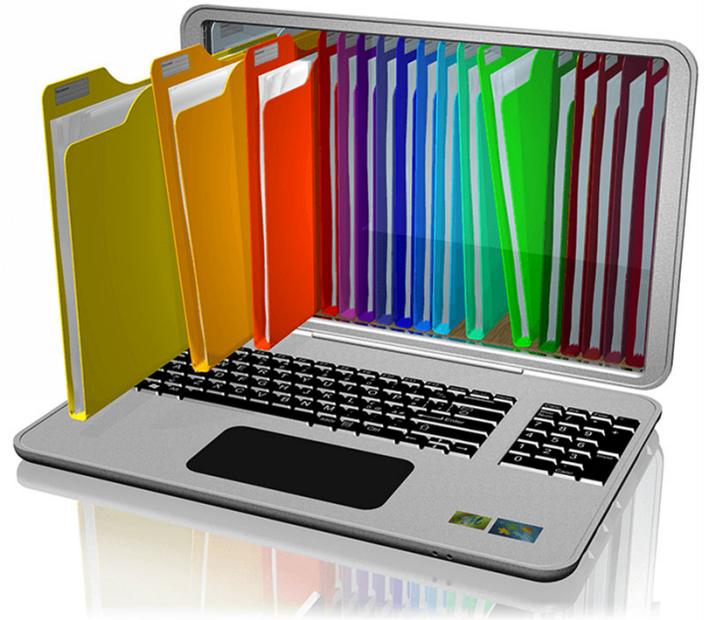


Submitting a Complete Loan Application for Conditional Commitment

Single Family Housing Guaranteed Loan Program

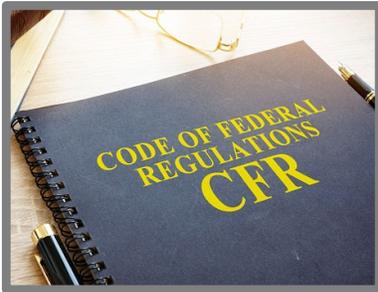


Welcome to the “Submitting a Complete Loan Application for Conditional Commitment” training module presented by USDA’s Single Family Housing Guaranteed Loan Program.



- This training will provide you with the information you need to successfully build a complete loan application and obtain a Conditional Commitment from USDA Rural Development within a few days of submitting a complete loan application.
- Our #1 goal is to get homebuyers into the home they have worked so hard to call their own. Together, we can make sure this happens and most importantly, it happens on time.

Training Objectives



3

The objectives of the training include:

- Demonstrating where the training topic is located in the program regulation, 7 CFR Part 3555 and the technical handbook, HB-1-3555
- In addition to the regulation and technical handbook, the agency has developed many other resources and tools to assist you. If you have not yet completed the Single Family Housing Guaranteed Loan Program Overview training module, please take a few moments to review that module to become more familiar with navigating through your resources and tools.
- Every effort has been made to ensure this training and all references are accurate, however, program changes and updates do occur. Please ensure you always reference the most recent USDA publications.

Building a Complete Loan Application Package



- Step #1 to building a complete application is “Understanding 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!

- It’s important to know the different types of applications so you know what documents are required to be submitted to Rural Development based on the GUS underwriting recommendation.
- GUS loans that receive an “Accept” underwriting recommendation generally require a minimal submission of documents.
- In some cases, a GUS “Accept” loan may receive a “Full Documentation Review” condition which will be listed under the lender’s “Prior to Conditional Commitment” conditions and additional documentation will be required. Loans selected for a full documentation review are randomly selected for a data integrity review.
- Loan requests that receive a “Refer” or “Refer w/Caution” underwriting recommendation require further review and will require a full document submission.
- Lenders must review their GUS findings report and submit documentation accordingly. Agency staff will not review a loan file that is incomplete and condition for missing loan documents. Files that are severely incomplete will be released back to the lender and create delays.
- Regardless of the GUS underwriting recommendation, you will upload all documents via the GUS application. There is no need to email anything to Rural Development.



GUS Accept with "FULL DOCUMENTATION" Message

LENDER'S REQUIRED CONDITIONS

Prior To Final Submission

1. 601 - Standard Flood Hazard Determination Form (SFHF) Obtain FEMA Form 086-4-32 (SFHF). Submit form to Rural Development when requesting a conditional commitment for loan rate guarantee. If an existing dwelling is in a 100-year floodplain the lender must ensure flood insurance through FEMA's National Flood Insurance Program (NFIP) is available for the community and flood insurance whether NFP, "write your own", or private flood insurance, as approved by the lender, is purchased. Additional requirements for flood insurance are listed in HB-1-3555 Chapter 12.108, including requirements for new construction properties.
2. 605 - Property Appraisal. Obtain an appraisal report for the subject property and submit to Rural Development. The appraisal report must not be more than 180 days old at the time of loan closing. See HB-1-3555 Chapter 12.358 for extended validity terms available when an appraisal update is performed. All appraisals must comply with the reporting requirements of USPAP and include a Market Condition Addendum (Form FIMA 100M/C) and meet the Uniform Appraisal Dataset (UAD) requirements set forth by Fannie Mae and Freddie Mac.
3. 624 - Verification of Income/Employment. Lender must verify income information. Income verifications cannot be greater than 120 days old at the time of loan closing (including divorce decrees and income tax returns). All sources of income for each adult household member must be validated by the underwriter. Refer to HB-1-3555 Chapter 9 for complete guidance. Eligibility income captured on the Eligibility page in GUS may differ from employment income captured on the Income and Expenses page in GUS.
4. 36800 - Other Credits. Ensure any amount entered as an "Other Credit" on the Transaction Details page is not duplicated in an "Asset" account on the Assets and Liabilities page.
5. 31900 - Income and Liabilities of a NonPurchasing Spouse (NPS). Except for obligations specifically excluded by state law, the debts of a NPS must be included in the applicant's total debt ratio when the subject property is located in a community property state. The credit history of a NPS is not a reason to deny a loan application. Obtain an eligible credit report for the NPS independent of GUS and manually enter the NPS debts in the liabilities section. Enter "NPS debt" in the notes data field for each applicable liability. The manual entry of NPS debts on the Asset and Liabilities page in GUS will not require the lender to downgrade an automated underwriting recommendation of ACCEPT. The income of a NPS must be verified for program eligibility purposes.
6. 60015 - Conventional Credit Test. The lender must certify the applicant(s) does not qualify for a conventional credit loan. The conventional credit test for RD purposes includes all of the following: 1) The applicant(s) has available non-retirement liquid assets of at least 2% of the purchase price for down payment; 2) In addition to the down payment, applicant(s) can pay all closing costs from available non-retirement liquid assets; 3) After applying the down payment and closing costs the applicant(s) would not exceed a 28% PITI ratio and 36% DTI ratio; 4) The applicant demonstrates qualifying credit for a conventional loan; and 5) The conventional credit term is for 30 years at a fixed rate of interest without a requirement to carry private mortgage insurance (PMI). HB-1-3555 Chapter 8.2B defines qualifying credit and liquid non-retirement assets.
7. 60027 - Intersted Party Contribution Cap. Seller or other interested party contributions towards closing costs in excess of six percentage points are prohibited in accordance with HB-1-3555 Chapter 6.3 (some exclusions may apply).
8. 60000 - Authorized User Accounts. Authorized User (AU) accounts are not the legal responsibility of an authorized user. Lenders are not required to include a monthly payment for an AU account in the total debt ratio but may do so at their discretion. Lenders may include an AU account to validate the credit score for GUS REFER and REFER WITH CAUTION files as applicable per HB-1-3555 Chapter 10. AU accounts that are closed or terminated do not require further analysis.
9. 60005 - Disputed Account Non-Disputary. When an applicant's credit report indicates a trade or public record is in dispute, an ACCEPT underwriting may be required to be downgraded to a REFER. A downgrade is not required if any of the following are met regarding the non-disputary disputed account: 1) The trade has a zero dollar balance; 2) The trade is "paid in full" or "resolved"; 3) The trade is 24 months of age or greater; 4) The trade is current and paid as agreed; 5) The payment listed on the credit report is included in the monthly debts; 6) A documented payment from the creditor is included in the monthly debts; 7) Five percent of the stated account balance on the credit report is included in the monthly debts. If none of these options can be met, the lender must downgrade the loan file to a REFER and include and include monthly debt payments for the disputed items per HB-1-3555 Chapter 10.
10. 60075 - Disputed Account Derogatory. Review disputed derogatory accounts per HB-1-3555 Chapter 10 to determine which accounts must be considered. An ACCEPT loan with less than \$2000 of disputed derogatory accounts must include one of the following: 1) The minimum monthly payment stated on the credit report; 2) Five percent of the balance of the account; or 3) A lesser payment due verified by the creditor. An ACCEPT file with \$2000 or more of disputed derogatory accounts must be downgraded to a REFER. REFER and REFER WITH CAUTION loan files must include one of the payments stated in this message as required per HB-1-3555 Chapter 10.
11. 622 - Lender Due Diligence. Lenders must apply due diligence when reviewing the loan file to determine if there is any potentially derogatory or contradictory information that is not part of the data submitted to GUS or if there is any erroneous information in the loan file. Lenders must apply due diligence to verify the accuracy of the information submitted to GUS. Lenders are required to manually downgrade or refer the loan file to a REFER if the lender is unable to verify the information submitted to GUS. Lenders are required to manually downgrade or refer the loan file to a REFER if the lender is unable to verify the information submitted to GUS. Lenders are required to manually downgrade or refer the loan file to a REFER if the lender is unable to verify the information submitted to GUS. Lenders are required to manually downgrade or refer the loan file to a REFER if the lender is unable to verify the information submitted to GUS.

