

Submitting a Complete Loan Application for Conditional Commitment

Single Family Housing
Guaranteed Loan Program
(SFHGLP)



TEAMWORK
=
EFFICIENCY



Building a Complete Loan Application

- 1** Understanding Submission Types
- 2** Completing Form RD 3555-21
- 3** Assembling Documents
- 4** Uploading Documents Timely
- 5** Utilizing the Resources and Tools



GUS Loans and Attachment 15-A

ACCEPT

Review "GUS Findings Report"

Refer to "Loan Origination Checklist"
(Attachment 15-A) for Accept loans

Upload the documents via GUS in
stacking order

ACCEPT with Full Documentation

Review "GUS Findings Report"

Refer to "Loan Origination Checklist"
(Attachment 15-A) for manually
underwritten loans – not all
documents will be applicable

Upload the documents via GUS in
stacking order

REFER and REFER with CAUTION

Review "GUS Findings Report"

Refer to "Loan Origination Checklist"
(Attachment 15-A) for manually
underwritten loans

Upload the documents via GUS in
stacking order

No need to email anything!

GUS Accept with "Full Documentation" Message

Determination is listed under "Prior to Conditional Commitment Findings" of the "Lender's Required Conditions"

Lender's Required Conditions

Prior to Final Submission Findings

| Underwriting Summary | |
|--|----------|
| Underwriting Recommendation: Accept With Full Documentation / Eligible | |
| Property Eligibility | Eligible |
| Income Eligibility | Eligible |
| Loan Eligibility | Eligible |
| Loan Risk Evaluation | Accept |

Prior to Conditional Commitment Findings

- 2001 - Required Documentation: ACCEPT recommendation is contingent on submission of the following to Rural Development: 1) Completed Form RD 3555-21, 'Request for Single Family Housing Loan Guarantee', which includes the 'Worksheet for Documenting Eligible Household and Repayment Income', 2) Completed 'Uniform Residential Appraisal Report' or its equivalent (excluding streamline refinance transactions), 3) Completed FEMA Form 086-0-32, 'Standard Flood Hazard Determination Form', and 4) A copy of the final GUS Underwriting Findings Report. Certain transactions may require additional documentation be submitted (e.g. qualified alien documentation, non-purchasing spouse credit report, etc.)
- 31063 - FULL DOCUMENTATION REVIEW: This application has been randomly selected for a data integrity review by the Agency prior to issuance of conditional commitment. Lender must provide a fully documented loan file to Rural Development in support of all data entered into the automated application.

Prior to Conditional Commitment Findings

- 2001 - Required Documentation: ACCEPT recommendation is contingent on submission of the following to Rural Development: 1) Completed Form RD 3555-21, 'Request for Single Family Housing Loan Guarantee', which includes the 'Worksheet for Documenting Eligible Household and Repayment Income', 2) Completed 'Uniform Residential Appraisal Report' or its equivalent (excluding streamline refinance transactions), 3) Completed FEMA Form 086-0-32, 'Standard Flood Hazard Determination Form', and 4) A copy of the final GUS Underwriting Findings Report. Certain transactions may require additional documentation be submitted (e.g. qualified alien documentation, non-purchasing spouse credit report, etc.)
- 31063 - FULL DOCUMENTATION REVIEW: This application has been randomly selected for a data integrity review by the Agency prior to issuance of conditional commitment. Lender must provide a fully documented loan file to Rural Development in support of all data entered into the automated application.

Applications NOT Supported in GUS

Streamlined-Assist
Refinance Loans &
Some Pilot Programs

STEP 1

Required
GUS Entries

“Eligibility” Page

- Enter the following data points:
 - Full Subject Property Address
 - Household Income

“Borrower” Page

- Enter the following data points for at least one applicant:
 - Borrower First Name, Last Name, Social Security Number

“Application Documents” Page

- Upload all required documents as indicated on Attachment 15-A.
- Additional guidance on uploading documents is found in the GUS user guide, located in the USDA Linc Training & Resource Library

Important Reminders

- Lenders should not order or reissue credit reports in GUS for manual file submissions using this process.
- A full guide called the “Manual Submission Job Aid” can be found in the LINC Library under the “Loan Origination” section.

Applications NOT Supported in GUS

Streamlined-Assist
Refinance Loans &
Some Pilot Programs

STEP 2

Email the Appropriate
Production Team

Once the lender has uploaded all required documents into GUS, the lender will need to email the appropriate Production Team with notification that the application has been uploaded. Include the following information:

- GUS Application ID Number
- Applicant's Name
- Property Address
- Loan Submission Type

A return email from the Production Team, confirming submission of required documentation, will constitute the date of file submission.

