USDA GUS TRAINING

LOAN ORIGINATOR AND LENDER LOAN INFORMATION
Training Objectives

• Understanding of how to complete the Loan Originator and Lender Loan Information pages in GUS.
  • Key subject property information
  • Title information
  • Breakdown of the transactional loan information
  • Credits
# Loan Originator Information

## Organization
- **Loan Originator Organization Name**: [Field]
- **Loan Originator Organization TaxID**: [Field]
- **Street Address**: [Field]
- **City**: [Field]
- **State**: [Field]
- **Zip Code**: [Field]
- **Loan Originator Organization NMLS ID**: [Field]
- **State License ID**: [Field]

## Originator
- **Loan Originator First Name**: [Field]
- **Loan Originator Middle Name**: [Field]
- **Loan Originator Last Name**: [Field]
- **Loan Originator Suffix**: [Field]
- **Loan Originator NMLS ID**: [Field]
- **State License ID**: [Field]
- **Email**: [Field]
- **Phone**: [Field]
Steps:

1. Fill in the **Lender Loan Number**.

2. Choose the applicable **Community Property State** checkbox(es).

3. Complete the **Transaction Details Fields**. (Note: these fields will vary based on a purchase vs. refinance as well as construction transactions)

4. Complete the applicable **Energy Improvement** checkbox(es).

5. Select the **Project Type** from the drop-down if applicable and then answer the two additional project related questions.

6. Choose the **Structure Type** and enter the **Year Built**.
Lender Loan Number: 9876543210
Title Information

Steps:

1. Enter the name(s) which the title will be held under.

2. Choose the appropriate Estate Will Be Held In answer.

3. If you select Leasehold, enter the Expiration Date.

4. If applicable, select the appropriate option under the Indian Country Land Tenure drop-down.

Note: Depending on the selection, Leasehold Information may need to be entered.
Mortgage Loan Information

Steps:

1. These values are pre-populated and not editable.
2. Under the Loan Features section, if applicable, click the Temporary Interest Rate Buydown. If checked off, the user must also enter the Initial Buydown Rate.
3. Complete the Terms of Loan section.
4. Complete the Proposed Monthly Payment for Property fields as applicable.
5. Confirm the Total Proposed Monthly Payment calculation is accurate.
Upon entering or changing the Note Rate, Loan Amount, and Upfront Guarantee Fee users may select the:

1. **Annual Fee Amortization Schedule** hyperlink and the
2. **Guaranteed Annual Fee Amortization Schedule** pop-up window appears.
3. **Select Print** to see results as a PDF and/or **Close**.
### Qualifying the Borrower - Minimum Required Funds or Cash Back

#### Steps:

1. Enter any applicable values in the **Due From Borrower(s)** section.

2. Review and confirm the amount in section **H. Total Due from Borrower(s)**.

3. Enter the **Loan Amount Excluding Finance Mortgage Insurance (USDA Upfront Guarantee Fee)** and the **Financed Mortgage Insurance (USDA Upfront Guarantee Fee) Amount**.

4. Review and confirm the calculation in section **K, Total Mortgage Loans** is accurate.

5. If applicable, enter the amount of **Seller Credits** (Borrower costs paid by the property seller).

6. Review and confirm the **Total Credits** calculation in section **N**.

7. Review and confirm the **Calculations for Total Due from Borrower(s), Less Total Mortgage Loans and Total Credits, and Cash From/To Borrower**.
Other Credits

Steps:

1. Select the Add Other Credit button.

2. Select the option from the Credit Type drop-down.

2A. If Other is selected from the Credit Type drop-down an additional field appears and the user must select an option from the If Other, please specify drop-down.

3. Enter the dollar Amount.

If additional credits need to be captured, repeat steps above.
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