Prior To Conditional Commitment

1. 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 086-4-32, 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, temporary interest rate buydown, non-purchasing spouse credit report, etc.).
2. 31901 - Credit Report for NonPurchasing Spouse (NPS). If the subject property is located in a community property state, obtain an eligible credit report that was obtained independent of GUS as evidence of the NPS's debts. Submit the NPS's credit report to Rural Development with the commitment request and retain a copy in the lender's permanent case file.
3. 31113 - FULL DOCUMENTATION REVIEW. This application has been 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.

- The condition "Full Documentation Review" is listed on the GUS findings under the lender's "Prior to Conditional Commitment" conditions as shown here.

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	States
Production Team One SFHGLPONE@usda.gov	AK, AL, AZ, CA, CO, GU, HI, IA, ID, KS, MT, NM, NV, OR, SD, TX, UT, WA, WI, WP, WY
Production Team Two SFHGLPTWO@usda.gov	AR, KY, LA, MN, MO, MS, ND, NE, NJ, NY, OK
Production Team Three SFHGLPTHREE@usda.gov	CT, DE, GA, IL, MA, MD, ME, MI, NC, NH, RI, SC, VT, WV
Production Team Four SFHGLPFOUR@usda.gov	FL, IN, OH, PA, PR, TN, VA, VI

- There are two types of loans that cannot be processed through the GUS and those are Manufactured Housing Pilot and Streamlined-Assist refinance loans.
- In these instances, documents must be electronically submitted to Rural Development via email, secure server, etc.
- Email the appropriate Rural Development Production Team based on which state the property is located in.
- Always remember to protect Personally Identifiable Information (PII).

Building a Complete Loan Application Package



- Step #2. Make sure you submit a complete and accurate Form RD 3555-21, “Request for Single Family Housing Loan Guarantee.”
- The #1 reason conditional commitments are delayed is because this form is submitted with incomplete or inaccurate information so let’s spend a little time walking through it.

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ONLY agency specific required form!

Make sure you are using the most current version.

<https://forms.sc.egov.usda.gov/eForms/searchAction.do>

Form RD 3555-21 (Rev. 10-19) UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT RURAL HOUSING SERVICE REQUEST FOR SINGLE FAMILY HOUSING LOAN GUARANTEE Form Approved OMB No. 0575-0179

Approved Lender:	Approved Lender Tax ID No.:
Contact:	Approved Lender E-Mail:
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:

Applicant Information (Please complete or mark as appropriate) Name: _____ SSN: _____ Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. Explain: _____ GSA/SAM Exclusion: <input type="checkbox"/> Yes <input type="checkbox"/> No (Check Yes if any party is excluded, otherwise check No) Date GSA/SAM Checked: _____	Co-Applicant Information (Please complete or mark as appropriate) Name: _____ SSN: _____ Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. Explain: _____
---	--

ANY ADDITIONAL APPLICANTS MUST BE FULLY DOCUMENTED ON A SEPARATE FORM.

Property Address: _____
 City, State, Zip Code: _____ County: _____

1. Is this a refinance loan? No Yes If Yes, refinance loan is an RD Single Family Housing 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 _____
 (Initial, non-verified income may vary from calculated income reflected on income worksheet listed on page 3 and 4)

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

5. The applicant is unable to secure the necessary conventional credit without a Rural Development guarantee upon reasonable rates, terms, and conditions in which the applicant could reasonably be expected to fulfill. (See 7 CFR 3555 HB-1-3555 Chapter 5 and 8 for conventional credit definition).

6. Loan funds will be used for the following purpose(s):

Purchase/Refinance Amount:	_____
Financed Loan Closing Costs:	_____
Repairs/ Other:	_____
Guarantee Fee:	_____
Total Request:	_____

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 7

- Form RD 3555-21 is the only required form that is unique to a guaranteed loan application and it's very easy to complete. Actually, much of this information will prefill from your GUS application. It can then be printed for the applicant and lender to sign or signed electronically.
- Make sure you are using the most current version of the form that is posted on the USDA forms website.
- The top portion of page 1 of the form is completed with the approved lender information.
- You will also complete the third party originator name and tax ID if applicable.

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Use separate form for additional co-applicants.

GSA/SAM Website
<https://www.sam.gov/>

Make sure the property information matches the Appraisal and GUS application!

Form RD 3555-21 (Rev. 10-19) UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT RURAL HOUSING SERVICE REQUEST FOR SINGLE FAMILY HOUSING LOAN GUARANTEE Form Approved OMB No. 0575-0179

Approved Lender:	Approved Lender Tax ID No.:
Contact:	Approved Lender E-Mail:
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:

Applicant Information (Please complete or mark as appropriate) Name: _____ SSN: _____ Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. Explain: _____	Co-Applicant Information (Please complete or mark as appropriate) Name: _____ SSN: _____ Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. Explain: _____
---	--

GSA/SAM Exclusion: Yes No (Check Yes if any party is excluded, otherwise check No) Date GSA/SAM Checked: _____

ANY ADDITIONAL APPLICANTS MUST BE FULLY DOCUMENTED ON A SEPARATE FORM.

