



United States
Department of
Agriculture

Rural Development



FINAL UNDERWRITING SUBMISSION



Guaranteed Underwriting System



Training Objectives

- Validate Application
- Complete a final underwriting submission



Validate the Application

Prior to Final Underwriting Submission:

- Validate Application
- Correct Warnings and Errors

Eligibility

Loan Terms

Borrower

Employment

Income and Expenses

Assets and Liabilities

Transaction Details

Additional Data

Validate Application

Credit / Underwriting

View Findings

Display Documents

Upload Documents

Request Forms

Loan List

GUS User Guide

Withdraw Application



Validate the Application

Submit Application Errors

Close

Print

Errors Associated with Specific Pages:

Page Association	Borrower	PRELIM	FNL	Description of Error
Additional Data	Homeowner, John	<input type="checkbox"/>	Y	CAIVRS Number must be entered.
	Homeowner, Mary	<input type="checkbox"/>	Y	CAIVRS Number must be entered.



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Validate the Application

Submit Application Errors

Close

Print

Errors Associated with Specific Pages:

No Errors Found



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Credit and Underwriting

Request Credit / Underwriting

Select Request You Would Like to Submit:

Request Final Underwriting and Submission to Rural Development

Manually 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.

(Limited to 2000 characters)

^

v

SUBMIT



Credit and Underwriting

Contact Information

Lender contact information entered in this section will appear on Form RD 3555-21 and serve as your organization's point of contact for any questions regarding the loan request.

Lender Contact Name ^(F)	<input type="text" value="C"/>
Lender Contact Phone Number ^(F)	<input type="text" value="(314)335-8522"/> ext <input type="text"/>
Lender Contact Fax Number ^(F)	<input type="text" value="(314)555-6677"/>
Lender Contact E-mail Address ^(F)	<input type="text" value="k"/>
Lender Contact Lender ID	<input type="text" value="558811770"/>
Lender Contact USDA Assigned Branch No.	<input type="text" value="001"/>

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 ^(F)	<input type="text" value=""/>
Recipient 2 E-mail Address	<input type="text"/>
Recipient 3 E-mail Address	<input type="text"/>
Recipient 4 E-mail Address	<input type="text"/>
Recipient 5 E-mail Address	<input type="text"/>



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Credit and Underwriting

Request Credit / Underwriting

Select Request You Would Like to Submit:

Request Final Underwriting and Submission to Rural Development

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

Text input area for providing a detailed explanation, limited to 2000 characters.

(Limited to 2000 characters)

SUBMIT

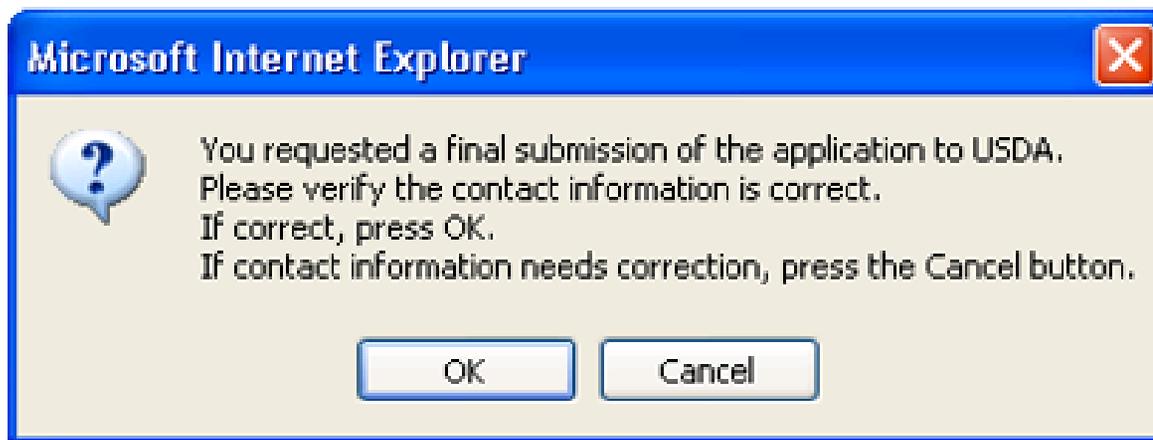


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Credit and Underwriting





Credit and Underwriting

 **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?



Credit and Underwriting

GUS UNDERWRITING FINDINGS REPORT

The underwriting findings for the final submission should be printed by the lender, retained in their permanent case file, and are the official findings that the lender must conform to. Lenders must perform a review of the Final GUS Underwriting Findings Report (The Finding Report displayed after the Final Submission) and confirm the conditions prior to the Conditional Commitment have been met. Your loan application has been submitted to the Rural Development Office for review. You are now locked out of the loan application and have view only capability of the application. Rural Development will contact you concerning the status of your loan. If you have questions, please contact your local office.

UNDERWRITING SUMMARY

Underwriting Recommendation: **ACCEPT / ELIGIBLE**

Property Eligibility	Eligible	Primary Borrower	Homeowner, John
Income Eligibility	Eligible		
Loan Eligibility	ELIGIBLE	Submission Type	Final
Borrower Eligibility for:		Submission Date	11/30/2009
Homeowner, John	ELIGIBLE	Submitted By	
Homeowner, Mary	ELIGIBLE	Loan Status	Pending
Loan Risk Evaluation	ACCEPT		
Borrower Risk Evaluation			
Homeowner, John	ACCEPT		
Homeowner, Mary	ACCEPT		



Final GUS Underwriting Findings Report

- **Read the findings**
- Determine documentation level
 - GUS Accept may require Full Documentation
- Refer to Attachment 15-A for stacking order
- Upload docs: Appraisal is uploaded separately
- USDA cannot review incomplete loan applications



Tips to minimize file releases

- Data accuracy: Supported
- Matching data: GUS, 1003, 3555-21, and 1008 (if applicable)
- Max out loan request
 - Loan Request: \$184,250
 - Appraised value: \$185,000
 - $\$185,000 / .99 = \$186,868.68$ request this amount
 - Commitment will authorize the loan to close for \$186,868.68 or less



Files must be released for correction

- Loan amount increases
- Interest rate increases
- Decrease in income or assets
- Borrowers added/deleted
- Property changes: sales price/appraised value
- Adverse changes to loan application



Files are not released for correction

- Loan amount decreases
- Interest rate decreases
- Increase of assets
- Decrease of liabilities
- Missing loan documents: Pre issuance of 3555-18



GovDelivery Sign up

https://public.govdelivery.com/accounts/USDARD/subscriber/new?qsp=USDARD_25



Email Updates

To sign up for updates or to access your subscriber preferences, please enter your contact information below.

***Email Address**

Submit

Cancel



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Thank you for supporting
the USDA Single Family
Housing Guaranteed Loan
Program!





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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.

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