&I) | \$0.00 | \$0.00 | \$0.00 | 18. E | |
| Hazard Insurance (property and flood insurance) | \$0.00 | \$0.00 | \$50.00 | 19. E | |
| Real Estate Taxes | \$0.00 | \$0.00 | \$250.00 | 20. E | |
| Homeowner Assn. Dues | \$0.00 | \$0.00 | \$0.00 | 62 | |
| Other | \$0.00 | \$0.00 | \$0.00 | | |
| Total | \$850.00 | \$0.00 | \$957.67 | | |
| | | | | | |
| PREVIOUS | | SAVE GLO | DSE CANCEL | 21. C | |

- 15. Under "Proposed" housing expenses, "First Mortgage P&I" will automatically populate for the user based upon the *total* loan amount and interest rate entered on the "Loan Terms" page.
- 6. Enter "Other Financing P&I" if applicable.
- 17. Enter the monthly "Hazard Insurance" premium.
- Enter the monthly "Real Estate Taxes" payment.
- 19. Enter the monthly "Homeowner Association Dues" if applicable.
- 20. Enter "Other" monthly housing liability expenses if applicable.
- 21. Click on "Next" to advance to the "Assets and Liabilities" page.

ASSETS AND LIABILITIES

The Assets and Liabilities page will capture assets. Verified assets could offset risks associated with the underwriting recommendation. Liabilities recorded will determine debt ratios.

| Assets | | | | | |
|---------------------------|---------------------|------------|----------------------------------|-------------|---|
| Account Owner | Asset Type | Cash Value | If Net Equity, Select Property 😌 | Description | n |
| Del 🛛 Aoacommon, Joan 🔽 | Checking Account | \$850.00 | Select One 😪 | checking | |
| Del 🛛 Aoacommon, Joan 💌 | Money Market Fund 💌 | \$2,000.00 | Select One | | |
| Del 🛛 Aoaccomon, Vinnie 💌 | Savings Account 👻 | \$2,500.00 | Select One 👻 | | |
| Del Select One 💌 | Select One 👻 | \$0.00 | Select One 👻 | | • |
| Del Select One 💌 | Select One 💌 | \$0.00 | Select One 💌 | | |
| Del Select One | Select One | \$0.00 | Select One | | |
| Insert More Assets | | | | | |

| Asset Type | |
|-----------------------------|---|
| Select One | • |
| Select One | |
| Bond | |
| Bridge Loan Not Deposited | |
| Cash on Hand | |
| Checking Account | |
| Farnest Money Cash Deposit | |
| Gifts Not Deposited | |
| Gifts Total | |
| Money Market Fund | |
| Mutual Fund | |
| Net Equity | |
| Net Worth of Business Owned | |
| Relocation Woney | |
| Sala Athar Accate | |
| Savings Account | |
| Secured Funds Not Deposited | |
| Stock | |
| Trust Account | |
| Other Asset | |
| Other Liquid Assets | |

- 1. Under Assets, select the "Account Owner."
- 2. Select the "Asset Type." To view the available options, please see below.
- 3. Enter the "Cash Value" of the asset.
- 4. If this asset is "Net Equity" from the sale of a property, this field will not be available until the REO section of this page has been properly completed.
- 5. Enter notes in "Description" to document the file.
- 6. Click on "Insert More Assets" if additional asset fields are needed.
- 7. The options for "Asset Type" are listed, select the appropriate type.

Retirement accounts may be utilized as an asset at 60% of the vested balance.

Enter the cash value of life insurance as "Other Liquid Asset" <u>if</u> converted to cash prior to settlement.

To prevent duplicate entry of assets (which would result in misrepresentation to GUS), users should only enter the following asset types on the "Asset and Liabilities" page <u>or</u> the "Other Credits" section of the "Transaction Details" page:

- Earnest Money Cash Deposit
- Gifts Not Deposited
- Gifts Total

| REO Prope | erty Information | |
|--|--------------------|--|
| REO Pr | operty Information | |
| | | |
| REO Properties — Property Owner | Select One | |
| Property Indicator | Select One | |
| Property Disposition | Select One | |

| Property Disposition | Select One |
|--------------------------------------|------------|
| Property Type | Select One |
| - Property Address Street Address | |
| City | |
| State/Zip | Select One |
| | |

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

8. If the borrower(s) currently owns any properties, the "REO Property Information" section must be completed.

Users manually enter REO properties into GUS. Please refer to "Entering REO Properties" for additional guidance.

Example of "REO Property Information" data fields.

9. Liabilities may be <u>auto populated</u> from the "Credit/Underwriting" page.

It is **recommended** that users choose the copy function of GUS when populating the liability portion of the GUS application. Users are encouraged to utilize the auto populate liabilities feature on the "Credit / Underwriting" page.

Lenders have the option of copying liabilities directly from the credit report to the liabilities section of the GUS application. This does <u>not</u> relieve the lender of the obligation to obtain full disclosure from all borrower(s) and their existing credit obligations. Any liabilities that do not appear on the credit report should be disclosed prior to final submission to GUS.

| Mortg | Mortgage Liabilities (HELOC, Mortgage) | | | | | | |
|-----------|--|---------------------|-----------------|-------------|--------------------|---------------|--|
| Omit | Paid by Close | Account Owner | Liability Type | Balance | Monthly Payment | Creditor Name | |
| | | Aoacommon, Joan 🛛 👻 | Mortgage Loan 👻 | \$38,306.00 | \$612.00 | CITIMORTGAGE | |
| | | Aoacommon, Joan 💌 | Mortgage Loan 💌 | \$38,306.00 | \$612.00 | CITIMORTGE | |
| | | Select One | Select One 🛛 👻 | \$0.00 | \$0.00 | | |
| | | Select One | Select One 🛛 👻 | \$0.00 | \$0.00 | | |
| \square | Insert More Mortgage Liabilities Delete All Mortgage Liabilities | | | | | | |

"Mortgage Liabilities" includes Home Equity Lines of Credit (HELOC's) and Mortgages.

- 10. Select "Omit" or "Paid by Close" if applicable.
 - "Sold" properties listed in the REO section should be marked "Omit" if mortgage liabilities appear on the credit report.
 - "Pending Sale" properties listed in the REO section should be marked "Paid by Close" if mortgage liabilities appear on the credit report.
- 11. Select the "Account Owner."
- 12. Select the "Liability Type." Options include:
 - HELOC
 - Mortgage Loan
- 13. Enter the "Balance."
- 14. Enter the "Monthly Payment."
- 15. Enter the "Creditor Name."

Users may employ the scroll bar located at the bottom of the GUS page in order to complete all data fields for "Mortgage Liabilities."

- 16. Enter "Notes" to document the file.
- 17. Select the REO property for the mortgage liability from the "Select Property" dropdown box. Properties will not be available for selection until entered in the "REO Property Information" section of this application page.
- Click on "Insert More Mortgage Liabilities" if additional data fields are needed.
- 19. Click on "Delete All Mortgage Liabilities" if the user chooses to clear all mortgage debts.

| current mtg 🛛 🚍 | 12 Miller Street , Carrier Mills, Illinois 62917 | ~ |
|----------------------------|--|---|
| | | |
| duplicate acct. 🚍 | Select One | ~ |
| | | |
| | Select One | ~ |
| | | |
| | Select One | ~ |
| | | |
| | | |
| Mortgage Liabilities (HELO | C, Mortgage) | |
| Baid | | |

Select Property 😯

| Omit | Paid by Close | Account Owner | Liability Type | Balance | Monthly Payment | Creditor Name |
|------|---------------------|---------------------------|-----------------|-------------|--------------------|---------------|
| | V | Aoacommon, Joan 🛛 👻 | Mortgage Loan 👻 | \$38,306.00 | \$612.00 | CITIMORTGAGE |
| | | Aoacommon, Joan 💌 | Mortgage Loan 💌 | \$38,306.00 | \$612.00 | CITIMORTGE |
| | | Select One | Select One 🛛 👻 | \$0.00 | \$0.00 | |
| | | Select One | Select One | \$0.00 | \$0.00 | |
| | Insert I | More Mortgage Liabilities | | Delete | All Mortgage I | Liabilities |

Notes

| Other Liab | ilities | | |
|--------------------------|---------------------|----------------|------------|
| Paid Omit by Close | Account Owner | Liability Type | Balance |
| | Aoacommon, Joan 🛛 👻 | Revolving 💙 | \$5,109.00 |
| | Aoacommon, Joan 💌 | Revolving 💌 | \$5,053.00 |
| | Aoacommon, Joan 💌 | Revolving 💌 | \$1,257.00 |
| | Aoacommon, Joan 💌 | Revolving 💌 | \$1,257.00 |
| | Aoacommon, Vinnie 💌 | Revolving 💌 | \$1,213.00 |
| | Aoacommon, Vinnie 💌 | Revolving 💌 | \$200.00 |
| | Aoacommon, Vinnie 💌 | Revolving 💌 | \$44.00 |
| | Aoacommon, Vinnie 💌 | Revolving 💌 | \$3.00 |

"Other Liabilities" captures monthly debts and obligations manually entered by the user, or auto populated from the credit report.

20. Select "Omit" or "Paid by Close" as appropriate for each liability. Examples of correct use of these options are below.

"Omit" examples include but are not limited to:

- Duplicate account that appears twice on the credit report.
- Collection account(s)/Nonfederal judgments/Tax liens that are *not* going to be paid by close.
- Installment loans with <u>6 months</u> <u>or less</u> remaining to pay off the loan balance. (This does <u>not</u> apply to deferred student loans.)
- Accounts in a justifiable dispute, retain documentation in file.

"Paid By Close" examples include but are not limited to:

- Any debts the borrower(s) will pay in full *at or before* loan closing.
- 21. Select the "Account Owner."
- 22. Select the "Liability Type."
- 23. Enter the "Loan Balance."

"Liability Type" options are displayed at left.

Liability Type

Select One

Select One Collection Judgments and Liens Installment Lease Payments Open 30 Day Charge Accounts Revolving Taxes Other Liability

¥

| Payment | Creditor Name | Notes | that do not have monthly payments listed on the credit report must have an estimated |
|---|---|---|--|
| \$141.00 | ADVANTA NATIONAL E | | payment entered in GUS. Users may determine this amount per a recent |
| \$134.00 | FLEET CC | | statement or underwriter discretion. |
| \$25.00 | FIRST CARD | | 26. Enter "Notes" to document the file. The |
| \$25.00 | FUSA BANK | duplicate 📑 | "Omit" because it is a duplicate. The other |
| \$124.00 | JCPMCCBG | | include user remarks to pay the balance in |
| \$10.00 | CBUSASEARS | | full. The amounts needed to pay these accounts will be included in the borrower's |
| \$10.00 | FASHION BUG | pay bal. in full 🗮 | "Funds Needed" calculation located on the "GUS Underwriting Findings Report." |
| \$3.00 | CHERRY&WEBB | pay bal. in full 🗮 | |
| Additional Expenses | | | 28. Click on "Delete All Other Liabilities" if the user wants to clear all currently listed monthly debts. "Additional Expenses" captures other monthly |
| Omit Account Ov Del Acacommon, \ Del Select One Insert More Additional | wner Expense Type Ma Vinnie V Child Support V \$2 Vinne Select One V \$0 I Expenses | Months yments Notes 200.00 120 child is 8 = 1.00 0 = | debts reported by the borrower(s). 29. Select "Omit" if applicable. 30. Select "Account Owner." 31. Select "Expense Type." 32. Enter "Monthly Payments." 33. Enter "Months Left To Pay." 34. Enter "Notes" to document the file. 35. Click on "Insert More Additional Expenses" if additional data fields are needed. |
| S A C J S O | Expense Type elect One elect One limony hild Support hildcare b Related Expenses eparate Maintenance Expe ther Expenses | nse | "Expense Type" options displayed at the left. |
| | | | 36 Click on "Next" to advance to the |

TRANSACTION DETAILS

The Transaction Details mirrors the Good Faith Estimate. Each portion associated with the loan is identified and automatically totaled. This page also captures the borrower(s) responses to the "Declarations" listed on the Uniform Residential Loan Application Report, borrower demographic information for government monitoring purposes, and loan interviewer information.

| a Durahasa Brisa | |
|--|--------------|
| a. Purchase Price | \$105,000.00 |
| b. Alterations, improvements, repairs | \$0.00 |
| c. Land (if acquired separately) | \$0.00 |
| d. Refinance Amount | \$0.00 |
| e. Estimated prepaid items | \$1,500.00 |
| f. Estimated closing costs | \$1,000.00 |
| g. Funding Fee, Guarantee Fee | \$3,898.96 |
| h. Discount (if Borrower will pay) | \$0.00 |
| i. Total Costs (add items a through h) | \$111,398.96 |
| j. Subordinate Financing | \$0.00 |
| k. Borrower's closing costs paid by seller | \$0.00 |
| I. Other Credits (sum of Other Credits below) | \$0.00 |
| m. Loan Amount (exclude Funding Fee, Guarantee Fee financed) | \$107,500.00 |
| n. Funding Fee, Guarantee Fee financed 😮 | \$3,898.96 |
| o. Loan Amount (add m & n) | \$111,398.96 |
| p. Cash from/to Borrower (Subtract j, k, I & o from i) | \$0.00 |

- 1. Enter the "Purchase Price," "a."
- 2. Enter the cost of any eligible "Alterations, Improvements, Repairs," "b." If these will be completed post closing an escrow account must be established per RD Instruction 1980-D, Section 1980.315.
- 3. Enter the cost of "Land," "c" if acquired separately.
- 4. Enter "Estimated prepaid items," "e."
- 5. Enter "Estimated closing costs," "f."
- 6. The one time "Funding Fee, Guarantee Fee," "g," will automatically populate based upon the "Loan Amount" entered on the "Loan Terms" page. This field can not be changed as it is locked.
- 7. Enter "Discount" points the borrower may pay, "h."

Total costs will calculate based upon the entries in fields a through h.

- 8. Enter "Subordinate Financing" if applicable, "j."
- 9. Enter "Borrowers closing costs paid by the seller," "k." Do not duplicate costs recorded under "Other Credits" following the "Details of Transaction."
- 10. "Other Credits," "l," will populate if any additional credits are entered below the "Details of Transaction" section in the "Other Credits" section.
- 11. "Loan Amount," "m," is populated and protected.
- 12. If any portion of the guarantee fee will be financed into the loan, enter that portion, "n." If the entire guarantee fee will be financed the entry for "n" should match "g."
- 13. "Loan Amount," "o," will populate and be protected based upon information entered on the "Loan Terms" page.
- 14. "Cash from/to Borrower" will populate and be protected.

| Other Credits | | |
|--|---------------------|---|
| To prevent duplicate entry of funds, do not entr | er interested party | contributions in both Assets and Other Cred |
| Description of Other Credits | Amount | Describe Source |
| Del Cash Deposit on Sales Contract 💌 | \$500.00 | verified deposit from checking |
| Del Select One | \$0.00 | |
| Insert More Other Credits Informat | ion | |

| Description of Other Credit | s |
|--------------------------------|---|
| Select One | * |
| Select One | |
| Borrower Paid Fees | |
| Cash Deposit on Sales Contract | |
| Employer Assisted Housing | |
| Lease Purchase Funds | |
| Lender Credit | |
| Non Parent Relative | |
| Relocation Funds | |
| Seller Credit | |
| Other | - |

| Declarations | | | |
|---|------------------------|-----------------------------------|---|
| (Answer the questions below for the borrower and co-borr explanation in the space provided.) | ower(s) (if any). If y | ou answer "Yes" to any of the que | stions "a" through "i", please provide an |
| | Applicant's Name | Response | lf Yes, Explanation |
| a. Are there any outstanding judgments against you? ^(P) | Aoacommon, Joan | ⊙ _{Yes} ⊙ _{No} | |
| | Aoaccomon, Vinnie | O _{Yes} ⊙ _{No} | |
| b. Have you been declared bankrupt within the past 7 years? ^(P) | Aoacommon, Joan | O _{Yes} ⊙ _{No} | |
| | Aoaccomon, Vinnie | O _{Yes} ⊙ _{No} | |
| c. Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 γears? ^(P) | Aoacommon, Joan | ⊙ _{Yes} ⊛ _{No} | |
| | Aoaccomon, Vinnie | O _{Yes} ⊙ _{No} | |
| d. Are you a party to a lawsuit? ^(P) | Aoacommon, Joan | O _{Yes} ⊙ _{No} | |
| | Aoaccomon, Vinnie | O Yes ⊙ No | |

- 15. Under "Other Credits" enter any other credits that may be applicable. The list of options from which to select is below.
- Click on "Insert More Other Credits Information" if additional data fields are needed.

Notice: Do not enter duplicate information under "Other Credits" that have been entered under "Assets."

Example: If the user entered "Gifts Not Deposited" under "Assets", do not enter the same credit under "Other Credits." This would result in a misrepresentation of assets.

17. The "Description of Other Credits" options are displayed.

- At the "Declarations" section, record borrower(s) responses to each of the Declarations "a through m."
- 19. If the answer to any of the Declarations "a through i and/or k" is "Yes," enter a brief explanation to document the file under the "If Yes, Explanation" section. Failure to enter an explanation will prevent the user from submitting the GUS application for an underwriting recommendation.

Based upon the "Yes" or "No" responses GUS will dynamically open or protect data fields applicable to the responses selected.

| e. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure or judgment? ^(P) | Aoacommon, Joan | ⊙ _{Yes} ⊛ _{No} | |
|---|----------------------|----------------------------------|--|
| | Aoaccomon, Vinnie | ⊙ _{Yes} ⊙ _{No} | |
| f. Are you presently delinquent or in default on any federal debt or any other loan, mortgage, financial obligation bond, or loan guarantee? (P) | Aoacommon, Joan | O _{Yes} ⊙ _{No} | |
| | Aoaccomon, Vinnie | O Yes ⊙No | |
| g. Are you obligated to pay alimony, child support, or separate maintenance? ^(P) | Aoacommon, Joan | ⊖ _{Yes} ⊛ _{No} | |
| | Aoaccomon, Vinnie | ⊙ _{Yes} ⊛ _{No} | |
| h. Is any part of the down payment borrowed? $^{(\!P)}$ | Aoacommon, Joan | O Yes ⊙No | |
| | Aoaccomon, Vinnie | O Yes ⊙NO | |
| i. Are you a co-maker or endorser on a note? (P) | Aoacommon, Joan | ⊙ _{Yes} ⊙ _{No} | |
| | Aoaccomon, Vinnie | ⊖ _{Yes} ⊙ _{No} | |

| j. Are you a U.S. Citizen? ^(P) | Aoacommon, Joan | ⊙ _{Yes} O _{No} |
|---|----------------------|----------------------------------|
| | Aoacommon, Vinnie | ⊙ _{Yes} O _{N0} |
| k. Are you a permanent resident alien? ^(P) | Aoacommon, Joan | ⊙ _{Yes} ⊛ _{No} |
| | Aoacommon, Vinnie | ⊙ _{Yes} ⊛ _{No} |
| Do you intend to occupy the property as your primary residence? If "Yes", complete question m below. ^(P) | Aoacommon, Joan | ⊙ _{Yes} O _{No} |
| | Aoacommon, Vinnie | ⊙ _{Yes} O _{N0} |
| m. Have you had an ownership interest in a property in the last 3 years? ^(P) | Aoacommon, Joan | ⊖Yes ⊕No |
| | Aoacommon, Vinnie | ⊖ _{Yes} ⊛ _{No} |
| (1) What type of property did you own? | Aoacommon, Joan | Select One |
| | Aoacommon, Vinnie | Select One |
| (2) How did you hold title to the home? | Aoacommon, Joan | Select One |
| | Aoacommon, Vinnie | Select One |

Declarations continued.

Declarations continued.

If the borrower(s) is <u>not</u> a US Citizen, verification of their current immigration status must be provided to ensure eligibility for a Guaranteed loan. Based upon a borrower's response to these declarations, an "Immigration Check" may appear on the "Additional Data" page.

20. Complete the "Information for Government Monitoring Purposes."

If the borrower(s) does not wish to furnish this information, the lender <u>must</u> make a visual observation. GUS will not render an underwriting recommendation if these fields are not completed.

| 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 ^(F) | Ethnicity ^(F) | Gender ^(F) | Date Application Signed ^(F) | |
| Aoacommon, Joan | | American Indian / Alaskan Native Asian Black / African American Hawaiian / Pacific Islander White | Hispanic / Latino Non Hispanic / Latino | Female | 06/20/2008 | |
| Aoaccomon, Vinnie | - | American Indian / Alaskan Native Asian Black / African American Hawaian / Pacific Islander White | O Hispanic / Latino ⊙ Non Hispanic / Latino | Male 💌 | 06/20/2008 | |

| Loan Originator Information | | | | |
|---|-------------------------------|--|--|--|
| Application Taken By (F) | Face-to-Face | | | |
| Interview Date (F) | 06/12/2008 | | | |
| Did a third party originate this loan? $^{(F)}$ | No | | | |
| Lender ID ^(F) | 310856949 | | | |
| USDA Assigned Branch Nbr ^(F) | 001 Branch List | | | |
| Originator Name ^(F) | John Doe | | | |
| Originator NMLS Identifier | | | | |
| Originator Phone Number | | | | |
| Company Name (F) | Bank ABC | | | |
| Company NMLS Identifier | | | | |
| Company Address ^(F) | 14 Unnamed Road | | | |
| | | | | |
| City ^(F) | Somewhere | | | |
| State/Zip ^(F) | WV IIIII IIII Zip Code Lookup | | | |
| | | | | |

- 21. Complete the first three data fields in the "Loan Originator Information" section:
 - Application Taken By
 - Interview Date
 - Did a third party originate this loan

Based upon the user's response to the question, "Did a third party originate this loan," the page will dynamically display applicable fields.

When "No" is selected for third party origination the user should complete the following fields for the loan origination person within their organization:

- Originator Name. This is the person responsible for loan origination (required)
- Originator NMLS Identifier (when known)
- Originator Phone Number (when known)
- Company NMLS Identifier (when known)

The "Branch List" action button can be chosen to indicate the specific branch of the same organization that was responsible for the origination of the loan application (if the originating and underwriting locations differ).

| Loan Originator Information | |
|---|--|
| Application Taken By (F) | Face-to-Face |
| Interview Date ^(F) | 06/12/2008 |
| Did a third party originate this loan? $^{(F)}$ | Yes |
| Tax ID Number ^(F) | 123456789 |
| Originator Name (F) | John Doe |
| Originator NMLS Identifier | 11111111111 |
| Originator Phone Number | (555)555-5555 |
| Company Name (F) | Mortgage Broker |
| Company NMLS Identifier | 22222222222 |
| Company Address ^(F) | 123 Over Rainbow |
| | |
| City ^(F) | Somewhere |
| State/Zip (F) | West Virginia 💙 11111 1111 Zip Code Lookup |
| | |

| PREVIOUS | NEXT | SA | VE | CLOSE | CANCEL |
|----------|------|----|----|-------|--------|
| | | | | | |

If "Yes" is selected for third party origination the user should complete the following fields for the person and company responsible for loan origination:

- Tax ID number of the third party originator. This is the third party originating organization's nine digit Federal Tax ID number (required)
- Originator Name. This is the person responsible for loan origination (required)
- Originator NMLS Identifier (when known)
- Originator Phone Number (when known)
- Third Party Originator Company Name (required)
- Third Party Originator Company NMLS Identifier (when known)
- Third Party Company Street Address, City, State, and Zip Code. The four digit zip code extension is mandatory and the "Zip Code Lookup" hyperlink is available to retrieve it when unknown (required)
- 22. Click on "Next" to advance to the "Additional Data" page.
ADDITIONAL DATA

The Additional Data page will capture appraisal and dwelling information; (thermal standards for <u>new</u> dwellings, HUD Handbook results for <u>existing</u> properties), special financing (mortgage credit certificates, buydowns, etc.), and borrower information specific to Form RD 1980-21 "Request for Single Family Housing Guarantee."

| Additional Data | |
|---|--------------------|
| Sales Price | \$105,000.00 |
| Property Appraised Value ^(P) 😮 | \$110,000.00 |
| Estimated Site Value ^(F) 😮 (Not required for Condominium) | \$18,000.00 |
| Dwelling Type ^(P) | On Site 💌 |
| Mortgage Credit Certification (MCC) | \$0.00 |
| Project Type | Select One 🛛 🖌 |
| Structure Type ^(F) | Detached Housing 💌 |
| Purchase is ^(P) | Existing 🔽 |
| Property is less than 12 months old and never occupied | |

- 1. At the "Additional Data" page, the "Sales Price" will populate based upon the data entered on the "Transaction Details" page.
- 2. Enter the "Property Appraised Value" from the appraisal report. If an appraisal is not yet available the user may estimate a value. Users must change estimate when a final value is available.
- 3. Enter the "Estimated Site Value" listed on the appraisal report. If an appraisal is not yet available the user my estimate a value. **Users must change estimate when a final value is available.**
- 4. Select the "Dwelling Type." Options include:
 - Manufactured
 - Modular/Panelized
 - On Site
- 5. If a "Mortgage Credit Certificate (MCC)" is being utilized enter the **monthly** benefit amount.
- 6. Select the "Project Type," if applicable. Options include:
 - Condominium
 - PUD
- 7. Select the "Structure Type." Options include:
 - Attached Housing
 - Detached Housing
- 8. Select the "Purchase is." Options include:
 - Existing
 - New
 - Repair

An existing dwelling has been previously occupied, or has been completed for more than one year as evidenced by an occupancy permit or similar document.

