

CHAPTER 15: SUBMITTING THE APPLICATION PACKAGE [7 CFR 3555.107]

15.1 INTRODUCTION

The lender is responsible for working with the applicant to ensure all necessary documentation is obtained to satisfy the requirements for loan eligibility. Lenders may utilize industry standard forms when assembling the application package. The completed application package must not be submitted to the Agency until the loan is underwritten and approved by the approved lender. Underwriting may be performed manually or by utilizing the Guaranteed Underwriting System (GUS), which is the Agency's automated underwriting system.

15.2 LENDER RESPONSIBILITY

The lender remains responsible for the quality and accuracy of all information used in obtaining a Rural Development guarantee in accordance with all parts of 7 CFR 3555 and this Handbook. The loan application package must contain all information that supports the eligibility of the household for the SFHGLP and the lender's decision to approve the loan request. An underwriter's certification of their underwriting analysis (applicable to traditional manually underwritten application packages) and/or the final submission of the electronic application through the Agency's automated underwriting system represents the underwriter of the approved lender has personally reviewed the appraisal report and credit application and the proposed mortgage complies with Rural Development eligibility and underwriting requirements.

Documenting Eligibility of the Household: Income from all household members, not just parties to the note, must be considered when computing income to determine eligibility for the SFHGLP. It remains the lender's responsibility to document the applicants qualifying income and support their calculation. Chapter 9 of this Handbook provides guidance.

Documenting Eligibility of the Applicants and Parties Eligible to Participate in Rural Development Loan Guarantee: As part of the eligibility determination for the SFHGLP, lenders must document their permanent file confirming the applicant(s) are not on the:

- U.S. General Services Administration (GSA) System for Award Management (SAM) and
- HUD's Credit Alert Verification Reporting System (CAIVRS).

To determine whether an applicant is eligible to participate in an SFHGLP mortgage loan transaction, the lender must examine the GSA List and CAIVRS and document their permanent case file

with results. See Appendix 7 of this Handbook for access to CAIVRS. Refer to Chapter 10 of this Handbook for additional guidance on CAIVRS.

An applicant is ineligible if he/she is presently delinquent on any Federal debt or is suspended or debarred, or otherwise excluded from participating in Rural Development programs. The GSA list may be found at: <https://www.sam.gov/portal/public/SAM/>.

A mortgage application is not eligible for the SFHGLP if the name of any of the following parties to the mortgage transaction is found on the GSA List noted above:

- borrower
- seller
- listing or selling real estate agent, or
- loan officer.

In the case of new construction and/or development, if the transaction is \$25,000 or more the lender must ensure the builder is not found on the GSA list noted above.

Lenders will certify on Form RD 3555-21 the applicant(s) and all parties to the mortgage transactions are not on the GSA list.

Eligibility of Applicants for Traditional Credit: Applicants must demonstrate they are unable to secure conventional credit without a SFHGLP guarantee. Lenders must document their permanent file with their consideration of the criteria, as outlined in Chapters 5 and 8 of this Handbook. Lenders may confirm their consideration of the criteria by recording their review on their underwriting analysis.

Additional Program Requirements: The lender's file must thoroughly document all relevant information used to make the determination of stable and dependable income, in accordance with Chapter 9 of this Handbook, utilized to qualify the applicants for the mortgage loan. The lender must ensure all other eligibility requirements are met and documented.

Social Security Number Evidence: For all applicants, the lender must document a valid Social Security Number (SSN) on the mortgage. Each applicant must provide the lender with evidence of his or her own valid SSN as issued by the Social Security Administration (SSA). This applies to purchase and all refinance transactions. The actual social security card is not required; the lender is required to validate the SSN. Lenders may use various means for validating the SSN including examining the applicant's pay stubs, passport, valid tax returns, and may use service providers including those with direct access to the SSA. The lender must resolve any inconsistencies or multiple SSNs for individual applicants that become known during the loan processing and underwriting. Lenders must ensure the Uniform Residential Loan Application is reflective of true and accurate information.

15.3 CONTENTS OF LOAN APPLICATION PACKAGE

Manually underwritten loans

Manually underwritten loans are those applications reviewed and approved by the underwriter or applications underwritten with the assistance of GUS that receive an underwriting recommendation of “Refer” or “Refer with Caution.” For manually underwritten loans, the lender must submit a fully documented loan application package to Rural Development. Application packages may be submitted by email, or hard copies delivered to the Agency. The preferred method of the Agency is electronic. The following link provides information regarding delivery of electronic documents, by state: <https://usdalinc.sc.egov.usda.gov/USDALincTrainingResourceLib.do>. Scroll to Loan Origination and select “Identification of Electronic Delivery.” Lenders should protect personally identifiable information when communicating electronically. *Form RD 3555-21* summarizes the details of the loan to be guaranteed and requires the lender to certify that all eligibility requirements have been met. See Attachment 15-A for a checklist of items to be provided in the loan package submitted to the Agency. The following information must be provided for the application to be considered complete.

- All pages of the current version of *Form RD 3555-21* signed and dated by the applicant(s) and the approved lender submitting the request, or their designated representative. The form must be completed prior to signature by the applicant(s). Applicant(s) should not be executing a blank form. The lender is responsible for reviewing the contents of the form, acknowledgements and certifications with the applicant(s).
- A signed copy of the Uniform Residential Loan Application (URLA). The loan amount must coincide with the loan request on *Form RD 3555-21*. If the applicant(s) is not a United States citizen, evidence the applicant(s) meets the qualified alien criteria set forth in Chapter 8 of this Handbook
- The CAIVRS number indicated on *Form RD 3555-21*.
- The lender’s confirmation they have checked GSA’s System for Award Management (SAM.gov) and have confirmed the applicant(s) and all parties participating in the Rural Development guarantee are not debarred from doing business with the Federal government. Certification of this action is recorded on *Form RD 3555-21*.
- Summary of the calculation of annual income, adjusted income (to qualify for the SFHGLP) and repayment income calculations. Include documentation for all adult members of the household. Documentation to include IRS 4506-T tax transcripts, verifications of employment and other income verification documentation such as asset documentation. See chapter 9 of this Handbook for additional guidance.

- Credit report(s). Include the credit report of a non-purchasing spouse if property is located in a community property state. Include any non-traditional report and all credit supplements.
- Uniform Residential Appraisal Report (URAR) of real estate property which includes Form *1004MC*, *Market Condition Addendum*.
- Purchase/sales agreement/contract.
- Underwriting analysis. This may include evidence the approved lender's underwriter reviewed and approved the loan, documentation of a credit waiver granted by the underwriter (if applicable), or a request for repayment ratio waiver with documented compensating factors listed (if applicable). Refer to Chapter 10 and 11 of this Handbook for additional guidance.
- FEMA *Form 086-0-32*.
- If a buydown is involved, documentation in accordance with Chapter 11, Paragraph 11.5 of this Handbook.

Automated Underwriting System - GUS "Accept"

Loans underwritten with the assistance of GUS that receive an underwriting recommendation of "Accept" may allow the lender to submit abbreviated documentation when compared to manually underwritten loans when requesting a *Conditional Commitment for Single Family Housing Loan Guarantee*. The lender certifies upon "final" submission the loan has been reviewed, underwritten and the data entered into GUS is true, complete and accurate. Lenders who utilize GUS will be validating the findings provided with the underwriting recommendation in their permanent case file. Unless a quality control message requires the lender to submit a full documentation file, the lender may submit the following completed documents to obtain a *Conditional Commitment for Loan Guarantee*:

- All pages of the current version of *Form RD 3555-21* signed, dated and initialed by the applicant(s) and lender, or lender's representative.
- Summary of the calculation of annual income, adjusted income (to qualify for the SFHGLP) and repayment income calculations.
- Include the credit report of a non-purchasing spouse if property is located in a community property state.
- Appraisal of real estate property which includes *Form 1004MC*.

