



# USDA GUS TRAINING

## GUS ASSETS AND LIABILITIES



Rural Development  
U.S. DEPARTMENT OF AGRICULTURE

# Training Objectives

Gain an understanding of how to complete each section of the Assets and Liabilities page in GUS.

- Assets – Bank Accounts, Retirement, and Other Accounts You Have
- Other Assets You Have
- Liabilities – Credit Cards, Other Debts, and Leases that You Owe
- CAIVRS Information



*Guaranteed Underwriting System*



# GUS Assets and Liabilities: Assets – Bank Accounts, Retirement and Other Accounts

An official website of the United States government [Here's how you know](#) >

**USDA Rural Development**  
U.S. DEPARTMENT OF AGRICULTURE

Kelleher, Kris

HOME | APPLICATIONS | CONTACT US

**GUS** GUS Application ID: 0000003370

Borrower Name	Borrower ID	Lender Loan Number	Most Recent Activity	Activity Timestamp	User
Alice Firstimer	652452717		Manually Added Application	06/26/2020 02:11 PM CDT	Kelleher, Kris

Eligibility | Borrower Information | **Assets and Liabilities** | Real Estate | Loan and Property Information | Declarations / Military | More... ▼

**Validate Application**  
**Withdraw Application**

**Assets and Liabilities**

✓ Assets - Bank Accounts, Retirement, and Other Accounts You Have (0)

**Add Asset**

> Other Assets You Have (0)

> Liabilities - Credit Cards, Other Debts, and Leases that You Owe (0)

> Other Liabilities and Expenses (0)

> CAIVRS Information

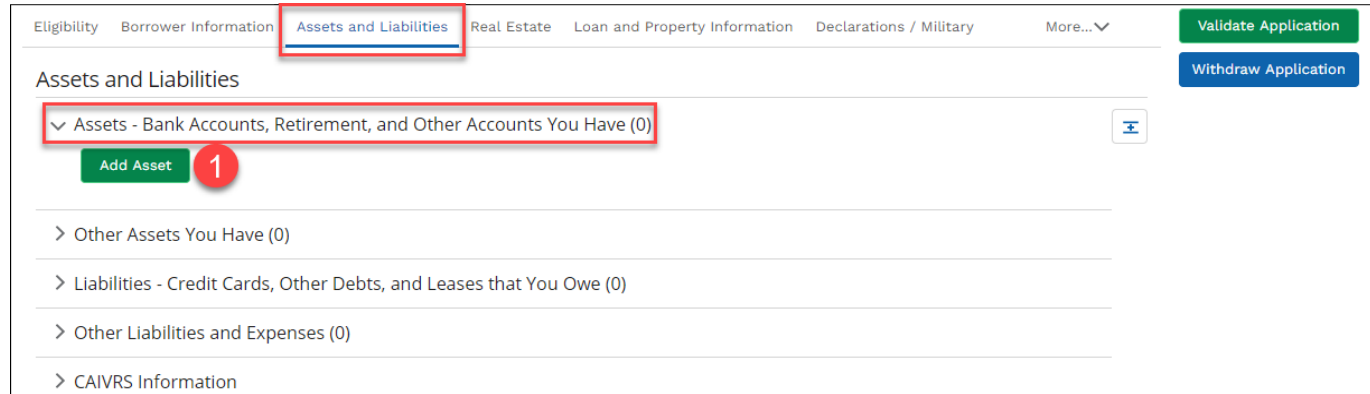
Previous Next

**LEGEND:** (\*) Required (P) Preliminary (F) Final

**Save Close Cancel ?**

**5 Sections of the Assets and Liabilities section.**

# GUS Assets and Liabilities: Assets – Bank Accounts, Retirement and Other Accounts, Continued...



Eligibility Borrower Information **Assets and Liabilities** Real Estate Loan and Property Information Declarations / Military More...  
Validate Application  
Withdraw Application

Assets and Liabilities

▼ Assets - Bank Accounts, Retirement, and Other Accounts You Have (0)

