CREDIT AND UNDERWRITING

Training Objectives

- Request Credit/Underwriting
- Credit Report Order Information
- Manually Downgrade Application
- Contact Information
- Conditional Commitment Recipients
Credit and Underwriting

Request Credit / Underwriting

Select Request You Would Like to Submit:

<table>
<thead>
<tr>
<th>Select One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Credit Report</td>
</tr>
<tr>
<td>Request Credit Report and Underwriting Only</td>
</tr>
<tr>
<td>Request Underwriting Only (Preliminary</td>
</tr>
<tr>
<td>Underwriting for pre-approval)</td>
</tr>
<tr>
<td>Request Final Underwriting and Submission to</td>
</tr>
<tr>
<td>Rural Development</td>
</tr>
</tbody>
</table>
Credit and Underwriting: Lender Agent

Request Credit / Underwriting

Select Request You Would Like to Submit:

<table>
<thead>
<tr>
<th>Select One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Credit Report</td>
</tr>
<tr>
<td>Request Credit Report and Underwriting Only (Preliminary Underwriting for pre-approval)</td>
</tr>
<tr>
<td>Request Underwriting Only (Preliminary Underwriting for pre-approval)</td>
</tr>
<tr>
<td>Release Control of Application to the Lender</td>
</tr>
</tbody>
</table>

Credit and Underwriting

Request Credit / Underwriting

Select Request You Would Like to Submit:

- Request Credit Report and Underwriting Only (Preliminary Underwriting 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 replace credit, enter the reference number.

<table>
<thead>
<tr>
<th>Joint</th>
<th>Borrower</th>
<th>New</th>
<th>Reference Number</th>
<th>Credit Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Homewinter, John</td>
<td></td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Homewinter, Mary</td>
<td></td>
<td>Unknown</td>
<td></td>
</tr>
</tbody>
</table>

Service Provider: Equifax
Account Number

Password: ****************
Credit and Underwriting

Request Credit / Underwriting

Select Request You Would Like to Submit:
Request Credit Report and Underwriting Only (Preliminary Underwriting for pre-approval)

Complete items Below Before Submitting the Request for Credit Report
Check to auto populate the liabilities from the credit report.

Joint Nes New Reference Number Credit Status
Homeowner, John Homeowner, Mary

Service Provider: Equifax
Account Number

Password: ***********

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
Credit and Underwriting

Request Credit / Underwriting

Select Request You Would Like to Submit:
Request Credit Report and Underwriting Only (Preliminary Underwriting 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 rescind credit, enter the reference number.

Joint ☐ Borrower ☑ New Reference Number ☑ Credit Status
☑ Homeowner, John ☑ ☑ Unknown
☑ Homeowner, Mary ☑ ☑ Unknown

Service Provider ☑ Account Number ☑ Password ☑

Credit and Underwriting

Request Credit / Underwriting

Select Request You Would Like to Submit:
Request Credit Report and Underwriting Only (Preliminary Underwriting 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 rescind credit, enter the reference number.

Joint ☑ Borrower ☑ New Reference Number ☑ Credit Status
☑ Homeowner, John ☑ ☑ Unknown
☑ Homeowner, Mary ☑ ☑ Unknown

Service Provider ☑ Account Number ☑ Password ☑
Credit and Underwriting

Request Credit / Underwriting

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

Select Request You Would Like to Submit:
- Request Credit Report and Underwriting Only (Preliminary Underwriting 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.

<table>
<thead>
<tr>
<th>Joint</th>
<th>Borrower</th>
<th>New</th>
<th>Reference Number</th>
<th>Credit Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Homeowner, John</td>
<td>✔</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>✔</td>
<td>Homeowner, Mary</td>
<td>✔</td>
<td>Unknown</td>
<td></td>
</tr>
</tbody>
</table>

Service Provider: Equifax

Account Number: [redacted]

Password: [redacted]

READ THE FINDINGS!
Credit and Underwriting

Manual Downgrade Application
To manually downgrade an ACCEPT underwriting recommendation to a REFER, check the box and provide a detailed explanation.

☐ Downgrade automated underwriting recommendation to a "REFER" and provide explanation.

Manual Downgrade Application
To manually downgrade an ACCEPT underwriting recommendation to a REFER, check the box and provide a detailed explanation.

☐ Downgrade automated underwriting recommendation to a "REFER" and provide explanation.

Applicant pays $750 per month to Drive More Auto. This liability was not included as the credit report. It has been manually added to the liabilities.

Limit to 2500 characters.

Manual Downgrade

• Debt payments not on credit report
  – Excluded: child support, alimony, union dues, NPS debts, etc.
• Public records, judgments, etc. not on the credit report
• Credit score cannot be validated
Credit and Underwriting

Contact Information
Lender contact information entered in this section will appear on Form RD 3955-1 and serve as your organization’s point of contact for any questions regarding the loan request.

Lender Contact Name:
Lender Contact Phone Number:
Lender Contact Fax Number:
Lender Contact E-mail Address:
Lender Contact Branch No:

Credit and Underwriting

Conditional Commitment Recipients
Conditional Commitments will be issued electronically by the Agency. Enter up to five e-mail addresses to receive the Conditional Commitment.

Recipient 1 E-mail Address:
Recipient 2 E-mail Address:
Recipient 3 E-mail Address:
Recipient 4 E-mail Address:
Recipient 5 E-mail Address:
GovDelivery Sign up

Thank you for supporting the USDA Single Family Housing Guaranteed Loan Program!
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income-derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.