- The final GUS Underwriting and Findings Analysis.
- FEMA Form 086-0-32
- If the applicant(s) is not a United States citizen, evidence the applicant(s) meets the qualified alien criteria set forth in Chapter 8 of this Handbook.
- If a buydown is involved, documentation in accordance with Chapter 11, Paragraph 11.5 of this Handbook.

If a quality control message for a GUS “Accept” underwriting recommendation requires the lender to submit a full documentation file to Rural Development, the extent of the review by the Agency is to determine the data entered into GUS is true, complete and accurately represented. Ratio waiver requests will not be required.

15.4 AGENCY REVIEW OF APPLICATION PACKAGE

When underwritten application packages are received, Agency staff will track the date and time the Agency receives the application. Agency staff will review the application and notify the lender of its status within two business days of receipt of the application. As outlined below, there are circumstances in which the Agency must review the application more thoroughly. In these situations, the Agency may take up to four business days to review the application.

A. Content of Standard Review

In general, the Agency will review applications to determine that all program requirements have been met. The lender has sole responsibility for properly underwriting the loan and ensuring that all program requirements have been met. Agency review of the application does not relieve the lender of these responsibilities. Agency staff have the responsibility of determining if the applicant is income eligible, meets the established qualifying ratios, the property is located in an eligible rural area, that the loan is for eligible purposes, and the appraised market value supports the requested loan amount.

Although the lender must underwrite the applicant and property information to ensure that the loan meets all program criteria, the Agency must review the lender’s documentation to ensure that loans to be guaranteed meet program requirements. The following summarizes the criteria Agency staff use to ensure that each program requirement has been met. Agency staff will utilize Attachment 15-B, C or D in their review of loan note guarantee requests. It was designed to be utilized as a tool to assist in developing, processing and closing a SFHGLP. The following checklists have been developed as a tool for use by the Agency to ensure consistent delivery nationwide. The checklists have been separated by the type of file as noted below.

Attachment	Type of File	Explanation
B	Guaranteed Underwriting	<ul style="list-style-type: none"> • The file is submitted to the Agency via

	System (GUS) "Accept"	<p>GUS and receives an "Accept" recommendation.</p> <ul style="list-style-type: none"> The GUS Underwriting Findings Report does not indicate that a fully documented file submission is required.
C Abbreviated	<ul style="list-style-type: none"> Manual UW (Underwrite) Quality Control - GUS 	<ul style="list-style-type: none"> The file was not submitted to the Agency via GUS, or The file was submitted to the Agency via GUS and received either a "Refer" or "Refer with Caution" underwriting recommendation, or The file was submitted to the Agency via GUS, received an "Accept" underwriting recommendation, and the GUS Underwriting Findings Report required submittal of a fully documented file.
D Detailed	<ul style="list-style-type: none"> Manual UW (Underwrite) Quality Control - GUS 	<ul style="list-style-type: none"> The file was not submitted to the Agency via GUS, or The file was submitted to the Agency via GUS and received either a "Refer" or "Refer with Caution" underwriting recommendation, or The file was submitted to the Agency via GUS, received an "Accept" underwriting recommendation, and the GUS Underwriting Findings Report required submittal of a fully documented loan file.

This document shall be retained as an essential document imaged in the Rural Development Imaging Repository in accordance with Chapter 2 of this Handbook.

1. Household income at or below 115 percent of median for the area

The Agency must review the lender's program eligible income. This calculation is arrived at from eligible adjustments made to the annual income. The adjusted annual income is considered qualifying income. This calculation is utilized one time to determine program eligible income. Qualifying income often differs from repayment income which represents the stable and dependable portion of income. Lenders who utilize GUS to assist with their underwriting will find the information automatically calculated under the "Eligibility" page of GUS.

2. PITI ratio of 29.0 percent or less; Total Debt ratio of 41.0 percent or less

The Agency must review the lender's ratio calculation and any ratio applicable waiver requests for manually underwritten loans. Written concurrence of the ratio waiver request by the Agency is represented when the lender is issued a Conditional Commitment for Loan Note Guarantee. If the loan was underwritten with the assistance of GUS and received an "Accept" underwriting recommendation, a ratio waiver request is not required. Lenders and Agency will refer to Chapter 11 of this Handbook for further guidance in approving ratio waivers for manually underwritten loans.

3. *Appraisal*

All appraisals must comply with the current edition of the Uniform Standards of Professional Appraisal Practice (USPAP) available at www.appraisalfoundation.org. Approved lenders are responsible for selecting qualified appraisers that are licensed in the state in which the subject property is located. The appraisal report (for existing and proposed construction) must not be more than 120 days old at loan closing, meet the standardized definitions and responses for a key subset of appraisal data entry fields developed by Fannie Mae and Freddie Mac, known as the Uniform Appraisal Dataset, and must be completed using the appropriate form as follows:

- Fannie Mae Form 1004 / Freddie Mac Form 70, "*Uniform Residential Appraisal Report*," for all one-unit, single family dwellings;
- Fannie Mae Form 1004C / Freddie Mac Form 70B, "*Manufactured Home Appraisal Report*," for all manufactured homes;
- Fannie Mae Form 1073 / Freddie Mac Form 465, "*Individual Condominium Unit Appraisal Report*" for all individual condominium units.
- Fannie Mae Form 1004 MC / Freddie Mac Form 71, "Market Conditions Addendum," for all property types.

The Agency will review the appraisal by completing Form *RD 1922-15*, "*Administrative Appraisal Review*." If the Agency reviewer detects concerns, the appraisal will be referred to an Agency licensed appraiser for a technical desk or technical field review. Should the Agency licensed appraiser determine the appraisal is not adequate, the lender will be informed of corrections needed prior to issuance of the conditional commitment for loan guarantee.

Lenders will follow Section 12.5 B of Handbook Chapter 12 regarding appraisal updates.

Fannie Mae Form 1004D/Freddie Mac Form 442, "Appraisal Update and/or Completion Report" may be utilized by the lender to report the completion of a repair and/or satisfaction of requirements and conditions noted in the original appraisal report.

Refer to Chapter 12 of this Handbook for further guidance on the appraisal reporting process.

4. *Requirement: Rural Area Designation*

The Agency must review the maps of ineligible areas to determine if the property is located in an eligible rural area. Lenders may access the online property eligibility web site to determine a property's eligibility at <http://eligibility.sc.egov.usda.gov/eligibility/>. Approved lenders who utilize GUS will automatically interface with the public website when completing property information on the "Eligibility" application page of GUS. In some cases, the property eligibility web site may not provide a final determination of property eligibility. Properties such as new construction may result in an inconclusive message. When this occurs, the Agency will make the final property eligibility determination.

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5. *Environmental Review*

The lender must complete, or arrange for a contractor to complete, *FEMA Form 086-0-32, "Standard Flood Hazard Determination Form"* to determine whether the dwelling is located in a Special Flood Hazard Area (SFHA) in accordance with Section 4, Paragraph 12.10 of Chapter 12 of this Handbook. Existing dwellings for the SFHGLP are eligible if flood insurance through FEMA's National Flood Insurance Program (NFIP) is available and purchased by the applicant. New construction in a SFHA may be eligible with additional documentation. The Agency will be unable to guarantee loans for new or proposed construction in a SFHA unless the lender obtains a Letter of Map Amendment (LOMA) that removes the property from the SFHA or Letter of Map Revision (LOMR) that removes the property from the SFHA or obtains a FEMA elevation certificate that shows that the lowest floor (including basement) of the dwelling and all related building improvements are built at or above the 100 year flood plain elevation in compliance with NFIP. The cost of flood insurance will be included in the applicant's PITI. Flood insurance must cover the lesser of the outstanding principal balance of the loan or the maximum amount of coverage allowed under FEMA's NFIP. Unless a higher maximum amount is required by state law, the maximum deductible clause for a flood insurance policy should not exceed the greater of \$1,000 or 1 percent of the face amount of the policy. The Agency will perform an environmental review in accordance with RD Instruction 1940-G.