Add Asset 1

> Other Assets You Have (0)

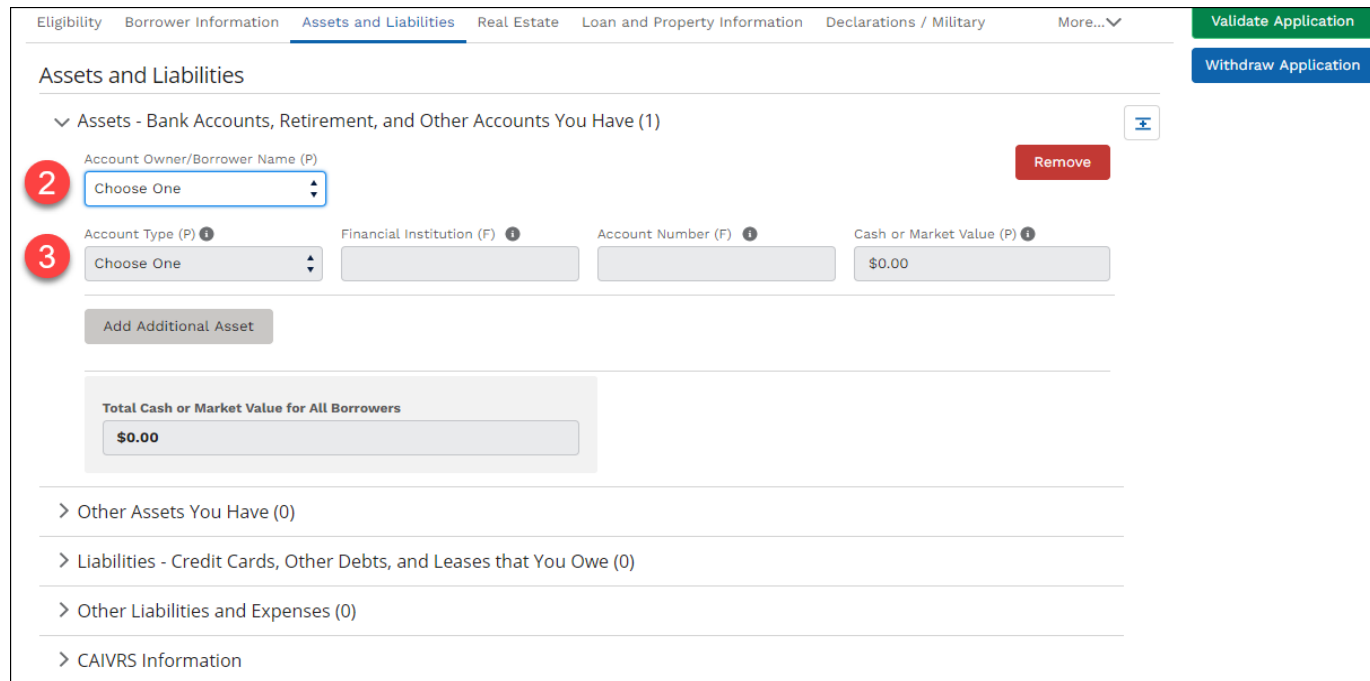
> Liabilities - Credit Cards, Other Debts, and Leases that You Owe (0)

> Other Liabilities and Expenses (0)

> CAIVRS Information

## Steps:

1. Select **Add Asset**.



Eligibility Borrower Information **Assets and Liabilities** Real Estate Loan and Property Information Declarations / Military More...  
Validate Application  
Withdraw Application

Assets and Liabilities

▼ Assets - Bank Accounts, Retirement, and Other Accounts You Have (1)

Account Owner/Borrower Name (P)  
Choose One 2 Remove

Account Type (P) 3 Financial Institution (F) Account Number (F) Cash or Market Value (P)  
Choose One \$0.00

Add Additional Asset

Total Cash or Market Value for All Borrowers  
\$0.00

> Other Assets You Have (0)

> Liabilities - Credit Cards, Other Debts, and Leases that You Owe (0)

> Other Liabilities and Expenses (0)

> CAIVRS Information

## Steps:

2. Select **Account Owner/Borrower Name** from the drop-down list.
3. Select the **Account Type** from the drop-down list. Then complete **Financial Institution, Account Number** and **Cash or Market Value**.