Property Address: _____
 City, State, Zip Code: _____ County: _____

1. Is this a refinance loan? No Yes If Yes, refinanced loan is an RD Single Family Housing 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 _____
 (Initial, non-verified income may vary from calculated income reflected on income worksheet listed on page 3 and 4)

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

5. The applicant is unable to secure the necessary conventional credit without a Rural Development guarantee upon reasonable rates, terms, and conditions in which the applicant could reasonably be expected to fulfill. (See 7 CFR 3055 HS-1-3555 Chapter 5 and 8 for conventional credit definition).

6. Loan funds will be used for the following purpose(s):

Purchase/Refinance Amount:	_____	_____
Financed Loan Closing Costs:	_____	_____
Repairs/ Other:	_____	_____
Guarantee Fee:	_____	_____
Total Request:	_____	_____

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.

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- Next, you will complete the applicant and property information.
- If there are additional co-applicants, you must fully document their information on a separate form.
- Make sure to document the date that a representative from your institution verified on the GSA list found on the SAM website that the applicant, co-applicant, and other parties to the mortgage transaction have not been suspended or debarred from participating in Rural Development programs.
- This verification
- Next, complete the property information.
- Make sure the property information matches the Appraisal and GUS application! The file will be considered incomplete if all 3 do not match!
- If the application is for a refinance loan, make sure you indicate if the original loan was a Guaranteed or Direct loan.
- On lines 3a and 3b, enter the annual and adjusted annual income totals. These totals may end up differing from the totals on the income calculation worksheets on pages 3-5 as they may be completed prior to obtaining income verifications and that's acceptable.

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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 the funds they need to close?

Form RD 3555-21 (Rev. 10-19) UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT RURAL HOUSING SERVICE REQUEST FOR SINGLE FAMILY HOUSING LOAN GUARANTEE Form Approved OMB No. 0575-0179

Approved Lender:	Approved Lender Tax ID No.:
Contact:	Approved Lender E-Mail:
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:

Applicant Information (Please complete or mark as appropriate)	Co-Applicant Information (Please complete or mark as appropriate)
Name: _____	Name: _____
SSN: _____	SSN: _____
Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No
The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. Explain: _____	The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. Explain: _____
GSA/SAM Exclusion: <input type="checkbox"/> Yes <input type="checkbox"/> No (Check Yes if any party is excluded, otherwise check No) Date GSA/SAM Checked: _____	

ANY ADDITIONAL APPLICANTS MUST BE FULLY DOCUMENTED ON A SEPARATE FORM.

Property Address: _____
City, State, Zip Code: _____ County: _____

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

2a. Number of persons in the household is: _____ 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: _____
(Initial, non-verified income may vary from calculated income reflected on income worksheet listed on page 3 and 4)

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

5. The applicant is unable to secure the necessary conventional credit without a Rural Development guarantee upon reasonable rates, terms, and conditions in which the applicant could reasonably be expected to fulfill. (See 7 CFR 3555 HB-1-3505 Chapter 5 and 8 for conventional credit definition).

6. Loan funds will be used for the following purpose(s):

Purchase/Refinance Amount:	_____	_____
Financed Loan Closing Costs:	_____	_____
Repairs/ Other:	_____	_____
Guarantee Fee:	_____	_____
Total Request:	_____	_____

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.

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- Line 6 breaks down the total loan request. Only include those items being financed and included in the loan amount. For example, if the applicant is not financing any portion of the up-front guarantee fee, do not include any portion of the fee here.
- The Total Request must match your loan amount, or line “o”, on your GUS “Transaction Details” page to avoid any confusion regarding the loan amount being requested. The application will be considered incomplete if they do not match.
- Make sure the loan amount accounts for any rounding that may occur at closing in your system. The loan cannot close for even one cent higher than the loan amount on the Conditional Commitment without prior approval from Rural Development. Failure to get approval for a higher loan amount prior to close could jeopardize the guarantee. If you think the applicant may need additional loan funds at closing, now is the perfect time to look at increasing the loan amount.



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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. 10-19)

Applicant: _____ Co Applicant: _____

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.

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.

Print Applicant's Name _____ **Applicant's Signature** _____ **Date** _____

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

Page 2 of 7

- Pages 2 and 3 of Form RD 3555-21 are extremely important. Make sure you and your applicants read them before signing.
- So what does all the fine print say? By signing this form, the lender is certifying, to the best of their knowledge, they have originated the loan in compliance with all Agency loan requirements.

USDA Rural Development
U.S. DEPARTMENT OF AGRICULTURE

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. 10-19)

Applicant: _____ Co Applicant: _____

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.

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.

Print Applicant's Name _____ Applicant's Signature _____ Date _____

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

Page 2 of 7

- Next, let's take a look at the Applicant certification.
- The applicant is certifying that they are not presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- This section also informs the applicant that their guaranteed loan will be subject to payment of an annual fee for the life of the loan and the fee is calculated based on the average scheduled unpaid principal balance.
- By signing the form, applicants certify all statements made by them in the application are true, complete, and correct to the best of their knowledge.

Form RD 3555-21 (Page 3)

GUS "Eligibility" Page

WORKSHEET FOR DOCUMENTING ELIGIBLE HOUSEHOLD AND REPAYMENT INCOME

Lender Instructions: Determine eligible household income for the Single Family Housing Guaranteed Loan Program (SFHGLP) by documenting all source/types of income for all household members. Qualify the loan by documenting all source/type of income that is stable and dependable utilized to repay the loan.

Identify all Household Members	Age	Full-time Student Y/N?	Disabled Y/N?	Receive Income Y/N?	Source of Income
Parker Person	37	No	No	Yes	Employed
Bobbi Person	12	Yes	No	No	
Sofia Person	18	Yes	No	No	

ANNUAL INCOME CALCULATION (Consider anticipated income for the next 12 months for all adult household members as described in 7 CFR 3555.152(a) and HB-1-3555 Chapter 9. Website for instructions/administrative notices: <https://www.fs.usda.gov/publications/regulations-guidelines>)

1. Applicant (Wages, salary, self-employed, commission, overtime, bonus, tips, alimony, child support, pension/retirement, social security, disability, trust income, etc.) Calculate and record how the calculation of each income source/type was determined in the space below. $15 \times 40 \times 52 = 31200 / 12 = 2600.00$ Bonus $720 \times 52 = 37440.00$ $93 \times 12 = 1116$	\$32,388.00
2. Co-Applicant (Wages, salary, self-employed, commission, overtime, bonus, tips, alimony, child support, pension/retirement, social security, disability, trust income, etc.) Calculate and record how the calculation of each income source/type was determined in the space below.	
3. Additional Income to Primary Income (Automobile Allowance, Mortgage Differential, Military, Secondary Employment, Seasonal Employment, Unemployment) Calculate and record how the calculation of each income source/type was determined in the space below.	
4. Additional Adult Household Member (s) who are not a Party to the Note (Primary Employment from Wages, Salary, Self-Employed, Additional income to Primary Employment, Other income). Calculate and record how the calculation of each income source/type was determined in the space below.	
5. Income from Assets (income from household assets as described in HB-1-3555, Chapter 9). Calculate and record how the calculation of each income source/type was determined in the space below.	
Annual household income (Total 1 through 5)	\$32,388.00