B. Agency Review of Lender's Underwriting Decisions

The Agency generally does not review the content of a lender's underwriting analysis as it remains the approved lenders responsibility to underwrite loans to the SFHGLP. However under limited circumstances, the Agency will review the lender's underwriting decisions. When the Agency determines that a lender's application must be reviewed more thoroughly, the Agency will notify the lender in writing. The goal of the additional review is to help the lender submit application packages that are acceptable on the first review. The maximum turn-around time by the Agency for review in these cases is not to exceed four business days. The Agency will review the lender's underwriting decisions under the following circumstances.

1. *Lenders who are new to the program*

When a new lender is approved for participation in the program, the first few applications submitted will receive a thorough Agency review, including a review of the lender's underwriting decisions. This extra care in review will ensure that the lender has a complete and accurate understanding of the Agency's requirements, and that the decisions made by the lender's underwriters accurately reflect the Agency's expectations. The Agency will continue to review new lender underwriting decisions until the Agency is confident that the lender is performing satisfactorily. Generally, normal loan review will begin after submission of five acceptable loan packages. Additional training is provided when incomplete or deficient packages were submitted in the initial five loans.

2. *Lenders working with funded buydown accounts*

When a borrower receives a funded buydown and the ratios calculated at the note rate exceed the Agency's requirements, the Agency will review the lender's underwriting to ensure that justification for the buydown is adequate. Refer to Chapter 11, paragraph 11.5 of this Handbook for more details on funded buydowns.

3. *Lenders that submit incomplete or inaccurate applications*

If a lender submits incomplete applications or applications with conflicting information, the Agency may choose to review the lender's underwriting to ensure that the lender understands the Agency's requirements. Thorough reviews will continue until the lender demonstrates its ability to submit complete and accurate application packages on a regular basis. Generally, this would be after submission of five acceptable loan packages. Additional training is provided if the five packages continue to be incomplete with inconsistencies in data and documentation.

4. Lenders with significant monitoring findings

If, through monitoring or analysis of a lender's default, foreclosure, and loss claims activity, the Agency finds the lender's underwriting decisions have not been consistently sound and in line with the Agency's expectations, the Agency may choose to review the lender's underwriting until such analyses demonstrate the lender's ability to adhere to the Agency's policies.

C. Conditions for the Loan Guarantee

The lender does not need to submit the entire loan application file to the Agency for review. The lender should only submit those items listed in Paragraph 15.3 of this Chapter. Attachment 15-A provides lenders with an origination stack list to assemble the documents and submit their request to the Agency. Agency staff will determine if any conditions must be met for the loan to qualify for a guarantee. Provided the applicant(s) and all other proposed terms and conditions of the mortgage meet the eligibility requirements for a loan guarantee, the Agency shall approve the application for loan note guarantee by issuing a firm commitment setting forth the terms and conditions of the guarantee. Terms and conditions will be listed and issued to the lender on *Form RD 3555-18*.

15.5 LENDER NOTIFICATION ON REQUEST FOR LOAN GUARANTEE

The Agency should notify the lender of the results of a standard application review within two business days of receipt of the complete application package. In situations where the Agency is performing a more thorough lender review, the Agency must complete the review within four business days. There are four possible results of the review, and the notification requirements vary depending on the results.

A. The Request for a Loan Guarantee is Approved

If the Agency review indicates the loan meets all program requirements, the Agency will agree to guarantee the loan, subject to the conditions provided on *Form RD 3555-18*. The Agency will inform the lender of the approval by mail or e-mail with *Form RD 3555-18* after entering the application information into the Guaranteed Loan System. The commitment will expire in 90 days from issuance unless new construction is involved, which then the expiration date of *Form RD 3555-18* will correspond with the projected completion of the construction. One 90 day extension can be granted in accordance with Chapter 16 of this Handbook, provided circumstances beyond control are present.

B. The Agency Requires Additional Time to Complete the Review

In some instances, the Agency may require additional time to review specific issues. For example, if there is an indication that there may be environmental problems with the site, or if there appear to be abnormalities in the appraisal, Agency staff may need to consult with technical experts. In such cases the Agency will, within the stated review time frame, notify the lender in writing of the delay and provide a non-binding estimate of when a final decision is expected.

C. The Application is Incomplete

If the application is missing information that is needed for the Agency to respond to the request, the Agency will contact the lender, in writing (typically by email), with a list of the specific items that are missing, incomplete, or inadequate. The lender must correct the deficiencies within 10 business days or the application package will be returned to the lender.

D. The Request for a Loan Guarantee is Denied

The loan guarantee request will be denied if the proposed loan fails to meet any program requirement or Agency staff cannot concur with a requested ratio waiver. The loan must be for an eligible purpose, an eligible rural property, to an eligible applicant, and underwritten by an Agency approved lender. If the application review indicates that any of these criteria have not been met, the Agency will notify the lender in writing of the reason for the denial, and will provide review and appeal rights as described in Appendix 3 of this Handbook.

15.6 AGENCY PROCESSING OF AN APPROVED REQUEST

Assuming that all conditions are met, Agency staff must complete *Form RD 3555-18*. This form is used by the Agency to establish conditions for issuing the loan note guarantee. Form RD 3555-18 is completed by the Agency and the executed form is delivered to the lender electronically, typically via e-mail. At loan closing, the lender certifies to the items noted on the *Form RD 3555-18*, including any attachments to the form, and submits it to the Agency with the loan closing documents. All conditions specified on this form and any attachment to the form must be met before the loan note guarantee will be issued. Chapter 16 of this Handbook provides additional guidance in obtaining the Loan Note Guarantee.

Agency staff will input all required application information into the Guaranteed Loan System (GLS) prior to issuing a Conditional Commitment. Withdrawn and rejected decisions will also be recorded in GLS. Decisions involving a rejection of the lender's request will trigger review and/or appeal rights as further outlined in Appendix 3 of this Handbook. The online GLS Help Guide located on the Agency's GLS website can assist Agency users in creating a borrower, application and obligation page.

To the extent possible the Agency should segregate key responsibilities of the loan review, decision and data entry process when handling the lender's request. If the state is unable to separate key responsibilities, the state should implement other methods to ensure misrepresentation, processing errors, or fraud do not occur by implementing compensating controls such as pre-loan closing second level reviews, etc. The states are charged with determining the best method to ensure control measures are in place and a method of recording those measures are maintained.

15.7 LENDER RESPONSE TO CONDITIONAL COMMITMENT

Once *Form RD 3555-18* has been issued, the lender has three choices. The lender may accept the terms and conditions, decline the terms and conditions for loan guarantee, or request that the terms and conditions be altered. Any modifications to the terms and conditions should be agreed upon prior to proceeding to loan closing.

A. Accepting the Conditions

If the lender understands and agrees to accept the conditions listed on *Form RD 3555-18*, no communication with the Agency is required until the lender is ready to request the loan guarantee. With this option, the lender is agreeing to close the loan for an amount equal to or less than the amount stated on *Form RD 3555-18*, at the rate of interest specified (or less) and within the conditions recorded. The lender must meet the conditions, draw the loan documents, close the loan, and return the executed *Form RD 3555-18* with the loan-closing package.

B. Declining the Conditions for Loan Guarantee

If the lender determines that the terms and conditions stated on *Form RD 3555-18* cannot be met, that the loan guarantee is not needed, or that the loan will not go to closing for some reason, the lender must inform the Agency by phone or in writing as soon as possible. Until the Agency is notified that the loan guarantee will not be needed, the funds for that loan request are set aside for the transaction pending and cannot be made available to assist other eligible applicants.

Upon being informed that the lender intends to decline the conditions for loan guarantee, Agency staff will cancel the loan guarantee obligation by updating the information in the Guaranteed Loan System. This will release the committed funds for reallocation to a new commitment.