Temporary Buydown Example

| Buydown | | |
|--|--------------|---|
| (Interest Rate of last year of Buydown must equa | I Note Rate) | |
| Third Party Contributor | Seller | ~ |
| Start Rate Percent (Year 1) | 4.5000% | |
| Interest Rate Year 2 | 5.5000% | |
| Interest Rate Year 3 | 6.5000% | |
| Insert More Buydown Years | | |
| Duration Months | 36 | |
| Buydown Permanent Indicator <mark>(Check if applies)</mark> | | |

Permanent Buydown Example

| Buydown | |
|--|--------------|
| (Interest Rate of last year of Buydown must equa | I Note Rate) |
| | |
| Third Party Contributor | Builder 🔽 |
| Start Rate Percent (Year 1) | 5 0000% |
| · · · · | 3.0000 % |
| Interest Rate Year 2 | 5.0000% |
| Interact Date Vear 9 | |
| | 5.0000% |
| Insert More Buydown Years | |
| Duration Months | 200 |
| | 360 |
| Buydown Permanent Indicator | |
| (Check if applies) | |
| | |

A new dwelling has never been occupied, nor has it been completed for more than one year.

- 9. If the property is *less than 12 months old and has never been occupied* check the indicator box, "Property is less than 12 months old and never occupied."
- 10. If the proposed loan includes a buydown (only applicable to purchase loans), select the "Third Party Contributor." Options include:
 - Builder
 - Lender Premium
 - Other
 - Seller
 - Third Party Contributor: For temporary buydowns funds cannot come from the borrower.
 - Start Rate Percent (Year 1): Enter the first year interest rate.
 - Interest Rate Year 2: Enter the second year interest rate. This rate can not increase more than 1% above the first year rate.
 - Interest Rate Year 3: Enter the third year interest rate. This rate can not increase more than 1% above the second year rate.

Click on "Insert More Buydown Years" if applicable.

Enter the "Duration Months." If a 2-1-0 temporary buydown is utilized the duration would be "36."

<u>Note:</u> GUS will qualify a mortgage loan request with a temporary buydown at the full note rate.

Permanent Buydowns

- Third Party Contributor: The applicant(s) may pay for their own permanent buydown. RD Instruction 1980.310(d) states for *low income applicants only*, loan discount points to reduce the note interest rate from the rate authorized in RD Instruction 1980-D, section 1980.320 is allowed. Discount points may not exceed 2% of the loan amount.
- Start Rate Percent (Year 1): Enter

the permanently bought down interest rate.

- **Interest Rate Year 2:** Enter the same interest rate as year one.
- Interest Rate Year 3: Enter the same interest rate as year one.

Enter the "Duration Months" as "360."

Select the "Buydown Permanent Indicator" if the buydown is <u>permanent.</u>

11. The "Requirements Checks" will display dynamically according to data entered in various fields throughout GUS.

In this example the borrower(s) is purchasing an existing home, therefore thermal requirements are not applicable and are inaccessible (grayed out) to the user. The thermal requirements for existing homes (more than 12 months old), were removed January 10, 2008.

- "Are all RHS thermal and site standards in compliance?" When the purchase is <u>new</u> or less than 12 months old and never <u>occupied</u> the data field will be active. Select the appropriate response, options include:
 - By Closing
 - Escrow
 - No
 - Yes
- 13. "For <u>existing</u> dwellings, are current requirements of HUD Handbook 4150.2 and 4905.1 standards met?" This data field will <u>not</u> be active for purchases that are <u>new or less than 12 months old and</u> <u>never occupied</u>. Select the appropriate response, options include:
 - By Closing
 - Escrow
 - No
 - Yes



| NOTE: If the CAWRS service is available the number returned will be auto populated and protected once the Borrower application page is saved. If the CAWRS service is unavailable when the Borrower application page is saved, you can retrieve the CAWRS number utilizing one of the following options: 1) Call the CAWRS service through GUS by clicking on the "Get CAWRS Number" button for each borrower. 2) Access the HUD CAWRS website directly by selecting "Access CAWRS Website" hyperlink. The CAWRS number retrieved in this manner must be manually entered in the CAWRS Number block below. | | | | |
|--|------------------------------|-----------------------|--|--|
| Borrower Name | CAIVRS Number ^(F) | Access CAIVRS Website | | |
| Aoacommon, Joan | AD15261222 | Get CAIVRS Number | | |
| Aoacommon, Vinnie | D015419192 | Get CAIVRS Number | | |

| Additional Borrower Information | | |
|--|--|----------------------------------|
| Do you have a relationship with any Rural Development employee? ^(P) | Applicant's Name Aoacommon, Joan | Response |
| | Aoacommon, Vinnie | No Relationship 💌 |
| Are you a veteran? ^(P) | Aoacommon, Joan | O Yes ⊙ No |
| | Aoacommon, Vinnie | O Yes ⊙ No |
| Are you disabled? ^(P) | Aoacommon, Joan | ○ _{Yes} ⊙ _{No} |
| | Aoacommon, Vinnie | ○ _{Yes} ⊙ _{No} |
| Are you debarred from doing business with the federal government? $^{(P)}$ | Aoacommon, Joan | ○ _{Yes} ⊙ _{No} |
| | Aoacommon, Vinnie | O _{Yes} ⊙ _{No} |

| Immigration / Naturalization Check | | | | | |
|------------------------------------|---|--|--|--|--|
| (The applicant indicated t | hey are not a U.S. citizen. Immigration/Naturalization information must be provided.) | | | | |
| Aoacommon, Joan | Insert Immigration Info | | | | |
| Aoacommon, Vinnie | Insert Immigration Info | | | | |

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. Alternately, the lender may obtain the noncitizen's alien identification number and communicate it to the Agency office servicing their area. Agency staf 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 aliens Class of Admission (CCA). Borrower: Acacommon, Joan 14. A CAIVRS Number for each borrower should be populated based upon an automatic call to the CAIVRS service that occurred when the Borrower page of the application was completed. The call was based upon the user entered SSN for each borrower. If the call was unsuccessful an appropriate message will be displayed such as "CAIVRS number not retrieved - there is an issue with the borrower's SSN." Please return to the Borrower page of the GUS application to adjust SSN if needed.

There may be times when the service is not available. Users are provided the ability to utilize one of two options to obtain the CAIVRS number automatically. Users can utilize the "Get CAIVRS Number" action button to call the CAIVRS service that was unavailable at the time of application initiation. Secondly, the user can utilize the "Access CAIVRS Website" hyperlink to connect directly to the FHA Connection website to retrieve a valid CAIVRS number. The user must then manually input the CAIVRS number into GUS.

15. Record the borrower(s) response for each question under "Additional Borrower Information." The responses automatically populate to RD Form 1980-21, "Request for Single Family Housing Guarantee," on the "Request Forms" page.

If the borrower(s) reported that they are **not** a US Citizen under "Declarations" on the "Transaction Details" page, the "Immigration/Naturalization Check" will dynamically appear for each borrower to which it applies.

16. Click on "Insert Immigration Info."

Users should review the information provided at the top of the "Immigration Forms" page. Lenders must secure proof of identity and evidence that non-citizens are qualified aliens. Lenders may also submit the borrower's nine digit alien identification number to Rural Development for verification through SAVE.

Immigration Forms

| (Check all that apply) | | | | |
|------------------------|---|--|--|--|
| Documentation that | at a Non-Citizen is a Qualified Alien | | | |
| CIS Form I-551 | "Alien Registration Receipt Card" (for permanent OR conditional resident aliens) | | | |
| CIS Form I-688B | "Employment Authorization Card", which must be annotated "Provision of Law" 274a.12(c)(11) | | | |
| 🔲 CIS Form I-688B | "Employment Authorization Card", which must be annotated "Provision of Law" 274a.12(a)(1) | | | |
| CIS Form I-688B | "Employment Authorization Card", which must be annotated "Provision of Law" 274a.12(a)(3) | | | |
| 🔲 CIS Form I-688B | "Employment Authorization Card", which must be annotated "Provision of Law" 274a.12(a)(4) | | | |
| CIS Form I-688B | "Employment Authorization Card", which must be annotated "Provision of Law" 274a.12(a)(5) | | | |
| 🔲 CIS Form I-688B | "Employment Authorization Card", which must be annotated "Provision of Law" 274a.12(a)(10) | | | |
| CIS Form I-766 | "Employment Authorization Document", with annotation A3 | | | |
| 🔲 CIS Form I-766 | "Employment Authorization Document", with annotation A5 | | | |
| CIS Form I-766 | "Employment Authorization Document", with annotation A10 | | | |
| CIS Form I-571 | "Refugee Travel Document" | | | |
| CIS Form I-94 | Arrival-Departure Record, with the annotation "Admitted as Refugee Pursuant to Section 207" | | | |
| CIS Form I-94 | Arrival-Departure Record, with the annotation "Section 208" or "Asylum" | | | |
| CIS Form I-94 | Arrival-Departure Record, with the annotation "Section 243(h)" or "Deportation stayed by Attorney General" | | | |

| 🔲 CIS Form I-94 | Arrival-Departure Record, with the annotation "Paroled Pursuant to Section 212(d)(5) of the INA" |
|-----------------|--|
| CIS Form I-94 | Arrival-Departure Record, with the annotation "Admitted Under Section 203(a)(7) of the INA" |
| 🔲 Form I-94 | Arrival-Departure Record, with no annotation, accompanied by a final court decision granting asylum (providing no appeal taken) |
| 🗌 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) |
| 🔲 Form I-94 | Arrival-Departure Record, with no annotation, accompanied by a court decision granting withholding of deportation |
| 🔲 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) |
| 🔲 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. |
| 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. |
| 🔲 Jay Treaty | Documentation in accordance with RD Instruction 1980-D, 1980-346 for Native Americans in the United States under the Jay Treaty. |
| 🗖 None | None of the above documents |
| | |

17. Check the box beside the appropriate selection. Users must secure evidence of all documentation for retention in the permanent loan file.

Immigration/Naturalization selections continued.

- 18. Click on "Back" to return to the "Additional Data" page.
- 19. Click on "Next" to advance to the "Credit/Underwriting" page.

CREDIT / UNDERWRITING

The Credit and Underwriting page allows users to order a new or reissued credit report(s) for underwriting purposes. The user may also perform a preliminary or final underwriting submission.

| Request Credit / Underwriting |
|--|
| Select Request You Would Like to Submit: |
| Select One |
| BUBMIT |

Select Request You Would Like to Submit:

Select One

Select One Request Credit Report

Request Credit Report and Underwriting Only (Preliminary Underwriting for pre-approval) Request Underwriting Only (Preliminary Underwriting for pre-approval) Request Final Underwriting and Submission to Rural Development

- 1. At the "Request Credit/Underwriting" page select from the options available. The user selected option dynamically opens a data page with required fields for data entry.
- 2. The options available to request are displayed at the left. The options include:

<u>Request Credit Report:</u> A new or reissued credit report may be requested.

Request Credit Report and Underwriting Only (Preliminary Underwriting for pre-

approval): Users may request a new or reissued credit report and receive a preliminary GUS Underwriting Recommendation simultaneously.

Request Underwriting Only (Preliminary

<u>Underwriting for pre-approval)</u>: Once credit has been issued in GUS users may submit the application for a preliminary GUS Underwriting Recommendation.

Request Final Underwriting and Submission

to Rural Development: This option is available to a user who has been delegate the role of "Representative with Final Submit Authority" by the lender's Security Administrator (SA). Users that have successfully completed credit and have finalized the GUS application can perform a final submission to USDA Rural Development to request conditional commitment for loan note guarantee. The final submission action will protect all user data entered, and lock the user from modifying data on the application (user will still have "view" capability of the application). If, after a final submission is performed, data changes (i.e. loan amount increases, interest rate increases, etc.), contact the USDA Rural Development office and request that the GUS application be released.

| Select Request You Would Like to Submit: Request Credit Report | | | | | |
|---|--------------|--------------------|---------------|---|--|
| Complete items Below Before Submitting the Request for Credit Report Check to auto populate the liabilities from the credit report. To order new credit, select "New". To reissue credit, enter the reference number. | | | | | |
| Joint 🕄 🛛 Borrower | New | Reference Number 😣 | Credit Status | | |
| 🔲 Aoacommon, Joa | an 🗖 🛛 | | Complete | | |
| Acaccomon, Vin | nie 🗖 [| | Complete | | |
| Service Provider * Credc | o Beta (904) | | * | | |
| Account Number * | | | Password | * | |
| SUBMIT | | | | | |

Check to auto populate the liabilities from the credit report.

3. Once the user selects the request type GUS will dynamically display the appropriate data fields based upon the users request.

4. GUS can copy liabilities directly from the credit report to the "Assets and Liability" page. Check the indicator box "Check to auto populate the liabilities from the credit report." to auto populate the liabilities into the liabilities portion of the "Assets and Liabilities" page.

The auto populate feature reduces data entry errors and ensures accurate data is submitted to GUS and represented by the lender.

Lenders must apply due diligence when entering and reviewing the documentation in the loan file, any potentially derogatory or contradictory information *that is not part of the data submitted to GUS* or any erroneous information in the data submitted to GUS would justify additional investigation by the lender and the lender's underwriter.

Misrepresentation of loan data will ultimately adversely affect lender program eligibility, lender compliance reviews, lender review ratings, and potential future loss claim payments.

| Complete items Below Before Submitting the Request for Credit Report Check to auto populate the liabilities from the credit report. To order new credit, select"New". To reissue credit, enter the reference number. | | | | | | |
|--|------------|------------|-------------|--------------------|-----|------------|
| Joint 🕄 | Borr | ower | New | Reference Number 😌 | Cre | dit Status |
| | Aoacomm | ion, Joan | V | | Co | mplete |
| | Aoaccom | on, Vinnie | ✓ | | Co | mplete |
| Service F | Provider * | AAA Cred | lit, Inc. (| (135) | ~ | |
| Account | Number * | 200820082 | 2008 | | | Password * |
| SUBN | шт | | | | | |

- 5. To order a **new joint** credit report, select the "Joint" and "New" boxes for each borrower.
- 6. Once credit is issued, the "Credit Status" indicator is "Complete."

Only two borrowers may be selected for a joint request.

Reissued credit must be ordered *exactly* as the original report (i.e. joint report/joint reissue).

A joint report may not be processed if "New" is selected for one borrower, and a "Reference Number" is entered for a reissued credit report for the other borrower.

7. Select the "Service Provider" from the dropdown box. The Service Provider list mirrors the providers noted at Fannie Mae's website:

https://www.efanniemae.com/sf/refmaterials/cre ditproviders/index.jsp

- 8. Enter the "Account Number."
- 9. Enter the "Password."

GUS utilizes the Fannie Mae Credit Interface Service to retrieve credit reports. Account numbers and passwords are issued by the credit provider.

Error messages returned in the request for credit displayed represents an error from the service provider. **NOT GUS.** The user must contact their service provider for assistance.

- 10. Click on "Submit" to process the credit report request.
- 11. A message will display at the top of the "Credit/Underwriting" page alerting the user that the request is being processed.

Your credit report request is being processed, please wait...

CREDIT REPORT

Aoacommon, Joan

| Credit Report Status | Complete |
|---|---------------|
| Provider Name/Number of Request | CIBMS / 051 |
| Credit Report Type | Joint / New |
| Reference Number | 18442282 |
| Date Issued | 07/01/2008 |
| Date Last Updated | 07/01/2008 |
| To View/Print credit report click here: | CREDIT REPORT |

Aoaccomon, Vinnie

| Credit Report Status | Complete |
|---|---------------|
| Provider Name/Number of Request | CIBMS / 051 |
| Credit Report Type | Joint / New |
| Reference Number | 18442282 |
| Date Issued | 07/01/2008 |
| Date Last Updated | 07/01/2008 |
| To View/Print credit report click here: | CREDIT REPORT |

| CSD 600 SAW MILL RD. WEST HAVEN, CT 06516 TEL. (203) 931-2050 | REPORT ID: 18442282 Page 1 of 5 ISSUED: 07/01/08 Merged Report |
|--|--|
| Prepared for: USDA1 | Date: 07/01/08 |
| USDA MISMO TEST CODE | Loan Number: |
| 600 SAU MILL RD | Requested By: Analyst: |
| WEST HAVEN, CT 06516 | Repository Source: TU, EXP, EQX |
| Name: JOAN AOACOMMON | Name: VINNIE AOACCOMON |
| Address: 1406 WHITEFIELD | Address: 1406 WHITEFIELD |
| NORMAL, IL 61761 | NORMAL, IL 61761 |
| Since: Status: | Since: Status: |
| SS#: 291-44-9258 Age: | SS#: 529-47-4757 Age: |
| Marital Status: | Marital Status: |
| Employer: TEST A | Employer: IEST A Decition: A TESTED |
| Hired: Sep: | Hired: Sep: |
| Verified: N On: | Verified: N On: |
| Comment: | Comment: |
| Address: | -+ Former Address: |
| From: To: Employer: TEST A | From: To: Employer: ARGO DATA DALLAS TX |
| Position: A TESTER | Position: PROGRAMMER |
| Hired: Sep: | Hired: Sep: |
| Verified: N On: | Verified: N On: |
| Comment: | Comment: |
| CREDIT | HISTORY |

- 12. Once the report is complete, GUS will automatically display confirmation that the credit report(s) was successfully retrieved.
- 13. To view or print the report, click on the "CREDIT REPORT" link.

- 14. A sample credit report is displayed at the left.
- 15. Users who chose the auto populate feature are encouraged to return to the liability section of the "Assets and Liabilities" page to reconcile the credit issued and the populated liabilities.



 Once the liability data is confirmed, return to the "Credit/Underwriting" page to request underwriting. Click on "Credit/Underwriting."

 Request Credit / Underwriting

 Select Request You Would Like to Submit:

 Request Underwriting Only (Preliminary Underwriting for pre-approval)

 Submit

 Your preliminary underwriting request is being processed, please wait...

GUS UNDERWRITING FINDINGS REPORT

UNDERWRITING SUMMARY

| Underwriting Recommendation: ACCEPT / ELIGIBLE | | | | |
|--|----------|------------------|-----------------|--|
| Property Eligibility | Eligible | Primary Borrower | Aoacommon, Joan | |
| Income Eligibility | Eligible | | | |
| Loan Eligibility | ELIGIBLE | Submission Type | Preliminary | |
| Borrower Eligibility for: | | Submission Date | 07/01/2008 | |
| Aoacommon, Joan | ELIGIBLE | Submitted By | Daetwyler, Dean | |
| Aoaccomon, Vinnie | ELIGIBLE | Loan Status | Pending | |
| Loan Risk Evaluation | ACCEPT | | | |
| Borrower Risk Evaluation | | | | |
| Aoacommon, Joan | ACCEPT | | | |
| Aoaccomon, Vinnie | ACCEPT | | | |

- 17. To obtain preliminary underwriting from the dropdown box select "Request Underwriting Only (Preliminary Underwriting for pre-approval)."
- 18. Click on "Submit."
- 19. A confirmation message will appear at the top of the page, "Your preliminary underwriting request is being processed, please wait."
- 20. The "Underwriting Findings Report" will display.
- 21. The GUS Underwriting Report confirms whether GUS has successfully performed a preliminary underwriting of the application.
- 22. The GUS Underwriting Report is comprised of three sections:
 - Underwriting Findings Report
 - Underwriting Analysis Report
 - Credit Report Summary Report

VIEW FINDINGS

REVIEW THE ENTIRE "GUS UNDERWRITING FINDINGS REPORT"

The GUS Underwriting Findings Report is a roadmap to reviewing the loan data entered for accuracy. It also serves as a guide to understanding the "Loan Recommendation" and the "Required Conditions" necessary prior to submitting the request to USDA Rural Development for a Loan Note Guarantee. Lenders should review all sections of this report.

GUS UNDERWRITING FINDINGS REPORT UNDERWRITING SUMMARY ACCEPT / ELIGIBLE Underwriting Recommendation: Property Eligibility Eligible Aoacommon, Joan Primary Borrower Income Eligibility Eligible ELIGIBLE Loan Eligibility Submission Type Preliminary Borrower Eligibility for: Submission Date 07/01/2008

| Dontonton Engloanty for. | | Capitilicoloff Date | 0110112000 |
|--------------------------|----------|---------------------|-----------------|
| Aoacommon, Joan | ELIGIBLE | Submitted By | Daetwyler, Dear |
| Aoaccomon, Vinnie | ELIGIBLE | Loan Status | Pending |
| Loan Risk Evaluation | ACCEPT | | |
| Borrower Risk Evaluation | | | |
| Aoacommon, Joan | ACCEPT | | |
| Aoaccomon, Vinnie | ACCEPT | | |
| Lender Name | | | |
| Lender Tax Id | | | |
| USDA Assigned Branch N | lbr 001 | | |
| Lender Loan Number | USER GL | JIDE 2 | |
| Application ID Number | 19834 | | |

The first section of the Underwriting Findings Report is the "Underwriting Summary". This report provides the underwriting recommendation for the mortgage loan request, a detailed list of findings, and the steps necessary to complete the processing of the loan file.

The lender must ensure the loan complies with the requirements stated in the GUS findings report that has been generated. Lenders must apply due diligence when reviewing the documentation in the loan file to determine if there are any potentially derogatory or contradictory information that is not part of the data analyzed by GUS. Lenders should also review the credit report to confirm the data GUS evaluated with respect to the borrower's credit history was accurate and complete.

 Determine the "Underwriting Recommendation". In this example the recommendation is "ACCEPT / ELIGIBLE." If GUS rates the mortgage loan application as an "ACCEPT / ELIGIBLE", based on the analysis the loan is eligible for USDA Rural Development.

The GUS underwriting recommendation confirms through analysis of data entered/retrieved if the mortgage loan application meets credit and capacity to repay and is eligible for USDA Rural Development.

The credit risk assessment, which includes credit, capacity, and collateral, will arrive at one of the underwriting recommendations described below.

> * ACCEPT: The data entered meets acceptable credit, capacity, and collateral requirements of GUS and is eligible for delivery to a Rural Development office with only three items:

- RD Form 1980-21
- Appraisal
- FEMA Flood Determination Certificate

An underwriter should verify all data entered into GUS is correct. Supporting documentation must be retained in the lender's origination file.

* **REFER:** Loans that receive a REFER recommendation require a manual underwrite of the file prior to submitting a full documentation origination file to Rural Development. REFER does <u>not</u> indicate the file is unacceptable. Underwriters may approve the loan file upon review and confirmation the loan application meets Rural Development guidelines. The Underwriting Findings Report is a tremendous asset to the underwriter during file review.

* **REFER WITH CAUTION:** Loans that receive a recommendation of REFER WITH CAUTION require a manual underwrite. These files indicate a combination of risk factors (i.e. total expense ratio, credit history, etc.) are present. A recommendation of **REFER WITH CAUTION requires a** manual underwrite of the origination file prior to submitting a full documentation file to Rural Development. Underwriters may approve the loan file upon review and confirmation the file meets Rural Development guidelines. Submit a full documentation file to Rural Development. The Underwriting Findings Report will assist the underwriter during the manual review.

Regardless of Underwriting Recommendation, lenders should Final Submit GUS applications to obtain a Rural Development conditional commitment for loan note guarantee.