# GUS Assets and Liabilities: Assets – Other Assets You Have

Eligibility Borrower Information **Assets and Liabilities** Real Estate Loan and Property Information Declarations / Military More...  
Validate Application  
Withdraw Application

Assets and Liabilities

> Assets - Bank Accounts, Retirement, and Other Accounts You Have (1)

✓ Other Assets You Have (0)

Credits are captured in the "Other Credits" section of the Lender Loan Information page.

Add Other Assets 1

> Liabilities - Credit Cards, Other Debts, and Leases that You Owe (0)

> Other Liabilities and Expenses (0)

> CAIVRS Information

## Steps:

1. Select **Add Other Asset**.

Eligibility Borrower Information **Assets and Liabilities** Real Estate Loan and Property Information Declarations / Military More...  
Validate Application  
Withdraw Application

Assets and Liabilities

> Assets - Bank Accounts, Retirement, and Other Accounts You Have (1)

✓ Other Assets You Have (1)

Credits are captured in the "Other Credits" section of the Lender Loan Information page.

Account Owner/Borrower Name (P)  
Choose One Remove

Asset Type (P) Cash or Market Value (P)  
Choose One \$0.00 4

Add Additional Assets

Total Cash or Market Value for All Borrowers  
\$0.00 5

> Liabilities - Credit Cards, Other Debts, and Leases that You Owe (0)

> Other Liabilities and Expenses (0)

> CAIVRS Information

## Steps:

2. Select **Add Other Asset**.
3. Select the **Account Owner/Borrower Name** from the drop-down list.
4. Select the **Asset Type** from the drop-down list.
5. Enter the **Cash or Market Value**.
6. System will calculate the **Total Cash or Market Value for All Borrowers**.

# GUS Assets and Liabilities: Liabilities – Credit Cards, Other Debts and Leases You Owe

Eligibility Borrower Information **Assets and Liabilities** Real Estate Loan and Property Information Declarations / Military More... Validate Application Withdraw Application

Assets and Liabilities

> Assets - Bank Accounts, Retirement, and Other Accounts You Have (0)

> Other Assets You Have (1)

▼ **Liabilities - Credit Cards, Other Debts, and Leases that You Owe (0)**

Add Liability **1**

> Other Liabilities and Expenses (0)

> CAIVRS Information

## Steps:

1. Select **Add Liability**.

Eligibility Borrower Information **Assets and Liabilities** Real Estate Loan and Property Information Declarations / Military More... Validate Application Withdraw Application

Assets and Liabilities

> Assets - Bank Accounts, Retirement, and Other Accounts You Have (0)

> Other Assets You Have (1)