C. Requesting Changes in Conditions

If the lender wishes to change the loan amount or interest rate on the loan, or if the lender believes that there are reasons that the conditions and requirements the Agency specified on *Form RD 3555-18* should be altered, the lender can contact the Agency and propose an alternative. The request must be made in writing and must not affect the eligibility of the loan for the program. If the change will increase the interest rate or loan amount, the request must include documentation that the ratios and interest rates are still within program requirements. Modifications to the loan amount once the Conditional Commitment has been issued require updated credit documentation as follows: a signed copy of the mortgage loan application bearing the correct loan amount; a newly executed *Form RD 3555-21* with modifications; and an updated underwriting analysis. If the loan was underwritten with the assistance of GUS, for changes that adversely affect the application, the loan will be de-obligated in GLS by the Agency, the application will be deleted from GLS, the GUS application reinstated and then released to the lender for correction. The Agency may refer to the Employee GUS User Guide on the Agency's SharePoint website for further assistance.

The Agency will return a decision in accordance with Section 15.4 of this Chapter. If the Agency accepts the change, the lender must attach the Agency's written modification to the existing RD 3555-18 to be retained in the lender's loan origination file. If the Agency approves an increased loan amount or interest rate, the Agency must update the obligation of funds screen in GLS and issue a new *Form RD 3555-18*.

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ATTACHMENT 15-A



Origination Stacking Order Checklist

Lender Instructions: Submit the identified documents in the order noted with the first document in the bundle being this Attachment. Submit only the identified documents. Include complete documentation for the specific file type identified to ensure an effective file flow. Documents must not exceed the maximum allowable age set forth in 7 CFR 3555 Handbook. Rural Development will consider all documents submitted as the certified and true copies of the original documents retained in the lender's permanent file. Electronic delivery to Rural Development is the preferred method. See electronic delivery information by state <https://usdalinc.sc.egov.usda.gov/RHShome.do>. In the subject line identify the case by: Loan Origination: Borrower Last Name, First Name

General Information		
Applicant(s):	Lender:	Date:

File Stacking Order Checklist
Guaranteed Underwriting System (GUS) - Underwriting Recommendation: ACCEPT

Please stack the credit package in the following document order:

<input type="checkbox"/>	Form RD 3555-21, "Request for Single Family Housing Loan Guarantee" Note: Must be completed and executed by all applicants and lender.
<input type="checkbox"/>	Final GUS Underwriting Findings and Analysis Report Note: Last final submission to be printed, retained in lender's permanent loan file.
<input type="checkbox"/>	Income Calculation: Worksheet For Calculating Income
<input type="checkbox"/>	FEMA Form 086-0-32, "Standard Flood Determination Form" Note: Properties located in 100-year flood plains will require additional documentation. Confirmation the base flood elevation (BFE) is below lowest floor of subject.
<input type="checkbox"/>	Evidence of qualified alien (If the applicant is not a US citizen)
<input type="checkbox"/>	Credit Report, Non-Purchasing Spouse (If the applicant or property is in a community property state – AZ, CA, ID, LA, NV, NM, TX, WA, WI)
<input type="checkbox"/>	Uniform Residential Appraisal Report (URAR) FNMA 1004/FHLMC 70 Note: 1004 MC (Market Conditions Addendum) must be part of report.

File Stacking Order Checklist

Manual Underwriting, GUS Refer/Refer with Caution Underwriting Recommendation,
GUS Accept if Quality Control Lender Message on GUS Underwriting Findings and Analysis Report

Please stack the credit package in the following document order:

<input type="checkbox"/>	Form RD 3555-21, "Request for Single Family Housing Loan Guarantee" Note: Must be completed and executed by all applicants and lender.
<input type="checkbox"/>	Final GUS Underwriting Findings and Analysis Report, if applicable Note: Last final submission.
<input type="checkbox"/>	Underwriting Analysis, confirmed and executed by Underwriter (FNMA 1008/FHLMC 1077 or similar) Note: Include credit waiver and/or repayment ratio waiver request in comment section. A GUS ACCEPT with quality control message does not require credit or repayment ratio documentation/justification. Include supporting documentation when credit package includes a buy down.
<input type="checkbox"/>	Uniform Residential Loan Application (URLA – FNMA 1003/FHLMC 65) Note: URLA must be executed by the interviewing lender and applicant(s).
<input type="checkbox"/>	Income Calculation: Worksheet For Calculating Income
<input type="checkbox"/>	Income Verification Documentation: For all household members Verification of Employment (VOE) + (1) earning statement OR verbal VOE + (2) earning statements (30 days) + W-2's (2 years) OR computer generated verification + W-2's (2 years) + verbal VOE Self Employment: income tax returns/ all schedules (2 years) + profit / loss, balance and income/expense statements Child support, pensions, disability, Social Security, retirement annuity award(s)
<input type="checkbox"/>	Asset Verification Documentation: For all household members Verification of Deposit, bank statements, gift letter etc.
<input type="checkbox"/>	Credit Report, Non-Traditional Report and all credit supplements, as applicable Note: Include adverse credit explanation and documentation used in credit waiver.
<input type="checkbox"/>	Credit Report, Non-Purchasing Spouse (If the applicant or property is in a community property state – AZ, CA, ID, LA, NV, NM, TX, WA, WI)
<input type="checkbox"/>	FEMA Form 086-0-32, "Standard Flood Determination Form" Note: Properties located in 100-year flood plains will require additional documentation. Confirmation the base flood elevation (BFE) is below lowest floor of subject.
<input type="checkbox"/>	Sales Contract, all pages and amendments
<input type="checkbox"/>	Evidence of qualified alien (If the applicant is not a US citizen)
<input type="checkbox"/>	Uniform Residential Appraisal Report (URAR) – not applicable to Streamlined Refinance Product (FNMA 1004/FHLMC 70) Note: 1004 MC (Market Conditions Addendum) must be part of report.

Attachment 15-B

**Rural Development - Guaranteed Rural Housing
Agency Documentation and Processing Checklist – GUS Accept**

Loan Request: \$ _____

Loan Purpose: Purchase - Sales Price: \$ _____
 Refinance - Amount: \$ _____

If a Refinance, the loan being refinanced is a RD Single Family Housing
 Guaranteed Loan Direct Loan

If a Refinance is a Streamlined Non-streamlined
 Rural Refinance Pilot

Additional Loan Purposes:

Closing Costs: \$ _____ Repairs: \$ _____
 Guarantee Fee: \$ _____ Other: \$ _____
 Escrow: \$ _____

Applicant Information	Co-Applicant
Name: _____	Name: _____
SSN: _____ Age: _____	SSN: _____ Age: _____
Borrower ID: _____	Co-Borrower ID: _____
First Time Homebuyer <input type="checkbox"/> Yes <input type="checkbox"/> No	First Time Homebuyer <input type="checkbox"/> Yes <input type="checkbox"/> No
Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No
U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No
Permanent Resident/Qualified Alien <input type="checkbox"/> Yes <input type="checkbox"/> No	Permanent Resident/Qualified Alien <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant's Credit Score: _____ <input type="checkbox"/> No Score Lender has validated Credit Score and/or provided non-traditional credit, as applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No	Co-Applicant's Credit Score: _____ <input type="checkbox"/> No Score Lender has validated Credit Score and/or provided non-traditional credit, as applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Information	
Property Address: _____	
City, State, Zip Code: _____	County: _____
Congressional District: _____	
Confirm property in eligible rural area Eligible Area <input type="checkbox"/> Yes <input type="checkbox"/> No	Temporary Disaster Area Designation <input type="checkbox"/> Yes <input type="checkbox"/> No
Lender Information	Submitting Financial Organization
Approved Lender: _____	Submitting Lender: _____
Lender ID: _____	Submitting Lender ID: _____
Contact Information (Name/fax #): _____	