Building a Complete Loan Application

- 1 Understanding Submission Types
- 2 **Completing Form RD 3555-21**
- 3 Assembling Documents
- 4 Uploading Documents Timely
- 5 Utilizing the Resources and Tools



Form RD 3555-21

- ONLY agency specific required form!
- Make sure you are using the most current version
- <https://formsadmin.sc.egov.usda.gov/eFormsAdmin/searchAction.do?pageAction=BrowseForms>

| | | | | | |
|--|--|---|--|--|--|
| Form RD 3555-21 (Rev.08-22) | | UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT RURAL HOUSING SERVICE | | Form Approved OMB No.0575-0179 Exp. Date: 12/31/2024 | |
| REQUEST FOR SINGLE FAMILY HOUSING LOAN GUARANTEE | | | | | |
| Approved Lender: | | Approved Lender Tax ID No.: | | | |
| Contact for this File: | | Contact E-Mail: | | | |
| Contact Phone Number: | | | | | |
| Third Party Originator (TPO): | | TPO Tax ID No.: | | | |
| <i>Please issue a Conditional Commitment for Single Family Housing Loan Guarantee in the following case:</i> | | | | | |
| Primary Information | | | | | |
| Name: _____ | | The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. | | | |
| Co-Applicant Information (Please complete as appropriate) | | | Co-Applicant Information (Please complete as appropriate) | | |
| Name: _____ | | Name: _____ | | | |
| The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. | | The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. | | | |
| Co-Applicant Information (Please complete as appropriate) | | | Co-Applicant Information (Please complete as appropriate) | | |
| Name: _____ | | Name: _____ | | | |
| The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. | | The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. | | | |
| GSA/SAM Exclusion: (Check "Yes" if any party is excluded, otherwise check "No") <i>Only applicable to non-GUS submissions.</i> | | | | | |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Date GSA/SAM Checked: _____ | | | | | |
| 1. Is this a refinance loan? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, is the refinanced loan a RD Single Family Guaranteed Loan <input type="checkbox"/> Direct Loan <input type="checkbox"/> | | | | | |
| If yes, Non-Streamline <input type="checkbox"/> Streamline <input type="checkbox"/> Streamline Assist <input type="checkbox"/> | | | | | |
| 2a. Number of persons in the household: _____ 2b. Number of dependents under the age of 18 or full-time students: _____ | | | | | |
| 3a. Current annual income in the household is: _____ 3b. Current adjusted income for the household is: _____ | | | | | |
| 4. The applicant understands that Rural Development approval of guarantee is required and is subject to the availability of funds. | | | | | |
| 5. Loan funds will be used for the following purpose(s): <i>Only applicable to non-GUS submissions.</i> | | | | | |
| Purchase/Refinance Amount: | | _____ | | _____ | |
| Financed Loan Closing Costs: | | _____ | | _____ | |
| Repairs/ Other: | | _____ | | _____ | |
| Guarantee Fee: | | _____ | | _____ | |
| Total Request: | | _____ | | \$0.00 | |
| <small>According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0179. The time required to complete this information collection is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</small> | | | | | |
| Page 1 of 4 | | | | | |

Form RD 3555-21

Applicant & Property Information

- Form allows for up to 5 applicants
- GSA/SAM Website <https://www.sam.gov>

| | | |
|--|---|--|
| Form RD 3555-21 (Rev.08-22) | UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT RURAL HOUSING SERVICE | Form Approved OMB No.0575-0179 Exp. Date: 12/31/2024 |
| REQUEST FOR SINGLE FAMILY HOUSING LOAN GUARANTEE | | |
| Approved Lender: | Approved Lender Tax ID No.: | |
| Contact for this File: | Contact E-Mail: | |
| Contact Phone Number: | | |
| Third Party Originator (TPO): | TPO Tax ID No.: | |
| <i>Please issue a Conditional Commitment for Single Family Housing Loan Guarantee in the following case:</i> | | |
| Primary Information | | |
| Name: _____ | The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. | |
| Co-Applicant Information (Please complete as appropriate) | | |
| Name: _____ | Name: _____ | |
| The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. | The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. | |
| Co-Applicant Information (Please complete as appropriate) | | |
| Name: _____ | Name: _____ | |
| The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. | The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. | |
| GSA/SAM Exclusion: (Check "Yes" if any party is excluded, otherwise check "No") <i>Only applicable to non-GUS submissions.</i> Yes <input type="checkbox"/> No <input type="checkbox"/> Date GSA/SAM Checked: _____ | | |
| 1. Is this a refinance loan? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, is the refinanced loan a RD Single Family Guaranteed Loan <input type="checkbox"/> Direct Loan <input type="checkbox"/> If yes, Non-Streamline <input type="checkbox"/> Streamline <input type="checkbox"/> Streamline Assist <input type="checkbox"/> | | |
| 2a. Number of persons in the household: _____ 2b. Number of dependents under the age of 18 or full-time students: _____ | | |
| 3a. Current annual income in the household is: _____ 3b. Current adjusted income for the household is: _____ | | |
| 4. The applicant understands that Rural Development approval of guarantee is required and is subject to the availability of funds. | | |
| 5. Loan funds will be used for the following purpose(s): <i>Only applicable to non-GUS submissions.</i> | | |
| Purchase/Refinance Amount: | _____ | _____ |
| Financed Loan Closing Costs: | _____ | _____ |
| Repairs/ Other: | _____ | _____ |
| Guarantee Fee: | _____ | _____ |
| Total Request: | _____ | \$0.00 |
| <small>According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0179. The time required to complete this information collection is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</small> | | |
| Page 1 of 4 | | |

Form RD 3555-21

Loan Request

- Only include those items being financed and included in the loan amount.
- “Total Request” must match the GUS.
- Double check the loan amount.
- Does the applicant have all of the funds they need to close?

| | | |
|--------------------------------|---|--|
| Form RD 3555-21 (Rev.08-22) | UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT RURAL HOUSING SERVICE REQUEST FOR SINGLE FAMILY HOUSING LOAN GUARANTEE | Form Approved OMB No.0575-0179 Exp. Date: 12/31/2024 |
|--------------------------------|---|--|

| | |
|-------------------------------|-----------------------------|
| Approved Lender: | Approved Lender Tax ID No.: |
| Contact for this File: | Contact E-Mail: |
| Contact Phone Number: | |
| Third Party Originator (TPO): | TPO Tax ID No.: |