▼ **Liabilities - Credit Cards, Other Debts, and Leases that You Owe (1)**

**2** Account Owner/Borrower Name (P)  
Alice Firstimer Remove

**3** Account Type (P) **1**  
Choose One

**4** Company Name (F) **1** Account Number (F) **1**

**5** Unpaid Balance (F) **1** Monthly Payment (P) **1**  
\$0.00 \$0.00

**6** ☐ To be paid off at or before closing **1**  
☐ Omit **1**

Add Additional Liability

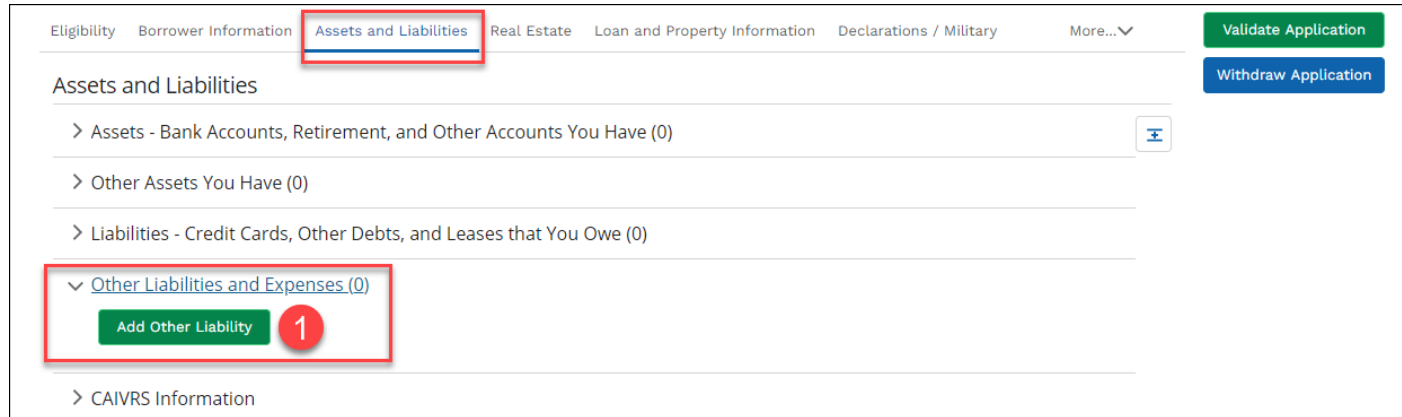
> Other Liabilities and Expenses (0)

> CAIVRS Information

## Steps:

2. Select **Account Owner**.
3. Select the **Account Type**.  
**Note:** If **Other**, specify.
4. Enter **Company Name** and **Account Number**.
5. Enter **Unpaid Balance**.
6. Choose applicable **Pay-Off Option**.  
**Note:** If **Omit**, please specify.

# GUS Assets and Liabilities: Other Liabilities and Expenses



Eligibility Borrower Information **Assets and Liabilities** Real Estate Loan and Property Information Declarations / Military More...▼

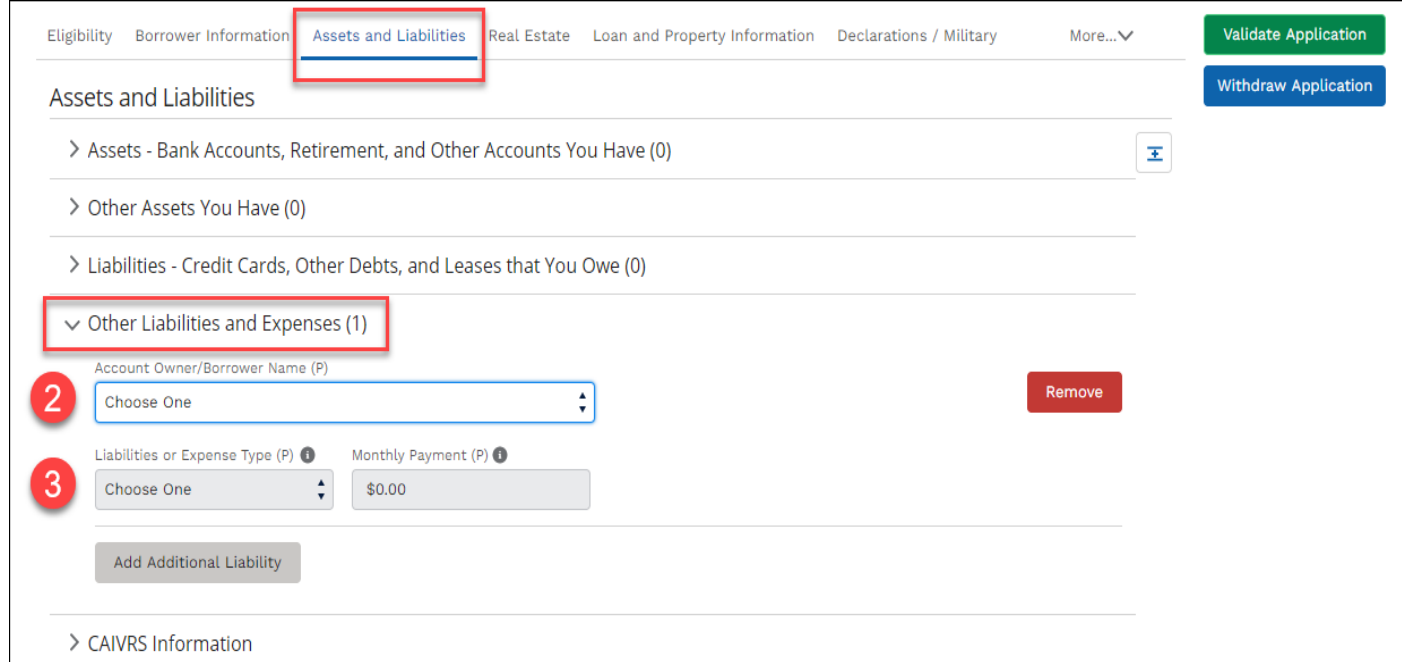
Validate Application  
Withdraw Application