Eligibility	Number of Residents Under 18 Years Old, Disabled, or 65 Years of age or greater
Loan Terms	Annual Child Care Expenses
Borrower	Are there any Disabled Persons living in the household?
Employment	Annual Disability Expenses
Income and Expenses	Monthly Gross Income For All Household Members (Annual income of household members to determine income eligibility)
Assets and Liabilities	Applicant(Borrower with highest income)
Transaction Details	Base Employment Income \$2,600.00
Additional Data	Overtime \$0.00
Credit / Underwriting	Bonuses \$99.00
View Findings	Commissions \$0.00
Display Documents	Dividends/Interest \$0.00
Upload Documents	Other \$0.00
Request Forms	Net Rental \$0.00
USDA Administration	All Other Monthly Income Received by Adult Members of Household
Activity History	Income Category (P) Moderate
GUS Reports	Which Income Category should I choose?
Loan List	
Data Modified	
GUS User Guide	
Help	
	Check Income Eligibility
	Results from Checking Income Eligibility
	Total Household Income \$32,388.00
	Allowable Adjustments \$960.00
	Adjusted Household Income \$31,430.00

- On page 3, the lender will document their annual income calculations for all adult household members.
- First, identify all household members and document their age, if they are a full-time student, disabled, if they receive income, and the source of income. Document every person that intends to occupy the home as their primary residence, regardless of age.
- Next, document the income calculations for each adult household member. Rural Development does not see income documentation for streamlined GUS "Accept" loans so lenders must show the numerical information used in calculations. Avoid using words such as "year to date", "average", etc. only and include the actual numbers.
- Add lines 1-5 and put the total in line 6. This will be the total annual household income.
- This total must match the total annual income entered on the "Eligibility" GUS application page.
- More information regarding annual income can be found in Chapter 9 of the 3555 handbook.

Form RD 3555-21 (Page 4)

ADJUSTED INCOME CALCULATION (Consider qualifying deductions as described in 7 CFR 3555.152(c) and HB-1-3555 Chapter 9)	
7. Dependent Deduction (\$480 for each child under age 18, or full-time student attending school or disabled family member over the age of 18) - # 2 \ \$480	\$960.00
8. Annual Child Care Expenses (Reasonable expenses for children 12 and under) Calculate and record the calculation of the deduction in the space below.	
9. Elderly/Disabled Household (1 household deduction of \$400 if 62 years of age or older, or disabled and a party to the note)	
10. Disability (Unreimbursed expenses in excess of 3% of annual income per 7 CFR 3555.152(c) and HB-1-3555 Chapter 9.) Calculate and record the calculation of the deduction in the space below.	
11. Medical Expenses (Elderly/Disabled households only. Unreimbursed medical expenses in excess of 3% of annual income per 7 CFR 3555.152(c) and HB-1-3555 Chapter 9.) Calculate and record the calculation of the deduction in the space below.	
12. Total Household Deductions (Total 7 through 11)	\$960.00
13. Adjusted Annual Income (Item 6 minus item 12) <small>Income cannot exceed Moderate Income Limit to be eligible for SF+HOLP</small>	\$331,429.00

Moderate Income Limit: \$90,200.00 State: LA County: East Baton Rouge

GUS "Eligibility" Page

Eligibility	
Loan Terms	Number of Residents Under 18 Years Old, Disabled, or Years of age or greater
Borrower	Annual Child Care Expenses
Employment	Are there any Disabled Persons living in the household?
Income and Expenses	Annual Disability Expenses
Assets and Liabilities	Monthly Gross Income For All Household Mem <small>(Annual income of household members to determine income elig</small>
Transaction Details	
Additional Data	Applicant/Borrower with highest income)
Credit / Underwriting	Base Employment Income \$2,600.00
View Findings	Overtime \$0.00
Display Documents	Bonuses \$99.00
Upload Documents	Commissions \$0.00
Request Forms	Dividends/Interest \$0.00
USDA Administration	Other \$0.00
Activity History	Net Rental \$0.00
GUS Reports	
Loan List	
Data Modified	All Other Monthly Income Received by Adult Members of
GUS User Guide	Income Category Moderate Income
Help	Which Income Category should I choose?
	Check Income Eligibility
	Results from Checking Income Eligibility
	Income Eligibility is
	Total Household Income \$32,388.00
	Allowable Adjustments \$960.00
	Adjusted Household Income \$31,428.00

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- Adjusted annual income will be documented on page 4.
- Allowable deductions must be verified and documented.
- Line 12 will be the total of all eligible household deductions.
- Subtract the total on line 12 from the annual income total on line 6 (from page 3).
- Enter this total on line 13. This will be the adjusted annual income total. This total must be at or below the moderate income limit for the state and county where the property is located.
- This total must match the "Adjusted Household Income" entered on the "Eligibility" GUS application page. Please note that the GUS will automatically round this number to the nearest **\$10.00** and that is acceptable.
- More information regarding adjusted annual income can be found in Chapter 9 of the 3555 handbook.

Form RD 3555-21 (Page 5)

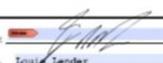
GUS "Income and Expenses" Page

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-occupied 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	\$2,533.20 Calculation of Base Income: YTD 12665.99/5 (5/29)=	Calculation of Base Income:	\$2,533.20
Other Income	Calculation of Other Income:	Calculation of Other Income:	\$0.00
Total Income	\$2,533.20	\$0.00	\$2,533.20

15. Monthly Repayment Income (Total of 14) **\$2,533.20**

Preparer's Signature: 
 Name (Print): Tricia Lender
 Title: Underwriter
 Date: 07-13-2020

Income and Expenses

Monthly Repayment Income ^(P)
 (Stable and dependable income of parties to the note)

	Person, Parker	Total
Base Employment Income	\$2,533.20	\$2,533.20
Overtime	\$0.00	\$0.00
Bonuses	\$0.00	\$0.00
Commissions	\$0.00	\$0.00
Dividends/Interest	\$0.00	\$0.00
Other (enter details below)	\$0.00	\$0.00
Subtotal	\$2,533.20	\$2,533.20
Net Rental	\$0.00	\$0.00
Total	\$2,533.20	\$2,533.20

Other income

Borrower	Description
Del Select One	Select One
Del Select One	Select One
Del Select One	Select One

Insert More Other Income

- Monthly repayment income will be documented on page 5.
- Repayment income will include the stable and dependable income of parties to the note only. Cosigners are not allowed.
- Include the monthly income of the applicant and any co-applicants. Remember to document your calculations and show the numerical information used in calculations.
- Enter the total monthly repayment income on line 15.
- The preparer of the form must complete this information and sign the form. An electronic signature is acceptable.
- This total must match the "Monthly Repayment Income" entered on the "Income and Expenses" GUS application page.
- More information regarding repayment income can be found in Chapter 9 of the 3555 handbook.

Building a Complete Loan Application Package



- Step #3. Make sure you utilize the correct Loan Origination Checklist and that the items are assembled in the order listed on the checklist.
- Doing so will be a huge time saver for Rural Development and will ensure quicker turn times on Conditional Commitments!

