FINAL UNDERWRITING SUBMISSION
Training Objectives

• Validate Application
• Complete a final underwriting submission
Validate the Application

Prior to Final Underwriting Submission:

• Validate Application
• Correct Warnings and Errors
## Validate the Application

### Submit Application Errors

<table>
<thead>
<tr>
<th>Errors Associated with Specific Pages:</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Page Association</strong></td>
<td><strong>Borrower</strong></td>
<td><strong>PRELIM</strong></td>
<td><strong>FNL</strong></td>
<td><strong>Description of Error</strong></td>
</tr>
<tr>
<td>Additional Data</td>
<td>Homeowner, John</td>
<td>Y</td>
<td></td>
<td>CA/VRS Number must be entered.</td>
</tr>
<tr>
<td></td>
<td>Homeowner, Mary</td>
<td>Y</td>
<td></td>
<td>CA/VRS Number must be entered.</td>
</tr>
</tbody>
</table>
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)
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.

<table>
<thead>
<tr>
<th>Contact Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lender Contact Name (p)</td>
<td></td>
</tr>
<tr>
<td>Lender Contact Phone Number (p)</td>
<td>(314)335-8522 ext</td>
</tr>
<tr>
<td>Lender Contact Fax Number (p)</td>
<td>(314)555-6677</td>
</tr>
<tr>
<td>Lender Contact E-mail Address (p)</td>
<td></td>
</tr>
<tr>
<td>Lender Contact Lender ID</td>
<td>558811770</td>
</tr>
<tr>
<td>Lender Contact USDA Assigned Branch No.</td>
<td>001</td>
</tr>
</tbody>
</table>

**Conditional Commitment Recipients**

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

<table>
<thead>
<tr>
<th>Recipient E-mail Address (p)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient 1 E-mail Address</td>
<td></td>
</tr>
<tr>
<td>Recipient 2 E-mail Address</td>
<td></td>
</tr>
<tr>
<td>Recipient 3 E-mail Address</td>
<td></td>
</tr>
<tr>
<td>Recipient 4 E-mail Address</td>
<td></td>
</tr>
<tr>
<td>Recipient 5 E-mail Address</td>
<td></td>
</tr>
</tbody>
</table>
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(Limited to 2000 characters)

Submit
Credit and Underwriting
Credit and Underwriting

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

<table>
<thead>
<tr>
<th>Underwriting Recommendation:</th>
<th>ACCEPT / ELIGIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Eligibility</td>
<td>Eligible</td>
</tr>
<tr>
<td>Income Eligibility</td>
<td>Eligible</td>
</tr>
<tr>
<td>Loan Eligibility</td>
<td>ELIGIBLE</td>
</tr>
<tr>
<td>Borrower Eligibility for:</td>
<td></td>
</tr>
<tr>
<td>Homeowner, John</td>
<td>ELIGIBLE</td>
</tr>
<tr>
<td>Homeowner, Mary</td>
<td>ELIGIBLE</td>
</tr>
<tr>
<td>Loan Risk Evaluation</td>
<td>ACCEPT</td>
</tr>
<tr>
<td>Borrower Risk Evaluation</td>
<td>ACCEPT</td>
</tr>
<tr>
<td>Homeowner, John</td>
<td>ACCEPT</td>
</tr>
<tr>
<td>Homeowner, Mary</td>
<td>ACCEPT</td>
</tr>
</tbody>
</table>

Submission Type: Final
Submission Date: 11/30/2009
Submitted By: 
Loan Status: Pending
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
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.

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