UNDERWRITING SUMMARY

| Underwriting Recom | mendatior | n: ACCEPT / I | ELIGIBLE |
|---------------------------|-----------|------------------|-----------------|
| Property Eligibility | Eligible | Primary Borrower | Aoacommon, Joan |
| Income Eligibility | Eligible | | |
| Loan Eligibility | ELIGIBLE | Submission Type | Preliminary |
| Borrower Eligibility for: | | Submission Date | 07/01/2008 |
| Aoacommon, Joan | ELIGIBLE | Submitted By | Daetwyler, Dean |
| Aoaccomon, Vinnie | ELIGIBLE | Loan Status | Pending |
| Loan Risk Evaluation | ACCEPT | | |
| Borrower Risk Evaluation | | | |
| Aoacommon, Joan | ACCEPT | | |
| Aoaccomon, Vinnie | ACCEPT | | |
| Lender Name | | | |
| Lender Tax Id | | | |
| USDA Assigned Branch Nb | r 001 | | |
| Lender Loan Number | | | |
| Application ID Number | 19834 | | |

The second portion displayed of the "Underwriting Recommendation" summarizes Rural Development's requirements (property, income, loan, and borrower) for eligibility.

There are three options:

* **ELIGIBLE:** The loan meets all Rural Development Guarantee Loan Program guidelines. The lender must insure the accuracy of all data used to render the GUS decision.

* **INELIGIBLE:** Loans receiving this recommendation do not meet certain Rural Development eligibility requirements. Reasons for an ineligible recommendation may include but are not limited to:

- Input data states the borrower(s) will not occupy the home as their primary residence (Declarations)
- Lack of documentation noted under the Permanent Resident Alien page
- The property is located in a mapped ineligible area. Nationwide, various designations exist in areas affected by hurricanes and/or areas delegated by congressional authority.

* UNABLE TO DETERMINE: One

or more of the property, income, loan, or borrower determinations were unable to be determined. Typical reasons for this recommendation include but are not limited to:

- Insufficient address information to determine the property is in an eligible area.
- New Construction properties have a higher occurrence of "Unable to Determine" due to electronically unmapped areas.
- The public property and income website is offline.

MESSAGES DELIVERED BY GUS DIFFER FROM THAT OF OTHER AUTOMATED UNDERWRITING SYSTEMS.

UNDERWRITING SUMMARY

| Underwriting Recommendation: ACCEPT / ELIGIBLE | | | | | | |
|---|----------|------------------|-----------------|--|--|--|
| Property Eligibility | Eligible | Primary Borrower | Aoacommon, Joan | | | |
| Income Eligibility | Eligible | | | | | |
| Loan Eligibility | ELIGIBLE | Submission Type | Preliminary | | | |
| Borrower Eligibility for: | | Submission Date | 07/01/2008 | | | |
| Aoacommon, Joan | ELIGIBLE | Submitted By | Daetwyler, Dean | | | |
| Aoaccomon, Vinnie | ELIGIBLE | Loan Status | Pending | | | |
| Loan Risk Evaluation | ACCEPT | | | | | |
| Borrower Risk Evaluation | | | | | | |
| Aoacommon, Joan | ACCEPT | | | | | |
| Aoaccomon, Vinnie | ACCEPT | | | | | |
| Aoaccomon, Vinnie ACCEPT Lender Name Lender Tax Id USDA Assigned Branch Nbr 001 Lender Loan Number Application ID Number 19834 | | | | | | |

Loans that receive a recommendation of "ACCEPT/INELIGIBLE" may still be eligible for USDA Rural Development. To achieve eligibility status, the lender must analyze the findings report and determine the reason(s) for the ineligibility. Next the lender can determine if it can be resolved in a manner complying with USDA Rural Development requirements.

If the *income* portion of the property and income eligibility interface is offline, the user will be *unable* to do a *final* underwriting submission and transfer the file to USDA Rural Development, until the site returns online.

The cumulative recommendation of Property, Income, Loan, and Borrower Eligibility represents the second portion of the "Underwriting Recommendation."

2. "Property Eligibility" confirms if the property submitted as collateral for the loan request falls within an eligible lending area.

Users are encouraged to contact their local USDA Rural Development representative when property determinations are INELIGIBLE or UNABLE TO DETERMINE. When determined to be eligible, both of the recommendations can be overwritten during the approval process by Rural Development.

- "Income Eligibility" confirms the income recorded for the borrower(s) meets USDA Rural Development guidelines.
- 4. "Loan Eligibility" confirms if the loan request meets USDA Rural Development criteria.
- "Borrower Eligibility" will be listed separately for each borrower. Borrower eligibility confirms if each borrower meets USDA Rural Development criteria.
- 6. "Loan Risk Evaluation" confirms that the data submitted to GUS appears to satisfy USDA Rural Development's credit risk and capacity assessment criteria.
- "Borrower Risk Evaluation" is determined separately for each borrower. GUS will evaluate each borrower(s) based upon the data submitted and determine if each borrower satisfies the credit risk assessment criteria.

UNDERWRITING SUMMARY

| Underwriting Recommendation: ACCEPT / ELIGIBLE | | | | | |
|--|----------|------------------|-----------------|--|--|
| Property Eligibility | Eligible | Primary Borrower | Aoacommon, Joan | | |
| Income Eligibility | Eligible | | | | |
| Loan Eligibility | ELIGIBLE | Submission Type | Preliminary | | |
| Borrower Eligibility for: | | Submission Date | 07/01/2008 | | |
| Aoacommon, Joan | ELIGIBLE | Submitted By | Daetwyler, Dean | | |
| Aoaccomon, Vinnie | ELIGIBLE | Loan Status | Pending | | |
| Loan Risk Evaluation | ACCEPT | | | | |
| Borrower Risk Evaluation | | | | | |
| Aoacommon, Joan | ACCEPT | | | | |
| Aoaccomon, Vinnie | ACCEPT | | | | |
| Lender Name | | | | | |
| Lender Tax Id | | | | | |
| USDA Assigned Branch Nbr 001 | | | | | |
| Lender Loan Number | | | | | |
| Application ID Number | 19834 | | | | |

It is <u>not</u> uncommon to see the "Borrower Risk Evaluation" of more than one applicant vary. One Borrower may be "Accept" and one may be "Refer." GUS will consider these individual risk evaluations for the "Underwriting Recommendation."

- 8. "Primary Borrower" is listed.
- 9. "Submission Type" listed may be one of two types:

* **Preliminary:** The Underwriting Recommendation is preliminary. The GUS application has <u>not</u> been submitted to Rural Development for Loan Note Guarantee consideration. The <u>lender</u> maintains full access and control of the GUS application. Rural Development may only view the data input by the lender.

* Final: The lender has successfully submitted the GUS application to Rural Development and is requesting a conditional commitment for loan note guarantee prior to closing the loan. The lender is locked out of the GUS application, and no changes may be made to a final submission. USDA Rural Development can process the lender's request for conditional commitment for loan note guarantee. USDA Rural Development may only view the GUS application pages completed by the lender and are unable to change any of the lender certified data.

- 10. "Submission Date" reflects the last date the application was submitted to GUS.
- 11. "Submitted By" identifies who performed the most recent submission.
- 12. "Loan Status" will remain "Pending."

UNDERWRITING SUMMARY

| Underwriting Recon | Underwriting Recommendation: ACCEPT / ELIGIBLE | | | | |
|---------------------------|--|------------------|-----------------|--|--|
| Property Eligibility | Eligible | Primary Borrower | Aoacommon, Joan | | |
| Income Eligibility | Eligible | | | | |
| Loan Eligibility | ELIGIBLE | Submission Type | Preliminary | | |
| Borrower Eligibility for: | | Submission Date | 07/01/2008 | | |
| Aoacommon, Joan | ELIGIBLE | Submitted By | Daetwyler, Dean | | |
| Aoaccomon, Vinnie | ELIGIBLE | Loan Status | Pending | | |
| Loan Risk Evaluation | ACCEPT | | | | |
| Borrower Risk Evaluation | | | | | |
| Aoacommon, Joan | ACCEPT | | | | |
| Aoaccomon, Vinnie | ACCEPT | | | | |
| | | | | | |
| Lender Name | | | | | |
| Lender Tax Id | | | | | |
| USDA Assigned Branch Nk | or 001 | | | | |
| Lender Loan Number | | | | | |
| Application ID Number | 19834 | | | | |

| MORTGAGE | INFORMAT | ΓΙΟΝ | | | |
|-----------------|--------------|--------------------|------------|-------------------------|-------------|
| LTV | 99.7217% | | | Note Rate | 6.0% |
| PITI Ratio | 21.5207% | Monthly PITI | \$957.67 | Loan Type | RHS |
| | | Other Monthly Debt | \$208.00 | Loan Term | 360 |
| TD Ratio | 26.1948% | Total Monthly Debt | \$1,165.67 | Amortization Type | Fixed |
| Loan Amount | \$109,693.88 | | | Loan Purpose | Purchase |
| Sales Price | \$105,000.00 | | | Refinance Purpose | N/A |
| Appraised Value | \$110,000.00 | | | Payment Shock | 12.6671% |
| Monthly MCC | \$0.00 | | | Cash Reserves | \$25,541.00 |
| 2-1 Buy Down | No | | | Months of Cash Reserves | 26 |

- 13. "Lender Name" will be listed.
- 14. "Lender Tax ID" will be listed.
- 15. "USDA Assigned Branch Nbr" will display based upon the information entered by the user.
- 16. "Lender Loan Number" will be assigned by the lender prior to a Final submission.
- 17. "Application ID Number" is randomly assigned by GUS.

- 18. "LTV" is populated based upon the loan amount and appraised value data input into GUS.
- 19. "PITI Ratio" (Principal, Interest, Taxes, and Insurance), is calculated based on loan request. The calculated PITI appears under "Monthly PITI."
- 20. "TD Ratio" (Total Debt), is calculated based upon loan amount and liabilities to be included in the underwriting recommendation. The total of all monthly debts (excluding PITI) is listed under "Other Monthly Debt." The PITI and other monthly debts are combined to calculate the "Total Monthly Debt." These figures can quickly assist lenders and underwriters to confirm calculations to ensure data is true, accurate, and complete.
- 21. "Loan Amount" confirms the loan requested on the "Loan Terms" page.
- 22. "Sales Price" confirms the sales price as captured on the "Transaction Details" page.
- 23. "Appraised Value" represents the appraised value taken from the "Additional Data" page.
- 24. "2-1 Buy Down" confirms if a buydown exists, as recorded on the "Additional Data" page.

| MORTGAGE | INFORMAT | ΓΙΟΝ | | | |
|-----------------|--------------|--------------------|------------|-------------------------|-------------|
| LTV | 99.7217% | | | Note Rate | 6.0% |
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| Loan Amount | \$109,693.88 | | | Loan Purpose | Purchase |
| Sales Price | \$105,000.00 | | | Refinance Purpose | N/A |
| Appraised Value | \$110,000.00 | | | Payment Shock | 12.6671% |
| Monthly MCC | \$0.00 | | | Cash Reserves | \$25,541.00 |
| 2-1 Buy Down | No | | | Months of Cash Reserves | 26 |

PROPERTY INFORMATION

Property Address 106 Lori Ann Drive, Carrier Mills, IL 62917

Subject property is located in an eligible area.

PROPERTY ELIGIBILITY FINDINGS

1. There were no property eligibility findings issued.

- 25. "Note Rate" captures the data input on the "Loan Terms" page.
- 26. "Loan Type" will default to "RHS."
- 27. "Loan Term" will default to "360."
- 28. "Amortization Type" will default to "Fixed."
- 29. "Loan Purpose" confirms data input on the "Loan Terms" page.
- 30. "Refinance Purpose" will populate if the "Loan Purpose" is "Refinance", and the proper purpose is selected on the "Loan Terms" page. This example is for a "Purchase."
- 31. "Payment Shock" is calculated based on the current rent or housing expenses compared to the proposed PITI. Payment shock in excess of 100% and an underwriting recommendation other than ACCEPT, will represent a risk layer in GUS.
- 32. "Cash Reserves" are calculated based on the funds needed to close less assets available.
- 33. "Months of Cash Reserves" are calculated based on the amount of assets available after considering funds to close, divided by the monthly proposed PITI. Cash reserves can represent a strong compensating factor in the credit and risk evaluation by GUS.
- 34. The "Property Information" section confirms the property address and notes the appropriate property eligibility determination message. There are three possible determinations:
 - Subject property <u>is</u> located in an eligible area.
 - Subject property is located in an <u>ineligible</u> area.
 - System <u>unable to determine</u> property eligibility based on current property information.
- 35. "Property Eligibility Findings" will display a message appropriate to the determination.

ELIGIBLE:

"There was no property eligibility findings issued."

INELIGIBLE:

"The property is not located in a designated rural area. Please contact your local Rural Development Office on property eligibility issues."

| INCOME ELIGIBILITY | |
|--|---------------|
| County | Saline |
| Metropolitan Area (MSA) | Saline County |
| Number of People in Household | 4 |
| Is Loan Applicant or Co-Applicant age 62 or older? | No |
| Annual Medical Expenses | \$0.00 |
| Medical Care Deductions | \$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 |
| Annual Allowable Child Deduction | \$960.00 |
| Are there any Disabled Persons living in the household? | No |
| Annual Disability Expenses | \$0.00 |
| Total Household Income | \$51,000.00 |
| Allowable Adjustments | \$6,160.00 |
| Adjusted Household Income (Round to nearest \$10) | \$44,840.00 |
| Maximum Allowable Adjusted Household Income | \$70,750.00 |
| Applicants are eligible based on income criteria. | |

INCOME ELIGIBILITY FINDINGS

1. There were no household income eligibility findings issued.

LOAN/APPLICANT ELIGIBILITY

Loan Eligibility Finding(s) ELIGIBLE

There were no loan eligibility findings issued.

Eligibility Finding(s) For Aoacommon, Joan ELIGIBLE

I. There is no eligibility finding for Aoacommon, Joan

Eligibility Finding(s) For Aoaccomon, Vinnie ELIGIBLE

1. There is no eligibility finding for Acaccomon, Vinnie

UNABLE TO DETERMINE:

"GUS is not able to determine property eligibility based on the address input in the system. Please contact your local Rural Development Office for assistance with property eligibility determinations."

- 36. The "Income Eligibility" section confirms data from the "Eligibility" page. Lenders should review the data outlined to ensure accurate data entry.
- 37. An income eligibility determination message will be listed at the bottom of this section. There are two potential messages:
 - Applicants are eligible based on income criteria.
 - Applicants are ineligible based on income criteria.

If the income eligibility site is temporarily unavailable, GUS will default to the "Underwriting Findings Report" without a recommendation. A new preliminary underwriting submission must be attempted when the eligibility website returns online.

38. The "Income Eligibility Findings" section will display the appropriate message. There are two potential messages:

ELIGIBLE:

"There were no household income eligibility findings issued."

INELIGIBLE:

"The applicant's Adjusted Household Income exceeds the maximum limit for the family size indicated in the County and State where the property is located."

- The "Loan/Applicant Eligibility" section of GUS will display findings that confirm overall program eligibility specific to:
 - The loan parameters
 - Each individual applicant

Lenders should review this section carefully as it may list specific eligibility factors identified by GUS that directly contributed to the "Underwriting Recommendation" message portion regarding eligibility (Eligible, Ineligible, or Unable to Determine.) LOAN/APPLICANT ELIGIBILITY

Loan Eligibility Finding(s)

1. There were no loan eligibility findings issued

Eligibility Finding(s) For Firstimer, Alice

NELICIFIE 1. 103 - The borrower Firstmer, Alice is not a US citizen and the application does not indicate that the borrower is a permanent resident alien or that the borrower has provided any of the acceptable inmigration documents. Borrower may not be eligible for assistance. 2. 102 - The subject property will not be the primary residence for borrower Firstmer, Alice. Regulations require that the property be the primary residence of all borrowers on the loan. 3. 101 - The borrower Firstmer, Alice is indicated by declaration on their application that they are debarred from conducting business with the federal government. (Contac your local Rural Development office for more details).

LOAN/APPLICANT RISK

Loan Risk Finding(s)

12

1. There were no loan risk findings issued.

Risk Finding(s) For Aoacommon, Joan 1. There is no risk finding for Acacommon, Joan

Risk Finding(s) For Aoaccomon, Vinnie

1. There is no risk finding for Abaccomon, Vinnie

LOAN/APPLICANT RISK

Lonn Risk Finding(s)
1. 3021 - Loan is not able to be scored by the scorecard. Loan must be fully underwritten for credit and capacity according to RD guidelines.
2. 307 - Borrower has very high payment shock because there are no current housing expenses listed on the application. Application has other layered risks identified by CUS Loan should be manually underwritten to determine high payment shock and undigitable versus and an undigitable versus and the fully underwritten by CuS Loan should be manually underwritten to determine high payment shock and undigitable versus and the fully underwritten by CuS Decause the torrower Creationnon, Partick has institliced credit data evaluational Mortgage Credit Report (NTMCR) may be used as a substitute for borrower and history with traditional credit grantors, or to supplement a RMCR or MINCR. It an in-file is from only one repository, an RMCR or MINCR is required. Loan must be inhandly underwritten.

1.311-Borrow Casomina, Patrick 1.311-Borrow Casomina, Patrick has insufficient credit data evaluate torough automation. A Merged, Tri-Merged, or Mult-Merged (MMCR) or a Resistential Mortgage Credit Report (MMCR) on the borrower must be obtained. A Non-Traditional Mortgage Credit Report (NTMCR) may be used as a substitute for borrowers without a credit history with traditional credit grantors, or to supplement a RMCR of MMCR. If an in-tile is from only one repository, an RMCR or NTMCR is required. This Ioan must be manually underwritten.

LENDER'S REQUIRED CONDITIONS

Prior To Final Submission 1. 624 - Lender must obtain documentation to support income for eligibility and repayment purposes. All sources of income must be validated by the under writer. Refer to 1800 333 (e) and applicable Administrative Nutces for further guidance. Make certain that the eligibility income for the household is updated in the Eligibility section of GUS to reflect verified family household income. Eligibility income may be different than repayment income entered in the application.

This example displays a "Loan/Applicant Eligibility" result that lists various potential Eligibility findings.

Results will vary per applicant.

40. The "Loan/Applicant Risk" section of GUS will list any risk findings specific to:

- The loan parameters .
- Each individual applicant •

Lenders should review this section carefully as it may list specific risk factors identified by GUS that directly contributed to the "Underwriting Recommendation."

The example displays a "Loan/Applicant Risk" result that lists potential Risk findings.

Results will vary per applicant.

- 41. The "Lender's Required Conditions" specifically state what steps the lender must take to complete the file "Prior To":
 - **Final Submission** .
 - **Conditional Commitment** .
 - Closing
 - Guarantee •

The "Lender's Required Conditions" encompass any "findings" identified during the loan evaluation analysis performed by GUS, regarding the credit, capacity, and collateral of the loan application. Lenders should carefully review each finding requirement to ensure true, accurate, and complete data. Each condition should be addressed in the lender's permanent loan file.

- trior To Closing

 607 Certify that the loan's interest rate does not exceed the maximum limits as defined in RD Instruction 1980-D, Section 1980.320.
 602 Certify loan is in a first len position undess the loan is for a subsequent loan to an existing borrower or there is a transfer and
 606 Certify water and waterwaste disposal system if applicable, have been approved by a State or local agency.
 506 Certify water and waterwaste disposal systems if applicable, have been approved by a State or local agency.
 506 Certify that inspection requirements of 1980.341(b)(1) are met.

Prior To Guarantee

FIG: To Guarance evidence of sale of the real property being sold and the amount of the Net Equity the bor 1. 522 - Document evidence of sale of the net property being sold and the amount of the Net Equity the bor 2. 610 - Certify that all the requirements of RD instruction 1990 - 0 have been met and that all the requirement the Attachment to form RD 1980-103 have been satisfied. corrower received from the sale of the real property. nents listed on the Conditional Commitment (Form RD 1980-18

RURAL DEVELOPMENT'S REQUIRED CONDITIONS

Prior To Final Submission 1. There are no USDA required conditions prior to final submission.

- Prior To Conditional Commitment
- e action in accordance with RD Instruction 1900-D based on the declared relationship of Acacommon, Joan in order to mitigate the potential

- PTIOF 10 Contratuent a communication
 1, 507 Take appropriate action in accordance with RD Instruction 1900-D based on the declared relationship of Acacommon
 conflict of interest, if possible.
 2, 625 Agency must complete review of the appraisal of the subject property and ensure compliance to Agency guidelines.
 3, 626 Agency must complete review property eligibility and verify property is located in an eligible rural area.
 4, 629 Agency must complete review in accordance with RD Instruction 1940-O
 5, 627 Ensure Lender provided ether a Faxed, imaged, copy, or Crignal RD Form 1980-21 with all Borrowers signatures.

5. b27-circuit Prior To Closing 4. There are no USDA required conditions prior to closing.

- Prior To Guarantee
 1. 628 Ensure that lender has provided an original or copy of executed RD Form 1980-21 signed by all borrowers

- 42. Lender messages identify the components of GUS results. Lenders can review these results to learn how to process, restructure, and validate the loan. Lenders can quickly complete the documentation of their loan file by using the findings report messages appropriately.
- 43. Each condition message has a sequential number assigned, followed by the designated message number. In the example there are 9 conditions that need to be addressed "Prior to Conditional Commitment."
- 44. Each condition message has a unique number assigned to it. For example, condition "555" corresponds to the message "One or more liabilities was/were marked as Paid by Close in the application, Lender must obtain documentation that the account(s) was/were paid in full at or before loan closing. The liability may not be paid with loan funds. This message also identified the accounts that correspond to this message.

Lenders are responsible for documenting and/or certifying in their permanent lender casefile, that all conditions have been met. Approved lender status, compliance review results, and potential future loss claims could be compromised with misrepresentation of data.

Example of potential "Prior to Closing" messages.

Example of potential "Prior to Guarantee" messages.

45. "Rural Development's Required Conditions" displays the conditions that USDA Rural Development must document and/or execute to process the GUS conditional commitment for loan note guarantee.

GUS UNDERWRITING ANALYSIS REPORT

PROPERTY INFORMATION

| Property Address | 106 Lori Ann Drive, Carrie |
|--------------------------|----------------------------|
| Property Appraised Value | \$110,000.00 |
| Sales Price | \$105,000.00 |
| Purchase is | Existing |
| Site Value | \$18,000.00 |
| Type of Construction | On Site |

| rive, Carrier Mills, IL 62917 | Estate Held In |
|-------------------------------|--------------------------|
| | RHS Thermal Indicator |
| | HUD Compliance Indicator |
| | Property Type |
| | |
| | |

Fee Simple

Detached Housing

Yes

PROPERTY INFORMATION

| Property Address | 106 Lori Ann Drive, Carrier Mills, IL 62917 | Estate Held In | Fee Simple |
|--------------------------|---|--------------------------|------------------|
| Property Appraised Value | \$110,000.00 | RHS Thermal Indicator | |
| Sales Price | \$105,000.00 | HUD Compliance Indicator | Yes |
| Purchase is | Existing | Property Type | Detached Housing |
| Site Value | \$18,000.00 | | |
| Type of Construction | On Site | | |

REPAYMENT INCOME

| | Aoacommon, Joan | Aoaccomon, Vinnie |
|------------------------|-----------------|-------------------|
| Base Employment Income | \$2,200.00 | \$1,750.00 |
| Overtime | \$0.00 | \$0.00 |
| Bonuses | \$0.00 | \$0.00 |
| Commission | \$0.00 | \$0.00 |
| Dividends/Interest | \$0.00 | \$0.00 |
| Other Income | \$500.00 | \$0.00 |
| Net Rental Income | \$0.00 | \$0.00 |
| Total Repayment In | come \$4,450. | .00 |

46. The second portion of the "Underwriting Report" is the "GUS Underwriting Analysis Report." This report contains key information used in determining the recommendation including property, loan, borrower information, as well as calculations.

The "Property Information" section reviews data entry fields that were entered into GUS.

- 47. "Property Address" captures data from the "Eligibility" page.
- 48. "Property Appraised Value" comes from the "Additional Data" page.
- 49. "Sales Price" is from the "Transaction Details" page.
- 50. "Purchase (type) is" from the "Loan Terms" page.
- 51. "Site Value" is from the "Additional Data" page.
- 52. "Type of Construction" is from the "Additional Data" page.
- 53. "Estate Held In" is from the "Loan Terms" page.
- 54. "RHS Thermal Indicator" will auto populate if this field is required from data entered on the "Additional Data" page.
- 55. "HUD Compliance Indicator" will auto populate if this field is required from data entered on the "Additional Data" page.
- 56. "Property Type" is from the "Additional Data" page.

If upon review, any of these fields indicate incorrect data, return to the GUS application pages, correct the necessary fields and resubmit to GUS for an updated Underwriting Recommendation.

57. "Repayment Income" details data input from the "Income and Expenses" page.

Repayment income may vary from eligibility income.