Application Processing Steps		Action Steps
Date	Initials of Employee	
		Application package received
		Application package complete
		The lender checked https://www.sam.gov/
		Checked MortgageServ – Customer Cross Reference
		CAIVRS Check for each applicant – GLS/GUS will automatically populate CAIVRS confirmation #.
		Check GUS for “Final” Submission from Lender
Conditional Commitment Request	Written documentation of the following should be submitted when a Conditional Commitment for Loan Note Guarantee request is submitted through GUS and receives an underwriting recommendation of Accept.	
File Type:	GUS Accept Underwriting Recommendation	
Lender Request		
<input type="checkbox"/>	Form RD 3555-21, Request for Single Family Housing Loan Guarantee Completed and executed by all borrowers and lender	
Lender Underwriting		
<input type="checkbox"/>	Final GUS Underwriting Findings Report, as applicable	
Lender Credit Documentation		
<input type="checkbox"/>	Credit Report, Non-Traditional Report and all supplements , as applicable Non-Purchasing Spouse Credit Report <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (If applicant or property in a community property state – AZ, CA, ID, LA, NV, NM, TX, WA, WI) (AK and PR under limited conditions)	
<input type="checkbox"/>	Lender’s Income Calculation Worksheet	
<input type="checkbox"/>	Evidence of qualified alien (If the applicant is not a US citizen) : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Confirmed applicant(s) is a qualified alien (if applicable) by running through SAVE.	
Property Information		
<input type="checkbox"/>	Uniform Residential Appraisal Report (URAR) FNMA 1004/FHLMC 70	
<input type="checkbox"/>	FEMA Form 086-0-32, Standard Flood Determination Form Elevation Certificate or comparable required to determine BFE if located in 100-year flood plain.	
The Rural Development review will consist of the following when a lender requests a Conditional Commitment for Loan Note Guarantee.		
<input type="checkbox"/>	Review all GUS application pages and data for red flags	
<input type="checkbox"/>	Review GUS Underwriting and Findings Report messages	
<input type="checkbox"/>	Agency Administrative Appraisal Review	
<input type="checkbox"/>	<input type="checkbox"/> Form RD 1922-15, Administrative Appraisal Review for Single Family Housing	
<input type="checkbox"/>	Agency Environmental Review Typically N/A for refinance transactions.	

	<input type="checkbox"/> Form RD 1940-22, Environmental Checklist for Categorical Exclusions <input type="checkbox"/> Form RD 1940-21, Environmental Assessment for Class I Action, as applicable
<input type="checkbox"/>	Rural Development Decision
	<input type="checkbox"/> Approved - Prepare Form RD 3555-18, forward to lender. <input type="checkbox"/> Denied - Prepare denial letter with applicable appeal rights.
GUS/GLS Processing Steps by Rural Development	
<p>The following steps must occur to update the GLS data warehouse. The steps apply to approved, denied or withdrawn applications.</p>	
<input type="checkbox"/>	Complete the USDA Administration page in GUS and submit the application to GLS
<input type="checkbox"/>	Complete the <i>Obligation Request</i> page in GLS
<p>The following documentation must be received and steps completed to issue a Loan Note Guarantee.</p>	
<input type="checkbox"/>	Form RD 1980-19, Guaranteed Loan Closing Report
<input type="checkbox"/>	Lender Certification – Continuing pages of Form RD 3555-18 <i>Note: This form is not required for lenders utilizing the Automated Loan Closing system</i>
<input type="checkbox"/>	Documentation of Conditions to the Conditional Commitment <i>Note: This form is not required for lenders utilizing the Automated Loan Closing system</i>
<input type="checkbox"/>	Promissory Note Copy of final. Lenders utilizing the Automated Loan Closing system will upload the promissory note as an individual document.
<input type="checkbox"/>	HUD-1 Settlement Statement Copy of final. Lenders utilizing the Automated Loan Closing system will upload the HUD-1 as an individual document.
<input type="checkbox"/>	Issue Form RD 3555-17, Loan Note Guarantee
Wholesale Lockbox Procedures (WLB) by Rural Development	
<p>The following collection steps are required to process guarantee fees. Collections must be secured in a fire-proof locked safe. Collections greater than \$100 must be processed daily.</p>	
<input type="checkbox"/>	Form RD 451-2, Schedule of Remittances <i>Note: This form is not required for lenders utilizing the Lender Loan Closing system</i>
<input type="checkbox"/>	Form RD 1951-49, Register of Collections <i>Note: This form is not required for lenders utilizing the Lender Loan Closing system</i>
<input type="checkbox"/>	Form RD 1951-60, Field Office Remittance Reconciliation Report <i>Note: This form is not required for lenders utilizing the Lender Loan Closing system</i>
<input type="checkbox"/>	Submit collection(s) to the Wholesale Lock Box <i>Note: This step is not required for lenders utilizing the Lender Loan Closing system</i>
GLS Loan Closing Transaction	
<p>The following steps are required to process and close the loan in the data warehouse once the Loan Note Guarantee is issued.</p>	
<input type="checkbox"/>	Complete the <i>Add Loan Closing</i> page in GLS. <i>Note: Lenders utilizing the Automated Loan Closing system will partially complete the page. The Agency will confirm information and documentation prior to closing the loan in GLS.</i>
Rural Development Imaging Repository	
<p>This document will become part of the permanent Rural Development file as a retained essential document.</p>	

Attachment 15-C

**Rural Development - Guaranteed Rural Housing
Agency Documentation and Processing Checklist - Abbreviated**

Loan Request: \$ _____

Loan Purpose: Purchase - Sales Price: \$ _____
 Refinance - Amount: \$ _____

If a Refinance, the loan being refinanced is a RD Single Family Housing
 Guaranteed Loan Direct Loan

If a Refinance is a Streamlined Non-streamlined
 Rural Refinance Pilot

Additional Loan Purposes:

Closing Costs: \$ _____ Repairs: \$ _____
 Guarantee Fee: \$ _____ Other: \$ _____
 Escrow: \$ _____

Applicant Information	Co-Applicant
Name: _____	Name: _____
SSN: _____ Age: _____	SSN: _____ Age: _____
Borrower ID: _____	Co-Borrower ID: _____
First Time Homebuyer <input type="checkbox"/> Yes <input type="checkbox"/> No	First Time Homebuyer <input type="checkbox"/> Yes <input type="checkbox"/> No
Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No
U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No
Permanent Resident/Qualified Alien <input type="checkbox"/> Yes <input type="checkbox"/> No	Permanent Resident/Qualified Alien <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant's Credit Score: _____ <input type="checkbox"/> No Score Lender has validated Credit Score and/or provided non-traditional credit, as applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No	Co-Applicant's Credit Score: _____ <input type="checkbox"/> No Score Lender has validated Credit Score and/or provided non-traditional credit, as applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Information	
Property Address: _____	
City, State, Zip Code: _____	
County: _____	
Congressional District: _____	
Confirm property in eligible rural area Eligible Area <input type="checkbox"/> Yes <input type="checkbox"/> No	
Temporary Disaster Area Designation <input type="checkbox"/> Yes <input type="checkbox"/> No	
Lender Information	Submitting Financial Organization
Approved Lender: _____	Submitting Lender: _____
Lender ID: _____	Submitting Lender ID: _____
Contact Information (Name/fax #): _____	

