Training Objectives

To gain an understanding of how to complete the three sections of the Loan and Property Information tab in GUS:

• Loan and Property Information
• Other New Mortgage Loans on the Property You are Buying or Refinancing
• Gifts or grants you have been given or will receive with this loan
Loan and Property Information Section

Steps:
1. Fill out the Loan Amount and Loan Purpose fields.
2. Confirm the Property Address. (This was auto-populated from the Property Information section of the Eligibility tab.)
3. Select the Occupancy check box.
4. Select Yes or No for Mixed-Use Property.
5. Choose the appropriate option from the Construction Type dropdown.
Other New Mortgage Loans on the Property You are Buying or Refinancing section

Steps:
1. Select Add Mortgage.
2. Complete Creditor Name.
3. Select the Lien Type.
4. Enter the Monthly Payment.
5. Enter the Loan Amount/Amount to be Drawn.
6. If there is an additional mortgage, the user can select Add Additional Mortgage.
7. Confirm that the total amounts in the auto-calculated fields for Total Monthly Payment and Total Loan Amount/Amount to be Drawn are accurate.
Gifts or Grants You Have Been Given or Will Receive for This Loan section

Steps:
1. Select Add Gift or Grant.
2. Select Asset Type from the drop-down.
3. Select if the gift or grant has been Deposited or Not Deposited, if applicable.
4. Select the Source from the drop-down.
5. Enter the Cash or Market Value.
6. If there is an additional gift, select Add Additional Gift.
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