Please issue a Conditional Commitment for Single Family Housing Loan Guarantee in the following case:

| | |
|---|---|
| Primary Information | |
| Name: _____ | The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. |
| Co-Applicant Information (Please complete as appropriate) | |
| Name: _____ | Name: _____ |
| The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. | The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. |
| Co-Applicant Information (Please complete as appropriate) | |
| Name: _____ | Name: _____ |
| The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. | The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. |

GSA/SAM Exclusion: (Check "Yes" if any party is excluded, otherwise check "No") *Only applicable to non-GUS submissions.*
 Yes No Date GSA/SAM Checked: _____

1. Is this a refinance loan? Yes No If yes, is the refinanced loan a RD Single Family Guaranteed Loan Direct Loan
 If yes, Non-Streamline Streamline Streamline Assist

2a. Number of persons in the household: _____ 2b. Number of dependents under the age of 18 or full-time students: _____

3a. Current annual income in the household is: _____ 3b. Current adjusted income for the household is: _____

4. The applicant understands that Rural Development approval of guarantee is required and is subject to the availability of funds.

5. Loan funds will be used for the following purpose(s): *Only applicable to non-GUS submissions.*

| | | |
|------------------------------|-------|--------|
| Purchase/Refinance Amount: | _____ | _____ |
| Financed Loan Closing Costs: | _____ | _____ |
| Repairs/ Other: | _____ | _____ |
| Guarantee Fee: | _____ | _____ |
| Total Request: | _____ | \$0.00 |

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0179. The time required to complete this information collection is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Page 1 of 4

Form RD 3555-21

Certifications

- Must be signed by both lender and applicant(s).
- Electronic signatures are acceptable.
- Make sure to upload the signed copy.

Form RD 3555-21
(Rev. 08-22)

Certifications

Approved Lender Certification

In order to induce the Agency to issue the requested guarantee, we certify that we have originated the loan in compliance with all Agency loan requirements. This form contains or is supplemented with all information required by 7 CFR § 3555.107(e) and further clarified in Chapter 15 of HB-1-3555 of 7 CFR 3555.

Signature _____ **Date** _____

Lender's Authorized Representative Signature / Title _____ Date _____

Name of Authorized Representative _____ Title/Company _____

Applicant(s) Acknowledgments and Certifications

CERTIFICATION: As the applicant, I certify to the best of my knowledge and belief; (1) I am not presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) I have not within a three year period preceding this proposal been convicted or had a civil judgment rendered against me for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) transaction or contract under a public transaction; or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statement, or receiving stolen property; (3) I do not have an outstanding judgment lien on any property for a debt in favor of the United States which was obtained in any Federal court other than the United States Tax Court; and (4) I am not delinquent on any outstanding debt to the Federal Government (excluding any Federal Tax debt).

I (we) acknowledge this loan will be subject to payment of an annual fee by the Lender. The Lender may pass this fee on to me (us). I (we) understand that the annual fee for the first year is calculated when the loan is closed based upon the loan amount. Thereafter, the annual fee is calculated every 12 months based upon the average scheduled amortized unpaid principal balance. Billing for the annual fee will begin 12 months from the closing of the loan.

I AM (WE ARE) unable to provide the housing I (we) need on my (our) own account, and I am (we are) unable to secure the credit necessary for this purpose from other sources upon terms and conditions which I (we) can reasonably fulfill. I (we) certify that the statements made by me (us) in this application are true, complete and correct to the best of my (our) knowledge and belief and are made in good faith to obtain a loan.

Warning: Section 1001 of Title 18, United States Code provides: "Whoever, in any matter within the jurisdiction of any Department or Agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

Each of the undersigned hereby acknowledges having read all pages of this document as it relates to information regarding the PRIVACY ACT and a NOTIFICATION TO APPLICANT ON USE OF FINANCIAL INFORMATION FROM FINANCIAL INSTITUTION.

| | | |
|---------------------------|--------------------------|-------|
| _____ | Signature _____ | _____ |
| Print Applicant's Name | Applicant's Signature | Date |
| _____ | Signature _____ | _____ |
| Print Co-Applicant's Name | Co Applicant's Signature | Date |
| _____ | Signature _____ | _____ |
| Print Co-Applicant's Name | Co Applicant's Signature | Date |
| _____ | Signature _____ | _____ |
| Print Co-Applicant's Name | Co Applicant's Signature | Date |
| _____ | Signature _____ | _____ |
| Print Co-Applicant's Name | Co Applicant's Signature | Date |

Page 2 of 4

Attachment 9-B (optional form)

GUS "Eligibility" Page

HB-1-3555
Attachment 9-B
Page 3 of 3

Applicant: _____ Co Applicant: _____

MONTHLY REPAYMENT INCOME CALCULATION (Consider stable and dependable income of parties to the note as described in 7 CFR 3555.152(a) and HB-1-3555 Chapter 9. Non-occupant borrowers or co-signers are not allowed.)

