

**ATTACHMENT 15-A**



**Loan Origination Checklist**

**Lender Instructions:** Submit the identified documents for the applicable loan type. To expedite loan review, please submit only the identified documents. Documents must not exceed the maximum allowable age set forth in the 7 CFR 3555 and Handbook 1-3555. Rural Development will consider all documents submitted as the certified and true copies of the original documents retained in the lender's permanent file. Lenders should submit loan files electronically to Rural Development. See electronic delivery information in the SFHGLP Lending Partner Webpage: <https://www.rd.usda.gov/page/sfh-guaranteed-lender>. In the subject line include the following: Loan Origination: Borrower Last Name, First Name

| General Information |         |       |
|---------------------|---------|-------|
| Applicant(s):       | Lender: | Date: |

**Loan Origination Checklist**  
**Guaranteed Underwriting System (GUS)- Purchase and Non-Streamlined and Streamlined Refinance Transactions**  
**Underwriting Recommendation: ACCEPT**

**When submitting documents in GUS, the appraisal report must be uploaded separately in color.**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Form RD 3555-21, Request for Single Family Housing Loan Guarantee</b><br>Include all pages from the current published version<br>Executed by applicant(s) and lender   |
| <input type="checkbox"/> | <b>FEMA Form FF-206-FY-21-116, Standard Flood Hazard Determination Form</b><br>New construction properties located in 100-year flood plains require additional documentation, including confirmation the base flood elevation (BFE) is below lowest habitable floor |
| <input type="checkbox"/> | <b>Mortgage Payoff Statement:</b> If refinance transaction  |
| <input type="checkbox"/> | <b>Credit Report for Non-Purchasing Spouse (as applicable)</b><br>Applies to applicant or property located in a community property state: AZ, CA, ID, LA, NV, NM, TX, WA, WI  |
| <input type="checkbox"/> | <b>Uniform Residential Appraisal Report (URAR)</b><br>FNMA 1004/FHLMC 70 or applicable report as determined by appraiser (not required for most streamlined refinances)   |

**Loan Origination Checklist**  
**Manual Underwriting, GUS Refer/Refer with Caution Underwriting Recommendation, or**  
**GUS Accept with Full Documentation Message on GUS Underwriting Findings and Analysis Report**

**When submitting documents in GUS, the appraisal report must be uploaded separately in color.**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Form RD 3555-21, Request for Single Family Housing Loan Guarantee</b><br>Include all pages from current published version<br>Executed by applicant(s) and lender   |
| <input type="checkbox"/> | <b>Underwriting Analysis: FNMA 1008/FHLMC 1077, or similar form</b><br>Documentation of annual and repayment income calculations<br>Credit waiver explanations, debt ratio waiver compensating factors, and overall loan file comments may be documented on this form   |
| <input type="checkbox"/> | <b>Uniform Residential Loan Application: FNMA 1003/FHLMC 65</b><br>Not required to be signed by applicant(s) or lender<br>Loan amount is not required to match the loan request in GUS or on Form RD 3555-21  |
| <input type="checkbox"/> | <b>Income Verification Documentation: Applicable methods</b><br><b>Alternative Documentation: Non self-employed:</b><br>Written/Electronic VOE + 1 earning statement with YTD figures<br><b>Full Documentation: Non self-employed:</b><br>2 years W-2s + 4 weeks of earning statements with YTD figures<br><b>Self-Employed:</b><br>2 years personal and business filed income tax returns or IRS transcripts with all schedules + YTD profit and loss statement<br><b>Additional Income Types: SSI, VA Benefits, Pension, Retirement, etc.</b><br>Refer to Chapter 9 for acceptable verification documents |
| <input type="checkbox"/> | <b>Asset Documentation:</b><br>Documentation for all applicable household members per 3555.152(d)<br>VOD's, bank or investment statements, gift letters, etc. Refer to Chapter 9 for acceptable verification documents.   |
| <input type="checkbox"/> | <b>Credit Report:</b> (as applicable)<br>Credit Report: For loans submitted outside of GUS. GUS loans will have the credit report uploaded.<br>Non-Traditional credit tradelines, as applicable<br>Credit supplements, if utilized to support data adjusted from credit report  |
| <input type="checkbox"/> | <b>Credit Report for Non-Purchasing Spouse (as applicable)</b><br>Applies to applicant or property located in a community property state: AZ, CA, ID, LA, NV, NM, TX, WA, WI  |
| <input type="checkbox"/> | <b>Verification of Rent:</b><br><b>NOT APPLICABLE FOR GUS ACCEPT FULL DOCUMENTATION</b><br>Applicable for manually underwritten loans with credit scores less than 680 when rental history is indicated.<br>Refer to Chapter 10 for guidance on documenting rent and non-traditional credit when a VOR is required, but not available.  |
| <input type="checkbox"/> | <b>Mortgage Payoff Statement:</b> If refinance transaction  |
| <input type="checkbox"/> | <b>FEMA Form FF-206-FY-21-116, Standard Flood Hazard Determination Form:</b><br>New construction properties located in 100-year flood plains require additional documentation, including confirmation base flood elevation (BFE) is below lowest habitable floor  |
| <input type="checkbox"/> | <b>Uniform Residential Appraisal Report (URAR)</b><br><b>NOT APPLICABLE TO MOST STREAMLINED OR STREAMLINED-ASSIST REFINANCES</b><br>FNMA 1004/FHLMC 70 or applicable report as determined by appraiser  |

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| <b>Loan Origination Checklist</b><br><b>Streamlined Assist Refinance Manual Underwrite Review</b> |
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|--------------------------|---|
| <input type="checkbox"/> | <b>Form RD 3555-21, Request for Single Family Housing Loan Guarantee</b><br>Include all pages from current published version<br>Executed by applicant(s) and lender   |
| <input type="checkbox"/> | <b>Underwriting Analysis: FNMA 1008/FHLMC 1077, or similar form</b><br>Documentation of annual and adjusted annual income calculations  |
| <input type="checkbox"/> | <b>Uniform Residential Loan Application: FNMA 1003/FHLMC 65</b><br>Not required to be signed by applicant(s) or lender<br>Loan amount is not required to match the loan amount on Form RD 3555-21   |
| <input type="checkbox"/> | <b>Income Verification Documentation: Required for Annual Income Calculations</b><br><b>Alternative Documentation: Non self-employed:</b><br>Written/Electronic VOE + 1 earning statement with YTD figures<br><b>Full Documentation: Non self-employed:</b><br>2 years W-2's + 4 weeks of earning statements with YTD figures<br><b>Self-Employed:</b><br>2 years personal and business filed income tax returns or IRS transcripts with all schedules + YTD profit and loss statement<br><b>Additional Income Types: SSI, VA Benefits, Pension, Retirement, etc.</b><br>Refer to Chapter 9 for acceptable verification documents |
| <input type="checkbox"/> | <b>Asset Documentation: Annual Income Calculations</b><br>Documentation for all applicable household members per 3555.152(d)<br>VOD's, bank or investment statements, gift letters, etc. Refer to Chapter 9 for acceptable verification documents.  |
| <input type="checkbox"/> | <b>Mortgage Payment History for previous 12-month period</b><br>Credit Report or Verification of Mortgage   |
| <input type="checkbox"/> | <b>Mortgage Payoff Statement</b>  |
| <input type="checkbox"/> | <b>Uniform Residential Appraisal Report (URAR)</b><br>Only applicable to current Direct Loan borrowers for the purpose of calculating subsidy recapture.  |