EXPENSES

Housing Expenses

| | Current | Proposed |
|------------------------------------|----------|----------|
| Rent | \$850.00 | |
| First Mortgage (P&I) | \$0.00 | \$657.67 |
| Other Financing (P&I) | \$0.00 | \$0.00 |
| Hazard Insurance | \$0.00 | \$50.00 |
| Real Estate Taxes | \$0.00 | \$250.00 |
| Homeowner Association Dues | \$0.00 | \$0.00 |
| Other | \$0.00 | \$0.00 |
| Less Monthly Mortgage Credit Cert. | | (\$0.00) |
| Total Housing Expenses | \$850.00 | \$957.67 |

Other Expenses

| Additional Expenses | \$0.00 |
|--|-------------|
| Alterations, Improvements, Repairs (included in loan amount) | \$0.00 |
| Liabilities | \$46,073.00 |
| Liability Payments | \$820.00 |

FUNDS

| Funds Required | \$3.00 | Debts to Be Paid by Close | \$3.00 |
|-----------------------|-------------|---------------------------|-------------|
| Subordinate Financing | \$0.00 | Net Cash to Borrower | \$0.00 |
| Available | \$25,544.00 | Cash Reserves | \$25,541.00 |
| Cash Back | \$0.00 | Months of Cash Reserves | 26 |
| | | | |

The "Expenses" section outlines the total "Housing Expenses" and "Other Expenses."

- 58. "Housing Expenses" are from the "Income and Expenses" page.
- 59. "Other Expenses" are calculated from the data entered manually or auto populated from the credit report on the "Asset and Liabilities" page. The outstanding balance of all liabilities is calculated, and the total amount of monthly payments for the liabilities.

The "Funds" section will calculate the funds needed to close as well as the funds available, as entered into GUS.

- 60. "Funds Required" calculates the amount of funds needed at closing based upon the data entered on the loan application.
- 61. "Subordinate Financing" will confirm any financing, subordinate to the guaranteed loan, if entered on the "Transaction Details" page.
- 62. "Available" is the sum of all eligible assets entered into GUS 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 "Assets and Liabilities" page.
- 63. "Cash Back" is calculated on the "Transaction Details" page. Any portion of loan funds is not eligible as cash back to the borrower(s). Borrower(s) may be returned any fees paid outside of closing (POC)(i.e. credit report fee, application fee, appraisal fee, first year of homeowner's insurance premium, earnest money deposits, etc.) which are representative of an eligible loan purpose.
- 64. "Debts to Be Paid by Close" is the sum of all liabilities marked "Paid by Close" on the

CREDIT REPORT

Aoacommon, Joan

| Credit Report Status | Complete |
|---|---------------|
| Provider Name/Number of Request | CIBMS / 051 |
| Credit Report Type | Joint / New |
| Reference Number | 18442282 |
| Date Issued | 07/01/2008 |
| Date Last Updated | 07/01/2008 |
| To View/Print credit report click here: | CREDIT REPORT |
| | |

Aoaccomon, Vinnie

| Credit Report Status | Complete |
|---|---------------|
| Provider Name/Number of Request | CIBMS / 051 |
| Credit Report Type | Joint / New |
| Reference Number | 18442282 |
| Date Issued | 07/01/2008 |
| Date Last Updated | 07/01/2008 |
| To View/Print credit report click here: | CREDIT REPORT |

"Assets and Liabilities" page.

- 65. "Net Cash to Borrower" represents the total costs less loan amount. Refer to "Cash Back" above, to confirm if net cash is eligible to be returned to borrower(s).
- 66. "Cash Reserves" represents the cash available, less funds required.
- 67. "Months of Cash Reserves" is the amount of cash reserves available divided by the proposed PITI.

The third section of the "Underwriting Report" is the "Credit Report" section. This report summarizes key statistics from the issued credit report.

- 68. A "Credit Report Status" of "Complete" signifies a complete credit report is associated with the borrower(s) loan application. "Error" or "Out of Scope" would indicate an error occurred in the credit request **or** critical data within the application has been modified since the last underwriting request, thereby requiring a new credit request.
- 69. "Provider Name" lists the credit provider and their assigned branch number.
- 70. "Credit Report Type" confirms if the report is an "Individual," "Joint," "New" or "Reissued" report.
- 71. "Reference Number" displays the credit file number associated with the request. For reissued credit, the reference number of the initial credit report will be utilized to reissue the report.
- 72. "Date Issued" reports the date of the credit report.
- 73. "Date Last Updated" displays an updated date, if any changes had been made to this credit report.
- 74. "To View/Print credit report click here" offers a link to view and print the credit report.
- 75. Click on <u>"CREDIT REPORT"</u> to access the credit report.

| CSD 600 SAW MILL RD. | | REPORT ID: 18442282 Page 1 of 5 ISSUED: 07/01/08 |
|--------------------------------------|------------------|---|
| WEST HAVEN, CT (TEL. (203) 931-2 | 06516 2050 | Merged Report |
| Prepared for: USI | DA1 | Date: 07/01/08 |
| USDA MISMO TEST (| CODE | Loan Number: |
| 600 SAW MILL RD | | Requested By: Analyst: |
| WEST HAVEN, CT OG | 6516 | Repository Source: TU, EXP, EQX |
| F | Borrower | + Co-Borrower+ |
| Name: JOAN AOACON | MMON | Name: VINNIE AOACCOMON |
| Address: 1406 WHI | ITEFIELD | Address: 1406 WHITEFIELD |
| NORMAL, | IL 61761 | NORMAL, IL 61761 |
| 51nce: | Status: | Since: Status: |
| 55#: 291-44-9258 | Age: | 35#: 529-47-4757 Age: |
| Marital Status: | | Marital Status: |
| rubioAer: irsi y | | Employer: IESI A |
| Position: & TESTE | 7 R | Position: A TESTER |
| Hired: Sen: | | Hired: Sen: |
| Verified: N | On: | Verified: N On: |
| Comment: | | Comment: |
| | Former | Former |
| Address: | | Address: |
| From: | To: | IFrom: To: |
| Employer: TEST A | | Employer: ARGO DATA |
| | | DALLAS, TX |
| Position: A TESTE | ER | Position: PROGRAMMER |
| Hired: Sep: | | Hired: Sep: |
| Verified: N | On: | Verified: N On: |
| Comment: | | Comment: |
| | | |
| | | CREDIT HISTORY |
| | | |
| | | |
| The following credit score | e, as obtained l | by the credit agency selected by the user, was used as the indicator score: |
| Borrower C | Credit Score | Credit Repository |
| Aoacommon, Joan 6 | 348 | EQUIFAX |
| Aoaccomon, Vinnie 6 | 603 | TRANS UNION |
| | | |
| | | |
| | | |

PREVIOUS NEXT PRINT CLOSE

Example of the credit report is displayed.

- 76. The FICO indicator scores that were utilized in the GUS recommendation and the associated Credit Repository are displayed for each borrower.
- 77. At the footer of the "Findings Report" the following options are available:
 - "Return" to the previous GUS page.
 - "Next" to advance to the "Request Forms" page.
 - "Print" the GUS Findings and Underwriting Report.
 - "Close" to exit the findings report.

Lenders are required to print the <u>Final</u> "GUS Underwriting Findings Report" and retain in their permanent lender casefile for future compliance reviews.

FINAL SUBMISSION

Once the underwriter has verified all loan documentation, GUS data, and the Underwriting Findings Report, they may complete a final underwriting and loan submission to Rural Development.



Once an underwriter has reviewed and confirmed the data entered into GUS and is ready to make a final underwriting submission to USDA Rural Development for a conditional commitment for loan note guarantee, the lender may utilize the "Validate Application" feature to confirm all required data elements are complete.

1. Click on "Validate Application."

A "Submit Application Errors" pop up box 2. will appear. This example confirms no errors are found and a final underwriting submission may occur.

Errors Associated with Specific Pages:

No Errors Found

Close

Print

| | | 0 | Close | Print |
|------------------------|-----------------|--------|-------|--|
| Errors Associated with | Specific Pages: | | | |
| Page Association | Borrower | PRELIM | FNL | Description of Error |
| Submit Application | Jones, Samantha | Y | Y | Current Credit Report required. |
| Income and Expenses | | Y | Y | At least one borrower / co-borrower must have some income. |
| Transaction Details | | Y | Y | Purchase Price must be entered when Purpose of Loan is not refinance |
| | | | Υ | Sum of (Estimated Prepaid Items + Estimated Closing Costs + Funding Fee, Guarantee Fee + Discount) must be at least 2.0% of Loan Amount |
| | | | Y | Application Taken By must be selected. |
| | | | Y | Date of Interview must be entered. |
| | | | Y | Interviewer Name must be entered. |
| | | | Y | Name of Interviewer's Employer must be entered. |



Request Credit / Underwriting

Select Request You Would Like to Submit: Request Final Underwriting and Submission to Rural Development If data is incomplete, a "Submit Application Error" page will display defining incomplete data items.

The errors associated with the specific page location will be displayed and if the error is applicable to a preliminary submission and/or final submission.

GUS will indicate the application page where the error is located. Users can print the "Submit Application Errors" page to review and correct each error.

3. Click on "Credit / Underwriting" to request a "Final Underwriting" submission.

 Select "Request Final Underwriting and Submission to Rural Development."
 Click on "Submit."

¥

| Microsoft Internet Explorer You 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. OK | 6. A verification pop up will appear requesting the user to confirm the final submission is the action requested and the contact information provided is correct. Click on"OK" to proceed with the final submission. |
|---|--|
| 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? | The "Confirm Submission" pop up will appear to request that the user confirm and certify that the GUS application is true and accurate. Misrepresentation of GUS application data can lead to serious consequences. Click on "YES" to proceed with the final submission. |
| Request Credit / Underwriting | 9. A confirmation message will appear at the top of the "Request Credit / Underwriting" page to alert the user that the final underwriting request and submission to Rural Development is in process. |
| GUS UNDERWRITING FINDINGS REPORT The underwriting findings for the final submission should be printed by the lender and are the official findings that the lender must conform to. 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. UNDERWRITING SUMMARY Underwriting Recommendation: ACCEPT / ELIGIBLE Property Eligibility Eligible Primary Borrower Cuecommon, Darlene Income Eligibility Borrower Eligibility Eligible Submission Date 07.07.2008 Cuacommon, Darliene Eligible Loan Risk Evaluation ACCEPT Borrower Eligibility Eligible Loan Risk Evaluation ACCEPT Cuacommon, Darliene Eligible Loan Risk Evaluation ACCEPT Cuacommon, Darliene Eligible Loan Risk Evaluation ACCEPT | The "GUS Underwriting Findings Report" confirms that a final underwriting request and submission have been successfully completed. |

The underwriting findings for the final submission should be printed by the lender and are the official findings that the lender must conform to. 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. 11. Verbiage appears at the top of a Final Submission which alerts the user to print and utilize these findings in preparing the lender permanent casefile. The application is locked from modification by the user with a final submission.

If changes need to be made to a final submit GUS loan application, lenders can contact their Rural Development representatives and request that the loan be released back to the lender. The lender can make corrections/updates and perform a new final underwriting request and submission to Rural Development.



≻GUS User Guide∢

Section 3 → Entering a Refinance Loan

ENTERING A REFINANCE LOAN

The following guidance demonstrates how to create a refinance loan in GUS, specifically the data fields associated with a refinance loan. Users should follow the GUS guide "Entering a Purchase Loan" to complete all remaining data fields.

LOAN TERMS: REFINANCE

| | | | | | | 1 | | |
|-------------------|-----------------|--------------------------------------|------------------------------------|---------------------------|------------|-----------------------------|-------|-------|
| 15 | 51 | Borrower Name Bracommon, Lisa | 987654321 | Application ID N 19843 | umber | | USDA | |
| Guarumiered Chain | inuriling Joken | | | | Lender Inf | formation Property Inform | ation | Rural |
| Eligibility | | * = Required to Save Page, P = Requi | ired for Preliminary Submission, F | Required for Final Su | ibmission | | | 1 |
| Loan Term | ns | Type of Mortgage ar | id Terms of Loan | | | | | |
| Borrower | | Mortgage Applied for | RHS | | | | | |
| Employm | | Loan Amount 🥙 😌 | \$101,859.30 | | | | | |
| Income ar | nd Expenses | Interest Rate(%) 🥙 | 6.0000% | | | | | |
| Assets an | | No. of Months (*) | 360 | | | | | |
| Transactio | on Details | Amortization Type | Fixed | | | | | |
| | | Lender Information | | | | | | |
| Validate A | | Lender Loan Number (*) | 987654321 | _ | | | | |
| Credit / Ur | nderwriting | USUA Assigned Branch Nor | 001 Branch List | | | | | |
| | | Lender Name | | | | | | |
| Request F | Forms | Property Information an | d Purpose of Loan | | | | | |
| Loss List | | Property Address | 106 Lori Ann Drive | | | | | |
| 01101100 | | 0 h . • | | | | | | |
| 005 058 | rouide | City- | Carrier Mills | | | | | _ |
| | | State/County/MSAV2ip * | Illinois | Saline | ~ | Saline County | 62917 | |
| | | Number of Units | 1 | | | | | |
| | | PREVIOUS | | 1415 | | EANGEL | | |
| | | | | | | | | |
| | | | | | | | | |
| _ | | | | | | | | - |
| | | | | | - | | | |
| | IV | De ot Mo | rtgage | and | lei | ms of I | Loan | |
| | | | | | | | | |
| | | | | | | | | |
| | Mort | taaae Appli | ed for | | | | | |
| | WOI | igage Appli | cullor | IR | HS | | | |
| | | | | | | | | |
| | Loop | n Amount ^{(F} | " 👩 | C- | 102.3 | 73 74 | | |
| _ | | | | | | 1.1.1.4 | | |
| | LUai | Anount | | Ψ | .02,0 | | | |
| _ | LUai | Amount | (P) | v | 102,0 | | | |
| | Inter | rest Rate(% | a) (P) | 6 | 0000 | 1% | | |

Streamline Refinance transactions are not eligible to be processed through GUS. Please submit a full manual case file to your local Rural Development office when requesting this type of refinance transaction in order to secure a Conditional Commitment from Rural Development.

1. At the "Loan Terms" page enter the **total** "Loan Amount."

"Loan Amount" for a <u>No Cash Out Other</u> refinance may include the principal balance of the loan, the refinance guarantee fee, accrued interest, lender closing costs, and lender fees. With this option *a new appraisal will be required* to confirm the refinance loan request is fully secured. No existing home inspections are required.

The example displays a total loan amount of \$102,373.74. This represents a principal loan balance of \$99,822.10, the Guarantee Fee of \$1,023.74, and eligible closing costs of \$1,527.90.

2. Enter the "Interest Rate." The interest rate cannot exceed the interest rate of the loan being refinanced.

| Borrowser Name Lender Loan Number Application ID Number USDA Bracommon, Lisa 12345678 Lender Loan Number ************************************ | Rural | |
|---|---------|---|
| Construction of the sector of the secto | Rural | ^ |
| Lender Lader View Lender Loan Number ⁴⁷ 12345678 Loan Terms USDA Assigned Branch Ner 005 Branch List Borrower Lender Name INXTONAL CITY MORTGAGE Emcloyment Property Information and Purpose of Loan | Develop | |
| Eligibility Lender Loan Number ** 12345878 Loan Terms USDA Assigned Branch Narr 005 Branch List Borrower Lender Name IULTIONAL CITY MORTGAGE Employment Property Information and Purpose of Loan | | ^ |
| Loan Terms USDA Assigned Branch Narr Ops Dranch List Borrower Lender Name IULTIONAL CITY MORTGAGE Employment Property Information and Purpose of Loan | | |
| Darrower Lender Name ILLITOTAL CITY MORTGAGE Employment Property Information and Purpose of Loan | | |
| Employment Property Information and Purpose of Loan | | |
| | | |
| Income and Expenses Property Address * 106 Lori Ann Drive | | |
| Assets and Liabilities | | |
| Transaction Details City* Carrier Mills | | |
| Additional Data State/County/MSA/Zip* Illinois V Saline V Saline County V 62917 | | |
| Validate Application Number of Units | | |
| Credit / Underwriting | _ | |
| View Findings Purpose of Loan *** Refinance * View Findings Purpose of Refinancing No Cost Oct Other ** | | |
| Request Forms (Streamined refinance bransactions can no longer be processed in OUS. When requesting this type of assistance please submit a full case file to your local Rural Development office for review | | |
| Loan List Refinancing Type Guaranteed Loan | | |
| GUS User Guide Occupancy Primary Residence V | | |
| Estate Held In (*) Fee Simple 🛩 | | |
| Expiration Date | | |
| | | ~ |
| PREVIOUS KEET BATE CLOSE CANCEL | | |

| Purpose of Loan ^(P) | Refinance |
|--------------------------------|---|
| Purpose of Refinancing | No Cash Out Other v (Streamlined refinance transactions can no longer be processed in GUS. When requesting this |
| | type of assistance please submit a full case file to your local Rural Development office for review.) |
| Refinancing Type | Guaranteed Loan |

- 3. Select "Refinance" for the "Purpose of Loan."
- The "Purpose of Refinancing" field will be auto-populated to "No Cash Out Other" and is not accessible for change. Streamlined refinance requests are not accepted through Gus.
 - <u>No Cash Out Other</u>: Accrued interest, the refinance guarantee fee, lender closing costs and fees can be included in the loan in addition to the principal loan balance.
- 5. Select the "Refinancing Type." Options include:
 - Direct to Guaranteed Loan (Refinancing a Rural Development Section 502 Direct Loan with a Guaranteed Loan).
 - Guaranteed Loan (Refinancing an existing Guaranteed Loan with a Guaranteed Loan)

ASSETS AND LIABILITIES: REFINANCE



1. From the "Assets and Liabilities" page, click on "REO Property Information" to enter the property information regarding the borrower's current residence.

| REO Properties — | |
|----------------------|----------------------------------|
| Property Owner | Bracommon, Lisa 💌 |
| Property Indicator | Refinance of Current Residence 💌 |
| Property Disposition | Retained 🖌 |
| Property Type | Single Family 🖌 |
| - Property Address | |
| Street Address | 106 Lori Ann Drive |
| | |
| City | Carrier Mills |
| State/Zip | Illinois 🔽 62917 |
| | |

| BACK | | | (| SAVE | | CLOSE | CANCEL |
|---------------------------|------------------------------|---------------------------|---------------------------|----------------------------|--------------------|----------------------------|---------------|
| | Borrower Nam Bracommon, L | e Lender I Jsa 987654 | Loan Number 321 | Application ID Nu 19843 | mber As | sets Liabilities Expen | |
| Eligibility Loan Terms | REO Pro | perty Information | form the Credit () Inden | ention page | | | <u>^</u> |
| Employment | Mortgage L | iabilities (HELOC, I | Mortgage) | annañ haña: | | | |
| Income and Expenses | Paid Omit by | Account Owner | Liability Type | Balance | Monthly Payment | Creditor Name | Notes |
| Assets and Liabilities | Close | Bracommon, Lisa | Mortgage Loan | \$101,859.30 | \$905.00 | XYZ Mortgage | current ente |
| Transaction Details | | Select One | Select One | \$0.00 | \$0.00 | | St St |
| Validate Application | | Select One | Select One | \$0.00 | \$0.00 | | St St |
| Credit/Underwriting | Insert M | Nore Mortgage Liabilities | | Delet | te All Mortgage | Liabilities | |
| View Findings | Other Liabil | ities | | | | | |
| Request Forms | Paid | | | | | Monthly | |
| Loan List | Omit by Close | Account Owner | Liability T | Type | Balance | Payment Cre | editor Name N |
| GUS User Guide | | Bracommon, Lisa 💌 | Installment | ۷ | \$19,418.00 | \$500.00 TOYO | TA MOTOR CREE |
| | ۲. | · | | | | | > |
| | PREVIOUS | | | | CLOBE | CANCEL | |

| Mortgage L | iabilities (HELOC, | Mortgage) | | | | | |
|--------------------------|--------------------|-----------------|--------------|--------------------|---------------|--------------|------|
| Paid Omit by Close | Account Owner | Liability Type | Balance | Monthly Payment | Creditor Name | Notes | |
| | Bracommon, Lisa 💌 | Mortgage Loan 💌 | \$101,859.30 | \$905.00 | XYZ Mortgage | current mtg. | = 10 |

- 2. At the "REO Property Information" page, select the "Property Owner."
- 3. Select "Refinance of Current Residence" at the "Property Indicator."
- 4. Select "Retained" at "Property Disposition."
- 5. Select the "Property Type." Options include:
 - Commercial Non Residential
 - Condominium
 - Cooperative
 - Farm
 - Home and Business
 - Land
 - Manufactured Mobile Home
 - Mixed Use Residential
 - Multifamily More than Four
 - Single Family
 - Townhouse
 - Two to Four Unit Property
- 6. Enter the "Property Address."
- 7. Click on "Back" to return to the "Asset and Liabilities" page.

At the "Asset and Liabilities" page the "Mortgage Liabilities" data fields extend beyond the users viewable screen. Users should utilize the scroll bar located at the bottom of the GUS page to access all data fields beyond the viewable screen.

Once the REO page is populated, the following steps display each portion of the "Mortgage Liabilities" section.

| Ν | lort | gage L | iabilities (HELOC, N | /lortgage) | | | | | |
|---|------|---------------------|----------------------|-----------------|--------------|--------------------|---------------|--------------|---|
| ¢ | Omit | Paid by Close | Account Owner | Liability Type | Balance | Monthly Payment | Creditor Name | Notes | |
| L | ~ | | Bracommon, Lisa 💌 | Mortgage Loan 💌 | \$101,859.30 | \$905.00 | XYZ Mortgage | current mtg. | • |

Notes

current mtg.

- 8. Check "Omit" beside the mortgage liability, since this is the subject of the refinance.
- 9. Select the "Account Owner."
- 10. Select the "Liability Type." Options include:
 - HELOC
 - Mortgage Loan
- 11. Enter the "Balance."
- 12. Enter the "Monthly Payment."
- 13. Enter the "Creditor Name."
- 14. Enter "Notes" to document the loan file (optional field for the lender).
- 15. Select the property for this liability from "Select Property." Properties are available for selection once entered in "REO Property Information."

FRANSACTION DETAILS: REFINANCE

Select Property 😌

106 Lori Ann Drive , Carrier Mills, Illinois 62917 🔽

| a. Purchase Price | \$0.00 |
|--|--------------|
| b. Alterations, improvements, repairs | \$0.00 |
| c. Land (if acquired separately) | \$0.00 |
| d. Refinance Amount | \$99,822.10 |
| e. Estimated prepaid items | \$0.00 |
| f. Estimated closing costs | \$1,527.90 |
| g. Funding Fee, Guarantee Fee | \$1,023.74 |
| h. Discount (if Borrower will pay) | \$0.00 |
| i. Total Costs (add items a through h) | \$102,373.74 |
| j. Subordinate Financing | \$0.00 |
| k. Borrower's closing costs paid by seller | \$0.00 |
| I. Other Credits (sum of Other Credits below) | \$0.00 |
| m. Loan Amount (exclude Funding Fee, Guarantee Fee financed) | \$101,350.00 |
| n. Funding Fee, Guarantee Fee financed 😮 | \$1,023.74 |
| o. Loan Amount (add m & n) | \$102,373.74 |
| p. Cash from/to Borrower (Subtract j, k, I & o from i) | \$0.00 |

1. On the "Transaction Details" page, enter the "Refinance Amount," "d."

The example displays only the principal balance. Other refinance transactions may include accrued interest in this data field.

- 2. Enter "Estimated prepaid items," "e."
- 3. Enter "Estimated closing costs," "f."
- 4. "Funding Fee, Guarantee Fee," "g," will automatically populate based upon the "Loan Amount" entered on the "Loan Terms" page and is a protected field.
- 5. Enter "Discount" points the borrower may pay "h." Low-income applicants are eligible to finance discount points not to exceed two percentage points of the loan amount.
- 6. Enter "Subordinate Financing" if applicable "j."
- 7. Item "k" is not applicable to refinance transactions.
- Enter any portion of the "Funding Fee, Guarantee Fee financed" into the loan, "n." If the entire guarantee fee is included in the loan, the entry for "n" should match "g."
- 9. "Loan Amount," "o" will populate and be protected based on information entered on the "Loan Terms" page.
- 10. "Cash from/to borrower" will populate and be protected.