14. Stable Dependable Monthly Income (Parties to note only). Calculate and record how the calculation of each income source/type was determined in the space below. Identify income type by party to note.

| | Applicant | Co-Applicant | Total |
|---------------------|-------------------------------------|-------------------------------------|-------|
| Base Income | _____ | _____ | _____ |
| | <i>Calculation of Base Income:</i> | <i>Calculation of Base Income:</i> | |
| Other Income | _____ | _____ | _____ |
| | <i>Calculation of Other Income:</i> | <i>Calculation of Other Income:</i> | |
| Total Income | | | |

15. Monthly Repayment Income (Total of 14)

Preparer's Signature: _____

Name (Print): _____

Title: _____

Date: _____

(03-09-16) SPECIAL PN
Revised (01-09-23) PN 573

Household Member Information

* Number of People in Household ¹
2

Is Loan Applicant or Co-Applicant age 62 or older? (P) ¹
 No
 Yes

Number of residents under 18 years old, Disabled or Full Time Students 18 years of age (P) ¹
0

Are there any Disabled persons living in the household? (P)
 No
 Yes

Monthly Gross Income For All Household Members

Enter the current monthly gross income of all adult household members required to determine annual household income eligibility

Primary Borrower (P)

Base ¹ 4000.00 Commission ¹ \$0.00 Overtime ¹ \$0.00

Military Entitlements ¹ \$0.00 Bonus ¹ \$0.00 Other ¹ \$0.00

Other Household Member (P)

Base ¹ \$0.00 Commission ¹ \$0.00 Overtime ¹ \$0.00

Military Entitlements ¹ \$0.00 Bonus ¹ \$0.00 Other ¹ \$0.00

Building a Complete Loan Application

- 1 Understanding Submission Types
- 2 Completing Form RD 3555-21
- 3 **Assembling Documents**
- 4 Uploading Documents Timely
- 5 Utilizing the Resources and Tools



Checklist Attachment 15-A

Page 1

- GUS “Accept”
 - Purchase
 - Non-Streamline Refinance
 - Streamline Refinance

ATTACHMENT 15-A



Origination Stacking Order Checklist

Lender Instructions: Submit the identified documents in the order noted with the first document in the bundle being this Attachment. Submit only the identified documents. Include complete documentation for the specific file type identified to ensure an effective file flow. Documents must not exceed the maximum allowable age set forth in 7 CFR 3555 Handbook. Rural Development will consider all documents submitted as the certified and true copies of the original documents retained in the lender's permanent file. Electronic delivery to Rural Development is the preferred method. See electronic delivery information by state <https://usdalinc.sc.egov.usda.gov/RHShome.do>. In the subject line identify the case by: Loan Origination: Borrower Last Name, First Name

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

File Stacking Order Checklist
Guaranteed Underwriting System (GUS) - Underwriting Recommendation: **ACCEPT**

Please stack the credit package in the following document order:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Form RD 3555-21, "Request for Single Family Housing Loan Guarantee" Note: Must be fully completed and executed by all applicants and lender. Must include income worksheet pages. |
| <input type="checkbox"/> | Final GUS Underwriting Findings and Analysis Report Note: Last final submission to be printed, retained in lender's permanent loan file. |
| <input type="checkbox"/> | FEMA Form 086-0-32, "Standard Flood Determination Form" Note: New construction properties located in 100-year flood plains will require additional documentation. Confirmation the base flood elevation (BFE) is below lowest floor of subject. |
| <input type="checkbox"/> | Evidence of qualified alien (If the applicant is not a US citizen) |
| <input type="checkbox"/> | Credit Report, Non-Purchasing Spouse (If the applicant or property is in a community property state – AZ, CA, ID, LA, NV, NM, TX, WA, WI) |
| <input type="checkbox"/> | Uniform Residential Appraisal Report (URAR) (FNMA 1004/FHLMC 70 or applicable Report) Note: 1004 MC (Market Conditions Addendum) must be part of report. |

Checklist Attachment 15-A

Page 2

- GUS “Refer” or “Refer with Caution”
- GUS “Accept with Full Documentation” message
- Manually Underwritten without the assistance of the GUS
- Applications not supported in the GUS (streamline-assist refinances)

HB 1-3555
Attachment 15-A
Page 2 of 3

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

Checklist Attachment 15-A

Page 3

- Streamlined-Assist Refinance
 - Not supported in GUS
 - Follow two-step process described earlier regarding loans not processed in GUS.
 - The “Manual Submission Job Aid” is also located in the LINC Library under the “Loan Origination” section.

HB 1-3555
Attachment 15-A
Page 3 of 3

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

Building a Complete Loan Application

- 1 Understanding Submission Types
- 2 Completing Form RD 3555-21
- 3 Assembling Documents
- 4 **Uploading Documents Timely**
- 5 Utilizing the Resources and Tools





Successful Document Submission



TIMELINESS

Upload documents prior to “Final” submission

COMMUNICATION

Notify Rural Development anytime you upload documents for incomplete files

COMPLETENESS

Efficiency is the key!

Follow the checklist

GUS – Application Document Uploads

Steps:

1. Navigate to the **Application Documents** tab from the *More* drop-down.
2. Review the borrower information.
3. Review the file upload instructions (also review Note section highlighted in yellow on page).
4. Select the **Type of Document** to upload.
5. Select the **Upload Files** button to select a file from the user's system.