Assets and Liabilities

- > Assets - Bank Accounts, Retirement, and Other Accounts You Have (0)
- > Other Assets You Have (0)
- > Liabilities - Credit Cards, Other Debts, and Leases that You Owe (0)
- ▼ **Other Liabilities and Expenses (0)**
  - Add Other Liability** 1
- > CAIVRS Information

## Steps:

1. Select **Add Other Liability**.



Eligibility Borrower Information **Assets and Liabilities** Real Estate Loan and Property Information Declarations / Military More...▼

Validate Application  
Withdraw Application

Assets and Liabilities

- > Assets - Bank Accounts, Retirement, and Other Accounts You Have (0)
- > Other Assets You Have (0)
- > Liabilities - Credit Cards, Other Debts, and Leases that You Owe (0)
- ▼ **Other Liabilities and Expenses (1)**
  - Account Owner/Borrower Name (P)  
2 Choose One Remove
  - Liabilities or Expense Type (P) 3 Choose One Monthly Payment (P) \$0.00
  - Add Additional Liability
- > CAIVRS Information

## Steps:

2. Select the **Account Owner/Borrower Name**.
3. Choose **Liabilities or Expense Type** and complete the **Monthly Payment** field.

## Note:

If **Liabilities or Expense Type** is **Other**, an additional field will display. Please provide a description.

# GUS Assets and Liabilities: CAIVRS Information

[Eligibility](#) [Borrower Information](#) [Assets and Liabilities](#) [Real Estate](#) [Loan and Property Information](#) [Declarations / Military](#) [More...](#)

[Validate Application](#)  
[Withdraw Application](#)

## Assets and Liabilities

> Assets - Bank Accounts, Retirement, and Other Accounts You Have (0)

> Other Assets You Have (0)

> Liabilities - Credit Cards, Other Debts, and Leases that You Owe (0)

> Other Liabilities and Expenses (1)

[CAIVRS Information](#)

**NOTE:** If the CAIVRS service is available, the number returned will be automatically populated and protected once the Borrower application page is saved. If the CAIVRS service is unavailable when the Borrower application page is saved, you can retrieve the CAIVRS number utilizing one of the following options:

1. Call the CAIVRS service through GUS by clicking on the "Get CAIVRS Number" button for each borrower.
2. Access the HUD CAIVRS website directly by selecting "Access CAIVRS Website" hyperlink. The CAIVRS number retrieved in this manner must be manually entered in the CAIVRS Number block below.

Borrower Name

Alice Firstimer

CAIVRS Number (F)

A240239715

Get CAIVRS number

Access CAIVRS Website

## Steps:

1. Confirm the **CAIVRS Number** is correct.

If **CAIVRS Number** is blank:

2. Select **Get CAIVRS Number** to auto-populate the field **or**
3. Select the **Access CAIVRS Website** link to correct or locate the CAIVRS number





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