Creditor Name

XYZ Mortgage

| als/ | Borrower Name Lender Loan Number Bracommon, Lisa 907654321 | Application 19843 | ID Number | USDA |
|----------------------------------|---|-----------------------|------------------------------------|---|
| Guaranteed Underscritting System | | | Detail Declarati | on Government Development |
| Eligibility | Declarations | | | <u>^</u> |
| Loan Terms | (Answer the questions below for the borrower and co-borro explanation in the space provided.) | wer(s) (if any). If y | ou answer "Yes" to any of the que: | stions "a" through "I", please provide an |
| Borrower | | Applicant's Name | Response | If Yes, Explanation |
| Employment | a. Are there any outstanding judgments against | Bracommon, | 0 | |
| Income and Expenses | you? ^(P) | Lisa | Yes ♥No | |
| Assets and Liabilities | b. Have you been declared bankrupt within the past 7 years? ^(P) | Bracommon, Lisa | O _{Yes} ⊙ _{N0} | |
| Transaction Details | c. Have you had property foreclosed upon or | Bracommon | | |
| Additional Data | given title or deed in lieu thereof in the last 7 years? (*) | Lisa | ⊖ Yes [®] No | |
| Validate Application | d. Are you a party to a lawsuit? 🥙 | Bracommon, Lisa | ⊙ _{Yes} ⊙ _{No} | |
| Credit/Underwriting | e. Have you directly or indirectly been obligated | Bracommon | | |
| View Findings | on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure or judgment? (P) | Lisa | ⊖Yes [⊙] No | |
| Request Forms | f. Are you presently delinquent or in default on | Bracommon | | |
| Loan List | financial obligation bond, or loan guarantee? | Lisa | OYes ⊙No | |
| GUS User Guide | g. Are you obligated to pay alimony, child support, or separate maintenance? ^(P) | Bracommon, Lisa | O Yes ⊛N0 | |
| | h. Is any part of the down payment borrowed? (*) | Bracommon, Lisa | O Yes ⊙ _{N0} | _ |
| | PREVIOUS | 5410 | CLOBE CANCEL | |

Bracommon,

Bracommon,

Lisa Bracommon, Lisa

Lisa

⊙_{Yes} O_{No}

Principal Residence 🔽

~

Solely By Yourself

 At "Declarations" on the "Transaction Details" page, select the correct response for each "Declaration" question. Declaration question "m" should be completed for the current residence.

m. Have you had an ownership interest in a

(1) What type of property did you own?

(2) How did you hold title to the home?

property in the last 3 years? (P)

| Erscomm gradaty | mon, Lisa 987654321 et ls Save Pags, P = Required for Preliminant ional Data innal Data icie Appraised Value ⁰⁷ ♥ et d Ste Value ⁰⁷ ♥ et credit Centification (MCC) Type ⁰ | 50.00 \$101,950,00 \$12,000,00 \$12,000,00 \$12,000,00 \$10,051 \$0.00 \$30,00 \$10,000 \$1 | 9843 Additional Data Buedo guited for Final Submission | m Requirements Born | OSDA Burge |
|---|--|---|--|--------------------------|---------------|
| Addition | In Sever Page, P. = Required for Palimitat fornal Data rical Data (ce / Appraised Value ^(P) (Comparison of Site Value ^(P) (| y Submission, F = Requ \$0.00 \$101,350.00 \$12,000.00 \$12,000.00 \$0.00 \$30.00 \$30.00 | Additional Data Baado | en i Resultements i Borr | ower Burge |
| gibility - Request an Terms Addition innover Addition notioner Sales Piroperty / sets and Liabilities Estimated ansattion Details Deeling T ditional Data Mortgage aldate Application Project Ty del/ Underwitting Structure tw Findings Purchase | de bare spa, r.e. Receive fir Parimane ional Data nice (Appraised Value ⁰⁷ € d Ster Value ⁰⁷ € d Ster Value ⁰⁷ € to Ster Value ⁰⁷ € c Creat Certification (MCC) Type | 50 00 \$101,350.00 \$12,000.00 0n Site \$0.00 Soliet One | gained for Final Submission | | |
| san Termis Addition mover Addition moloyment Sales Pric come and Expenses Property / seeds and Lubalities seeds and Lubalities Viol register Viol register V | Ional Data inal Data Appraised Value ⁰⁷ ♥ ind Site Value ⁰⁷ ♥ ed Set Value ⁰⁷ ♥ e Credit Centrication (MCC) Type ¹⁰ | \$0.00 \$101,350.00 \$12,000.00 On Site \$0.00 Select One | v | | |
| errower Addition mployment Sales Pric come and Expenses Property A sets and Liabilities Satismated Sales Sales Satismated Satismated Sales Satismated Satisma | nal Data ice / Appraised Value ^(P) ● ied Ste Value ^(P) ● ied Ste Condominium) I Type ^(P) e Credit Certification (MCC) Type | \$0.00 \$101,350.00 \$12,000.00 On Site \$0.00 Select One | v | | |
| Indigeneration of the second s | ice (Appraised Value ^(P) ● id Ste Value ^(P) ● (ied for Condominium) Type ^(P) e Credit Certification (MCC) poe | \$0.00 \$101,350.00 \$12,000.00 On Site \$0.00 Select One | × | | |
| An example of the second secon | r Appraised Value ^(P) ed Site Value ^(P) ived for Condominium) Type ^(P) le Credit Certrication (MCC) Type | \$101,350.00 \$12,000.00 On Site \$0.00 Select One | ~ | | |
| In the second se | ed Site Value (^{P)}) ired for Condominium) i Type (^{P)} ie Credit Certification (MCC) Type | \$12,000.00 On Site \$0.00 Select One | × | | |
| Transaction Details Unveiling T Unditional Data Mortgage Adidate Application Project Ty Credit/Underwriting Structure Aew Findings Purchase | Type (*) e Credit Certification (MCC) Type | On Site \$0.00 Select One | ~ | | |
| dditional Data Mortgage /alidate Application Project Ty Credit/Underwriting Structure Aew Findings Purchase | e Credit Certification (MCC) Type | \$0.00 Select One | | | |
| /alidate Application Project Ty Credit / Underwriting Structure New Findings Purchase | Туре | Select One | | | |
| Anw Findings Structure | | 0.000 | v | | |
| New Findings Purchase | е Туре 🤨 | Detached Housin | ing 💌 | | |
| | e is ^(P) | Existing 💌 | | | |
| Request Forms Property in never occ | is less than 12 months old and ccupied | | | | |
| oan List | 100 | | | | |
| US User Guide (Interest Ra | Rate of last year of Buydown must equa | al Note Rate) | | | |
| Third Part | arty Contributor | Select One | ~ | | |
| Start Rate | te Percent (Year 1) | | | | |

| Property Appraised Value (P) 🕄 | \$101,350.00 |
|---|--------------|
| Estimated Site Value ^(F) 3 (Not required for Condominium) | \$12,000.00 |

- 1. At the "Additional Data" page, enter "Property Appraised Value." Enter the appraised value from the new appraisal.
- 2. Enter the "Estimated Site Value." Enter the site value listed on the appraisal.

| Guide User USER GUIDE TPO [20382 | | | | |
|--|---|---|--|--------------|
| | | Anton | ul Data I. Burdson I. Becamements I. Bor | Bural |
| instance of Direct states of Directioners strengt a store Direct Direct | | | NAME I SHOWING I DESCRIPTION FOR | Delangering |
| There is the article of the second se | | | | |
| Start Bate Percent (Year 1) | | | | |
| Interest Rate Year 2 | | | | |
| Interest Rate Year 3 | | | | |
| Insert More Buydown Years | | | | |
| Duration Months 0 | | | | |
| Buydown Permanent Indicator | | | | |
| (Check Papples) | | | | |
| Requirements Checks | | | | |
| Eriter any that apply) | | | | |
| Are all RHS thermal and site standards in compliance? | | | Switch One Int | |
| For existing dwellings, are current requirements of HUD Handbook 4150. | 2 and 4905 1 Standa | ards met? | Yes Yes The CAURS service in the | the when the |
| Borrower application page is saved, you can retrieve the CAV/RS number utilizing on 1) Call the CAV/RS service trictups GUS by clicking on the "Get CAV/RS functer" 5 2) Access the HUD CAV/RS website directly by selecting "Access CAV/RS (Website manual: antimed is the CAV/RS functer black below. | ne of the following option button for each someware if hypertax. The CANRS | iti number retriever | id in this manner must be | |
| Borrower Name CAIVRS Number (F) | Access CANS | LS Website | | |
| Guide, User A330211684 Get CAVVID Number | | | | |
| Additional Borrower Information | Table of a line of | | | |
| Do you have a relationship with any Rural Development employee? | Applicant's name | fin Relationshi | se | |
| the one a seterant | Outre User | 0 | | |
| And you a remain an | Guide Use | U Yes C. | NO | |
| Are you asabled? | Guide, User | O Yes @1 | No | |
| Are you debarred from doing business with the federal government? | Guide User | O Yes O ; | No | |
| | Interest Rate Year 3 Interest Rate Xear 3 Interest | Interest Rate Year 2 Interest Rate Year 2 Interest Rate Year 3 Interest | | |

3. "Requirement Checks" data fields that are active require completion.


≻GUS User Guide∢

Section 4 → Entering a New Construction Loan

ENTERING A NEW CONSTRUCTION LOAN

The following guidance demonstrates how to input a new construction loan utilizing GUS. New construction, as defined by Rural Development, involves the granting of a long term mortgage to replace an interim land purchase contract/loan or the funding to complete the construction of a new residence. The purchase of a completed spec home is considered a purchase loan/new. This guidance is not for purchase new loans. It is intended to assist the user in completing the necessary data items involving a "to be built" construction proposal. Users should follow the GUS guide "Entering a Purchase Loan" to complete the remaining data fields.

LOAN TERMS: NEW CONSTRUCTION



| - Property Address Street Address City State/Zip | 106 Lori Ann Drive Carrier Mills Illinois | 6. | Enter the "Property Address" of the REO property. |
|--|---|----------|--|
| - Financial Informa Present Market Value Amt of Mortgage Lier | tion 9 \$15,000.00 18 \$15,000.00 | 7. 8. | Enter the "Present Market Value." Enter the "Amount of Mortgage Liens." |
| BACK | BAVE CLOBE CANCEL | 9. | Click the "Back" button to return to the "Asset and Liabilities" page. |

ASSETS AND LIABILITIES: NEW CONSTRUCTION

| Mortgage Liabilities (HELOC, Mortgage) | | | | |
|--|---------------|----------------------|-------------------------|----------------------|
| Paid Omit by Close | Account Ow | ner Liability T | ype Balance | e Monthly Payment |
| | Cyacommon, Lo | olly 🔽 🛛 Mortgage Lo | oan 💌 💲 \$15,000.00 | \$250.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Creditor N | lame No | tes | Select Propert | y 9 |
| XYZ Mortgage | lot loan | 📑 106 Lori / | Ann Drive , Carrier Mil | ls, Illinois 62917 🔽 |

- As applicable, if a REO Property is identified and will be included in the new construction guaranteed loan request, or will be paid by close, check the "Omit" box. Users can document the omission of this type of liability through the HUD-1 Settlement Statement provided at closing or similar supporting documentation.
- 2. Select the "Account Owner."
- 3. Select the "Liability Type," options include:
 - HELOC
 - Mortgage Loan
- 4. Enter the "Balance."
- 5. Enter the "Monthly Payment."
- 6. Enter the "Creditor Name."
- 7. Enter "Notes" to document the file.
- 8. Select the property associated with this mortgage liability. Properties will be available for selection once entered in "REO Property Information."

TRANSACTION DETAILS: NEW CONSTRUCTION

| a. Purchase Price | \$95,500.00 |
|--|--------------|
| b. Alterations, improvements, repairs | \$0.00 |
| c. Land (if acquired separately) | \$15,000.00 |
| d. Refinance Amount | \$0.00 |
| e. Estimated prepaid items | \$0.00 |
| f. Estimated closing costs | \$0.00 |
| g. Funding Fee, Guarantee Fee | \$3,937.50 |
| h. Discount (if Borrower will pay) | \$0.00 |
| i. Total Costs (add items a through h) | \$114,437.50 |
| j. Subordinate Financing | \$0.00 |
| k. Borrower's closing costs paid by seller | \$0.00 |
| I. Other Credits (sum of Other Credits below) | \$500.00 |
| m. Loan Amount (exclude Funding Fee, Guarantee Fee financed) | \$108,601.04 |
| n. Funding Fee, Guarantee Fee financed 😮 | \$3,898.96 |
| o. Loan Amount (add m & n) | \$112,500.00 |
| p. Cash from/to Borrower (Subtract j, k, I & o from i) | \$1,437.50 |

| m. Have you had an ownership interest in a property in the last 3 years? ^(P) | Amacommon, Louis | ⊙ _{Yes} O _{No} |
|--|---------------------|----------------------------------|
| (1) What type of property did you own? | Amacommon, Louis | Investment Property 🔽 |
| (2) How did you hold title to the home? | Amacommon, Louis | Solely By Yourself 💌 |

- 1. Enter the "Purchase Price," "a."
- 2. Enter the cost of "Alterations, improvements, repairs" if applicable, "b."
- 4. Enter the cost of "Land" if acquired separately, "c."
- 5. Enter "Estimated prepaid items," "e."
- 6. Enter "Estimated closing costs," "f."
- 7. The "Funding Fee, Guarantee Fee," "g," will be automatically populated based on the "Loan Amount" entered on the "Loan Terms" page. This field can not be changed as it is locked.
- 8. Enter "Discount" points the borrower may be paying, "h."

Total costs will calculate based upon the entries in fields a through h.

- 9. Enter "Subordinate Financing" if applicable, "j."
- 10. Enter "Borrowers closing costs paid by the seller," "k." Do not duplicate costs recorded under "Other Credits" following the "Details of Transaction."
- 11. "Other Credits," "1," will populate if any additional credits are entered below the "Details of Transaction" section in the "Other Credits" section.
- 12. "Loan Amount," "m," is populated and protected.
- 13. If any portion of the guarantee fee will be financed into the loan, enter that portion, "n." If the entire guarantee fee will be financed the entry for "n" should match "g."
- 14. "Loan Amount," "o," will populate and be protected based upon information entered on the "Loan Terms" page.
- 15. "Cash from/to Borrower" will populate and be protected.
- 16. As applicable, at the "Declarations" section users must complete item "m" to reflect ownership of land or other property previously owned, including type of property and title.

ADDITIONAL DATA: NEW CONSTRUCTION

| Additional Data | | 1. | At the Additional Data page, select "New" for "Purchase is." |
|---|--------------------|----|--|
| Additional Data | | | Select the indicator box for "Property is less than 12 months old and never occupied." |
| Sales Price | \$115,000.00 | | |
| Property Appraised Value ^(P) 3 | \$120,000.00 | | |
| Estimated Site Value ^(F) 3 (Not required for Condominium) | \$10,000.00 | | |
| Dwelling Type ^(P) | On Site 🔽 | | |
| Mortgage Credit Certification (MCC) | \$0.00 | | |
| Project Type | Select One 🛛 👻 | | |
| Structure Type ^(F) | Detached Housing ⊻ | | |
| Purchase is ^(P) | New 💌 | | |
| Property is less than 12 months old and never occupied | | | |
| | | | |
| Requirements Checks (Enter any that apply) Are all RHS thermal and site standards in compliance? ^(F) | Yes 🗸 | 3. | "Are all RHS thermal and site standards in compliance?" Select the appropriate response options include: |
| For existing dwellings, are current requirements of HUD Handbook 4150.2 and 4905.1 Standards met? | | | De Clasing |

- For existing dwellings, are current requirements of HUD Handbook 4150.2 and 4905.1 Standards met?
- response, options include:
 - By Closing •
 - Escrow •
 - No
 - Yes •



≻GUS User Guide∢

Section 5 → Issuing Credit

ISSUING CREDIT

A credit report must be available within GUS for each borrower and co-borrower on a loan that is submitted for an underwriting recommendation. Users may order a new credit report or reissue an existing credit report. When entering a new application, users must complete the 'Eligibility," "Loan Terms," and "Borrower" pages to successfully save the application prior to requesting a credit report. Once a credit report is retrieved in GUS it remains available except when the following occurs: 1.) When overwritten by a subsequent credit request. 2.) The user changes critical borrower data, such as borrower's name (including middle initials) or Social Security Number.

~

Request Credit / Underwriting

Select Request You Would Like to Submit:

Select One Select One

Request Credit Report

Request Credit Report and Underwriting Only (Preliminary Underwriting for pre-approval) Request Underwriting Only (Preliminary Underwriting for pre-approval) Request Final Underwriting and Submission to Rural Development

- 5. Select "Credit / Underwriting" from the GUS Navigation Menu.
- 6. The options available display. The "Credit/Underwriting" page has two available options to retrieve credit reports. Options include:
 - <u>Request Credit Report:</u> A new or reissued credit report may be requested.
 - <u>Request Credit Report and</u> <u>Underwriting Only (Preliminary</u> <u>Underwriting for pre-approval)</u>: Users may request a new or reissued credit report *and* retrieve a preliminary GUS Underwriting Recommendation.

auto populate the liabilities from the credit report." to auto populate the liabilities into the liabilities portion of the "Assets and

The auto populate feature reduces data entry errors and ensures accurate data is submitted to

GUS and represented by the lender.

Liabilities" page.

REQUEST NEW CREDIT REPORT

| Request Credit / Underwriting | To request a new credit report, once the user |
|---|--|
| Select Request You Would Like to Submit | selects the request type, GUS will dynamicall |
| Request Credit Report | display the appropriate data fields necessary t |
| Complete items Below Before Submitting the Request for Credit Report | complete the request. |
| To order new credit, select "New". To reissue credit, enter the reference number. | A user may order new credit or reissued credi |
| Joint 🚱 🛛 Borrower 🛛 New Reference Number 😌 Credit Status | from this screen. |
| 🔲 Bracommon, Lisa 🔲 Unknown | |
| Service Provider* CIBMS (051) | |
| Account Number* | |
| визилт | |
| | |
| Check to auto populate the liabilities from the credit rep | ort. 7. GUS can copy liabilities directly from the credit report to the "Assets and Liability" |

Section 5 → Issuing Credit

Joint Example

| To order ne | ew credit, se | lect"New". Ti | o reissu | e credit, enter the reference numb | er. | |
|-------------|---------------|---------------|----------|------------------------------------|---------------|---------|
| Joint 🕄 | Borr | ower | New | Reference Number 😯 | Credit Status | |
| | Aoacomm | on, Joan | ~ | |] | |
| | Aoacomm | on, Vinnie | ✓ | | | |
| Service P | Provider * | FIS_Trans | Chicago | Test (905) | * | |
| Account N | Number * | 200820082 | 008 | | Password * | ******* |
| SUBM | пт | | | | | |

Individual Example

| To order new credit, select "New". To reissue credit, enter the reference number. | | | | | |
|---|-----------------|--------------------|---------------|--|--|
| Joint 🕄 🛛 Borro | wer New | Reference Number 🕄 | Credit Status | | |
| Bracomm | on, Lisa 🛛 🛛 | | | | |
| Service Provider * | FIS_TransChicaç | ~ | | | |
| Account Number * 200820082008 | | Password * | | | |
| SUBMIT | | | | | |

Your credit report request is being processed, please wait..

Lenders must apply due diligence when entering and reviewing the documentation in the loan file. Potentially derogatory or contradictory information *that is NOt part of the data submitted to GUS* or any erroneous information in the data submitted to GUS would justify additional investigation by the lender and the lender's underwriter.

Misrepresentation of loan data may adversely affect lender eligibility, lender compliance reviews, and potential future loss claims.

- 8. Check "Joint" for each borrower to order a joint credit report. No more than two borrowers may be selected for a joint credit report. (See "Additional Credit Tips" for more information.)
- 9. Check "New" for each borrower to order a new credit report.
- 10. Select a credit provider from the "Service Provider" dropdown box. The Service Provider list mirrors the providers noted at FannieMae.com:
- https://www.efanniemae.com/sf/refmaterials/creditproviders/index.jsp
- 11. Enter the user "Account Number."
- 12. Enter the user "Password."
- 13. Click on "Submit."

If users do not know their credit account number and password, they should contact the credit provider.

Error messages returned in the request for credit displayed represents an error from the service provider. **NOT GUS.** The user must contact their service provider for assistance.

14. A processing message will display at the top of the "Credit/Underwriting" page to confirm the credit report request is being processed.

CREDIT REPORT

Aoacommon, Joan

| Credit Report Status | Complete |
|---|---------------|
| Provider Name/Number of Request | CIBMS / 051 |
| Credit Report Type | Joint / New |
| Reference Number | 18372553 |
| Date Issued | 06/12/2008 |
| Date Last Updated | 06/12/2008 |
| To View/Print credit report click here: | CREDIT REPORT |

Aoacommon, Vinnie

| Credit Report Status | Complete | |
|---|---------------|--|
| Provider Name/Number of Request | CIBMS / 051 | |
| Credit Report Type | Joint / New | |
| Reference Number | 18372553 | |
| Date Issued | 06/12/2008 | |
| Date Last Updated | 06/12/2008 | |
| To View/Print credit report click here: | CREDIT REPORT | |

| CSD 600 SAW MILL RD. WEST HAVEN, CT 06516 TEL. (203) 931-2050 | REPORT ID: 18372553 Page 1 of 5 ISSUED: 06/12/08 Merged Report | | |
|--|--|--|--|
| Prepared for: USDA1 | Date: 06/12/08 | | |
| USDA MISMO TEST CODE | Loan Number: | | |
| 600 SAW MILL RD | Requested By: Analyst: | | |
| WEST HAVEN, CT 06516 | Repository Source: TU, EXP, EQX | | |
| Name: JOAN AOACOMMON | Name: VINNIE AOACOMMON | | |
| Address: 12 CHARM | Address: 12 CHARM | | |
| FANTASY ISLAND, IL 60750 | FANTASY ISLAND, IL 60750 | | |
| Sific 291-44-9258 Age: | SINCE: Status: | | |
| SS#: 291-44-9258 Age: | SSH: 529-47-4757 Age: | | |
| Marital Status: | Marital Status: | | |
| Employer: TEST A | Employer: FAKE JOB | | |
| Position: & TESTER | Position: | | |
| Hired: Sep: | Hird: Sep: | | |
| Verified: N On: | Verified: N On: | | |
| Comment: | Comment: | | |
| Former kddress: | Address: | | |
| From: To: | From: To: | | |
| Employer: INTERSTATE BATTERIES | Employer: TEST λ | | |
| DALLAS, TX | | | |
| Position: PRESIDENT | Position: A TESTER | | |
| Hired: Sep: | Hired: Sep: | | |
| Verified: N On: | Verified: N On: | | |
| Comment: | Comment: | | |
| CREDIT HISTORY | | | |
| E W Creditor Name Date Date Hi | gh Present Status Historical C S | | |
| C H Opened Rprtd Cr | edit R T | | |
| 0101+ | Balance Amt NOS 30 60 90 N S | | |

- 15. GUS will display confirmation that the credit report(s) was successfully retrieved.
- 16. Click on **"CREDIT REPORT"** to view and/or print the credit report(s).

Example of displayed credit report.

REQUEST REISSUED CREDIT REPORT

Users that previously obtained a three-in-file merged credit report for a loan can request a re-issue of the credit report in GUS. Users must ensure that the borrower's name(s) and Social Security Number (SSN) entered the "Borrower" page of the GUS application is an exact match of what is listed on the current credit report. Failure to input matching information will result in the need for a NEW credit report in GUS.

Joint Example

| To order new cred | To order new credit, select "New". To reissue credit, enter the reference number. | | | | |
|-------------------------------------|---|--------------------|---------------|--|--|
| Joint 🕄 🛛 🛛 | Borrower New | Reference Number 😌 | eredit Status | | |
| 🗹 Aoac | ommon, Joan 🛛 🔲 | 1G2008BF509 | | | |
| 🗹 Aoacommon, Vinnie 🗌 | | 1G2009BG608 |] | | |
| Service Provider * FIS_TransChicago | | Test (905) | ~ | | |
| Account Number * 200820082008 | | | Password * | | |
| SUBMIT | | | | | |

Individual Example

| To order new credit, se | To order new credit, select "New". To reissue credit, enter the reference number. | | | | | |
|--|---|--------------------|---------------|--|--|--|
| Joint 🕄 🛛 Borro | wer New | Reference Number 😯 | Credit Status | | | |
| Bracomm | on, Lisa 🔲 | G304FT809 | | | | |
| Service Provider * FIS_TransChicago Test (905) | | go Test (905) | ~ | | | |
| Account Number * 20082008 | | | Password * | | | |
| SUBMIT | | | | | | |

ADDITIONAL CREDIT TIPS

| Request Credit / Underwriting | | | | |
|---|---------------------|-----------------------------------|-----------------------|--|
| Select Request | You Would Like | to Submit: | | |
| Request Credit Re | port and Underwriti | ing Only (Preliminary Underwritin | g for pre-approval) 🎽 | |
| Complete items Below Before Submitting the Request for Credit Report Check to auto populate the liabilities from the credit report. To order new credit, select "New". To reissue credit, enter the reference number. | | | | |
| Joint 😯 🛛 Boi | rrower New | Reference Number 😯 | Credit Status | |
| Bracon | nmon, Lisa 🔲 | | Complete | |
| Service Provider | * CIBMS (051) | | × | |
| Account Number | * | | Password * | |
| | | | | |
| | | | | |

1. To reissue an existing credit report, enter the reference number that appears on the existing report. This number can be listed as a reissue number, reference number, or order number on the original credit report.