The screenshot shows the 'Application Documents' page in the GUS system. At the top, a navigation bar includes 'Eligibility', 'Borrower Information', 'Assets and Liabilities', 'Real Estate', 'Loan and Property Information', 'Application Documents' (highlighted with a red box and callout 1), and 'More...'. Below this is the 'Application Documents' header and a 'Borrower Information' section with a green header and two input fields (callout 2). The 'Upload Documents' section follows, with a sub-header 'Add and Index Individual Document(s) into Image Repository'. A yellow box contains 'File Upload Instructions' (callout 3) with a bulleted list: 'Acceptable file formats are Adobe PDF and TIF (no password protected PDF files)', 'Password protected documents are not permitted.', 'Maximum File Size is 100MB.', 'User must make a selection for "Type of Document" prior to adding files using the Upload feature.', 'Up to 10 individual documents can be uploaded at a time.', and 'Select "Submit Document(s)" to attach document(s) to application for submission to USDA.' Below this is a table with columns 'Type of Document', 'File Name', 'Submission Status', and 'Actions'. A dropdown menu is open under 'Type of Document' (callout 4), showing options: '10011 Request for Guarante', 'Choose One', '10002 Appraisal Report', '10006 Underwriting', and '10011 Request for Guarante' (highlighted). To the right of the dropdown is an 'Upload Files' button (callout 5) and 'Or drop files' text. A 'Submit Document(s)' button is on the right. A yellow note box states: 'Note: It may take several minutes for individually indexed documents to process and be available for display. Click the "Display Document" button icon to display the document you wish to view.' At the bottom is another table with columns 'Type of Document', 'Document Description', 'Upload Date', and 'Actions', with the text 'No documents exist for this borrower ID / Lender tax ID' below it.

GUS – Application Document Uploads

Next Steps:

1. Select the document to be uploaded from the user's system.
2. Click **Open** to attach to the loan application.
3. Wait for the upload to complete as indicated in the **Upload Files** dialogue box. Select the **Done** button when the upload is complete.

The screenshot displays the 'Application Documents' interface. At the top, there is a 'Borrower Information' section with a table for 'Borrower ID / Name' and 'Borrower Address'. Below this is the 'Upload Documents' section, which includes 'File Upload Instructions' (e.g., 'Acceptable file formats are Adobe PDF and TIF (no password protected PDF files)', 'Maximum File Size Is 100MB', 'Up to 10 individual documents can be uploaded') and a 'Type of Document' dropdown menu currently set to '10011 Request for Guarantee'. An 'Open' file dialog is overlaid on the screen, showing the 'Desktop' location with several files, including 'Upload Test Doc'. At the bottom, an 'Upload Files' progress bar shows 'Upload Test Doc.pdf' (45 KB) with a 100% completion indicator and a green checkmark. A 'Done' button is visible at the bottom right of the progress bar.

GUS – Application Document Uploads

Final Steps:

1. To submit the selected and uploaded document(s), select the **Submit Document(s)** button.
2. Submitted documents appear in the **Submitted Documents** section.
3. Select the eye icon under the **Actions** column to view the document.
4. Use the action buttons to navigate through the submitted document(s).

The screenshot displays two main sections of the application interface. The top section is for document submission, featuring a table with columns: Type of Document, File Name, Submission Status, and Actions. A dropdown menu is set to 'Choose One'. A row shows '10011 Request for Guarantee' with file 'Upload Test Doc.pdf' and status 'Not Submitted'. A red circle '1' highlights the 'Submit Document(s)' button. The bottom section, titled 'Submitted Documents', includes a yellow note about processing time and a 'Display Document' instruction. Below is a table with columns: Type of Document, Document Description, Upload Date, and Actions. A row shows '10011 Request for Guarantee' uploaded on '9/14/2020'. A red circle '2' highlights the document ID, a red circle '3' highlights the eye icon, and a red circle '4' highlights the navigation buttons (First, Previous, Next, Last).

| Type of Document | File Name | Submission Status | Actions |
|-----------------------------|---------------------|-------------------|---------|
| Choose One | | | |
| 10011 Request for Guarantee | Upload Test Doc.pdf | Not Submitted | |

1 Submit Document(s)

Submitted Documents

Note: It may take several minutes for individually indexed documents to process and be available for display.
• Click the "Display Document" button icon to display the document you wish to view.

| Type of Document | Document Description | Upload Date | Actions |
|------------------|-----------------------|-------------|---------|
| 10011 | Request for Guarantee | 9/14/2020 | |

2 3 4 First Previous Next Last

GUS – Request Forms

Steps:

1. Navigate to the **Request Forms** tab and select the borrowers to be included on the **Form 3555-21**.
2. Select the **Display Form** button.
3. Depending on your browser, the downloaded **Form 3555-21** file will be available in Downloads or otherwise available for selection.

Note: Data on this form and throughout this guide is sample data only.

