SINGLE FAMILY HOUSING
GUARANTEED LOAN PROGRAM

PROPERTY DISPOSITION PLAN (PDP)
&
DOCUMENT UPLOAD
SERVICER USER GUIDE
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GETTING STARTED

SYSTEM SECURITY

Having a USDA E-Authentication account provides:

- Convenient access to information and applications
- Faster processing of applications
- Identity security throughout lending process

Click on the following link to access the Training and Resource Library page.
https://usdalinc.sc.egov.usda.gov/USDALincTrainingResourceLib.do

Click on this hyperlink for training on creating an E-Authentication account
SYSTEM REQUIREMENTS AND HOURS OF OPERATION

System Requirements:

Internet Explorer version 5.5 or higher

Hours of Operation for the Rural Development Guaranteed Loan System (GLS):

Monday – Saturday 6:00am to 6:00pm CST/CDT
Sunday 8:00am to 4:00pm CST/CDT

System messages can be found by using the Message Board hyperlink on the USDA LINC web page (see page 5 for navigation instructions to this page).

NAVIGATING TO THE GLS LENDER LOSS CLAIM ADMINISTRATION PAGE

Go to https://usdalinc.sc.egov.usda.gov/ website

The USDA LINC Lender Interactive Network Connection home page displays. (page 6)
Click on the RHS LINC Home hyperlink at the top of the page. The RHS LINC Home page displays. (page 7)

USDA is an equal opportunity provider, employer, and lender.
Click on the **Loss Claim Administration** hyperlink shown on the left side of the page. The Log In page displays (page 8)
Enter your E-Authentication User ID and Password (password is case sensitive) and click the “Login” button.
E-Authentication will validate your user ID and password information. If the information is correct, the Lender Profile screen is displayed as follows:

- Users who are E-Authenticated to process Loss Claims and/or Property Disposition Plans will select SFHLOSS. Loss Mitigation users will select LOSSMTG.
- Users will not see the Lender Profile screen if only authorized to process either SFHLOSS or LOSSMTG

The GLS Lender Loss Claim Administration page appears. (See Page 10)

**If the entered E-Authentication information is not correct, enter your user ID and password again. If your password suspends, screen instructions for having it reactivated will display.
**ADD/UPDATE Property Disposition Summary**

A Property Disposition Plan (PDP) ensures that both Rural Development and the lender have a mutual understanding of how a property will be marketed and what factor might influence the net proceeds of the sale.

Throughout this section you will be given step-by-step directions on how to add a Property Disposition Plan using Rural Development’s USDA LINC (Lender Interactive Network Connection).

*Note: Delegated and Non-Delegated Lenders can complete the Property Disposition Summary.*
From the **GLS Lender Loss Claim Administration** menu, click on **Add/Update Property Disposition Summary**.
The Borrower/Lender Loan Number Identification page is displayed.

Enter the borrower’s ID (9 digits only), borrower’s SSN or Lender Loan Number and click the “OK” button.
If the entered ID matches an active Rural Development Guaranteed loan the Property Disposition Summary page is displayed.

The Property Disposition Summary page is used to allow electronic data collection of information.
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# Real Estate Listing Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Agent Company Name</td>
<td></td>
</tr>
<tr>
<td>Agent Name</td>
<td></td>
</tr>
<tr>
<td>Agent Phone Number</td>
<td></td>
</tr>
<tr>
<td>Agent Fax Number</td>
<td></td>
</tr>
<tr>
<td>Agent E-mail Address</td>
<td></td>
</tr>
</tbody>
</table>

Enter required information on the real estate company and agent handling the sale of the property.

# Valuation Summary

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appraisal Date</td>
<td></td>
</tr>
<tr>
<td>Appraiser Company</td>
<td></td>
</tr>
<tr>
<td>Appraiser Name</td>
<td></td>
</tr>
<tr>
<td>Appraiser Phone Number</td>
<td></td>
</tr>
<tr>
<td>&quot;As Is&quot; Appraised Value</td>
<td></td>
</tr>
<tr>
<td>&quot;As Repaired&quot; Appraised Value</td>
<td></td>
</tr>
<tr>
<td>BPO Date</td>
<td></td>
</tr>
<tr>
<td>&quot;As Is&quot; BPO Value</td>
<td></td>
</tr>
<tr>
<td>&quot;As Repaired&quot; BPO Value</td>
<td></td>
</tr>
<tr>
<td>Estimated Cost of Repairs</td>
<td></td>
</tr>
</tbody>
</table>

Enter required information on the real estate company and agent handling the sale of the property.

Enter information regarding the value of the property, the appraiser, and all repairs.

Enter all repairs as shown in the repair addendums on the Appraisal and/or BPO.