If users need to reissue separate credit reports for the borrower and co-borrower, enter both reference numbers.

To reissue, the user must verify the requested report type matches that of original report. Validate the report type (joint or individual).

 The remaining process follows Steps #6 -#10 of ordering new credit.

- 1. The "Credit Status" message alerts users to the status of their credit request. Credit Status" may display various messages including:
 - Unknown: No credit report(s) is available to GUS.
 - Complete: Credit report(s) is available to GUS.
 - Error: No credit report(s) is available to GUS, error has occurred, attempt to retrieve credit again.

| Microsoft Internet Explorer X Warning: Liabilities already exist for this loan application. If you continue with the auto-population of liabilities there may be duplication of liabilities OK Cancel | 2. Warning pop- the user check indicator box. this warning: Users liabil the " An earetrie popul Users should click want to auto popul If liabilities exist, I on the "Assets and duplicated. |
|--|---|
| Joint Borrower New Reference Number Credit Status Aaacommon, Joan Aaacommon, Vinnie Service Provider * CIBMS (051) Account Number * xxxxxxxxxx Password * eeee Summer Service Service Provider * CIBMS (051) Account Number * xxxxxxxxxx Password * eeee | To order a join for <u>both</u> borror reissuing credi Check "New" ordering new o Enter "Referen borrowers who No more than two for a joint request Reissued credit m the original report reissue). A joint report matic is selected for one "Reference Numb credit report for the |
| Borrower Credit Score Credit Repository Acacommon, Joan 648 EQUIFAX Acacommon, Vinnie 603 TRANS UNION | 6. In the "Credit Underwriting regarding the credit reposito |

POTENTIAL CREDIT ERRORS

GUS utilizes Fannie Mae's Credit Interface Service (CIS) to retrieve tri-merged credit reports to arrive at an underwriting recommendation. This service is only utilized as a vehicle. Credit reports are not viewable by users external to GUS. Errors experienced when retrieving credit are returned from the CIS. When credit report errors occur users should contact their credit providers as the error was not reported by GUS, but by the credit provider. GUS will report the Fannie Mae error code (111XXX format). Users should contact their credit providers with this Fannie Mae error code to expedite a resolution to the issue.

Common errors: The account number and password users received from their credit provider are invalid. The borrower(s) name and /or SSN# do not match data retrieved by the credit provider. Reissued credit report requests cannot be fulfilled due to discrepancies in borrower(s) name, SSN#, etc.

- Warning pop-up message may appear when the user checks the auto populate liabilities indicator box. Two scenarios may trigger this warning:
 - Users have manually entered liabilities or additional expenses on the "Assets and Liabilities" page.
 - An earlier credit report had been retrieved and liabilities were auto populated from that report.

Users should click on "Cancel" if they do not want to auto populate the liabilities again.

If liabilities exist, by selecting "OK" liabilities on the "Assets and Liabilities" page may be duplicated.

- To order a joint credit report, check "Joint" for <u>both</u> borrowers when ordering new or reissuing credit reports.
- 4. Check "New" for all borrowers when ordering new credit reports.
- 5. Enter "Reference Numbers" for all borrowers when reissuing credit reports.

No more than two borrowers may be selected for a joint request.

Reissued credit must be ordered exactly as the original report (i.e. joint report/joint reissue).

A joint report may not be processed if "New" is selected for one borrower, and a "Reference Number" is entered for a reissued credit report for the other borrower.

5. In the "Credit Report" section of the "GUS Underwriting Report," information regarding the borrower(s) credit score and credit repository utilized in the underwriting recommendation is displayed.

| ALS/ | Borrower Name Lender Loan Number Application ID Number USDA | | | | |
|-----------------------------------|--|--|--|--|--|
| Guarantized Endersertiling System | Contact Information Burel Developmen | | | | |
| Eligibility | * = Required to Save Page, P = Required for Preliminary Submission, F = Required for Final Submission | | | | |
| Loan Terms | Request Credit / Underwriting | | | | |
| Borrower | Error(s) returned from the credit bureau: | | | | |
| | Error: (111362) Credit Agency Error: Unspecified Please resubmit. For support, contact FIS_TRANSCHICAGO TEST. | | | | |
| Income and Expenses | Select Request You Would Like to Submit: | | | | |
| Assets and Liabilities | Request Creat Report | | | | |
| Transaction Details | Complete items Below Before Submitting the Request for Credit Report | | | | |
| Additional Data | To order new credit, select "New". To reissue credit, enter the reference number. | | | | |
| Validate Application | Joint 😌 Borrower New Reference Number 😯 Credit Status | | | | |
| Credit/Underwriting | Cxacommon, Errol 🗹 Error | | | | |
| View Findings | Service Provider * FIS_TransChicago Test (905) | | | | |
| Request Forms | Account Number* USDA0001 Password* | | | | |
| Loan List | KURNIT CONTRACTOR OF | | | | |
| GUS User Guide | Contract Information | | | | |
| | Contact information | | | | |
| | Lender Contact Name | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Request Credit / Underwriting

Error(s) returned from the credit bureau: Error: (111352) Credit Agency Error: Unspecified., Please resubmit. For supj

| | Borrower Name Guacommon Darlene | Lender Loan Number | Application ID Number | | USDA I | |
|--------------------------------|--|--------------------------------------|--|--------------------------------------|--------|-------|
| Guaranteed Conferenting System | Concommon, Damene | | Underwriting Findings Underw | ; rriting Analysis Credit Repor | | Rural |
| Eligibility | GUS UNDERWRIT | ING FINDINGS REP | ORT | | | |
| Loan Terms | There is no underwriting findings | report associated with this loan. Pl | ease order new/updated Findings Report | t from Credit / Underwriting page. | | |
| Borrower | | | | | | |
| Employment | GUS UNDERWRIT | ING ANALYSIS REP | ORT | | | |
| Income and Expenses | There is no underwriting analysi | report associated with this loan. P | lease order new/updated Analysis Repo | rt from Credit / Underwriting page. | | |
| Assets and Liabilities | | | | | | |
| Transaction Details | CREDIT REPORT | | | | | |
| Additional Data | Cuacommon, Darlen | A | | | | |
| Validate Application | Credit Report Status | | Unknown | | | |
| Credit / Underwriting | There are no credit reports assi | ciated with the borrower. Please of | rder new credit from Credit / Underwritin | g page. | | |
| View Findings | Cuacommon, Jenifer | | | | | |
| Request Forms | Credit Report Status There are no credit reports asso | ciated with the borrower. Please of | Unknown rder new credit from Credit / Underwritin | g page. | | |
| Loan List | ų | | | | | |
| GUS User Guide | | | | | | |
| | | | | | | |
| | | | | | | |
| | P109603 | - | FINT CLOSE | | | |



Example error message which appears at the top of the "Credit/Underwriting" page.

The "Credit Status" is "Error."

Notice Fannie Mae error number 111352 is listed. The user is advised to resubmit or contact the credit provider for assistance.

Once retrieved, credit reports are available to view and/or print on the "View Findings" page.

The example displays a credit report message when the "Credit Status" or "Credit Report Status" is "Unknown."

"There are no credit reports associated with the borrower. Please order new credit from the "Credit/Underwriting" page.

This message may appear if:

- Issued credit reports have expired (most credit reports expire within 180 days of the date issued.)
- Critical data has been changed, such as the borrower's name, middle initial, Date of Birth, or Social Security Number.

For joint credit reports:

If this message appears for one borrower, the user will need to re-order credit in GUS exactly as the first report was issued.

Example: A joint credit report was issued. The user changed critical data for Borrower 1. A new joint credit report must be ordered for both borrowers, as credit can not be updated for only one.

ort, contact FIS TRANSCHICAGO TEST



≻GUS User Guide∢

Section 6 → Entering REO Properties

ENTERING REO PROPERTIES

The REO (Real Estate Owned) Property Information portion of the "Assets and Liabilities" page captures real estate owned data that is associated with the application request. It is important that all housing expenses are accurately accounted for in the risk analysis and validity of the GUS underwriting recommendation.

REO PROPERTY INFORMATION

The following general data fields will be completed for all REO Property. Following the general data information, this guide will expand upon guidance for each Property Disposition type.

XX 71

| EU5 | Borrower Name Lender L Bracommon, Lisa 9876543 | Ican Number Application ID Nu Application ID Nu Application ID Nu | nder | | 1. | when real estate property is owned, click on "REO |
|---|--|---|---------------------------------|---------------------|------------|--|
| Counseled Codeworking System Eligibility | Assets and Liabilities | | Assets Liabilities Expenses | Development | | Property information located on the Assets and |
| Loan Terms | Assets | | | | | Liabilities" page. |
| Borrower | Account Owner | Asset Type Cash Val | ue If Net Equity, Select Proper | ty \varTheta 🛛 Desc | | |
| Income and Expenses | Del Bracommon, Lisa Y Saving | ng Account 🛛 💙 \$3,500.00 | Select One Select One | | | |
| Assets and Liabilities | Del Select One Select | One 90.00 | Select One | | | |
| Transaction Details | Del Select One 💌 Select | One 💌 \$0.00 | Select One | v | | |
| Validate Application | Del Select One V Select | One 90.00 | Select One | ¥ | | |
| Credit / Underwriting | Insert More Assets | _ | | | | |
| View Findings | REO Property Information | | | | | |
| Loan List | REO Property Information | | | | | |
| OUS User Guide | NOTE: Liabilities may be auto-populated fr | rom the Credit / Underwriting page. | | | | |
| | Paid | | Manthhu | × | | |
| | PATVOUS NET | | CANCEL | 2 | | |
| | | | | | | |
| | | | | _ | | |
| | | | | 1 | | |
| I | REO Prope | erty Inform | ation | | | |
| | iteo i iopi | arcy morn | adon | | | |
| | | | | | | |
| | | | | | | |
| | REUP | roperty Inform | ation | | | |
| ! ' | | | | | | |
| _ | | | | | | |
| | | | | | 2. | Select the "Property Owner" from the drop down |
| | Properties — | | | | | box. When jointly owned, select the primary |
| Property | v Öwner 🛛 🗍 | Amacommon I | ouis 🔽 | | | borrower |
| | | | | | 3 | Select the "Property Indicator" from the options |
| Property | y Indicator | Select One | • | × I | 5. | displayed |
| Dronert | v Dienosition | Select One | | | | displayed. |
| Froperty | y Dispusition (| Current Resider | се | | | |
| Property | v Type 🛛 | Refinance of Cu | rrent Residence | | | |
| | | Subject of the L | nan | | | |
| - Prope | erty Address 🖻 | 545,000 01 1110 2 | oun | | | |
| | | | | | | |
| | | | | | 1 | Select the "Property Disposition" from the options |
| | | | | | T . | |
| - REO I | Properties - | 0 | | | ч. | displayed. |
| Propert | Properties – ty Owner | Amacommo | n, Louis 💌 | | ч. | displayed. |
| Propert | Properties – ty Owner ty Indicator | Amacommo Current Res | n, Louis 💌 idence | ~ | ч. | displayed. |
| Propert Propert Propert | Properties – ty Owner ty Indicator ty Disposition | Amacommo Current Res Select One | n, Louis 💌 idence | ~ | т. | displayed. |
| Propert Propert Propert | Properties – by Owner by Indicator by Disposition by Type | Amacommo Current Res Select One Select One | n, Louis 💌 idence | | ч. | displayed. |
| Propert Propert Propert Propert | Properties – ty Owner ty Indicator ty Disposition ty Type | Amacommo Current Res Select One Select One Pending Sale | n, Louis 💌 idence | ~ | т. | displayed. |
| Propert Propert Propert Propert Propert | Properties – ty Owner ty Indicator ty Disposition ty Type erty Address | Amacommo Current Res Select One Select One Pending Sala Rental | n, Louis 🔽 idence | × | τ. | displayed. |
| Propert Propert Propert Propert Propert Street A | Properties – by Owner by Indicator by Disposition by Type erty Address Address | Amacommo Current Res Select One Select One Pending Salu Rental Retained Sold | n, Louis 🔽 idence | > | т. | displayed. |
| Propert Propert Propert Propert Propert Street A | Properties – by Owner by Indicator by Disposition by Type erty Address Address | Amacommo Current Res Select One Select One Pending Sale Rental Retained Sold | n, Louis 🔽 idence | × × | т. | displayed. |

1 1. 1

"DEO

| | | 5. Select the "Property Type" from the options |
|--|--|---|
| REO Properties - | | displayed. |
| Property Owner | Amacommon, Louis 🚩 | |
| Property Indicator | Current Residence 🛛 👻 | |
| Property Disposition | Sold 🔽 | |
| Property Type | Select One 🔽 | |
| - Property Address | s Select One | |
| Street Address | Commercial Non Residential | |
| | Cooperative | |
| City | Farm Home and Business | |
| State/Zin | Land | |
| oracorzip | Manufactured Mobile Home | |
| - Financial Informa | Multifamily More Than Four | |
| Present Market Valu | ie Single Family | |
| Amt of Mortgage Lie | Townhouse | |
| | Two to Four Chill Flopenty | |
| | | 6. Enter the "Property Address" of the property. |
| REO Properties Property Owner | Anne anne an tracia tra | |
| | Amacommon, Louis 🍟 | |
| Property indicator | Current Residence 🛛 👻 | |
| Property Disposition | Sold 😽 | |
| Property Type | Single Family 🛛 👻 | |
| - Property Address | | |
| Street Address | 100 E Main Street | |
| [| | |
| City | Harrishurg | |
| State/7in | | |
| State/Zip | Illinois 💉 62946 | |
| | | |
| - Financial Informatio | on | 7. "Financial Information" is dynamically populated |
| Present Market Value | \$0.00 | based upon the "Property Disposition" type |
| Amt of Mortgage Liens | \$0.00 | property disposition selections provided in this |
| Net Equity | so on so on | guide for clarification. |
| Gross Rental Income | \$0.00 | |
| Mortgage Payments | \$0.00 | |
| Insur Maint Taxes | \$0.00 | |
| (To override Calculated Ne column). | et Rental Income, enter amount in second | |
| Net Rental Income | \$0.00 \$0.00 | |
| Delete | | |
| | | |
| Insert More REO P | roperties | |

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PROPERTY DISPOSITION: PENDING SALE

| – REO Properties – | |
|----------------------|-----------------------|
| Property Owner | Amacommon, Louis 🔽 |
| Property Indicator | Current Residence 🛛 👻 |
| Property Disposition | Pending Sale 🔽 |
| Property Type | Single Family 🔽 |

| - Financial Information | | | | | |
|---|-------------|--------|--|--|--|
| Present Market Value | \$85,000.00 | | | | |
| Amt of Mortgage Liens | \$35,000.00 | | | | |
| (To override Calculated Net Equity, enter amount in second column). | | | | | |
| Net Equity | \$41,500.00 | \$0.00 | | | |

| (To override Calculated Net Equity, enter amount in second column). | | | |
|---|-------------|-------------|--|
| Net Equity | \$41,500.00 | \$30,000.00 | |

- 8. Click the "Back" footer button to return to the "Assets and Liabilities" page.
- 1. Select "Pending Sale" as the "Property Disposition."

Users may select "Pending Sale" if the property is under contract at the time of the loan application and it will close *on or before* the closing of the subject property.

On the "Assets/Liabilities" page users should select "Paid By Close" for mortgage liabilities defined as "Pending Sale"; otherwise GUS will include the monthly payments in the total expense ratio.

- 2. Enter the "Present Market Value" of the subject property.
- 3. Enter the "Amount of Mortgage Liens."
- 4. "Net Equity" will automatically calculate and be protected.

GUS calculates net equity on pending sales based on the following formula:

(Present Market Value X 90%) – Amt. of Mortgage Liens = net equity

GUS will calculate the net equity from the REO property information and include it in the borrower's available funds.

5. If "Net Equity" differs from the amount calculated by GUS, users may override the GUS calculation by entering the correct amount in the data field provided. Calculation of borrower's available funds will be based upon the amended "Net Equity."

Users should retain documentation to support the override calculation in their permanent loan file.

PROPERTY DISPOSITION: RENTAL PROPERTIES

| — REO Properties — | |
|----------------------|--------------------|
| Property Owner | Amacommon, Louis 💌 |
| Property Indicator | Current Residence |
| Property Disposition | Rental 🖌 |
| Property Type | Single Family 💌 |
| | |

| - Financial Information Present Market Value | \$0.00 | |
|---|---------------------|-----------------------|
| Amt of Mortgage Liens | \$0.00 | |
| (To override Calculated Net I | Equity, enter amour | nt in second column). |
| Net Equity | \$0.00 | \$0.00 |
| Gross Rental Income | \$750.00 | |
| Mortgage Payments | \$320.00 | |
| nsur Maint Taxes | \$180.00 | |
| (To override Calculated Net) column). | Rental Income, enti | er amount in second |
| Net Rental Income | \$62.50 | \$0.00 |
| Delete | | |

1. Select "Rental" as the "Property Disposition."

Repayment Income Calculation:

- 2. If there is a 24 month history of rental income enter the "Gross Rental Income."
- 3. Regardless of rental history enter the "Mortgage Payments" if applicable.
- 4. Regardless of rental history enter the "Insurance, Maintenance, and Real Estate Taxes."
- 5. "Net Rental Income" will automatically calculate and be protected. If less than a 24 month history of rental income is present then Net Rental Income will not be considered repayment income and should always be a negative number because even when no mortgage liability is associated with the property there will be tax and insurance assessments.

When a documented history of 24 months of rental income exists and the user completes the REO page, GUS calculates net rental income or loss based on the following formula:

(Gross Rental Income X 75%) – Mortgage payments - Insurance, Maintenance, Taxes = Net Rental Income (or loss)

Annual Income Calculation:

Regardless of rental history any positive net rental income (using the above calculation) must be manually added to the borrower(s) eligibility income on the "Eligibility" page in the "Net Rental" data field. Negative net rental income would be considered zero on the "Eligibility" page. When there is a 24 month history of rental income, positive or negative net rental income will automatically populate to the "Income and Expenses" page under "Net Rental" data field of the "Gross Monthly Income" section.

<u>Note:</u> Although negative net rental income is displayed on the "Income and Expenses" page of the GUS application it is treated as a recurring liability in the underwriting evaluation. Negative net rental income will not be displayed in the "Repayment Income" subsection of the GUS Underwriting

| (To override Calculated Net Rental Income, enter amount in second column). | | | | | | |
|--|---------|----------|--|--|--|--|
| Net Rental Income | \$62.50 | \$100.00 | | | | |
| Delete | | | | | | |

Findings Report but will be included in the "Mortgage Information" subsection as part of the "Other Monthly Debt" figure. The user does not need to manually enter negative net rental amounts as a liability on the "Assets and Liabilities" page.

6. Users may override the GUS calculation of "Net Rental Income" by entering a different amount in the available data field. If the user intends the amount to be zero, utilize \$0.01.

Users should retain documentation to support the override calculation in their permanent loan file.

PROPERTY DISPOSITION: RETAINED

| REO Properties — | |
|----------------------|-----------------------|
| Property Owner | Amacommon, Louis 💌 |
| Property Indicator | Current Residence 🛛 👻 |
| Property Disposition | Retained 😽 |
| Property Type | Single Family 🔽 |

1. Select "Retained" as the "Property Disposition."

"Retained" is selected if the borrower(s) will retain ownership of the property after the closing of the loan. "Retained" may be selected if the purpose of the loan is "refinance." A retained property would also apply to a second home already owned by the borrowers.

Refer to RD Instruction 1980-D, Section 1980.346 to verify regulation regarding retained home(s) eligibility. RD Instruction 1980-D is available at: http://www.rurdev.usda.gov/regs/regs/doc/1980d.doc

PROPERTY DISPOSITION: SOLD

| REO Properties | | | | | | |
|--------------------|--|--|--|--|--|--|
| Amacommon, Louis ⊻ | | | | | | |
| Current Residence | * | | | | | |
| Sold 🖌 | | | | | | |
| Single Family | * | | | | | |
| | Amacommon, Louis 💙 Current Residence Sold 💙 Single Family | | | | | |

1. Select "Sold" as the "Property Disposition."

"Sold" applies to property that, *at the time of application*, has already been sold.

Any sale proceeds would be reflected on the "Asset and Liabilities" page.

GUS will not calculate net equity for sold properties.

A mortgage(s) associated with the *sold* property should be omitted on the "Mortgage Liabilities" section of the "Asset and Liabilities" page unless the debt(s) remains owed after the sale of the property.

REO PROPERTY WITH A MORTGAGE LIABILITY

| Mortgage Liabilities (HELOC, Mortgage) | | | | | | | |
|---|--------------------|-----------------|-------------|----------|--|--|--|
| Paid Omit by Account Owner Liability Type Balance Monthly Close | | | | | | | |
| | Amacommon, Louis 🔽 | Mortgage Loan 👻 | \$85,000.00 | \$755.00 | | | |

When a "Retained" or "Pending Sale" property has an associated mortgage liability, users must ensure all current monthly debts are included in the "Mortgage Liabilities" section of the "Assets/Liabilities" page. Account for present housing expenses under the current column of the "Combined Monthly Housing Expense" of the "Income and Expenses" page.

Liabilities may be auto populated from the credit report on the "Credit / Underwriting" page or manually entered by the user on the "Asset and Liabilities" page.

Mortgage Liabilities has nine data fields available to the user. To view all data fields, users may utilize the scroll bar located at the footer of the GUS page to view all data fields left to right. Mortgage Liabilities fields include:

- 1. If the mortgage liability is not applicable to the loan application, select the "Omit" check box.
- 2. If the mortgage liability will be paid by closing, select the "Paid By Close" check box.
- 3. Select the "Account Owner." If jointly owned, utilize the primary borrower.
- 4. Select the "Liability Type," options include "Mortgage Loan" or "HELOC."
- 5. Enter the "Balance" of this liability.
- 6. Enter the "Monthly Payment." If the mortgage liability does <u>not</u> include escrows for real estate taxes, insurance, or homeowners association fees, etc. enter these manually under "Other Liabilities" (example is provided under "REO Properties without mortgage liabilities" in screens following.)
- 7. Enter the "Creditor Name."
- Enter "Notes" to document the file. (optional field for the lender) Select the appropriate property for this mortgage liability in the dropdown box "Select Property." Properties available are those properties entered on the "REO Property Information" page.

Creditor Name

XYZ Mortgage

Notes

on market

Select Property 😯

100 E Main Street , Harrisburg, Illinois 62946 🗸

REO PROPERTY WITHOUT A MORTGAGE LIABILITY

| Othe | Other Liabilities | | | | | | | |
|------|---------------------|--------------------|-----------------|---|------------|--|--|--|
| Omit | Paid by Close | Account Owner | Liability Type | | Balance | | | |
| | | Amacommon, Louis 💌 | Revolving | * | \$2,036.00 | | | |
| | | Amacommon, Louis 💌 | Taxes | * | \$1,800.00 | | | |
| | | Amacommon, Louis 💌 | Other Liability | * | \$420.00 | | | |

For properties owned that do not have an associated mortgage liability but real estate taxes, hazard insurance, and other fees continue as monthly liabilities, include this type of liability manually under "Other Liabilities" on the "Assets and Liabilities" page.

Users may utilize the GUS scroll bar located at the footer of the GUS page to view all data fields left to right.