The screenshot shows the GUS Request Forms interface. At the top, there are navigation tabs: Eligibility, Borrower Information, Assets and Liabilities, Real Estate, Loan and Property Information, Request Forms (selected), and More... A dropdown arrow is next to 'More...'. Below the tabs, the page title is 'Display Form 3555-21 - Request for Single Family Housing Loan Guarantee'. A yellow box contains the text: 'You may select up to 2 borrowers at a time to View or Print. If there are more than 2 borrowers please complete additional forms.' Below this is a green header 'Borrower Name'. A table lists borrowers, with 'Borrower 1: Firstimer, Alice' selected and marked with a red circle '1'. A green 'Display Form' button is marked with a red circle '2'. The form itself is titled 'Form RD 3555-21 (Rev. 10-19)' and 'REQUEST FOR SINGLE FAMILY HOUSING LOAN GUARANTEE'. It includes fields for 'Approved Lender', 'Approved Lender Tax ID No.', 'Contact', 'Approved Lender E-Mail', 'Phone Number', 'Third Party Originator (TPO)', and 'TPO Tax ID No.'. Below these is a section for 'Please issue a Conditional Commitment for Single Family Housing Loan Guarantee in the following case:'. This section is divided into 'Applicant Information' and 'Co-Applicant Information', each with fields for Name, SSN, and Veteran status. There are also checkboxes for 'The applicant has/does not have a relationship with any current Rural Development employee. Explain:'. At the bottom, there are checkboxes for 'GSA/SAM Exclusion' and a 'Date GSA/SAM Checked' field with the value '09/08/2020'. A red circle '3' is placed over the form title.

Form RD 3555-18

Conditional Commitment for Single Family Housing Loan Guarantee

Never close a loan without it!

USDA-RD
Form RD 3555-18
(Rev. 08-22)

FORM APPROVED
OMB NO. 0575-0179
Exp. Date: 12/31/2024

CONDITIONAL COMMITMENT FOR SINGLE FAMILY HOUSING LOAN GUARANTEE

| | | | |
|-------------------------------|-----------------|---------------------------|-----------------|
| TO: Lender's Name and Address | | RHS Borrower ID: | |
| | | State: | County: |
| | | State Code: | County Code: |
| Borrower: | | Principal Amount of Loan: | |
| | | \$ | |
| Co-Borrower: | Co-Borrower ID: | Co-Borrower: | Co-Borrower ID: |
| Co-Borrower: | Co-Borrower ID: | Co-Borrower: | Co-Borrower ID: |

From a review of all submitted information, the United States of America, acting through the Rural Development-Rural Housing Service (RHS or Agency), or its successor, will execute Form RD 3555-17/17E "Loan Note Guarantee" in accordance with Agency regulations at 7 CFR part 3555, Agency guidance, and terms set forth in this Conditional Commitment.

- Up-front Loan Note Guarantee fee payable by the Lender to Agency is \$ _____
- Interest rate for the loan is _____ %
- Annual fee for the first year of the loan, based upon the above stated principal amount of loan and stated interest rate of this commitment is \$ _____
- Guarantee Systems Technology Fee payable by the lender is \$ _____

A Loan Note Guarantee will be issued when the Lender executes the attached Lender Certification for SFH Guaranteed Loan. The Lender Certification confirms that the loan was underwritten and closed in accordance with applicable laws and guidance, and meets the terms set forth in this Conditional Commitment. Changes to these terms must have been approved by the Agency in writing before loan closing.

The Lender should submit the request for a Loan Note Guarantee in accordance with 7 CFR 3555.107(i) within 30 days from date of loan closing. Once the Loan Note Guarantee is issued, no change of conditions will be permitted.

"Lender Certification" for SFH Guaranteed Loan must be executed electronically in the LLC Prior to issuance of a Loan Note Guarantee.

Subject to conditions of the final official "GUS Underwriting Findings Report."

For additional conditions and requirements see Attachment to this form.

This Conditional Commitment will expire on _____² unless extended by the Agency upon request of the lender, or the Lender notifies the Agency that it does not desire to obtain a Loan Note Guarantee.

UNITED STATES OF AMERICA

By: _____

Date: _____ (Title)

¹ The annual fee is calculated each year at _____ % of unpaid balance. The annual fee for the first year will be calculated when the loan is closed based upon the loan amount. Thereafter, the annual fee is calculated every 12 months based upon the average scheduled amortized unpaid principal balance. Billing for the annual fee will begin 12 months from the date of loan. The amount on this Conditional Commitment is based upon the stated principal loan amount and interest. Changes to either element will change the annual fee amount.

² The Agency will determine the expiration date of this contract. The initial date will not exceed 90 days from the date of issuance. The Agency may grant a reasonable extension based on the approved Lender's request. If construction is involved, the expiration date may correspond with projected completion date of the dwelling.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0179. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Resubmission Policy

ACTION REQUIRED

- ✓ Borrowers added or deleted
- ✓ Decrease in income
- ✓ Decrease in cash assets
- ✓ Increase in loan amount
- ✓ Increase in interest rate
- ✓ Increase in mortgage or personal liabilities greater than \$50

NO ACTION REQUIRED

- ✓ Decrease in interest rate
- ✓ Decrease in loan amount
- ✓ Decrease in mortgage or personal liabilities
- ✓ Increase in assets
- ✓ Increase in mortgage or personal liabilities of \$50 or less