Itemized List of Repairs
<table>
<thead>
<tr>
<th>Property Disposition Plan User Guide</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2014</td>
</tr>
</tbody>
</table>

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### Listing Summary

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Strategy *</td>
<td>Select</td>
</tr>
<tr>
<td>List Price *</td>
<td></td>
</tr>
<tr>
<td>Frequency Days</td>
<td>30</td>
</tr>
<tr>
<td>Commission Percent</td>
<td>6.0</td>
</tr>
<tr>
<td>Commission Amount</td>
<td></td>
</tr>
<tr>
<td>Minimum Acceptable Price Amount</td>
<td></td>
</tr>
<tr>
<td>Planned Repairs Amount</td>
<td></td>
</tr>
<tr>
<td>Did the property sustain insurable damages over $5,000 *</td>
<td>Yes</td>
</tr>
<tr>
<td>MLS Listing *</td>
<td></td>
</tr>
</tbody>
</table>

**Lender**

Enter information about how the property might be sold, pricing of property, etc.

The Commission Amount and Minimum Acceptable Price Amount are calculated after entering the List Price.

Click ‘Yes’ or ‘No’ to indicate whether the property sustained insurable damages over $5,000.00.

Select whether the property has a MLS Listing.

Enter detail of Anticipated REO Expenses.
After entering some or all of the information corresponding to the Property Disposition Plan the user can:

- Click the SAVE button to save entered information. User will remain on the AddUpdate Property Disposition Summary page.
- After SAVE the user can click CANCEL and return at a later date. The Property Disposition Plan Date will change each day the user returns to resume input.
- When user wants to continue entering the PDP information click the AddUPdate Property Disposition Summary on the GLS Lender Loss Claim Administration menu. Enter the Borrower ID, SSN or Lender Loan Number and resume where left off.
- User also has access to the DELETE button until the SUBMIT is clicked and the PDP status is Suspended.
- Click the SUBMIT button when all information is entered and verified to be correct. System will show errors in red text. EX. Enter Marketable Title Date If no errors displayed the user will see the Confirm Submission message.

(page 19)
• Clicking ‘Yes’ will Submit the PDP. This will display the Property Disposition Confirmation page as seen on Page 20. Save this document for upload.
• Clicking ‘No’ the PDP is Incomplete and user will remain on the PDP web page.

List of PDP status are as follows:
- **SUSPENDED** - User must upload documents to notify RD of the PDP submission
- **APPROVED** – RD reviewed the documents uploaded and Approved the decision to market the property
- **DENIED** – RD reviewed the documents uploaded and denied the request to market the property
- **WITHDRAWN** – RD reviewed the documents uploaded and there were documents missing. RD could not make a decision without the missing documents.
- **LENDER APPROVED** – Lender is delegated and no further review by RD is required
Note: Delegated Lenders must upload documents only if Threshold Edits are displayed above and the PDP Status is Suspended. The Property Disposition Confirmation page must be uploaded. A Non Delegated Lender must upload all supporting documents, for example the PDP Confirmation page and Appraisal/BPO.

Click on the Lender Upload Document hyperlink from the Property Disposition Confirmation page or the AddUpdate Property Disposition Summary page. This will take you to the Lender Upload Document(s) screen as seen on page 21.
Upload documents pertaining to the specific borrower shown on the Lender Upload Document page.

Under Type of Document, click on the Down Arrow. Document types are shown as follows:

- 11013  Appraisal
- 11014  RHS Property Disposition Plan
- 11033  PDP Correspondence
- 11034  PDP Trailing Documents
- 11045  Liquidation Appraisal Order Request
- 11057  Purchase Offer
- 11058  Repair Bid
- 11059  Third Opinion of Value

Under the File Name, click Browse to find the document you want to upload.
Upload the following required documents:

- 11014 RHS Property Disposition Summary should always be the first document type uploaded. Attach a copy of the Property Disposition Confirmation page.
- User can attach a copy of the Property Disposition Summary page using document type 11014.
- Use document type 11013 to upload the Appraisal and/or BPO.

If you have more than 3 documents to upload click the ‘Insert more Documents’ button. A total of 12 documents can be added at one time.

Click the ‘Submit Document(s)’ button when all documents have been selected for upload.

User will get the following pop up:
Click ‘Yes’ if user agrees to Upload the Documents.

The Confirmation Page Upload was Successful. If Upload Status Failed try uploading again.

Click the ‘Upload Documents Completed’ button when user has finished uploading documents.

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To View the documents you upload click on 'Lender Display Document' hyperlink:

USDA is an equal opportunity provider, employer, and lender.
Enter the Borrower ID, Borrower SSN or Lender Loan Number and click OK.

Uploaded documents are displayed on this page.