Application Processing Steps		Action Steps
Date	Initials of Employee	
		Application package received
		Application package complete
		The lender checked https://www.sam.gov/
		Checked MortgageServ – Customer Cross Reference
		CAIVRS Check for each applicant – GLS/GUS will automatically populate CAIVRS confirmation #.
		Check GUS for “Final” Submission from Lender
Conditional Commitment Request	Written documentation of the following must be submitted when requesting a Conditional Commitment for Loan Note Guarantee. GUS Underwriting Recommendations of “Refer” and “Refer with Caution” or an ‘Accept’ that is subject to full documentation will adhere to “Manual UW” requirements, except as otherwise noted.	
File Type:	Manual Underwriting, GUS Refer/Refer with Caution Underwriting Recommendation GUS Accept if Lender Quality Control message(s) (fully documented loan file) required of GUS Underwriting Findings Report	
Lender Request		
<input type="checkbox"/>	Form RD 3555-21, Request for Single Family Housing Loan Guarantee Completed and executed by all borrowers and lender	
Lender Underwriting		
<input type="checkbox"/>	Underwriting Analysis (FNMA 1008/FHLMC 1077 or similar) Documentation for credit waiver and/or repayment ratio waiver request that meets Chapter 11 of 7 CFR 3555 Handbook. Note: A GUS ‘Accept’ fully documented file does not require submittal of any documentation in support of a credit or ratio waiver to the Agency.	
	<input type="checkbox"/> Verification of Rent? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Note: A GUS ‘Accept’ full documentation file does not require documentation to verify rent.	
<input type="checkbox"/>	GUS Underwriting Findings Report, as applicable	
Lender Credit Documentation		
<input type="checkbox"/>	Uniform Residential Loan Application (URLA – FNMA 1003/FHLMC 65) Executed by the interviewing lender and applicant(s)	
<input type="checkbox"/>	Credit Report, Non-Traditional Report and all supplements, as applicable Note: A GUS ‘Accept’ full documentation file does not require submittal of any documentation in support of a credit waiver to the Agency.	
	Non-Purchasing Spouse Credit Report: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (If applicant or property in a community property state – AZ, CA, ID, LA, NV, NM, TX, WA, WI) (AK and PR under limited conditions)	
<input type="checkbox"/>	Income Verification Income from employment, other sources, self-employment, assets, other adult household members	
<input type="checkbox"/>	Lender’s Income Calculation Worksheet	
<input type="checkbox"/>	Agency’s Validation of Eligible Household Income Calculation, as applicable This document will become part of the permanent Rural Development file as a retained essential document.	
<input type="checkbox"/>	Agency’s Validation of Repayment Income Calculation, as applicable This document will become part of the permanent Rural Development file as a retained essential document.	
<input type="checkbox"/>	Evidence of qualified alien (If the applicant is not a US citizen) : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	<input type="checkbox"/> Confirmed applicant(s) is a qualified alien (if applicable) by running through SAVE.	

Property Information

<input type="checkbox"/>	Uniform Residential Appraisal Report (URAR) FNMA 1004/FHLMC 70 [Not applicable to streamlined refinance]
<input type="checkbox"/>	FEMA Form 086-0-32, Standard Flood Determination Form Elevation Certificate or comparable required to determine BFE if located in 100-year flood plain.
<input type="checkbox"/>	Sales Contract

The Rural Development review will consist of the following actions when a lender requests a Conditional Commitment for Loan Note Guarantee.

<input type="checkbox"/>	Review all GUS application pages and data for red flags (Refer, Refer with Caution, Accept Full documentation Quality Control message)
<input type="checkbox"/>	Review GUS Underwriting and Findings Report messages (Refer, Refer with Caution, Accept Full documentation Quality Control message)
<input type="checkbox"/>	Agency Administrative Appraisal Review Not applicable to streamlined refinance – no appraisal required.

Form RD 1922-15, Administrative Appraisal Review for Single Family Housing

<input type="checkbox"/>	Agency Environmental Review Typically N/A for refinance transactions.
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Form RD 1940-22, Environmental Checklist for Categorical Exclusions
 Form RD 1940-21, Environmental Assessment for Class I Action, as applicable

<input type="checkbox"/>	Rural Development Decision <input type="checkbox"/> Approved - Prepare Form RD 3555-18, forward to lender. <input type="checkbox"/> Denied - Prepare denial letter with applicable appeal rights.
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GUS/GLS Processing Steps by Rural Development
 The following steps must occur to update the GLS data warehouse. **The steps apply to approved, denied or withdrawn applications.**

<input type="checkbox"/>	Complete the <i>Borrower Maintenance</i> page in GLS <i>Note:</i> If the loan was a final submission underwritten with the assistance of GUS, the Borrower Maintenance Screen will be automatically completed unless the borrower is already established in GLS.
<input type="checkbox"/>	Populate GLS with true, accurate data <input type="checkbox"/> Non-GUS Loans - Complete the <i>Add Application</i> page in GLS. <input type="checkbox"/> GUS Loans - Complete the <i>USDA Administration</i> page. Save the page. Submit the application to GLS.
<input type="checkbox"/>	Complete the <i>Obligation Request</i> page in GLS

The following documentation must be received and steps completed to issue a Loan Note Guarantee.

<input type="checkbox"/>	Form RD 1980-19, Guaranteed Loan Closing Report <i>Note:</i> This form is not required for lenders utilizing the Automated Loan Closing system
<input type="checkbox"/>	Lender Certification – Continuing pages of Form RD 3555-18 <i>Note:</i> This form is not required for lenders utilizing in the Automated Loan Closing system
<input type="checkbox"/>	Documentation of Conditions to the Conditional Commitment
<input type="checkbox"/>	Promissory Note Copy of final. Lenders utilizing the Automated Loan Closing system, will upload the promissory note as an individual document.
<input type="checkbox"/>	HUD-1 Settlement Statement Copy of final. Lenders utilizing the Automated Loan Closing system, will upload the HUD-1 as an individual document.
<input type="checkbox"/>	Issue Form RD 3555-17, Loan Note Guarantee

Wholesale Lockbox Procedures (WLB) by Rural Development
 The following collection steps are required to process guarantee fees. Collections must be secured in a fire-proof locked safe. Collections greater than \$100 must be processed daily.

<input type="checkbox"/>	Form RD 451-2, Schedule of Remittances <i>Note:</i> This form is not required for lenders utilizing in the Automated Loan Closing system
<input type="checkbox"/>	Form RD 1951-49, Register of Collections <i>Note:</i> This form is not required for lenders utilizing the Automated Loan Closing system
<input type="checkbox"/>	Form RD 1951-60, Field Office Remittance Reconciliation Report <i>Note:</i> This form is not required for lenders utilizing in the Automated Loan Closing system
<input type="checkbox"/>	Submit collection(s) to the Wholesale Lock Box <i>Note:</i> This step is not required for lenders utilizing the Automated Lender Loan Closing system

GLS Loan Closing Transaction	The following steps are required to process and close the loan in the data warehouse once the Loan Note Guarantee is issued.
<input type="checkbox"/>	Complete the <i>Add Loan Closing</i> page in GLS. Note: Lenders utilizing the Automated Loan Closing system will partially complete the page. The Agency will confirm information and documentation prior to closing the loan in GLS.
Rural Development Imaging Repository	This document will become part of the permanent Rural Development file as a retained essential document.

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Attachment 15-D

Rural Development - Guaranteed Rural Housing Agency Documentation and Processing Checklist - Detailed

Loan Request: \$ _____
Loan Purpose: <input type="checkbox"/> Purchase - Sales Price: \$ _____ <input type="checkbox"/> Refinance - Amount: \$ _____ If a Refinance, the loan being refinanced is a RD Single Family Housing <input type="checkbox"/> Guaranteed Loan <input type="checkbox"/> Direct Loan If a Refinance is a <input type="checkbox"/> Streamlined <input type="checkbox"/> Non-streamlined <input type="checkbox"/> Rural Refinance Pilot
Additional Loan Purposes: <input type="checkbox"/> Closing Costs: \$ _____ <input type="checkbox"/> Repairs: \$ _____ <input type="checkbox"/> Guarantee Fee: \$ _____ <input type="checkbox"/> Other: \$ _____ <input type="checkbox"/> Escrow: \$ _____

Applicant Information	Co-Applicant
Name: _____ SSN: _____ Age: _____ Borrower ID: _____	Name: _____ SSN: _____ Age: _____ Co-Borrower ID: _____
First Time Homebuyer <input type="checkbox"/> Yes <input type="checkbox"/> No Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No	First Time Homebuyer <input type="checkbox"/> Yes <input type="checkbox"/> No Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No
U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No Permanent Resident/Qualified Alien <input type="checkbox"/> Yes <input type="checkbox"/> No	U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No Permanent Resident/Qualified Alien <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant's Credit Score: _____ <input type="checkbox"/> No Score Lender has validated Credit Score and/or provided non-traditional credit, as applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No	Co-Applicant's Credit Score: _____ <input type="checkbox"/> No Score Lender has validated Credit Score and/or provided non-traditional credit, as applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Information	
Property Address: _____ City, State, Zip Code: _____ County: _____ Congressional District: _____	
Confirm property in eligible rural area Eligible Area <input type="checkbox"/> Yes <input type="checkbox"/> No Temporary Disaster Area Designation <input type="checkbox"/> Yes <input type="checkbox"/> No	
Lender Information	Submitting Financial Organization
Approved Lender: _____ Lender ID: _____ Contact Information (Name/fax #): _____	Submitting Lender: _____ Submitting Lender ID: _____