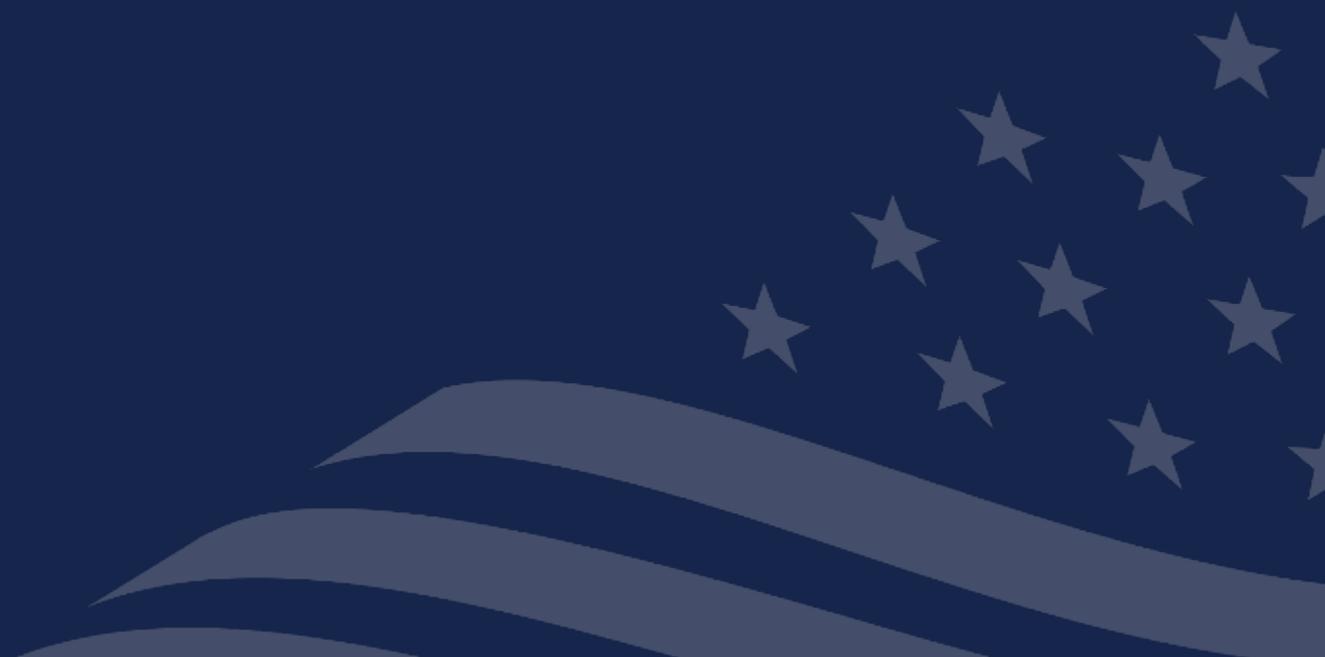
Building a Complete Loan Application

- 1 Understanding Submission Types
- 2 Completing Form RD 3555-21
- 3 Assembling Documents
- 4 Uploading Documents Timely
- 5 Utilizing the Resources and Tools





Lender Toolkit



Origination FAQs



Bookmark It!



Use Ctrl-F to find answers quickly!

The image shows the cover of a document. At the top left is the USDA Rural Development logo with the text "U.S. DEPARTMENT OF AGRICULTURE". At the top right is the slogan "Together, America Prospers". The main title is "FAQ Frequently Asked Questions" in a large, bold, blue font. Below this, separated by a horizontal line, is the subtitle "Single Family Housing Guaranteed Loan Program Origination" in a bold, black, italicized font.

USDA Rural Development
U.S. DEPARTMENT OF AGRICULTURE

Together, America Prospers

FAQ
Frequently Asked Questions

***Single Family Housing
Guaranteed Loan Program
Origination***

Training & Resources



Check back for updates



Don't forget to sign up for GovDelivery updates



The screenshot shows the USDA LINC Training & Resource Library website. At the top, there is a navigation bar with 'HOME' and 'RESOURCES'. Below this is a sidebar menu with various categories: Resources, Acronyms, Directives, Disaster Assistance, Environmental Studies, Forms, Publications, Regulations and Guidance, Rural Data Gateway, LINC Training Library (expanded), Guaranteed Underwriting System (GUS), Lender Approval, Single Family Housing GLP Policy Desk, Lender Training, Loan Closing, Loan Origination, Loan Servicing, GUS Lender Test Environment (LTE), SFHGLP System Access and Security Guide, Lender Training Schedule, Loan Processing, LINC Contact and Resources, Lender List, and RBCS How-To Apply Video Series for Applicants. The main content area features a 'Loan Status' notification, a 'New Information' section with a link to 'Job Aid - Eligibility for the Single Family Housing Guaranteed Program', a grid of buttons for 'Lender Approval and Recertification', 'Lender Training', 'Loan Origination', 'Loan Processing', 'Loan Closing', 'Loan Servicing', 'Policy Desk', and 'Guaranteed Underwriting System (GUS)', a 'Contact Us' section with a 'View Contact Information' button, and a 'GovDelivery Updates' section with a link to 'subscribing to our emails'.

Have a question on
POLICY?

Contact the PAC team!



Need **TRAINING?**

Contact the LPA team!



Have a question on a
SPECIFIC FILE?

Contact the OPD!



| Topic | Information |
|-------|--|
| | <p>Information to include in email:</p> <ul style="list-style-type: none">• Identify the state the application is located; if applicable;• Provide applicant's name and USDA borrower ID, if applicable;• GUS loan number, if applicable• Include contact information; and• Indicate if you would like a call back (otherwise you will receive an email reply) <p>File-Specific Questions by phone: 833-314-0168, ext. 2 Phone System Availability: 9:00 am to 3:30 pm ET</p> <p>File-Specific Questions</p> <p>Origination and Processing Division 1: SFHGLP.OPD1@usda.gov</p> <p>Supporting: AL, AK, AR, AZ, CA, CO, GU, HI, IA, ID, KS, KY, LA, MO, MN, MS, MT, ND, NE, NM, NJ, NY, NV, OK, OR, SD, TX, UT, WA, WP, WI, WY</p> <p>Origination and Processing Division 2: SFHGLP.OPD2@usda.gov</p> <p>Supporting: CT, DE, FL, GA, IL, IN, MA, MD, ME, MI, NC, NH, OH, PA, PR, RI, SC, TN, VA, VI, VT, WV</p> |

Have a question on
POLICY?