GUS "Accept"

Purchase

Non-Streamline Refinance

Streamline Refinance

ATTACHMENT 15-A



Guaranteed Rural Housing
Loan Origination Checklist

Lender Instructions: Submit the identified documents for the applicable loan type. To expedite loan review, please submit only the identified documents. Documents must not exceed the maximum allowable age set forth in the 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 in the SPHGLP Lending Partner Webpage: <https://www.rd.usda.gov/page/efn-guaranteed-lender>. In the subject line include the following: Loan Origination: Borrower Last Name, First Name

General Information		
Applicant(s):	Lender:	Date:

Loan Origination Checklist
Guaranteed Underwriting System (GUS)- Purchase and Non-Streamline and Streamline Refinance Transactions
Underwriting Recommendation: ACCEPT

When submitting documents in GUS, the appraisal report must be uploaded separately.

<input type="checkbox"/>	Form RD 3555-21, "Request for Single Family Housing Loan Guarantee" <ul style="list-style-type: none"> Include all pages from the current published version Executed by applicant(s) and lender Income Calculation Worksheet must be completed with all income calculations fully documented
<input type="checkbox"/>	FEMA Form 086-0-32, "Standard Flood Determination Form" <ul style="list-style-type: none"> New construction properties located in 100-year flood plains require additional documentation, including confirmation the base flood elevation (BFE) is below lowest habitable floor
<input type="checkbox"/>	Mortgage Payoff Statement: if refinance transaction
<input type="checkbox"/>	Evidence of qualified alien: if applicant(s) is not a U.S. Citizen
<input type="checkbox"/>	Credit Report for Non-Purchasing Spouse (as applicable) <ul style="list-style-type: none"> Applies to applicants or property located in a community property state: AZ, CA, ID, LA, NV, NM, TX, WA, WI
<input type="checkbox"/>	Uniform Residential Appraisal Report (URAR) <ul style="list-style-type: none"> FNMA 1004/FHLMC 70 or applicable report as determined by appraiser (not required for a streamline refinance)

- For GUS loans that receive an "Accept" underwriting recommendation, you will follow Page 1 of "Attachment 15-A", "Loan Origination Checklist" when assembling documents for upload to the GUS.
- Assemble the following documents in this stacking order:
 - The completed and signed Form RD 3555-21, "Request for Single Family Housing Loan Guarantee"
 - Remember to include all pages and make sure your loan and income totals match your GUS entries
 - "Standard Flood Determination Form"
 - Mortgage Payoff Statement (if it's a refinance transaction)
 - Evidence applicant or co-applicant is a qualified alien if not a US citizen
 - Credit report for non-purchasing spouse if property is located in a community property state
 - And lastly, the appraisal report. This document must be uploaded separately in the GUS and must include color photographs.
 - That's it! Just be sure to double check your GUS findings report and make sure the loan wasn't randomly selected for a full documentation review.

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

Loan Origination Checklist	
Manual Underwriting, GUS Refer/Refer with Caution Underwriting Recommendation, or GUS Accept when Full Documentation Message on GUS Underwriting Findings and Analysis Report	
<i>When submitting documents to GUS, the appraisal report must be uploaded separately.</i>	
<input type="checkbox"/>	Form RD 3555-21, “Request for Single Family Housing Loan Guarantee: <ul style="list-style-type: none"> • Include all pages from current published version • Executed by applicant(s) and lender • Income Calculation Worksheet must be completed and document the income calculation
<input type="checkbox"/>	Underwriting Analysis: FNMA 1008/FHLMC 1077 or similar form <ul style="list-style-type: none"> • NOT APPLICABLE FOR GUS ACCEPT FULL DOCUMENTATION • Executed by the approved lender’s underwriter • 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 <ul style="list-style-type: none"> • 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 Streamlined: Non self-employed: <ul style="list-style-type: none"> • Written/Electronic VOE + 1 earning statement with YTD figures Full Documentation: Non self-employed: <ul style="list-style-type: none"> • 2 years W-2’s + 4 weeks of earning statements with YTD figures + Verbal VOE Self-Employed: <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Refer to HB 9 for acceptable verification documents
<input type="checkbox"/>	Asset Documentation: <ul style="list-style-type: none"> • Document for all applicable household members per 3555.152(d) • VOD’s, bank or investment statements, gift letters, etc.
<input type="checkbox"/>	Credit Report: below as applicable <ul style="list-style-type: none"> • 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, as applicable
<input type="checkbox"/>	Credit Report for Non-Purchasing Spouse (as applicable) <ul style="list-style-type: none"> • Applies to applicants or property located in a community property state: AZ, CA, ID, LA, NM, TX, WA, WI
<input type="checkbox"/>	Verification of Rent: <ul style="list-style-type: none"> • NOT APPLICABLE FOR GUS ACCEPT FULL DOCUMENTATION • May be applicable for manually underwritten loans with credit scores less than 650
<input type="checkbox"/>	Mortgage Payoff Statement: if refinance transaction
<input type="checkbox"/>	FEMA Form 086-0-32, Standard Flood Determination Form: <ul style="list-style-type: none"> • 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"/>	Evidence of qualified alien: if applicant(s) is not a U.S. Citizen
<input type="checkbox"/>	Uniform Residential Appraisal Report (URAR) <ul style="list-style-type: none"> • NOT APPLICABLE TO STREAMLINED OR STREAMLINED-ASSIST REFINANCE • FNMA 1004/FHLMC 70 or applicable report as determined by appraiser

- Follow the checklist on page 2 of “Attachment 15-A”, “Loan Origination Checklist”, for GUS loans that receive a “Refer” or “Refer with Caution” underwriting recommendation and those that receive the “Full Documentation” condition message.
- You will also follow this checklist for applications underwritten without the assistance of the GUS and those not supported in the GUS, including manufactured housing pilot loans.
- Assemble the following documents in this stacking order:
 - Completed and signed Form RD 3555-21, “Request for Single Family Housing Loan Guarantee”
 - Underwriting Analysis that has been signed by the underwriter. If a credit or ratio waiver is required, document it here. This form is not required for GUS Accept loans that are randomly selected for a full documentation review.
 - Uniform Residential Loan Application
 - Complete income documentation for all adult household members
 - Asset verification documentation such as verification of deposits, bank statements, gift letters, etc. is always required, even if net family assets are below \$50,000.