- 1. Select the "Account Owner."
- 2. Select the "Liability Type," to record taxes, insurance, homeowner fees, etc. associated with the liability free property, options include "Taxes" and "Other Liability."
- Properties without a mortgage liability would not reflect a balance. In the balance field when the borrower incurs additional monthly expense for taxes, insurance, etc. enter the annual amount. In the example the annual balance for taxes is \$1800. "Balance" is not a required field.
- 4. Enter "Monthly Payment." In this example for taxes $1800 \div 12 = 150.00$ monthly payment.
- 5. Enter "Creditor Name"; this is a required field when a monthly payment is entered.
- 6. Enter "Notes" to document the file. (optional field for lender)

| Balance | Monthly Payment | Creditor Name | Notes |
|------------|--------------------|--------------------|---------------|
| \$2,036.00 | \$42.00 | CITI | |
| \$1,800.00 | \$150.00 | Saline Co. Taxes | r.e. taxes 📑 |
| \$420.00 | \$35.00 | Allstate Home Ins. | hazard ins. 📑 |



≻GUS User Guide∢

Section 7 → Importing A Loan Into GUS

IMPORTING A LOAN INTO GUS

Users may import a loan file from their loan origination system (LOS) into GUS for preliminary and final underwriting submission.

| Caused Calence Ting System | Guaranteed Underwriting System | | | | | | | |
|---|---|--|--|--|--|--|--|--|
| Loan Application Import New Application New Application | REPORTANT: Pop-up Blockers must be turned off or configured to allow pop-ups from this site. OUG uses a Pop-up screen to displayeror messages. | | | | | | | |
| Existing Application Authorization | Welcome to Rural Development's Guaranteed Underwriting System (GUS). | | | | | | | |
| Logoff GUS User Guide | What's New: You can now import loan data directly into GUS. Check with your local Rural Development office or the User Civide for file compatibility. | | | | | | | |
| | New User: To learn GUS, access valuable on-line training at https://usdalinc.sc.egov.usda.gov/default.asp | | | | | | | |
| | > Select Rural Housing Service, Training and Resource Library, then scroll to Guaranteed Underwriting System (GUS) | | | | | | | |
| | To Begin: Citck 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 construine 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 ED instruction 1990.D. supplemented by an Articipitative Native (AN) are met | | | | | | | |
| | Mark checkbox if you do not wish the Welcome Page to be displayed each time you sign into Cuaranteed | | | | | | | |
| | | | | | | | | |
| CUS/ | Berrower Name Lender Loan Number Application ID Number | | | | | | | |
| Loan List | Import New Application | | | | | | | |
| GUS User Guide | Request Import of New Application | | | | | | | |
| | Duplicate application may be established if user attempts to import file multiple times. | | | | | | | |
| | GUS supports either MISMO AUS Version 0.2.1 or Fannie Mae RDL Version 0.2 file formats. Import file must be in one of these formats. | | | | | | | |
| | Enter the filename or select "browse" to locate the filename of the application you would like to inport | | | | | | | |
| | Filename Browse | | | | | | | |
| | SUBMIT | | | | | | | |

Select "Import New Application" from the GUS Welcome Page / Home Page.

The "Import New Application" screen will appear.

User should review the warning messages that appear in **red**.

"Duplicate application may be established if user attempts to import file multiple times."

Once a loan file has been successfully imported, any changes must be made to the file in GUS. Changes made in the user's loan origination system (LOS) will *not* reflect in GUS. Therefore, if the user attempts to import an updated LOS file into GUS the result will be two separate loan files appearing on the GUS Loan List. This practice is discouraged and incorrect.

"GUS supports either MISMO AUS Version 3.2.1 or Fannie Mae RDL Version 3.2 file formats. Import file must be in one of these formats."

Lenders may only import LOS files that meet one of the acceptable formats.

Users may locate the LOS file they wish to import by selecting the "Browse" function.

| Enter the filename or se | ect "browse" to locate the filename of the application you would like to import. |
|--------------------------|--|
| Filename | Browse |
| SUBMIT | |

| Enter the filen Filename | ame or select " C:\Document | browse" to locate the t | filename of the ap; | olication you | u would like to import. | When the LOS file has been selected and appears in the "Filename" data field, click on "Submit." |
|--|--|--|---|--|---|--|
| Guarantee Underwird Pe EX: Ww Paroter Control (Control (Contro) (C | g System Import New A Took Indo New Application Internet New Application Internet New Application Internet New Application Internet New Application Please wait while | pplication _ Microsoft Intervet Explorer | n (D Number | | USDA WSDA | "Please wait while your request to import a loan application is processed" message will display. |
| Microsoft Inte | ernet Explorer rt Successful - Pri enting required da | r ess OK - You will be taken ata for preliminary / final s | to the Eligibility Page (ubmission. | with the Subm | Nit Application Errors Page | "Import Successful" message will display following a successful file import. |
| Guaranteed Borrower Nam Customer, Ker Data Mode One or more a compatible wit Correction ma location of fiel Change As: Borrower | Underwriting S i fied by GU attributes were h GUS format, y be made dire d in GUS. sociated Witt Page Association Loan Loan | System Data Modifier Lender Loan Number kzimport01 IS during Import initialized in GUS data valid values or amoun activ in GUS- see Pag Close h Specific Pages: Name of Attribute Changed Occupancy | d by GUS during In Application IC 20065 | e imported v adified is lis ne of Attribu Changed TO Primary Residen ce | value was not t below. ute Changed for Reason for the Change Data format invalid for GUS Data format invalid | The "Data Modified by GUS during Import" pop up box will appear <u>if</u> any data attributes contained in the imported file were modified in order to meet the parameters of the GUS system. The user should review the data fields that were changed. |
| | Loan Terms Loan Terms | Amortization Type | AdjustableRate | Fixed 360 | Vata format invalid for GUS Numeric value exceeds GUS limits | |

| 🗿 Guaranteed Underwriting System Data Modified by GUS during Import - Microsoft Internet Explorer 💦 🔲 🔀 | | | | | | | | | |
|--|---|-------------------|-----------------------|-----------------------|-------------------------------------|--|--|--|--|
| File Edit View Favorites Tools Help 🧗 | | | | | | | | | |
| 🔇 Back 👻 🕑 - 💌 📓 🏠 🔎 Search 👷 Favorites 🤣 🔗 - 😓 🗔 🛄 🦓 | | | | | | | | | |
| Address 🕘 https://gus | Address 👩 https://gus-pfix.test.sc.egov.usda.gov/aus/borrower.dr 💌 🎅 Go 🛛 Links 🎽 🍖 🔹 😏 Snagit 📑 🖉 🖉 McAfee SiteAdvisor 🔹 | | | | | | | | |
| Borrower Name | Lend | der Loan Number | Application ID Number | | | | | | |
| Customer, Ken | kzim | port01 | 20065 | | | | | | |
| | | | | | | | | | |
| Data Modified | l by GUS c | luring Import | | | | | | | |
| One or more attributes were initialized in GUS database because the imported value was not compatible with GUS format, valid values or amount ranges. Data modified is list below. Correction may be made directly in GUS- see Page Association/ Name of Attribute Changed for location of field in GUS. Close Print | | | | | | | | | |
| onange Associ | Bane | Name of Attribute | Data Rec'd Import | Changed | Peacon for the | | | | |
| Borrower | Association | Changed | File | TO | Change | | | | |
| | Loan Terms | Occupancy | Investor | Primary R esidence | Data format invalid for GUS | | | | |
| | Loan Terms | Amortization Type | AdjustableRate | Fixed | Data format invalid for GUS | | | | |
| | Loan Terms | No. of Months | 480 | 360 | Numeric value exceeds GUS limits | | | | |

| 🗿 Guaranteed Underwriting System Data Modified by GUS during Import - Microsoft Internet Explorer 💦 🔲 🔀 | | | | | | | | | |
|---|--|--|--|---|--|--|--|--|--|
| File Edit View Favorites Tools Help 🥙 | | | | | | | | | |
| 🜀 Back - 🕑 - 🖹 🛃 🏠 🔎 Search 👷 Favorites 🤣 🔗 🍃 🔂 🎇 🦓 | | | | | | | | | |
| Address 🗃 https://gus-pfix.test.sc.egov.usda.gov/aus/borrower.dr 💌 🎅 Go 🛛 Links 🎽 🌚 🗣 🔹 🧐 Snagit 😁 🖉 🖉 🖉 | | | | | | | | | |
| Len | der Loan Number | Application ID Number | | | | | | | |
| kzim | nport01 | 20065 | | | | | | | |
| | | | | | | | | | |
| d by GUS o | during Import | | | | | | | | |
| One or more attributes were initialized in GUS database because the imported value was not compatible with GUS format, valid values or amount ranges. Data modified is list below. Correction may be made directly in GUS- see Page Association/ Name of Attribute Changed for location of field in GUS. | | | | | | | | | |
| lated with S | pecific Pages: | | | | | | | | |
| Page Association | Name of Attribute Changed | Data Rec'd Import File | Changed TO | Reason for the Change | | | | | |
| Loan Terms Occupancy Investor Primary R Data format invalid for esidence GUS | | | | | | | | | |
| Loan renns | Occupancy | Investor | esidence | GUS | | | | | |
| Loan Terms | Amortization Type | AdjustableRate | esidence Fixed | GUS Data format invalid for GUS | | | | | |
| | derwriting Systematics ravorites Tools Too | terwriting System Data Modified by G avorites Tools Help avoites Tools Help ar-prix-test.sc.egov.usda.gov/aus/borrower.dk Lender Loan Number kaimport01 d by GUS during Import dutes were initialized in GUS database es or amount ranges. Data modified is a made directly in GUS- see Page Asso Clori iated With Specific Pages: Page Name of Attribute Association Corporatory | derwriting System Data Modified by GUS during Import - Micro avorkes Tools avorkes Tools avorkes Search avorkes Favorkes avorkes Search avorkes Search avorkes Favorkes avorkes Search avorkes Favorkes avorkes Help avorkes Search avorkes Search | terwriting System Data Modified by GUS during Import - Microsoft Internet avorkes Tools Help ■ ② ③ ⑤ Search ☆ Favorites ② ◎ • ③ ◎ • ③ ◎ as-pfix.test.sc.egov.usda.gov/aus/borrower.dv ◎ ③ ◎ terks ³⁰ ◎ • ⑤ Snagit Lender Loan Number Application ID Number kaimport01 20066 d by GUS during Import autes were initialized in GUS database because the imported value was not es or amount ranges. Data modified is list below. a made directly in GUS- see Page Association/ Name of Attribute Changed Close Print iated With Specific Pages: Page Name of Attribute Data Rec'd Import Changed Changed File To Primary R | | | | | |

"Change Associated With Specific Pages" identifies:

- **Borrower:** When there are multiple applicants the correct borrower name will display in this column.
- **Page Association:** Identifies the GUS application page where the data was modified.
- Name of Attribute Changed: Lists the exact data field that was modified.
- **Data Rec'd Import File:** Original data that GUS received during file import.
- **Changed TO:** Identifies all imported data that has been modified by GUS.
- **Reason for the Change:** Explanation as to why imported data was modified.

Example of a modified data element.

Ken Customer is a single applicant therefore all "Borrower" references will apply to Ken Customer. If multiple applicants are on an application the individual borrower would be identified for each modification.

On the "Loan Terms" page in GUS, the "Occupancy" was imported as "Investor" from the users LOS. "Investor" has been changed to "Primary Residence" in GUS because "Investor" is not a valid selection for GUS.

The pop up box can be printed for user reference.

| 🗿 Guaranteed Underwriting | g System S | Submit A | pplica | ntion Errors - Microsoft Internet Explorer 🔳 🗖 | × |
|------------------------------|--------------|----------|--------|--|---|
| Borrower Name | Lender Lo | oan Numb | er | Application ID Number | |
| Customer, Ken | kzimport0 |)1 | | 20065 | |
| | | | | | |
| Submit Application | Errors | | - | | ^ |
| | | | | | |
| - | | Clos | e (| Print | |
| Errors Associated with | n Specific | Pages: | | | |
| Page Bor Association Bor | rower | PRELIM | FNL | Description of Error | |
| Submit Custor Application | ner, Ken | Y | Y | Current Credit Report required. | |
| Eligibility | | Y | Y | County must be selected. | |
| | | Y | Y | MSA must be selected. | |
| | | Y | Y | Derived Number of People in Household must be greater than zero. | |
| | | Y | Y | At least one applicant must have some monthly income. | |
| | | Y | Y | Gross income should be greater than \$0.49. Income eligibility cannot be determined | |
| Borrower Custor | ner, Ken | | Y | Marital Status must be selected. | |
| | | | Y | Years and/or Months at Present Address must be entered. | |

A second pop up box will appear which identifies data fields that must be completed *prior* to a "Preliminary" or "Final" underwriting request.

The pop up box can be printed for user reference.

| 🖞 Guaranteed Un | derwriting System | Submit Ap | plica | ntion Errors - Microsoft Internet Explorer 💶 🗖 |
|-----------------------|-------------------|-----------|-------|--|
| Borrower Name | Lenderl | Loan Numb | er | Application ID Number |
| Customer, Ken | kzimpor | t01 | | 20065 |
| | | | | |
| Submit Appl | ication Errors | | | |
| | | Clos | e | Print |
| Errors Associa | ated with Specifi | c Pages: | | |
| Page Association | Borrower | PRELIM | FNL | Description of Error |
| Submit Application | Customer, Ken | Υ | Υ | Current Credit Report required. |
| Eligibility | | Y | Y | County must be selected. |
| | | Y | Y | MSA must be selected. |
| | | Y | Y | Derived Number of People in Household must be greater than zero. |
| | | Y | Y | At least one applicant must have some monthly income. |
| | | Y | Y | Gross income should be greater than \$0.49. Income eligibility cannot be determined |
| Borrower | Customer, Ken | | Y | Marital Status must be selected. |
| | | | Y | Years and/or Months at Present Address must be entered. |

The missing data fields are identified by:

- **Page Association:** Identifies which GUS application page the data field is located.
- **Borrower:** The borrower for each deficient attribute will be identified.
- **PRELIM/FNL:** If a "Y" meaning "Yes" is listed, the data fields must be completed prior to a "Preliminary" or "Final" underwriting submission. Failure to complete the necessary data fields for either submission type will result in the "Submit Application Errors" pop up box to appear again when a "Preliminary" or "Final" underwriting submission fails.
- **Description of Error:** The error will be identified in order to assist the user in correction of data fields.

| 🕙 Guaranteed Und | lerwriting System | Submit Applic | ation Errors - Microsoft Internet Explorer 🖃 🗖 🔀 |
|-----------------------|--------------------|---------------|--|
| Borrower Name | Lende | r Loan Number | Application ID Number |
| Homeowner, John | kz imp | ort 12 16 | 20164 |
| | | | |
| Submit Appl | ication Errors | 5 | |
| | | Close | Print |
| Errors Associa | ted with Specif | īc Pages: | |
| Page Association | Borrower | PRELIM FNL | Description of Error |
| Submit Application | Homeowner, John | Y Y | Current Credit Report required. |
| | Homeowner, Mary | Y Y | Current Credit Report required. |
| Eligibility | | Y Y | County must be selected. |
| | | Y Y | MSA must be selected. |
| | | Y Y | Derived Number of People in Household must be greater than zero. |
| | | Y Y | At least one applicant must have some monthly income. |
| | | Y Y | Gross income should be greater than \$0.49. Income eligibility cannot be determined |
| Borrower | Homeowner, John | Y | Marital Status must be selected. |



Example of an application error.

On the GUS "Eligibility" application page the following data fields must be corrected prior to a preliminary or final underwriting submission:

- County
- MSA
- Number of People in the Household
- Gross Monthly Income

The GUS Navigation Menu will appear on each GUS Application Page.

The "Data Modified" page will *only* display if imported data from the LOS system was modified by GUS.

| | Borrower Name | Lender Loan Number | Application ID Number | US | DA 📥 |
|------------------------|--------------------------------|------------------------------------|--------------------------------------|-------------------------------|-------|
| | Customer, New | Kampono i | 20000 | Property Household Income | Rural |
| Eligibility | = Required to Save Page, P = R | tequired for Preliminary Submissio | n. F = Required for Final Submission | CONTRACT OFFICIAL CONTRACT | ^ |
| Loan Terms | Eligibility | | | | |
| Borrower | 2 errors found. Please | correct. | | | |
| Donomen | Property Information | | | | |
| Employment | Property Address | 2000 Emily Long | | | |
| Income and Expenses | roperty - aurore | 2000 Emily Lane | | | |
| Assets and Liabilities | City * | Marion | | | |
| Transaction Details | State/County/MSA/Zip * | Illinois 🔽 S | elect One 🔽 Selec | t One 🔽 62959 | |
| Additional Data | County must be select | ed. | | | _ |
| Validate Application | MSA must be selected | | | | |
| Credit / Underwriting | Check Property Eligi | bility Display P | roperty Map | | |
| View Findings | Results from Checki | ng Property Eligibility | | | |
| Request Forms | Property Eligibility is | | | UNKNOWN | |
| Loan List | Household Member | nformation | | | |
| Data Modified | Number of People in Hou | sehold * 😣 | | 1 | |
| GUS User Guide | Is Loan Applicant or Co-J | Applicant age 62 or older? | | No 💌 | |
| | Annual Medical Expense | s \varTheta | | \$0.00 | |
| | <u> </u> | - | - | CANCEL | |





GUS will dynamically direct the user to the "Eligibility" page for completion and review.

The application warning and error messages noted in the "Submit Application Errors" pop up box will be highlighted to assist the user in completing all necessary data fields.

Error messages appear in red font with yellow background. Users will not be able to navigate from an application page until the errors are corrected.

Warning messages appear in black font with aqua background. Warning messages do not have to be corrected for a "Preliminary" underwriting submission, but must be corrected prior to a "Final" submission. Warning messages will not restrict the user from viewing additional GUS application pages.

The example to the left displays the "Eligibility" application page. Users should review each data field to ensure accuracy.

Example of two errors that must be completed before the user may advance to additional GUS application pages.

GUS will alert the user to "Errors" and "Warning" messages at the top of the applicable GUS application page.

GUS will highlight each "Error" or "Warning" by the applicable data field.

Users must review the "Household Member Information" to ensure accuracy.

The import data retrieved from the users LOS file does not include the specific information necessary to complete the "Eligibility" page.

The "Eligibility" page determines if the applicant(s) are eligible for the Guaranteed Loan Program.

| | Degrause blance | Lender Loop Number | Application ID Number | _ | | "Monthly Gross Income For All Household |
|---|--|---|---------------------------------|----------------------------------|----------------------|--|
| CUS/ | Customer, Ken | kzimport01 | 20065 | | | Monthly Closs ficome For An Household |
| Guaranteed Endersetting System Eligibility | Monthly Gross In | come For All Household M | embers ^(P) | Property Household Incon | Development | Members' refers to eligibility income for the |
| Loan Terms | (At least one applicant n | nust have some monthly income) | | | | Guaranteed Loan Program. This income |
| Borrower | 1 | Applicant(Borrower | | | | calculation may differ from <i>repayment income</i> that |
| Employment | Base Employment | so.co | | | | was imported to the "Income and Expenses" |
| Income and Expenses | Income | 60.00 | | | | was imported to the medine and Expenses |
| Assets and Liabilities | Overtime | 40.00 | | | | application page. |
| Transaction Details | Bonuses | \$0.00 | | | | |
| Additional Data | Commissions | \$0.00 | | | | Users must include all income received by all |
| Validate Application | Dividends/Interest | \$0.00 | | | | household members per PD Instruction 1000 D |
| View Endings | Other | \$0.00 | | | | nousehold members per KD histraction 1980-D, |
| Request Forms | Net Rental | \$0.00 | | | | section 1980.347. |
| Loan List | All Other Monthly Inc | ome Received by Adult Member | s of the Household: | 60.00 | | |
| Data Modified | Gross income should | be greater than \$0.49. Income | eligibility cannot be determine | ed | | |
| GUS User Guide | Check Income E | ligibility | | | | |
| | Results from Che | cking Income Eligibility | | UNKNOWN | | |
| | - neone Englondy n | NUT | 14YE 51916 | | | |
| | | | | | | |
| | | | | | | |
| | Borrower Name | Lender Loan Number | Application ID Number | | USDA | When the "Eligibility" page is complete the user |
| Guaranteed (Inferentiate John | Customer, Ken | Kzimport01 | 20065 | Property Household Incom | Rural Development | may click on "Next" to advance to the "Loan |
| Eligibility | Income | \$4,200.00 | uu | | ^ | The way and the set of advance to the Loan |
| Loan Terms | Overtime | \$0.00 | | | | Terms page. |
| Borrower | Bonuses | \$0.00 | | | | |
| Employment | Commissions | \$0.00 | | | | |
| Income and Expenses | Dividends/Interest | \$0.00 | | | | |
| Transaction Datails | Other | \$0.00 | | | | |
| Additional Data | Net Rental | \$0.00 | | | | |
| Validate Application | | | | | | |
| Credit / Underwriting | All Other Monthly Inc | ome Received by Adult Members | of the Household. | \$0.00 | | |
| View Findings | Results from Che | cking Income Eligibility | | | | |
| Request Forms | Income Eligibility is | | | ELIGIBLE | | |
| Loan List | Total Household Inco | me \$74,400 | 00 | | | |
| Data Modified | Allowable Adjustment | \$11,360 | 00 | | | |
| GUS User Guide | Adjusted Household | Income \$63,040. | 00 | | | |
| | | | | | × | |
| | | | 947E 01.09E | GANGEL | | |
| | | | | | | |
| | Borrower Name | Lender Loan Number | Application ID Number | | | Review the "Loan Terms" application page |
| EU5 | Customer, Ken | k2import01 | 20065 | 1 | | Review the Loan renns application page. |
| Garwind Colmuting System Eligibility | La Required to Game Page | P. a. Requised for Preliminary Submittion - F | Required for Final Submission | ntormation Property Informatic | Development | |
| Loan Terms | Type of Mortga | ige and Terms of Loan | | | | |
| Borrower | Mortgage Applied for | RHS | | | | |
| Employment | Loan Amount 🥙 🔒 | \$109,387.76 | | | | |
| Income and Expenses | Interest Rate(%) (P) | 6.0000% | | | | |
| Assets and Liabilities | No. of Months (*) Amortization Tune | 360 | | | | |
| Transaction Details | Lender Informatio | [Poxed] | 1 | | | |
| Additional Data | Lender Loan Number | (*) kzimport01 | | | | |
| Validate Application | USDA Assigned Bran | ch Nbr 001 Branch List | | | | |
| View Finding | Lender Name | | |] | | |
| Request Forms | Property Informat | ion and Purpose of Loan | | | | |
| Loan List | Property Address * | 2000 Emily Lane | | | | |
| Data Modified | City * | Marion | 1 | | | |
| GUS User Guide | State/County/MSA/Zi | p* Illinois 💌 | Williamson 💌 | Williamson County | × 62959 | |
| | Number of Units | 1 | | | | |
| | PREVIOUS | NEXT | 141E 510H | CANCEL | ~ | |
| | | | | | | |



"Mortgage Applied for" will always default to "RHS," regardless of the type of loan selected in the user's LOS system.

If the "Mortgage Applied For" data field imported from the users LOS system was "Conventional," the "Data Modified" pop-up box will identify GUS changed "Conventional" to "RHS" on the "Loan Terms" application page.

"Loan Amount" should include the guaranteed fee <u>if</u> it is financed as part of the loan amount.

User Note: The "Loan Amount" data field in some LOS systems states guarantee fees should *not* be included in the loan amount. Users must update the "Loan Amount" field with the correct total loan amount for the Guaranteed loan request. The total loan amount may not exceed 100% of the appraised value plus the one time guarantee fee. The "Loan Amount" in GUS may include purchase price, closing costs, prepaid items, eligible repairs, eligible fees, and the guarantee fee.

Verify the "Interest Rate." If the loan file has a temporary buydown associated the interest rate should reflect the full note rate.

"No. of Months" and "Amortization Type" are both protected data fields that default to GUS specifications.

When the review of the "Loan Terms" page is complete, users may click on "Next" to advance to the "Borrower" application page.

Review the "Borrower" page to ensure accuracy of imported data and to correct any "Error" or "Warning" messages that appear.

As evidenced by the "Warning" message, "Marital Status" must be completed prior to a "Final" underwriting loan submission.

