



# USDA GUS TRAINING

## LOAN ORIGINATOR AND LENDER LOAN INFORMATION



Rural Development  
U.S. DEPARTMENT OF AGRICULTURE

# 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



*Guaranteed Underwriting System*



# Loan Originator Information

Eligibility

Borrower Information

Assets and Liabilities

Real Estate

Loan and Property Information

Loan Originator Information

More...▼

Validate Application

Withdraw Application

Loan Originator Information

1

Organization

Loan Originator Organization Name (F)

Loan Originator Organization TaxID (F)

Street Address (F)

Unit #

City (F)

State (F)

Choose One

Zip Code (F)

XXXX-XXXX

Zip Code Lookup

Loan Originator Organization NMLSR ID# (F)

State License ID# (F)

2

Originator

Loan Originator First Name (F)

Loan Originator Middle Name

Loan Originator Last Name (F)

Loan Originator Suffix

Loan Originator NMLSR ID# (F)

State License ID# (F)

Email (F)

Phone

XXX-XXX-XXXX

# Lender Loan Information

Eligibility

Borrower Information

Assets and Liabilities

Real Estate

Loan and Property Information

Lender Loan Information

More...▼

Validate Application

Withdraw Application

## Lender Loan Information

1 > Property and Loan Information



2 > Title Information

3 > Mortgage Loan Information

4 > Qualifying the Borrower - Minimum Required Funds or Cash Back

5 > Other Credits (0)

# Property and Loan Information

Eligibility

Borrower Information

Assets and Liabilities

Real Estate

Loan and Property Information

Lender Loan Information

More...▼

Validate Application

Withdraw Application

Lender Loan Information

▼ Property and Loan Information

1 Lender Loan Number (F)

Lender Loan Number must be entered

2 Community Property State

☐ At least one borrower lives in a community property state

☐ The property is in a community property state

3 Transaction Detail

☐ Conversion of Contract for Deed or Land Contract

☐ Renovation

☐ Construction-Conversion/Construction-to-Permanent

4 Energy Improvement

☐ Mortgage loan will finance energy-related improvements

☐ Property is currently subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien, paid for through property taxes

5 Project Type (If Applicable)

Choose One

Is the property located in Planned Unit Development (PUD) ? (P)

☐ Yes

☐ No

Is the property located in a project? (P)

☐ Yes

☐ No

6 Structure Type (F)

☐ Attached

☐ Detached


Year Built (F)

YYYY

## 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

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

[HOME](#) | [APPLICATIONS](#) | [CONTACT US](#)

---

**GUS**  
Guaranteed Underwriting System

GUS Application ID  
**0000003690**


<a href="#">Borrower Name</a>	<a href="#">Borrower ID</a>	<a href="#">Lender Loan Number</a>	<a href="#">Most Recent Activity</a>	<a href="#">Activity Timestamp</a>	<a href="#">User</a>
Alice Firstimer	652452717	9876543210	Modified Application Data	09/03/2020 09:13 AM CDT	Kelleher, Kris

[Eligibility](#) | [Borrower Information](#) | [Assets and Liabilities](#) | [Real Estate](#) | [Loan and Property Information](#) | [Lender Loan Information](#) | [More...](#)

▼ Property and Loan Information

Lender Loan Number (F)

9876543210



Validate Application

Withdraw Application

# Title Information

Eligibility

Borrower Information

Assets and Liabilities

Real Estate

Loan and Property Information

Lender Loan Information

More...▼

Validate Application

Withdraw Application

Lender Loan Information

> Property and Loan Information

▼ Title Information

1

Title to the Property Will be Held in What Name(s): (F) ⓘ

2

Estate Will be Held in (P)

☐ Fee Simple

☐ Leasehold

3

\* Expiration Date (P)

MM/DD/YYYY

4

Indian Country Land Tenure (If Applicable)

Choose One

Choose One

Fee Simple On a Reservation

Individual Trust Land (Allotted/Restricted)

Tribal Trust Land On a Reservation

Tribal Trust Land Off Reservation

Alaska Native Corporation Land

> Mortgage Loan Information

> Qualifying the Borrower - Minimum Required Funds or Cash Back

> Other Credits (0)

## 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

▼ Mortgage Loan Information

1

Mortgage Type Applied For (P)  
☒ USDA-RD

Amortization Type (P)  
☒ Fixed Rate

Mortgage Lien Type (P)  
☒ First Lien

2

Loan Features  
☒ Temporary Interest Rate Buydown

Initial Buydown Rate (P)  
%

3

Terms of Loan  
Note Rate (%) (P)  
%  
Loan Term (months)  
360  
Upfront Guarantee Fee/Annual Fee option (P)  
FY20:1.00% GuarFee + 0.35% AnnFee  
[Annual Fee Amortization Schedule](#)  
USDA Upfront Guarantee Fee  
\$1,000.00

4

Proposed Monthly Payment for Property  
First Mortgage (P & I) (P)  
\$0.00  
Subordinate Lien(s) (P & I) (P)  
\$0.00  
Homeowner's Insurance (P)  
\$0.00  
Supplemental Property Insurance (P)  
\$0.00  
Property Taxes (P)  
\$0.00  
Mortgage Insurance (First Year Annual Fee Monthly Amount) (P)  
\$0.00  
Association/Project Dues (Condo, Co-Op, PUD) (P)  
\$0.00  
Other  
\$0.00