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

Loan Origination Checklist	
Manual Underwriting, GUS Refer/Refer with Caution Underwriting Recommendation, or GUS Accept when Full Documentation Message on GUS Underwriting Findings and Analysis Report	
When submitting documents to GUS, the appraisal report must be uploaded separately.	
<input type="checkbox"/>	Form RD 3555-21, “Request for Single Family Housing Loan Guarantee <ul style="list-style-type: none"> • Include all pages from current published version • Executed by applicant(s) and lender • Income Calculation Worksheet must be completed and document the income calculation
<input type="checkbox"/>	Underwriting Analysis: FNMA 1008/FHLMC 1077 or similar form <ul style="list-style-type: none"> • NOT APPLICABLE FOR GUS ACCEPT FULL DOCUMENTATION • Executed by the approved lender’s underwriter • 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 <ul style="list-style-type: none"> • 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 Streamlined: Non self-employed: <ul style="list-style-type: none"> • Written/Electronic VOE + 1 earning statement with YTD figures Full Documentation: Non self-employed: <ul style="list-style-type: none"> • 2 years W-2’s + 4 weeks of earning statements with YTD figures + Verbal VOE Self-Employed: <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Refer to HB 9 for acceptable verification documents
<input type="checkbox"/>	Asset Documentation: <ul style="list-style-type: none"> • Document for all applicable household members per 3555.152(d) • VOD’s, bank or investment statements, gift letters, etc.
<input type="checkbox"/>	Credit Report: below as applicable <ul style="list-style-type: none"> • 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, as applicable
<input type="checkbox"/>	Credit Report for Non-Purchasing Spouse (as applicable) <ul style="list-style-type: none"> • Applies to applicants or property located in a community property state: AZ, CA, ID, LA, NM, TX, WA, WI
<input type="checkbox"/>	Verification of Rent: <ul style="list-style-type: none"> • NOT APPLICABLE FOR GUS ACCEPT FULL DOCUMENTATION • May be applicable for manually underwritten loans with credit scores less than 680
<input type="checkbox"/>	Mortgage Payoff Statement: if refinance transaction
<input type="checkbox"/>	FEMA Form 086-0-32, Standard Flood Determination Form: <ul style="list-style-type: none"> • 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"/>	Evidence of qualified alien: if applicant(s) is not a U.S. Citizen
<input type="checkbox"/>	Uniform Residential Appraisal Report (URAR) <ul style="list-style-type: none"> • NOT APPLICABLE TO STREAMLINED OR STREAMLINED-ASSIST REFINANCE • FNMA 1004/FHLMC 70 or applicable report as determined by appraiser

- Credit report and supporting documentation for loans underwritten without the assistance of the GUS (for GUS loans, the agency can retrieve a copy of the credit report from the GUS)
- Credit report for non-purchasing spouse if property is in a community property state
- A VOR is required if the applicant’s credit score is less than 680. A VOR is not required for a GUS Accept loan that is randomly selected for a full documentation review.
- Mortgage Payoff Statement (if it’s a refinance transaction)
- “Standard Flood Determination Form”
- Evidence applicant or co-applicant is a qualified alien if not a US citizen
- And lastly, the appraisal report. Again, remember to upload this document separately in the GUS and include color photographs.
- Make sure the appraised value is correctly entered in the GUS on the “Additional Data” application page! Your application will be considered incomplete if this field is input incorrectly.

Streamlined-Assist Refinance

Not Supported in the GUS

Email loan application package to the appropriate Rural Development Production Team

Loan Origination Checklist Streamline Assist Refinance Manual Underwrite Review	
<input type="checkbox"/>	Form RD 3555-21, "Request for Single Family Housing Loan Guarantee" <ul style="list-style-type: none"> • Include all pages from current published version • Executed by applicant(s) and lender • Annual Income Calculation Worksheet must be completed
<input type="checkbox"/>	Underwriting Analysis: FNMA 1008/FHLMC 1077 or similar form <ul style="list-style-type: none"> • Executed by the approved lender's underwriter
<input type="checkbox"/>	Uniform Residential Loan Application: FNMA 1003/FHLMC 65 <ul style="list-style-type: none"> • 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 Streamlined Documentation: Non self-employed: <ul style="list-style-type: none"> • Written/Electronic VOE + 1 earning statement with YTD figures Full Documentation: Non self-employed: <ul style="list-style-type: none"> • 2 years W-2's + 4 weeks of earning statements with YTD Figures + Verbal VOE Self-Employed: <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Refer to HB 9 for acceptable verification documents
<input type="checkbox"/>	Asset Documentation: Annual Income Calculations <ul style="list-style-type: none"> • Document for all applicable household members per 3555.152(d) • VOD's, bank or investment statements, gift letters, etc.
<input type="checkbox"/>	Mortgage Payment History for previous 12 month period <ul style="list-style-type: none"> • Credit Report or • Verification of Mortgage
<input type="checkbox"/>	Mortgage Payoff Statement
<input type="checkbox"/>	Uniform Residential Appraisal Report (URAR) <ul style="list-style-type: none"> • Only applicable to current Direct Loan borrowers for the purpose of calculating subsidy recapture.

- The last checklist on page 3 of "Attachment 15-A", "Loan Origination Checklist", is for Streamlined-Assist Refinance loans.
- Assemble the following documents in this stacking order:
 - Completed and signed Form RD 3555-21, "Request for Single Family Housing Loan Guarantee"
 - Underwriting Analysis that has been signed by the underwriter
 - Uniform Residential Loan Application
 - Complete income documentation for all adult household members
 - Asset verification documentation
 - Mortgage Payment History for previous 12 month period
 - Mortgage Payoff Statement
 - Appraisal, only if the original loan was a Direct loan and subsidy recapture is due
- As a reminder, streamlined-assist refinance loans are not supported in the GUS and must be manually underwritten and the complete loan application must be emailed to the appropriate production team

Building a Complete Loan Application Package



- Step #4. Upload Your Documents Timely.



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*

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- It's important to remember these items when uploading documents to the GUS.
- It is very important that you upload all required documentation in a timely manner.
- When a lender requests a final submission in the GUS, it triggers a notification to Rural Development that the application is ready for the agency to review. If documents are not uploaded when Rural Development begins reviewing the application, the lender will be notified that the application is incomplete and documents need to be uploaded.
- Lenders may upload missing or corrected documents after final submission to USDA until the agency issues a Conditional Commitment.
- It is the lender's responsibility to notify the agency once the documents have been uploaded for incomplete applications as the GUS does not notify Rural Development when documents are uploaded after the final submission has been requested.
- Once Rural Development receives notification from the lender that the documents have been uploaded, Rural Development will place the application in its review queue.
- Processing a final submission prior to uploading documents will not speed the process up, as you can see, it will only slow it down so make sure your documents are uploaded prior to final submission.
- All documents, except the appraisal, should be assembled into one electronic file following the checklist's stacking order, more on this in a few slides.

USDA Rural Development
U.S. DEPARTMENT OF AGRICULTURE

GUS
Guaranteed Underwriting System

USDA United States Department of Agriculture

- 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

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- The GUS Navigation Toolbar displayed is available to USDA Approved Lenders. Lender Agents do not have the ability to upload documents into the GUS.
- When the loan documents are prepared, select “Upload Documents” from the GUS navigation toolbar.



Upload Document (s)

Borrower Information

Borrower ID/Name: 140053376 Homeowner, John
Address: 607 N Otis St
Marion, IL 62959

Acceptable file formats include Adobe PDF and TIF (no password protected PDF files). File size is limited to 30MB.

Add and Index Individual Document(s) into the Image Repository

User must select the Type of Document and provide the location for each individual document on a separate row by selecting the "Browse" pushbutton. Up to 12 individual documents can be uploaded at a time. Select "Submit Document(s)" to upload individual documents.

Type of Document
Select
Select
Select

Submit Document(s)

ert more Documents

Type of Document

Select

10002 Appraisal Report

10006 Underwriting

10011 Request for Guarantee

Select

- The "Upload Documents" page will identify the borrower information.
- This page also notes the acceptable file formats for upload and that files cannot be password protected. File size is limited to 30 megabytes.
- Under "Add and Index Individual Documents into the Image Repository", the user may select the "Type of Document" from the drop down list provided.



Upload Document (s)

Borrower Information

Borrower ID/Name 140053376 Homeowner, John
Address 607 N Otis St
Marion, IL 62959

Acceptable file formats include Adobe PDF and TIF (no password protected PDF files). File size is limited to 30MB.