Application Processing Steps		Action Steps
Date	Initials of Employee	
		Application package received
		Application package complete
		The lender checked https://www.sam.gov/
		Checked MortgageServ – Customer Cross Reference
		CAIVRS Check for each applicant – GLS/GUS will automatically populate CAIVRS confirmation #.
		Check GUS for “Final” Submission from Lender
Conditional Commitment Request	Written documentation of the following must be submitted when requesting a Conditional Commitment for Loan Note Guarantee. GUS Underwriting Recommendations of “Refer” and “Refer with Caution” or an ‘Accept’ that is subject to full documentation will adhere to “Manual UW” requirements, except as otherwise noted.	
File Type:	Manual Underwriting, GUS Refer/Refer with Caution Underwriting Recommendation GUS Accept if Lender Quality Control message(s) (fully documented loan file) required of GUS Underwriting Findings and Analysis Report	
Lender Request		
<input type="checkbox"/>	Form RD 3555-21, Request for Single Family Housing Loan Guarantee <input type="checkbox"/> Completed and executed by all borrowers and lender <input type="checkbox"/> Interest rate is locked. Lock date: _____ <input type="checkbox"/> For locked rates, rate confirmed to meet §.3555.104 https://www.fanniemae.com/singlefamily/historical-daily-required-net-yields Date Agency confirmed: _____ Interest Rate: _____ % Max Rate: _____ <input type="checkbox"/> Interest rate is floating. Condition for lock date.	
Lender Underwriting		
<input type="checkbox"/>	Underwriting Analysis (FNMA 1008/FHLMC 1077 or similar) <input type="checkbox"/> Confirmed/executed by Underwriter <input type="checkbox"/> Adverse credit waiver and supporting documentation that meets Chapter 10 7 CFR 3555 Handbook? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A [Note: A GUS ‘Accept’ subject to a fully documented file does not require the submittal of a credit waiver or supporting documents to the Agency] <input type="checkbox"/> Verification of Rent? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (applicable to manually underwritten loans with credit scores less than 680. [Note: A GUS ‘Accept’ subject to a fully documented file does not require a Verification of Rent. <input type="checkbox"/> Ratio waiver request documented by Lender? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A [Note: A GUS ‘Accept’ subject to a fully documented file does not require a ratio waiver request or the supporting documents to the Agency] <input type="checkbox"/> Evidence of compensating factors submitted by Lender? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Ratio waiver reviewed and granted? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PITI Ratio _____ TD Ratio _____ Funded Buydown? <input type="checkbox"/> Yes <input type="checkbox"/> No Mortgage Credit Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Final GUS Underwriting Findings Report, as applicable	

Lender Credit Documentation

Uniform Residential Loan Application (URLA – FNMA 1003/FHLMC 65)

- Executed by the applicant(s)? Yes No
- Executed by interviewing lender? Yes No

Credit Report

- Tri - Merged RMCR Non-traditional and all credit supplements GUS
- Non-Purchasing Spouse Credit Report: Yes No N/A
(If applicant or property in a community property state – AZ, CA, ID, LA, NV, NM, TX, WA, WI)
(AK and PR under limited conditions)
- Within 120 days of loan closing

Lender Credit Documentation, continued

Income Verification

- Within 120 days of loan closing(purchase existing)

Income from employment: Yes No N/A

- Full Documentation: Written VOE; most recent paystub with YTD earnings
- Alt. Documentation: Verbal VOE; 30 days earning statements with YTD earnings (original or electronic copies); 2 years W-2's or income tax returns

Income from other sources (examples not all inclusive): Yes No N/A

- Social Security | Retirement | Child Support | Alimony
- Commissions | Interest | Government Assistance | Other: _____

Income from self-employment: Yes No N/A

- 2 years tax returns | Profit/Loss Stmt |

Income from assets: Yes No N/A

- Verification of Deposit | Bank Statements | Other: _____

Income from other adult members of the household:

Documentation of household income from other adult members: Yes No N/A

Lender's Income Calculation Worksheet

Agency's Summary of Income Calculation

Household Members _____ | # Dependents _____

Maximum Adjusted Household Income for County: \$ _____

Annual Household Income \$ _____

Adjusted Annual Household Income \$ _____

Repayment Income (Monthly) \$ _____

Monthly Mortgage Credit Certificate \$ _____

Income Category: Very-Low | Low | Moderate

<input type="checkbox"/>	Agency's Validation of Eligible Household Income Calculation , as applicable This document will become part of the permanent Rural Development file as a retained essential document.
<input type="checkbox"/>	Agency's Validation of Repayment Income Calculation , as applicable This document will become part of the permanent Rural Development file as a retained essential document.
<input type="checkbox"/>	Evidence of qualified alien (If the applicant is not a US citizen) : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	<input type="checkbox"/> Confirmed applicant(s) is a qualified alien (if applicable) by running through SAVE.

Property Information:

<input type="checkbox"/>	Uniform Residential Appraisal Report (URAR) FNMA 1004/FHLMC 70 [Not applicable to streamlined refinance]
	<input type="checkbox"/> URAR contains 1004 MC (Market Conditions Addendum) <input type="checkbox"/> Within 120 days of loan closing. Construction Type: <input type="checkbox"/> On-Site <input type="checkbox"/> Modular/Panelized <input type="checkbox"/> Manufactured Estate Type: <input type="checkbox"/> Fee Simple (non-reservation) <input type="checkbox"/> Allotted Land <input type="checkbox"/> Tribal Trust Land <input type="checkbox"/> Individual Trust Land <input type="checkbox"/> Leased land (non-tribal) <input type="checkbox"/> Fee Simple (on a reservation) Project Type: <input type="checkbox"/> Condo <input type="checkbox"/> PUD <input type="checkbox"/> COOP <input type="checkbox"/> N/A Structure Type: <input type="checkbox"/> Attached <input type="checkbox"/> Detached

Property Information, continued

	Appraisal Company/Appraiser Name: _____ Date of Appraisal/Date Received: _____ Appraised Value: \$ _____ <input type="checkbox"/> As-is <input type="checkbox"/> As improved Land Value \$ _____ Dwelling Age _____ Living Area Sq Ft _____ Lot Size Sq Ft _____ or _____ Lot Size Acres _____ Community <input type="checkbox"/> 10,000 or less <input type="checkbox"/> Over 10,000 <input type="checkbox"/> Existing Property: <input type="checkbox"/> Meets HUD handbooks OR <input type="checkbox"/> Full Home Inspection <input type="checkbox"/> New Construction: The lender's permanent file must contain evidence that plans and specs comply with development standards. The lender's permanent file must contain evidence that inspections and an acceptable warranty have been obtained. <i>Note:</i> The Agency has the option to request this information from the lender in appropriate situations (i.e. review of new lender, compliance review, loss claim, etc.) <input type="checkbox"/> Other Inspections Required: <input type="checkbox"/> Septic <input type="checkbox"/> Well <input type="checkbox"/> Termite [check if applicable] <i>Note:</i> Other inspections, as applicable, to be retained in lender's permanent case file if the appraiser, inspector or state law requires a third party inspection. <input type="checkbox"/> Other Property Features: In-ground pool value deducted <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Energy-efficient <input type="checkbox"/> Yes <input type="checkbox"/> No Functional farm service building(s) value deducted <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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<input type="checkbox"/>	FEMA Form 086-0-32, Standard Flood Determination Form
	Dwelling located in 100-year flood plain <input type="checkbox"/> Yes <input type="checkbox"/> No The elevation of lowest floor must be at or above 100-year flood plain. <i>Note:</i> Elevation Certificate or comparable required to determine BFE if located in flood plain.
<input type="checkbox"/>	Sales Contract
	Signed Purchase Agreement or Earnest Money Agreement

