Training Objectives

The training objectives for the GUS Real Estate page include:

• Understanding how to complete the Real Estate page in GUS.
• Understanding how to add new properties to the loan application.
• Understanding how to add mortgages to owned properties.
GUS Real Estate: Adding a Property

Steps:
1. Select Add Property.
2. Choose Account Owner/Borrower Name from the drop-down options.
3. If applicable, select the checkbox for Subject property of the loan.
4. Complete the address information.
5. Enter Property Value, Status, and Intended Occupancy and Monthly Insurance, Taxes, Association Dues, etc.
6. If Intended Occupancy is “investment”, complete income related fields in the For Investment Property Only section.
There are three options for the property status:

- **Sold**: This option is for properties that have been recently sold.
- **Pending Sale**: This is for properties that are under contract for sale.
- **Retained**: This option is for properties that borrowers will continue to own after the subject loan has closed, if the subject loan is a refinance or if the property is listed but not yet under contract for sale. Note: If Retained is selected, the Intended Occupancy field will open.
If the user selects “Retained” from the “Status” field, they must complete the “Intended Occupancy” field.

If that selection is “Investment”, the user needs to complete the “For Investment Property Only” section.
Select Add Mortgage to assign a mortgage to a property.
Steps:
1. Once the user has selected **Add Mortgage**, the fields in Section 1 must be completed.
2. Section 2 provides a **Total Mortgage Payment** and a **Total Unpaid Balance** by calculating all mortgage balances and payments for that respective property.
USDA is an equal opportunity provider, employer, and lender.