Add and Index Individual Document(s) into the Image Repository

User must select the Type of Document and provide the location for each individual document on a separate row by selecting the "Browse" pushbutton. Up to 12 individual documents can be uploaded at a time. Select "Submit Document(s)" to upload individual documents.

Type of Document	File Name	
10006 Underwriting	C:\Users\Kristina Zehr\Desktop\	Browse...
10002 Appraisal Report	C:\Users\Kristina Zehr\Desktop\	Browse...
Select		Browse...

Submit Document(s) Reset Insert more Documents

- When the "Type of Document" is selected, the user can select "Browse" in order to locate the files.
- When the files have been selected, the "File Name" will populate with their location.
- If additional document data fields are required, select "Insert More Documents."
- In the example the appraisal report has been uploaded separately in order to ensure the color photographs will be retained. The other required documents for this loan submission have been stacked according to Loan Origination Checklist and uploaded as one document under the "Underwriting" option.
- When all documents are uploaded select "Submit Documents."



Upload Document (s)

Please wait while your request to upload documents is processed

Borrower Information

Borrower ID/Name 140053376 Homeowner, John
Address 607 N Otis St
Marion, IL 62959

Acceptable file formats include Adobe PDF and TIF (no password protected PDF files). File size is limited to 30MB.

Add and Index Individual Document(s) into the Image Repository

User must select the Type of Document and provide the location for each individual document on a separate row by selecting the "Browse" pushbutton. Up to 12 individual documents can be uploaded at a time. Select "Submit Document(s)" to upload individual documents.

Type of Document	File Name
10006 Underwriting	C:\Users\Kristina.Zehr\Desktop Browse...
10002 Appraisal Report	C:\Users\Kristina.Zehr\Desktop Browse...
Select	Browse...

Submit Document(s) Reset Insert more Documents

- A processing message will appear *"Please wait while your request to upload documents is processed."*



Upload Document (s)

Borrower Information

Borrower ID/Name 140053376 Homeowner, John
Address 607 N Otis St
Marion, IL 62959

Acceptable file formats include Adobe PDF and TIF (no password protected PDF files). File size is limited to 30MB.

Add and Index Individual Document(s) into the Image Repository

User must select the Type of Document and provide the location for each individual document on a separate row by selecting the "Browse" pushbutton. Up to 12 individual documents can be uploaded at a time. Select "Submit Document(s)" to upload individual documents.

Type of Document	File Name	Upload Status
10006	Test Submission Packet.pdf	Successful
10002	Test Appraisal.pdf	Successful
Select		Browse...
Select		Browse...
Select		Browse...

Submit Document(s) Reset Insert more Documents

- When the documents are successfully uploaded the page will list each document under "File Name."
- The "Upload Status" will also reflect "Successful" for each file added.

USDA Rural Development
U.S. DEPARTMENT OF AGRICULTURE

GUS
Guaranteed Underwriting System

USDA United States Department of Agriculture

- 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

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- USDA Approved lenders may view uploaded documents by selecting “Display Documents” from the GUS navigation toolbar.



Display Documents

Borrower Information

Borrower ID/Name 140053376 Homeowner, John
Address 607 N Otis St
Marion, IL 62959

It may take several minutes for individually indexed documents to process and be available for display. Please be patient!

Click Document Description hyperlink to display the document you wish to view.

Document Type	Document Description	Upload Date
10006	Underwriting	3/6/2017
10002	Appraisal Report	3/6/2017

- The “Display Documents” page will also list the borrower information.
- When a document listed is selected for display it may take several minutes for individually indexed documents to process before they display. GUS reminds users to please be patient.
- The following are listed:
 - Document Type
 - Document Description, and
 - Upload date.
- When USDA issues a Conditional Commitment or a Loan Note Guarantee, these documents will also display under the “Display Document” selection in GUS. USDA approved lenders will be able to view these documents. Lender agents or third party originators (TPO’s) will not be able to access this option.



Credit / Underwriting	
View Findings	
Display Documents	(Limited to 2000 characters)
Upload Documents	
Request Forms	
USDA Administration	
Activity History	
GUS Reports	
Loan List	
Data Modified	
GUS User Guide	
Help	

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 ^(*)	<input type="text"/>
Lender Contact Phone Number ^(*)	<input type="text"/> ext. <input type="text"/>
Lender Contact E-mail Address ^(*)	<input type="text"/>
Lender Contact Lender ID	<input type="text"/>
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 ^(*)	<input type="text"/>
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"/>

- If the agency concurs all program requirements have been met and agrees to guarantee the loan, Form RD 3555-18 w/required conditions will be issued electronically to those identified on the GUS “Credit/Underwriting” application page.
- Only those with an active GUS user role may be listed here. Those without an active GUS user role will not be able to open the link that is emailed when the Conditional Commitment is issued.
- If the agency is unable to take favorable action on the request, a written denial will be issued.

FORM APPROVED
CRS# NO. 493-6179

USDA-RD
Form RD 3555-18
(Rev. 01-20)

CONDITIONAL COMMITMENT FOR SINGLE FAMILY HOUSING LOAN GUARANTEE

TO: Lender's Name and Address	Borrower ID: <small>(cross + sign (h. not 000))</small>	
	State	County
Borrower:	State Code	County Code
	Principal Amount of Loan:	
Borrower SSN:	\$	

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(1)2E "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 System 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 Loans. 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.

For additional conditions and requirements see Attachment to this form.

The attached "Lender Certification" for SFH Guaranteed Loans must be executed by the Lender prior to issuance of a Loan Note Guarantee.

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

This Conditional Commitment will expire on _____ 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: _____

1 The annual fee is calculated each year on _____ % of unpaid balance. The annual fee for the first year will be calculated when the loan is closed based upon the above stated principal amount of loan. The amount of the annual fee will be calculated using the average calculated annual principal balance. Changes to the annual fee will change the amount for interest.

2 The Agency will approve the expiration date of this contract. The initial date will be issued 90 days from the date of issuance. The Agency may grant a one-time extension based on the approved Lender's request. If construction is involved, the expiration date may correspond with projected completion date of the building.

According to the Agreement Between Act of 2001, no person are required to report or collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0700-0047. This form 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.

Form RD 3555-18

"Conditional Commitment for Single Family Housing Loan Guarantee"

"NEVER CLOSE A LOAN WITHOUT IT"

- Always verify you have a valid Conditional Commitment from Rural Development prior to closing a loan. Never close a loan without it!
- 7 CFR 3555 prohibits closing a single family housing guaranteed loan without a conditional commitment. Loans closed prior to issuance of a Conditional Commitment will be rejected by Rural Development and will not be eligible for a Loan Note Guarantee.
- Don't risk it. Monitor the lender webpage for turnaround times and plan accordingly.

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%

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- If there have been any changes since the Conditional Commitment was issued that may negatively impact the loan, those changes must be reviewed and approved by Rural Development prior to closing.
- To avoid closing delays, loan processors, loan officers, underwriters, and closers must work together to ensure they allow Rural Development ample time to review changes that require Rural Development approval.
- This slide lists changes that do and do not require Rural Development approval.

Building a Complete Loan Application Package



- The last step to building a complete application is Step #5, “Utilizing the Resources and Tools”.
- Save yourself valuable time by utilizing the numerous tools and resources Rural Development has developed to assist lenders with originating, processing, and servicing guaranteed loans.