Contact the PAC team!



Need **TRAINING?**

Contact the LPA team!

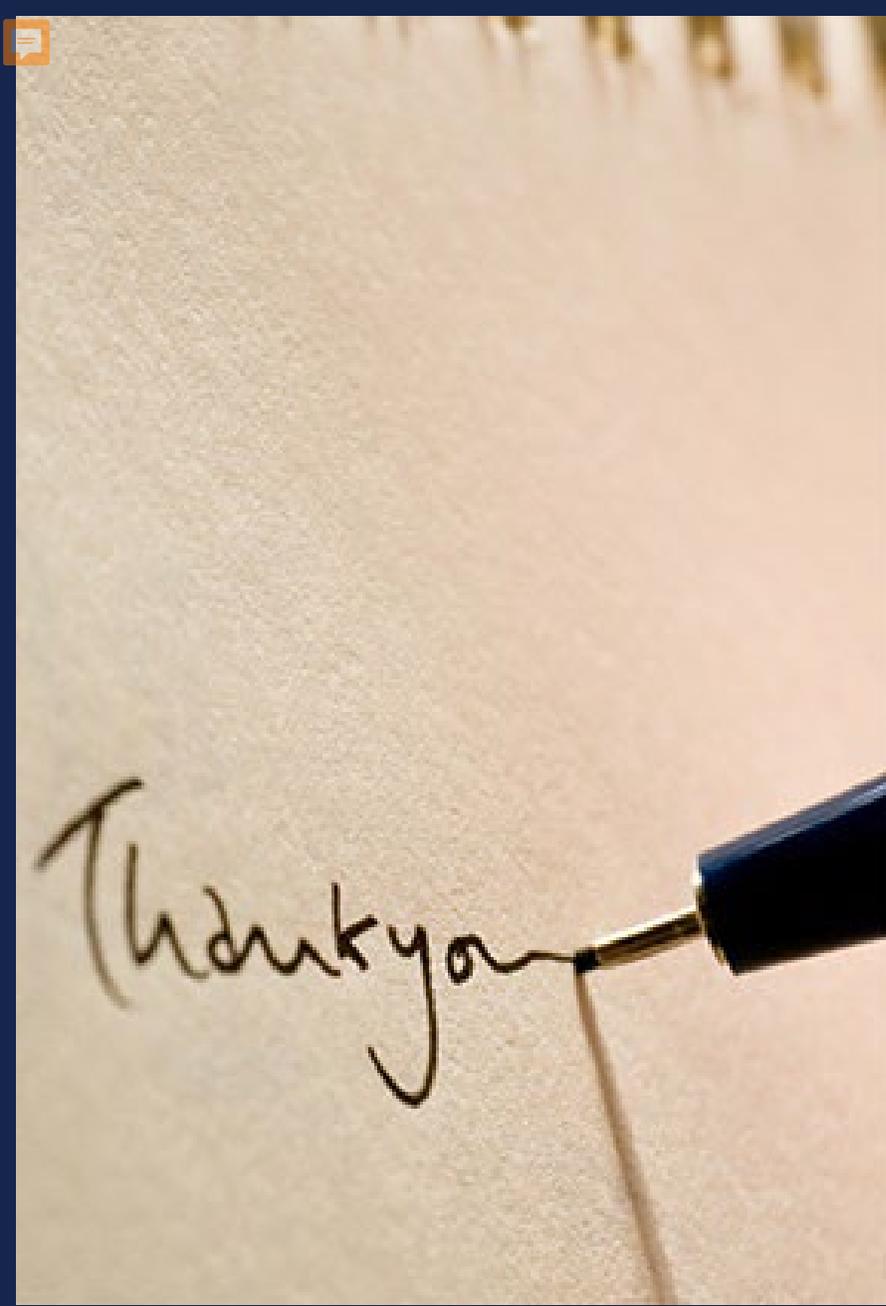


Have a question on a
SPECIFIC FILE?

Contact the OPD!



| Topic | Information |
|---|---|
| Lender Self-Report | SFHGLD.QA@usda.gov |
| Program Training Program Marketing and Outreach | sfhgld.lenderpartner@usda.gov |
| General Loan Scenario Questions Loan Policy/Regulation/Handbook | sfhgld.program@usda.gov or *833-314-0168, ext. 4 |
| Turn Times | 833-314-0168, ext. 1 Phone System Availability: 9:00 am to 3:30 pm ET |
| Lender Approval/Recertification Loan Servicing | sfhgld.servicing@usda.gov |
| Technical Issues: GUS | RD.HD@USDA.GOV or (800) 457-3642 option 2, option 2 |
| Technical Issues: eAuth or Login.gov | https://www.eauth.usda.gov/eauth/b/usda/faq Select Public Customer FAQs |
| Loss Claims | guarantee.svc@usda.gov |
| Monthly and Quarterly Status Reporting GUS User Agreements | RD.SO.HSB@usda.gov |
| Adding/Removing Security Administrator (SFH Guaranteed Loan Program Automated Systems) | Form Instructions |





www.rd.usda.gov

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