5

Total Proposed Monthly Payment  
\$0.00

## 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.



# Annual Fee Amortization Schedule

## ▼ Mortgage Loan Information

Mortgage Type Applied For (P)

☒ USDA-RD

Amortization Type (P)

☒ Fixed Rate

Mortgage Lien Type (P)

☒ First Lien

### Loan Features

☐ Temporary Interest Rate Buydown

### Terms of Loan

Note Rate (%) (P)

3.0000%

Loan Term (months)

360

Upfront Guarantee Fee/Annual Fee option (P)

FY20:1.00% GuarFee + 0.35% AnnFee

USDA Upfront Guarantee Fee

\$1,000.00

1

[Annual Fee Amortization Schedule](#)

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**.

2

## Guaranteed Annual Fee Amortization Schedule

Loan Amount \$100,000.00

Interest Rate (%) 3

Upfront Guarantee Fee \$1,000.00

Loan Term(Years) 30

Annual Fee Percentage 0.3500

Date/ Time 09/09/2020 04:06 PM CDT

Year of Loan	Payment Due Date	Average Annual UPB	Annual Fee (Based on Avg. Annual UPB)	Annual Fee Monthly Amount
1	10/01/2021	\$99,048.29	\$346.67	\$28.89
2	10/01/2022	\$96,931.59	\$339.26	\$28.27
3	10/01/2023	\$94,750.50	\$331.63	\$27.64
4	10/01/2024	\$92,503.08	\$323.76	\$26.98
5	10/01/2025	\$90,187.30	\$315.66	\$26.31
6	10/01/2026	\$87,801.09	\$307.30	\$25.61
7	10/01/2027	\$85,342.30	\$298.70	\$24.89
8	10/01/2028	\$82,808.73	\$289.83	\$24.15
9	10/01/2029	\$80,198.09	\$280.69	\$23.39
10	10/01/2030	\$77,508.05	\$271.28	\$22.61
11	10/01/2031	\$74,736.18	\$261.58	\$21.80
12	10/01/2032	\$71,880.00	\$251.58	\$20.97
13	10/01/2033	\$68,936.95	\$241.28	\$20.11
14	10/01/2034	\$65,904.39	\$230.67	\$19.22
15	10/01/2035	\$62,779.61	\$219.73	\$18.31
16	10/01/2036	\$59,559.78	\$208.46	\$17.37

3

Close

Print

# Qualifying the Borrower - Minimum Required Funds or Cash Back

✓ **Qualifying the Borrower - Minimum Required Funds or Cash Back**

**1 Due From Borrower(s)**

A. Sales Contract Price (P)

B. Improvements, Renovations, and Repairs (P)

C. Land (If acquired separately)

D. For Refinance: Balance of Mortgage Loans on the Property to be paid off in the Transaction (P)

E. Credit Cards and Other Debts Paid Off

F. Borrower Closing Costs (Including Prepaid and Initial Escrow Payments) (Include USDA Upfront Guarantee Fee and Technology Fee if Passed to Borrower)

G. Discount Points

**2 H. Total Due From Borrower(s) (Total of A thru G)**

**Total Mortgage Loans**

**3 I. Loan Amount (P)**

Loan Amount listed in Total Mortgage Loans section should be equal to the Loan Amount entered in Loan and Property

Loan Amount Excluding Financed Mortgage Insurance (USDA Upfront Guarantee Fee) (P)

Financed Mortgage Insurance (USDA Upfront Guarantee Fee) Amount (P)

**J. Other New Mortgage Loans on the Property the Borrower(s) is Buying or Refinancing**

**4 K. Total Mortgage Loans (Total of I and J)**

**Total Credits**

**5 L. Seller Credits (Enter the amount of Borrower(s) costs paid by the property seller) (P)**

**M. Other Credits (Sum of all other credits). Other credits are entered in the "Other Credits" section of this page (P)**

**6 N. Total Credits (Total of L and M)**

**Calculations**

**7 Total Due From Borrower(s) (Line H)**

Less Total Mortgage Loans (Line K) and Total Credits (Line N)

Cash From/To the Borrower (Line H minus Line K and Line N)

**Note:** This amount does not include reserves or other funds that may be required by the lender to be verified.

## 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

Eligibility Borrower Information Assets and Liabilities Real Estate Loan and Property Information Lender Loan Information More...▼

Validate Application  
Withdraw Application

### Lender Loan Information

> Property and Loan Information

> Title Information

> Mortgage Loan Information

> Qualifying the Borrower - Minimum Required Funds or Cash Back

▼ Other Credits (0)

1 Add Other Credit

▼ Other Credits (1)

#### Other Credits

Credit Type (P) \* If Other, please specify (P) Amount (P)

2 Other Choose One 2 A 3 \$0.00 Remove

Choose One  
Earnest Money  
Employer Assistance  
Lender Credit  
Relocation Funds  
Rent Credit  
Sweat Equity  
Trade Equity  
Other

## 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.



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