The Rural Development review will consist of the following actions when a lender requests a Conditional Commitment for Loan Note Guarantee.	
<input type="checkbox"/>	<p>Form RD 1922-15, Administrative Appraisal Review for Single Family Housing <input type="checkbox"/> N/A [not applicable to streamlined refinance – no appraisal required]</p> <p>Completed by Loan Approval Official.</p>
<input type="checkbox"/>	<p>Form RD 1940-22, Environmental Checklist for Categorical Exclusions <input type="checkbox"/> N/A [Typically N/A for refinance transactions]</p> <p>Completed by Loan Approval official prior to Conditional Commitment when eligible for categorical exclusion.</p>
<input type="checkbox"/>	<p>Form RD 1940-21, Environmental Assessment for Class I Action, as applicable. <input type="checkbox"/> N/A [Typically N/A for refinance transactions]</p> <p>Completed by Loan Approval official when ineligible for categorical exclusion.</p> <p>Examples (not inclusive) of protected resources requiring preparation of Form RD 1940-21:</p> <p><input type="checkbox"/> floodplains <input type="checkbox"/> coastal barriers <input type="checkbox"/> historic properties <input type="checkbox"/> wilderness <input type="checkbox"/> wetlands <input type="checkbox"/> Coastal Zone Management</p>
<input type="checkbox"/>	<p>Rural Development Decision</p> <p><input type="checkbox"/> Approved - Prepare Form RD 3555-18</p> <p>Date of Form RD 3555-18, Conditional Commitment for Loan Note Guarantee: _____</p> <p><input type="checkbox"/> Notify Lender by: <input type="checkbox"/> Fax; <input type="checkbox"/> E-Mail; <input type="checkbox"/> Regular Mail</p> <p><input type="checkbox"/> Denied - Prepare denial letter with applicable appeal rights.</p> <p>Date of letter with applicable appeal rights: _____</p> <p>Approval /Denial Official: _____</p>
GUS/GLS Processing Steps by Rural Development	
The following steps must occur to update the data warehouse. The steps apply to approved, denied or withdrawn applications.	
<input type="checkbox"/>	<p>Complete the <i>Borrower Maintenance</i> page in GLS</p> <p><i>Note:</i> If the loan was a final submission underwritten with the assistance of GUS, the Borrower Maintenance Screen will be automatically completed unless the borrower is already established in GLS.</p> <p>Establish the borrower(s) in GLS. Complete for each borrower.</p>
<input type="checkbox"/>	<p>Complete the <i>Add Application</i> page in GLS.</p> <p><input type="checkbox"/> GUS Loans: Complete the USDA Administration page. Save the page. Submit the application to GLS.</p> <p><input type="checkbox"/> Non-GUS Loans: Complete the Add Application page in GLS.</p> <p><i>Note:</i> The CAIVRS service will automatically populate each borrower's CAIVRS confirmation #.</p>
<input type="checkbox"/>	<p>Complete the <i>Obligation Request</i> page in GLS</p> <p>Date of Obligation in GLS: _____ (GLS 1A obligation transaction processed)</p>
The following documentation must be received and steps completed to issue a Loan Note Guarantee.	
<input type="checkbox"/>	<p>Form RD 1980-19, Guaranteed Loan Closing Report</p> <p><i>Note:</i> This form is not required for lenders utilizing the Automated Loan Closing system</p> <p>Date Loan Note Guarantee request received: _____</p> <p>Date of Loan Closing: _____</p> <p><input type="checkbox"/> Completed and executed by lender</p> <p>Loan closed for amount of commitment: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Loan closed for interest rate on commitment: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If No, determine if rate was floating at issuance of commitment. Obtain documentation of lock date and confirm rate meets §3555.104.</p>
<input type="checkbox"/>	<p>Lender Certification – Continuing pages of Form RD 3555-18</p> <p><i>Note:</i> This form is not required for lenders utilizing the Automated Loan Closing system</p> <p><input type="checkbox"/> Completed and executed by lender after closing.</p>

<input type="checkbox"/>	<p>Documentation of Conditions</p> <p><input type="checkbox"/> Documentation of date interest rate locked (if floating), as applicable</p> <p><input type="checkbox"/> Confirmation of escrow development completion, as applicable</p> <p>Note: Loan Note Guarantee may be issued if escrow established in accordance with §3555.202.</p> <p>Documentation other conditions are met <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<input type="checkbox"/>	<p>Promissory Note, copy or uploaded as an individual document for Automated Loan Closing system: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<input type="checkbox"/>	<p>HUD-1 Settlement Statement, copy of final or uploaded as an individual document for Automated Loan Closing system: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Confirm all credit documentation is within acceptable time frames. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<input type="checkbox"/>	<p>Issue Form RD 3555-17, Loan Note Guarantee</p> <p>Date Loan Note Guarantee Issued: _____</p> <p>Note: Upload document through GLS Data-Filled forms page for lenders utilizing Automated Loan Closing system.</p> <p>Approval Official Issuing LNG: _____</p> <p><input type="checkbox"/> Notify Lender by: <input type="checkbox"/> Fax; <input type="checkbox"/> E-Mail; <input type="checkbox"/> Regular Mail</p>
<p>Wholesale Lockbox Procedures (WLB) by Rural Development</p> <p>The following collection steps are required to process guarantee fees. Collections must be secured in a fire-proof locked safe. Collections greater than \$100 must be processed daily.</p>	
<input type="checkbox"/>	<p>Form RD 451-2, Schedule of Remittances</p> <p>Note: This form is not required for lenders utilizing the Automated Loan Closing system.</p> <p>Online fill-able form available.</p> <p>Guarantee Fee Collected: \$ _____</p> <p>Guarantee Fee on commitment: \$ _____</p> <p>Fee must be within \$10.00 to process Loan Note Guarantee request for those LNG requests submitted without assistance of Automated Loan Closing system.</p> <p>To process a fee that differs by \$10.00 or less, over type the defaulted fee on <i>GLS Add Loan Closing</i> page.</p>
<input type="checkbox"/>	<p>Form RD 1951-49, Register of Collections</p> <p>Note: This form is not required for lenders utilizing the Automated Loan Closing system.</p> <p>Online fill-able form available.</p>
<input type="checkbox"/>	<p>Form RD 1951-60, Field Office Remittance Reconciliation Report</p> <p>Note: This form is not required for lenders utilizing the Automated Loan Closing system.</p> <p>Online fill-able form available.</p>
<input type="checkbox"/>	<p>Submit collection(s) to the WLB</p> <p>Note: This form is not required for lenders utilizing the Automated Loan Closing system.</p> <p>Checks must be made payable to USDA or Rural Development.</p> <p style="text-align: center;">Mail WLB collections to: USDA – Rural Development Wholesale Lockbox P.O. Box 790391 St. Louis, Missouri 63179-0391</p>

GLS Loan Closing Transaction	The following steps are required to process and close the loan in the data warehouse once the Loan Note Guarantee is issued.
<input type="checkbox"/>	<p>Complete the <i>Add Loan Closing</i> page in GLS. Note: Lenders utilizing the Automated Loan Closing system will partially complete the page. The Agency will confirm information and documentation prior to final submittal to GLS.</p> <ol style="list-style-type: none"> 1) If the interest rate changes from commitment, the interest rate established in GLS may be changed by over-typing the field for manually underwritten files. Lender must establish continued eligibility. Files who utilize GUS must be resubmitted to GUS if adversely affected. 2) Ensure the interest rate on the Add Loan Closing screen is updated and is accurately represented. The interest rate must mirror that of the note to obtain a correct annual fee schedule. 3) Process changes to the loan amount PRIOR to submitting the Add Loan Closing page. 4) For PAD transactions (lenders who submit fees via pay.gov) – do not alter or attempt to modify the guarantee fee in GLS. 5) For non-PAD transactions (check received) – the guarantee fee can be modified to accommodate the amount of fee actually paid. This amount must be within \$10.00 of the default fee in GLS.
Rural Development Imaging Repository	This document will become part of the permanent Rural Development file as a retained essential document.

Income Documentation Comments

Communication with Lender



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