Subpart C—Loan Requirements

- §3555.101 Loan purposes.
- §3555.102 Loan restrictions.
- §3555.103 Maximum loan amount.
- §3555.104 Loan terms.
- §3555.105 Combination construction and permanent loans.
- §3555.106 [Reserved]
- §3555.107 Application for and issuance of the loan guarantee.
- §3555.108 Full faith and credit.
- §3555.109 Qualified mortgage.
- §§3555.110-3555.149 [Reserved]
- §3555.150 OMB control number.

<https://www.rd.usda.gov/resources/regulations/program-regulations>



Bookmark It



Use CTRL F to find answers quickly!

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- The 7 CFR Part 3555 is the program regulation. It is the first place users should look for the answers to their questions.
- 3555.107 provides detailed guidance on submitting a complete loan application. You can view the entire regulation online at the site listed here.
- The quickest way to find answers to your questions is to look in the CFR and handbook. Bookmark them and use Cntrl-F to quickly find your answers.

Handbooks

HB-1-3555 SFH GUARANTEED LOAN PROGRAM TECHNICAL HANDBOOK

A consolidated version of the handbook is available. [HB-1-3555](#) is a large document and may take sometime to load.

Table of Contents

- [Chapter 1](#) - Overview
- [Chapter 2](#) - Record Retention
- [Chapter 3](#) - Lender Approval
- [Chapter 4](#) - Lender Responsibilities
- [Chapter 5](#) - Origination and Underwriting Overview
- [Chapter 6](#) - Loan Purposes
- [Chapter 7](#) - Loan Terms and Conditions
- [Chapter 8](#) - Applicant Characteristics
- [Chapter 9](#) - Income Analysis
- [Chapter 10](#) - Credit Analysis
- [Chapter 11](#) - Ratio Analysis
- [Chapter 12](#) - Property and Appraisal Requirements
- [Chapter 13](#) - Special Property Types
- [Chapter 14](#) - Funding Priorities
- [Chapter 15](#) - Submitting the Application Package
- [Chapter 16](#) - Closing the Loan and Requesting the Guarantee
- [Chapter 17](#) - Regular Servicing-Performing Loans
- [Chapter 18](#) - Servicing Non-Performing Loans - Accounts with Repayment Problems
- [Chapter 19](#) - Custodial and Real Estate Owned Property
- [Chapter 20](#) - Loss Claims - Collecting on the Guarantee
- [Acronyms](#)
- [Glossary](#)
- [Appendix 1](#) - 7 CFR part 3555
- [Appendix 2](#) - Forms and Instructions
- [Appendix 3](#) - Review and Appeals
- [Appendix 4](#) - Agency and Employee Addresses
- [Appendix 5](#) - Income Limits
- [Appendix 6](#) - Interest Assistance
- [Appendix 7](#) - Calvrs Access Instructions
- [Appendix 8](#) - EDI Documentation
- [Appendix 9](#) - Penalties
- [Appendix 10](#) - Unnumbered Letter and State Supplements

<https://rd.usda.gov/resources/directives/handbooks>

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- The 7 CFR Part 3555 regulation cannot cover every topic and every potential scenario, therefore a technical handbook has been published to support the regulation and provide additional clarification.
- Guidance in the handbook is meant to support the regulation not replace it.
- HB-1-3555, Chapter 15 provides more detailed guidance on submitting a complete loan application.
- You can view a copy of the entire handbook online at the site listed here.

The image shows a screenshot of the SFH Guaranteed Lender webpage. On the left, a dark blue sidebar contains the USDA Rural Development logo and three callout boxes with white circles pointing to specific content on the page. The callout boxes contain the following text:

- Monitor posted turn times daily.
- Utilize your online resources & tools.
- Don't forget to sign up for GovDelivery updates.

The webpage itself has a header with the title "SFH Guaranteed Lender" and a navigation menu with links to Home, About RD, Programs & Services, Newsroom, Resources, and Contact Us. The main content area includes a "COVID-19" section with a notice about servicers, a "Loan Status" section with a yellow banner stating "We are currently reviewing new loan applications and conditions received on or before 06/19/2020", and a "Subscribe to Notifications" section with a yellow banner stating "Critical program information such as policy updates, funding status, and automation changes are sent by email through GovDelivery Sign Up to Receive Critical Updates". Below these is an "Overview" section with text about the program's integration and financing details. At the bottom of the page, the URL <https://www.rd.usda.gov/page/sfh-guaranteed-lender> and the page number 37 are visible.

This new webpage is designed specifically for our lending partners and will include information such as:

- Current turn times on new loan applications
- How to contact us with questions on a specific topic and
- Links to program resources such as our 3555 Handbook and the [USDA LINC](#) website.
- The processing turn-around times are updated daily so monitor the site and use it as a guide when setting customer expectations.
- Please do not call or email our office for a file status update if we have not yet reached the date of when your file was submitted. The more time our staff can dedicate to file reviews, the quicker Conditional Commitments will be issued.
- Also, don't forget to sign up for our GovDelivery email notifications. Rural Development sends out origination, GUS, and servicing messages to alert lenders of new publications, clarifications, and additional program updates. This is our main communication tool with lenders so don't forget to sign up.

Contact appropriate
Production Team.

Utilize your online
resources & tools.

Don't forget to sign
up for GovDelivery
updates.

Download the Full GRH Contact Sheet

Production Teams	States
Production Team One SFHGLPONE@usda.gov	AK, AL, AZ, CA, CO, GU, HI, IA, ID, KS, MT, NM, NV, OR, SD, TX, UT, WA, WI, WP, WY
Production Team Two SFHGLPTWO@usda.gov	AR, KY, LA, MN, MO, MS, ND, NE, NJ, NY, OK
Production Team Three SFHGLPTHREE@usda.gov	CT, DE, GA, IL, MA, MD, ME, MI, NC, NH, RI, SC, VT, WV
Production Team Four SFHGLPFOUR@usda.gov	FL, IN, OH, PA, PR, TN, VA, VI

File-specific questions should be emailed to the production team responsible for the state. For example, if you had a question regarding a guaranteed loan application in Nebraska, you would email SFHGLPTWO@usda.gov to contact Team Two.

In most cases, our staff can provide a response within 24 hours during normal business days. We can answer faster if you:

1. Identify the state the application is located; if applicable;
2. Provide applicant's name, if applicable;
3. Include contact information; and
4. Indicate if you would like a call back (otherwise you will receive an email reply)

For general inquiries, please contact sfhgld.program@usda.gov. This includes questions on policy interpretation, lender training, marketing and outreach and servicing support.

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

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- If you still have a question after reviewing your resources and tools? We're here to help! This slide lists the contact information for the Single Family Housing Guaranteed Loan Program staff. Reach out to us for assistance by sending your question to the appropriate guaranteed team email address.
- If you have a question on a specific loan file, email the production team responsible for the state the property is located in.
 - To expedite your request, be sure to include the following information in your email.
- All general inquiries should be sent to the general email inbox.



Thank you for supporting the USDA Single Family Housing Guaranteed Loan Program and America's rural homebuyers!



www.rd.usda.gov
1 (800) 800-670-6553

USDA is an equal opportunity provider, employer, and lender.



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This will conclude the training module. Thank you and have a great day!