Hot Tips for Successful Loan Submission

Single Family Housing Guaranteed Loan Program
TIP #1: Verify the 3555-21

TIP #2: Follow the Checklist

TIP #3: Verify Prior to Closing

TIP #4: Utilize the Resources & Tools

TIP #5: Understand Submission Types

GUS LOANS

Accept
- Review “GUS Findings Report”.
- Refer to “Loan Origination Checklist” for Accept Loans.
- Upload documents via the GUS in stacking order.

Accept with "FULL DOCUMENTATION" Message
- Review “GUS Findings Report”.
- Refer to “Loan Origination Checklist” for Manually Underwritten Loans. Not all documents will be applicable.
- Upload documents via the GUS in stacking order.

Refer and Refer with Caution
- Review “GUS Findings Report”.
- Refer to “Loan Origination Checklist” for Manually Underwritten Loans.
- Upload documents via the GUS in stacking order. No need to email anything!
Applications Not Supported in the GUS

- Manufactured Housing Pilot Loans
- Streamlined-Assist Refinance Loans

- Refer to “Loan Origination Checklist” for Manually Underwritten Loans.
- Assemble documents in stacking order and submit to Rural Development electronically via email, secure server, etc.
- Remember to protect PII.

Production Teams

| Production Team One | AK, AL, AZ, CA, CO, GU, HI, IA, ID, KS, MT, NV, WY, OR, SD, TX, UT, WA, WI, WY |
| Production Team Two | AK, KY, LA, MN, MO, MS, ND, NE, NJ, NY, OK |
| Production Team Three | CT, DE, GA, IL, MA, MD, ME, MI, NC, NH, RI, SC, VT, WV |
| Production Team Four | FL, IN, OH, PA, TN, VA, WI |
TIP #1
Follow the Checklist

TIP #2
Verify the 3555-21

TIP #3
Utilize the Resources & Tools

TIP #4
Verify Prior to Closing

TIP #5
Understand Submission Types

Does the property information match the Appraisal and the GUS?

Does the "Total Request" match the loan amount in the GUS?

Verify the property information match the Appraisal and the GUS.

Does the property information match the Appraisal and the GUS?

Does the "Total Request" match the loan amount in the GUS?

Verify the 3555-21

Utilize the Resources & Tools

Verify Prior to Closing

Understand Submission Types

Follow the Checklist
GUS “Income and Expenses” Page

**Income and Expenses**

**Monthly Repayment Income**

<table>
<thead>
<tr>
<th>Item</th>
<th>Person, Parker</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Employment Income</td>
<td>$2,533.20</td>
<td>$2,533.20</td>
</tr>
<tr>
<td>Overtime</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bonuses</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Commissions</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dividends/Interest</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other (enter details below)</td>
<td>$2,533.20</td>
<td>$2,533.20</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$2,533.20</td>
<td>$2,533.20</td>
</tr>
<tr>
<td>Net Rental</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total**

**Other Income**

<table>
<thead>
<tr>
<th>Description</th>
<th>Detail Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select One</td>
<td>Select One</td>
<td>Select One</td>
</tr>
<tr>
<td>Select One</td>
<td>Select One</td>
<td>Select One</td>
</tr>
<tr>
<td>Select One</td>
<td>Select One</td>
<td>Select More Other Income</td>
</tr>
</tbody>
</table>

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**Form RD 3555-21 (Page 5)**

**TIP #1**

Follow the Checklist

**TIP #2**

Verify the 3555-21

**TIP #3**

Utilize the Resources & Tools

**TIP #4**

Verify Prior to Closing

**TIP #5**

Understand Submission Types
ATTACHMENT 15-A

Guaranteed Rural Housing Loan Origination Checklist

General Information
Applicant(s):

Purchase
Non-Streamline Refinance
Streamline Refinance

GUS “Accept”

GUS “Refer” and “Refer with Caution”

GUS “Accept” with “Full Documentation” Message

Underwritten Without the Assistance of the GUS

Applications Not Supported in the GUS
- Manufactured Housing Pilot Loans
Form RD 3555-18
“Conditional Commitment for Single Family Housing Loan Guarantee”

“NEVER CLOSE A LOAN WITHOUT IT”
RESUBMISSION POLICY

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 of $51 or more

NOT 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

Seller (or other interested party) contributions may never exceed 6%

TIP #1
Understand Submission Types

TIP #2
Verify the 3555-21

TIP #3
Follow the Checklist

TIP #4
Verify Prior to Closing

TIP #5
Utilize the Resources & Tools
Monitor posted turn times daily.

Utilize your online resources & tools.

Don’t forget to sign up for GovDelivery updates.

https://www.rd.usda.gov/page/sfh-guaranteed-lender