When the review of the "Borrower" application page is complete, users may click on "Next" to advance to the "Employment" page.

| | Donowerreame | Competicourt realition | Application to realition | |
|-------------------------------|--|---|---|--|
| | Customer, Ken | kzimport01 | 20085 | USDA - |
| summered (inderuniting System | | | | Developm |
| | * = Required to Save Page, P | = Required for Preliminary Submittion. | F = Required for Final Submittion | |
| | Borrower | | | |
| Borrower | 2 warnings exist. | | | |
| Employment | If you have already ordere | d a credit report for this loan and y | ou edit the last name, first name, midd | le initial, SSN, or date of birth for the borrower (or co- |
| | corrower) you will be requ | ined to order a new credit report to | the loan. | |
| | Borrower Information colle from the navigation bar un | ected by USDA will pre-fill the Form ider Request Forms. | 1980-21, "Request for Single Family | Housing Loan Guarantee". The form may be accessed |
| | Borrower Informa | tion | | |
| Additional Data | Hirst Name | Ken | | |
| | Last Name * | Curtomer | = | |
| Credit / Underwriting | Suffix | Customer | | |
| Aew Findings | SSN* | 500-50-7000 | | |
| | Marital Status 🤊 | Select One 💌 | | |
| | Marital Status must b | e selected. | | |
| Data Modified | Date of Birth ⁽⁷⁾ | 12/10/1974 | | |
| | No. of Dependents | 0 | | |
| | (not listed by co-borrowe | r(s)) | | |

| | Borrower Name | Lender Loan Number | Application ID Number | | |
|----------------------------------|----------------------|-----------------------|-----------------------|--------------------------------------|------------|
| | Customer, Ken | kzimport01 | 20065 | | USDA |
| Guaranteed Underscritting System | | | | Current Previo | Developmen |
| | Employment | | | | |
| Loan Terms | | | | | |
| Barrawar | Current Employment I | nformation | | | |
| Employment | Borrower Name | Employer Name | Self-Emp on Job | Months Years in on Job Profession | |
| Income and Expenses | Customer, Ken McDone | lds | No 🖌 12 | 6 15 | |
| Assets and Liabilities | Secondary/Previous E | mployment inform | ation | | |
| Transaction Details | Borrower Name | Status | Employer Name | Self-Emp From Dat | • |
| Additional Data | Del Select One 💌 | Select One 💌 | | No 🖌 | |
| Validate Application | Del 🛛 Select One 🛛 👻 | Select One 💌 | | No 🚩 | |
| Credit / Underwriting | Del Select One 💌 | Select One 💌 | | No 💌 | |
| View Findings | Del Select One 💌 | Select One 💌 | | No 💌 | |
| Request Forms | Insert More Prev Er | nployment Information | | | |
| Loan List | | | | | |
| Data Modified | | | | | |
| OUS User Ouide | | | | | |
| | | | | | |
| | | | | CANCEL | |
| | | | | | |



| CEUS/ | Borrower Name Customer, Ken | Lender Loan Number kzimport01 | Application 20065 | ID Number | USDA |
|--------------------------------|--------------------------------|-----------------------------------|----------------------|-------------------------------------|---------------------------|
| Guaranteed Codenariting System | | | | Assets Liabilities E | xpenses Bural Development |
| Eligibility | Assets and Liabili | ties | | | <u>^</u> |
| Loan Terms | Assets | | | | |
| Borrower | Account Owner | Asset Type | Cash | Value If Net Equity, Select Propert | y 😌 Description |
| Employment | Del Customer, Ken 🛩 | Checking Account | \$800.0 | 0 Select One | 1 |
| Income and Expenses | Del Customer, Ken 💌 | Savings Account | \$2,500 | .00 Select One | 1 |
| Assets and Liabilities | Del Select One 💌 | Select One | \$0.00 | Select One | |
| Transaction Details | Del Select One | Select One | \$0.00 | Select One M | |
| Additional Data | Del Select One | Salact One | v (m m | Salart One M | |
| Validate Application | losert More Assets | | 40.00 | Other One | |
| Credit / Underwriting | Inselt More Assets | J | | | |
| View Findings | REO Property Inform | ation | | | |
| Request Forms | DEO Property Inform | ation | | | |
| Loan List | tace roperty month | | | | |
| Data Modified | NOTE: Liabilities may be auto | -populated from the Credit / Unde | erwriting page. | | |
| GUS User Guide | Mortgage Liabilities (| HELUC, Mortgage) | | | |
| | Comit by Assount O | unor Linkilik Tuno | Palanca | Monthly Creditor Name | Nator Selec |
| | - | | | CLONE CANCEL | |
| | | | | | |



Review the "Employment" application page for accuracy and completeness.

Click on "Next" to advance to the "Income and Expenses" application page.

Review the "Income and Expenses" application page.

User Note: This application page captures the <u>repayment income</u> of each loan applicant. Repayment income *may* vary from the "Eligibility Income" that was entered on the "Eligibility" application page. Repayment income must meet RD Instruction 1980-D, section 1980.345(c) (2).

Click on "Next" to advance to the "Assets and Liabilities" page.

Review the "Assets and Liabilities" application page.

Users must verify and document all assets entered into GUS.

If a REO property was imported from the users LOS system it can be accessed by clicking on "REO Property Information."

Review the data imported and complete any necessary corrections. Some data fields may have been modified to GUS specifications.

| Bigbliny Morte Lubilities (HELOC, Mortgage) LashTerms Mortgage Lubilities (HELOC, Mortgage) Paid Omnt by Account Owner Lubility Type Balance Monthly Payment Creditor Name Notes Select Propert Cicies Select One Select One \$0.00 \$0.00 \$elect One \$elect One Assets and Lubilities Select One \$select One \$0.00 \$0.00 \$elect One Transaction Data Other Liabilities Delete All Mortgage Lubilities Delete All Mortgage Lubilities Validational Data Other Liabilities Paid Omnt by Account Owner Liability Type Balance Monthly Payment Creditor Name Notes Validational Data Other Liabilities Delete All Mortgage Lubilities Validational Company Creditor Name Notes Validational Cola Omit by Account Owner Liability Type Balance Monthly Payment Creditor Name Notes Validational Cola Select One \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 Credit Unidermiting Select One \$0.00 \$0.00 \$0.00 \$0.00 Credit Unidermiting Select One \$0.00 \$0.00 \$0.00 \$0.00 Loan Lift Select One< | Currenteel Cudence Strates | Borro | wer Nan amer, Ke | n | Lend kzimj | ler Loan Number port01 | Application IC 20065 |) Number | Assets Liabilit | ies Expenses | JSDA | Rural Development |
|--|----------------------------|-------|---------------------|---------------------|---------------|---------------------------|-------------------------|---------------------|-----------------------|----------------|------|----------------------|
| Loan Terms Mortgage Liabilities (HELOC, Mortgage) Bortower Paid Omit by Account Owner Liability Type Balance Monthly Payment Creditor Name Notes Select One Solect One Other Liabilities Delete All Mortgage Liabilities Valstak Apil Labilities Paid Onit by Account Owner Liability Type Balance Monthly Payment Credit/Underwriting Select One Valstak Apil Forms Select One Select One Seloct One Select One Seloct All Other Liabilities Other Liabilities Delete All Other Liabilities Oblak Modified Insert More Other Liabilities Data Modified Insert More Other Liabilities Outer Select One Select One Select One Select All Other Liabilities Outer Select One< | Eligibility | NOTE: | Liabrite | is may be auto-pop | pulati | ed from the Credit / Ur | iderwriting page. | | | | | |
| Bottomer Paid Const by Account Owner Liability Type Balance Monthly Payment Creditor Name Notes Select Propert Employment Select One Select One 90.00 90.00 Select One Excess and Liabilities Select One Select One 90.00 90.00 Select One Thatracken Details Select One Select One 90.00 90.00 Select One Additional Data Other Liabilities Deterter All Motigage Liabilities Select One Validate Application Onit by Close Select One 90.00 90.00 Validate Application Onit by Close Select One 90.00 90.00 Creditor Name Validate Application Onit by Close Select One 90.00 90.00 Creditor Name Validate Application Select One 90.00 90.00 Soloc Creditor Name Validate Application Select One 90.00 90.00 Soloc Creditor Name Validate Application Select One 90.00 90.00 Soloc Creditor Name Validate Application Select One 90.00 90.00 Soloc Creditor Name Validate Application Select One 90.0 | Loan Terms | Mort | gage L | iabilities (HEI | LOC | , Mortgage) | | | | | | |
| Employment Uidee Select One \$90.00 | Borrower | Omit | Paid | Account Own | er | Liability Type | Balance | Monthly Payment | Creditor Na | me No | tes | Selec Propert |
| boome and Expenses Image: Other Control of Select One Sele | Employment | | Close | Polod One | | Polod Occ. H | £0.00 | £0.00 | | | (#) | Palast 0 |
| Assets and Llabilities Assets and Llabilities Insert More Morgage Labilities Paid Other Llabilities Other V Select One Select One Select One Other V Select | Income and Expenses | | | Select One | * | Select One | \$0.00 | \$0.00 | | | 141 | Select O |
| Transaction Details Insert More Mortgage Liabilities Deleter All Mortgage Liabilities Additional Expenses Other Liabilities Notes | Assets and Liabilities | | | Select One | * | Select One | \$0.00 | \$0.00 | | | 1 | Select O |
| Additional Oxla Other Liabilities Validation Application Paid Ont by Account Owner Liability Type Balance Monthly Payment Creditor Name Notes Unwe Findings Select One Select One Select One Select One Select One Solo Solo Solo | Transaction Details | | Insert | More Mortgage Li | abilit | ies | [[| elete All Mortga | ige Liabilities | | | |
| Validate Application Paid by Credit/Underwriting Paid Disk Monthly Payment Creditor Name Notes View Findings Select One \$50.00 \$50.00 \$50.00 \$50.00 \$50.00 Request Forms Select One \$60.00 \$50.00 \$50.00 \$50.00 \$50.00 Lam List Select One \$60.00 \$50.00 \$50.00 \$50.00 \$50.00 Dala Modified Insert More Other Liabilities Delate All Other Liabilities \$50.00 \$50.00 OUS User Guide Additional Expenses \$50.00 \$50.00 \$50.00 \$50.00 | Additional Data | Othe | r Liabi | lities | | | | | | | | |
| Credit/Underwriting Onit by Account Owner Liability Type Balance Payment Creditor Name Notes View Findings Image: Select One View Sold Sold Image: Select One View Sold Sold Image: Select One View Sold Image: Select One View Sold Sold Image: Select One View Sold Image: Select One <th>Validate Application</th> <th>-</th> <th>Paid</th> <th></th> <th></th> <th></th> <th>_</th> <th></th> <th>Monthly</th> <th></th> <th></th> <th></th> | Validate Application | - | Paid | | | | _ | | Monthly | | | |
| View Findings Select One 90:00 \$0:00 Request Forms Select One 90:00 \$0:00 Lam List Select One 90:00 \$0:00 Data Modified Insert More Other Liabilities Delete All Other Liabilities OUD User Guide Additional Expenses | Credit / Underwriting | Omit | by Close | Account Own | er | Liability | Туре | Balance | Payment | Creditor Nan | ne | Notes |
| Rhquist Forms Select One 90.00 90.00 Loan List Select One 90.00 90.00 Data Modified Insert More Other Liabilities Delate All Other Liabilities OUB User Guide Additional Expenses | View Findings | | | Select One | ~ | Select One | * | \$0.00 | \$0.00 | | | |
| Laan List Select One Select One Select One Select One Select All Other Lisblities OUB User Guide Additional Expenses | Request Forms | | | Select One | ¥ | Select One | * | \$0.00 | \$0.00 | | | |
| Data Modified Inset More Other Liabilities Delete All Other Liabilities CUID User Cluide Additional Expenses CUID Comparison Compari | Loan List | | | Select One | ~ | Select One | ~ | \$0.00 | \$0.00 | | | |
| Additional Expenses | Data Modified | | Insert N | fore Other Liabilit | ies | | Delete / | All Other Liabiliti | es | | | |
| C Province Copyrights | GUS User Guide | Add | lional | Evnenses | | _ | | | _ | | | |
| | | Kuur | uona | CAPCILISES | | | | | | | | > |
| | | | | | | | | | | | | |



| als/ | Borrower Name Lender Los Customer, Ken kzimport01 | an Number | Application ID 20065 | Number | | USE | |
|---------------------------------|--|-------------------|-------------------------|----------------------------------|------------------|------------------------|-------------|
| Courseleed Enderseriting System | | | | Detail | Declaration | Government | Development |
| Eligibility | Other Credits | | | | | | ^ |
| Loan Terms | To prevent duplicate entry of funds, do not en | ter interested pa | rty contributions in | both Assets and Oth | er Credits. | | |
| Borrower | Description of Other Credits | Amount | Desc | ribe Source | | | |
| Employment | Del Select One | \$0.00 | | | | | |
| Eudostatient | Del Select One | \$0.00 | | | | | |
| Income and Expenses | Del Columbora | en on | | | = | | |
| Assets and Liabilities | Dell Select One | 30.00 | | | _ | | |
| Transaction Details | Del Select One ~ | \$0.00 | | | | | |
| Additional Data | Del Select One | \$0.00 | | | | | |
| Validate Application | Insert More Other Credits Informa | ation | | | | | |
| Credit / Underwriting | Declarations | | | | | | |
| View Findings | Answer the questions below for the borrows | r and co-borrow | er(s) (if any). If you | answer "Yes" to any | of the questions | fal through 10, please | provide an |
| Request Forms | explanation in the space provided.) | | | | | | |
| Loan List | | | Name | Respon | se | If Yes, Expla | nation |
| Data Modified | a. Are there any outstanding judgmen you? ^(P) | ts against | Customer, Ken | ⊙ _{Yes} ⊙ _{No} | 0 | | |
| GUS User Guide | Outstanding Judgments must be enter | red. | | | | | |
| | b. Have you been declared bankrupt v 7 years? ^(P) | within the past | Customer, Ken | O Yes ⊙N0 | | | |
| | PREVIOUS NEET | | 1418 | 0.088 | CANCEL | | |

Review the liabilities section of the "Assets and Liabilities" application page.

User Note: If the user has already ordered a credit report in their LOS and completed the "Mortgage Liabilities" and "Other Liabilities" accurately, the user must verify these accounts for accuracy and *decline* the auto-populate liabilities function offered on the "Credit/Underwriting" page.

If "Mortgage Liabilities" and "Other Liabilities" have not been completed, the user should *select* the auto-populate function when ordering credit in GUS on the "Credit/Underwriting" page.

Click on "Next" to advance to the "Transaction of Details" page.

Review the "Details of Transaction" application page.

User Note: Some loan origination systems may exclude the guaranteed fee from the total loan amount and/or details of transaction. Therefore, when importing a loan application into GUS, users must verify the accuracy of each data field.

In GUS the <u>total</u> loan amount may not exceed 100% of the appraised value plus the one time guarantee fee. The loan amount may also include purchase price, closing costs, prepaid items, eligible lender fees, eligible repairs, and the guarantee fee. These items must be calculated and entered on the "Loan Terms" application page under "Loan Amount."

The "Details of Transaction" application page will detail each individual loan fee/cost.

The "Other Credits" section should be reviewed to ensure that credits listed do not duplicate assets that were already entered on the "Assets and Liabilities" page.

Example: "Cash deposit on sales contract" should not be listed on the "Assets and Liabilities" page *and* on the "Details of Transaction" page.

Review the "Declarations" section to ensure each question has been answered by the applicant(s).

| CIS/ | Borrower Name Customer, Ken | Lender Loan Number kzimport01 | Application ID Number 20065 | ar | | USDA |
|---------------------------------|--------------------------------|----------------------------------|------------------------------------|-------------------------|-------------------|----------------------|
| Countered Conferentiate Sectors | | | | Detail Declar | ration Governme | Rural Development |
| Eligibility | Information for Governm | ment Monitoring F | urpose | | | - |
| Loan Terms | Demographic Information | ish Race and Ethnicity | Sata, Lender is required to com | plete based on visual | observation.) | |
| | Check if Ap | licant Does not | | | | Date Application |
| Employment | Borrower Wish 1 | to Furnish | Race (*) | Ethnicity (*) | Gender (*) | Signed (F) |
| Income and Expenses | | E A | American Indian / Jaskan Native | | | |
| | | E | Asian | Hispanic / | | |
| Transaction Details | Customer, | C | Black / African | atino | Male 💌 | |
| Additional Data | Patri | î | Mamailan (Dacific 1 | Non Hispanic / atino | | |
| Validate Application | | Is | lander | | | |
| Credit / Underwriting | Date Application Signed mu | ist be entered | - write | | | |
| View Findings | | or be entered. | | | | |
| | Interview Information | | | | | |
| Loan List | Application Taken By (1) | Face-to-face | Interview ¥ | | | |
| Data Modified | Date of Interview | 12/08/2008 | | | | |
| GUS User Guide | Interviewer's Name | Kris Zehr | | | | |
| | Name of Interviewer's Emplo | yer ⁽¹⁾ Cardinal Loar | 18 | | | |
| | | | | | | 8 |
| | | | | 6 CANGEL | | |

Click on "Next" to advance to the "Additional Data" application page.



If a buydown is associated with the application the user must complete the "Buydown" section.

"Information for Government Monitoring Purposes" may import from the user's LOS, however the "Date Application Signed" data field

will need to be completed.

Temporary Buydowns

- **Third Party Contributor:** For temporary buydowns funds cannot come from the borrower.
- **Start Rate Percent (Year 1):** Enter the first year interest rate.
- Interest Rate Year 2: Enter the second year interest rate. This rate can not increase more than 1% above the first year rate.
- Interest Rate Year 3: Enter the third year interest rate. This rate can not increase more than 1% above the second year rate.

Click on "Insert More Buydown Years" if applicable.

Enter the "Duration Months." If a 2-1-0 temporary buydown is utilized the duration would be "36."

Note: GUS will qualify a mortgage loan request with a temporary buydown at the full note rate.

GUS Lender User Guide December 2010

Temporary Buydown Example

Insert More Buydown Years

(Interest Rate of last year of Buydown must equal Note Rate)

Buydown

Third Party Contributor

Interest Rate Year 2

Interest Rate Year 3

Duration Months

(Check if applies)

Start Rate Percent (Year 1)

Buydown Permanent Indicator

Section 7 → Importing A Loan Into GUS

104

~

Seller

4.5000%

5.5000%

6.5000%

36



Permanent Buydown Example

- Regulad to Save Page, P - Regulad for Pallminary Subo Request Credit / Underwriting Select Request You Would Like to Submit

Contact Information

Credit / Underwriting

Lender Contact Phone Number

Lender Contact Fax Number (7)

Lender Contact Lender ID Lender Contact USDA Assigned Branch No

Lender Contact E-mail Address

Requised to Save Page, P = Requised for Perliminar Request Credit / Underwriting elect Request You Would Like to Sul

Request Final Underwriting and S Lender Contact Name (*) Lender Contact Phone Number

nder Contact Fax Number 🧖

| Buydown | |
|--|--------------|
| (Interest Rate of last year of Buydown must equa | l Note Rate) |
| Third Party Contributor | Builder 🖌 🚩 |
| Start Rate Percent (Year 1) | 5.0000% |
| Interest Rate Year 2 | 5.0000% |
| Interest Rate Year 3 | 5.0000% |
| Insert More Buydown Years | |
| Duration Months | 360 |
| Buydown Permanent Indicator <mark>(Check if applies)</mark> | |

Daetwyler,Dear

(202)690-0514

(202)205-2476

(202)690-0514

(202)205-2476

ext

dean.daetwylen@usda.gov

Permanent Buydowns

- Third Party Contributor: The applicant(s) may pay for their own permanent buydown. RD Instruction 1980-D, section 1980.310(d) states for *low income applicants only*, loan discount points to reduce the note interest rate from the rate authorized in RD Instruction 1980-D, section 1980.320 is allowed. Discount points may not exceed 2% of the loan amount.
- **Start Rate Percent (Year 1):** Enter the permanently bought down interest rate.
- Interest Rate Year 2: Enter the same interest rate as year one.
- **Interest Rate Year 3:** Enter the same interest rate as year one.

Enter the "Duration Months" as "360."

Click on the "Buydown Permanent Indicator."

Click on "Next" to advance to the "Credit/Underwriting" application page.

Users may choose to order a new credit report or re-issue a current credit report for the applicant(s).

Select the appropriate credit report and/or underwriting option from the drop down box.



Lender Loan N

USDA

USDA

v

| AIG/ | Borrower Name Customer, Ken | Lender Loan Number | Application ID Number 20065 | | USDA | |
|--------------------------------|-------------------------------------|-------------------------------|--------------------------------------|------------------|-------------------|-------|
| Coursestered Conference Statem | Contraction, room | Re-ripono i | | Contact Informat | ion in the second | Rural |
| Eligibility | * - Required to Save Page, P - Requ | ired for Preliminary Submissi | in, F = Required for Final Submissio | n | | ^ |
| Loan Terms | Request Credit / Un | derwriting | | | | _ |
| Borrower | Select Request You Wou | ld Like to Submit: | 10 A. 10 A. | | | |
| Employment | Request Credit Report and Ur | iderwriting Uniy (Preimi | nary Underwriting for pre-appr | oval) 👻 | | |
| Income and Expenses | Complete items Below Be | fore Submitting the | Request for Credit Report | ort | | |
| Assets and Liabilities | To order new credit, select "New | *. To reissue credit, enter | the reference number. | | | |
| Transaction Details | Joint 😌 Borrower M | New Reference M | lumber 😌 Credit Stat | us | | |
| | Customer, Ken | | Unknown | | | |
| | Service Provider * Equifax | Test (912) | ~ | | | |
| Credit / Underwriting | Account Number • 111222 | 333444 | | Password* | | |
| View Findings | 11110 | | | | | |
| | Contact Information | | | | | |
| | | | | | | |
| Data Modified | Lender Contact Name | Da | etwyler,Dean | | | |
| GUS User Guide | Lender Contact Phone Num | ber 2 | 12)690-0514 ext | | | |
| | Lender Contact Fax Number | | 12)205-2476 | | | |
| | Lender Contact E-mail Addr | ess 😗 de | an.daetwylen@usda.gov | | | × |
| | | | | CANCEL . | | |

 Borrower Name
 Lender Loan Number
 Application ID Number

 Customer, Ken
 kdimport01
 20065

 *= Required to Save Page. P = Required for Preliminary Submission, F = Required for Final Submission
 Contact Information

 *= Required to Save Page. P = Required for Preliminary Submission, F = Required for Final Submission
 Request Credit / Underwriting

 Your credit report and preliminary underwriting request is being processed, please wait...

This example displays "Request Credit Report and Underwriting Only (Preliminary Underwriting for pre-approval)."

Additional data fields will dynamically appear based upon the user's credit/underwriting selection.

Users should click the box next to "Check to autopopulate liabilities from the credit report" if they wish to have the liabilities from the credit report transferred to the "Asset and Liabilities" page.

If the user has already populated the

"Liabilities" section from the imported loan file, they will <u>not</u> want to select the "auto-populate" function. If the "auto-populate" function is selected it will result in duplicate liabilities. This duplication will lead to a misrepresentation of debt obligations in GUS, and may adversely affect underwriting recommendations.

Click "Joint" for each applicant if there are two applicants and a joint credit report is needed.

Click "New" for each applicant if the credit report requested will be a new credit report.

If a re-issue of a current credit report is desired, the user must enter the "Reference Number" for each applicant.

The "Credit Status" will display "Unknown" until a credit report is successfully retrieved. Once the credit is retrieved the "Credit Status" will state "Complete." "Error" will appear if credit can not be retrieved. "Out of Date" will be listed if the credit retrieved is no longer valid.

Enter the "Service Provider."

Enter the "Account Number."

Enter the "Password."

User Note: Account numbers and passwords are issued by the user's credit provider, not by Rural Development.

"Your credit report and preliminary underwriting request is being processed, please wait..." message will display.

| GUS/ | Borrower Name Lender Loan Number Application 10 Number Customer, Ken Isomoprill 20065 |
|------------------------|---|
| Eligibility | GUS UNDERWRITING FINDINGS REPORT |
| Loan Terms | |
| | Underwriting Recommendation: REFER / ELICIBLE |
| Employment | Property Bigbility Bigbile Primary Borrower Customer, Ken |
| Income and Expenses | Income Bigbility Bigble Loan Bigbility EUGBLE Submission Type Preliminary |
| Assets and Liabilities | Borrower Bigbility for: Submission Date 12/10/2008 |
| Transaction Details | Loan Risk Evaluation Loan Status Pending |
| Additional Data | Borrower Risk Evaluation Customer, Ken ACCEPT |
| | |
| | Lender Tax Id |
| View Findings | USDA Assigned Branch Nar 001 Lexter Loss Nutleer Istingart01 |
| Request Forms | Application ID Number 20065 |
| Loan List | |
| Data Modified | MORTGAGE INFORMATION |
| GUS User Guide | LTV 97.6676% Note Rote 6.0% PTIRatio 24.3332% Monthly PTI \$790.63 Loan Type RHS |
| | Other Monthly Debt \$294.00 Loan Term 380 TD Ratio 33.0212% Tabl Monthly Debt \$1.024.83 Amontaziton Type Flored |
| | PREVIOUS NEXT CLEASE |

If the action is successful the "GUS Underwriting Findings Report" will be displayed.

Users must review the findings to verify accurate data entry into GUS and examine the "Lender's Required Conditions" listed prior to submitting the loan to Rural Development for a conditional commitment for loan note guarantee.

User Note: GUS renders an underwriting <u>recommendation</u>. Underwriters must review all documentation, verify accuracy, completeness, and determine final loan approval. GUS does not take the place of prudent underwriting judgment.