



USDA United States Department of Agriculture
Rural Development




CREDIT AND UNDERWRITING



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Training Objectives

- Request Credit/Underwriting
- Credit Report Order Information
- Manually Downgrade Application
- Contact Information
- Conditional Commitment Recipients

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Credit and Underwriting

Request Credit / Underwriting


Select Request You Would Like to Submit:

Select One

- Request Credit Report**
- Request Credit Report and Underwriting Only (Preliminary Underwriting for pre-approval)
- Request Underwriting Only (Preliminary Underwriting for pre-approval)
- Request Final Underwriting and Submission to Rural Development

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Credit and Underwriting

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Credit and Underwriting

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Credit and Underwriting

Request Credit / Underwriting


Select Request You Would Like to Submit:

Select One

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Credit and Underwriting: Lender Agent

Request Credit / Underwriting


Select Request You Would Like to Submit:

Select One

- Request Credit Report
- Request Credit Report and Underwriting Only (Preliminary Underwriting for pre-approval)
- Request Underwriting Only (Preliminary Underwriting for pre-approval)
- Release Control of Application to the Lender

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Credit and Underwriting

Request Credit / Underwriting

Select Request You Would Like to Submit:

Request Credit Report and Underwriting Only (Preliminary Underwriting for pre-approval) ▼

Complete items Below Before Submitting the Request for Credit Report
 Check to auto populate the liabilities from the credit report.
To order new credit, select "New". To reissue credit, enter the reference number.

Joint	Borrower	New	Reference Number	Credit Status
<input checked="" type="checkbox"/>	Homeowner, John	<input checked="" type="checkbox"/>	<input type="text"/>	Unknown
<input checked="" type="checkbox"/>	Homeowner, Mary	<input checked="" type="checkbox"/>	<input type="text"/>	Unknown

Service Provider * ▼

Account Number *

Password *

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Credit and Underwriting

Request Credit / Underwriting

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Complete items Below Before Submitting the Request for Credit Report
 Check to auto populate the liabilities from the credit report.
To order new credit, select "New". To reissue credit, enter the reference number.

Joint	Borrower	New	Reference Number	Credit Status
<input checked="" type="checkbox"/>	Homeowner, John	<input checked="" type="checkbox"/>		Unknown
<input checked="" type="checkbox"/>	Homeowner, Mary	<input checked="" type="checkbox"/>		Unknown

Service Provider * Equifax
Account Number *
Password *

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Credit and Underwriting

Request Credit / Underwriting

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Complete items Below Before Submitting the Request for Credit Report
 Check to auto populate the liabilities from the credit report.
To order new credit, select "New". To reissue credit, enter the reference number.

Joint	Borrower	New	Reference Number	Credit Status
<input checked="" type="checkbox"/>	Homeowner, John	<input checked="" type="checkbox"/>		Unkn
<input checked="" type="checkbox"/>	Homeowner, Mary	<input checked="" type="checkbox"/>		Unkn


Service Provider * (912)
Account Number *

Message from webpage

Warning: Liabilities already exist for this loan application. If you continue with the auto-population of liabilities there may be duplication of liabilities

OK Cancel

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Credit and Underwriting

Request Credit / Underwriting

Select Request You Would Like to Submit:
 Request Credit Report and Underwriting Only (Preliminary Underwriting for pre-approval) ▼

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 Check to auto populate the liabilities from the credit report.
To order new credit, select "New". To reissue credit, enter the reference number.


Joint	Borrower	New	Reference Number	Credit Status
<input checked="" type="checkbox"/>	Homeowner, John	<input checked="" type="checkbox"/>	<input type="text"/>	Unknown
<input checked="" type="checkbox"/>	Homeowner, Mary	<input checked="" type="checkbox"/>	<input type="text"/>	Unknown

Service Provider * ▼

Account Number *

Password *

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Credit and Underwriting

Request Credit / Underwriting

Select Request You Would Like to Submit:
 Request Credit Report and Underwriting Only (Preliminary Underwriting for pre-approval) ▼

Complete items Below Before Submitting the Request for Credit Report
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To order new credit, select "New". To reissue credit, enter the reference number.

Joint	Borrower	New	Reference Number	Credit Status
<input checked="" type="checkbox"/>	Homeowner, John	<input checked="" type="checkbox"/>	<input type="text"/>	Unknown
<input checked="" type="checkbox"/>	Homeowner, Mary	<input checked="" type="checkbox"/>	<input type="text"/>	Unknown

Service Provider * ▼

Account Number *

Password *

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Credit and Underwriting

Request Credit / Underwriting

Your credit report and preliminary underwriting request is being processed, please wait...

Select Request You Would Like to Submit:
 Request Credit Report and Underwriting Only (Preliminary Underwriting for pre-approval) ▼

Complete items Below Before Submitting the Request for Credit Report
 Check to auto populate the liabilities from the credit report.
To order new credit, select "New". To reissue credit, enter the reference number.

Joint	Borrower	New	Reference Number	Credit Status
<input checked="" type="checkbox"/>	Homeowner, John	<input checked="" type="checkbox"/>	<input type="text"/>	Unknown
<input checked="" type="checkbox"/>	Homeowner, Mary	<input checked="" type="checkbox"/>	<input type="text"/>	Unknown

Service Provider * ▼

Account Number *

Password *

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Credit and Underwriting

	Borrower Name Homeowner, John	Lender Loan Number 11222333	GUS Application ID Number 1486743	Most Recent Activity Requested Preliminary Underwriting	Activity Timestamp 6/20/17 10:28:59 CST	User DashWor/DashWor
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USDA UNDERWRITING FINDINGS REPORT

UNDERWRITING SUMMARY
 Underwriting Recommendation: **REFER / ELIGIBLE**

Property Eligible	ELIGIBLE	Primary Borrower	Homeowner, John
Home Eligible	ELIGIBLE	Submission Type	Preliminary
Borrower Eligible For	ELIGIBLE	Submission Date	6/20/2017
Homeowner, John	ELIGIBLE	Submitted By	DashWor, DashWor
Homeowner, Mary	ELIGIBLE	Loan Status	Pending
Loan Risk Evaluation	REFSR		
Borrower Risk Evaluation	ACCEPT		
Overall Underwriting	ACCEPT		

View Findings
 Lender Name: CARDINAL LENDING
 Lender Tax ID: 00011770
 USDA Assigned Branch No: 001
 Lender Loan Number: 11222333
 GUS Application ID Number: 1486743

MORTGAGE INFORMATION

LTV	88.8100%	Rate	4.5%
DTI Ratio	19.8300%	Monthly PIT	\$1,216.70
		Loan Type	ARM
		Other Security Cost	\$21.00
		Loan Term	360
TD Ratio	20.0000%	Total Monthly Debt	\$1,263.70
		Amortization Type	Fixed
Loan Interest	\$144,444.44	Loan Purpose	Purchase
Sales Price	\$160,000.00	Refinance Purpose	RM
Appraised Value	\$145,000.00	Payment Shock	111.7400%
Monthly PIT	\$81.00	Cash Reserves	\$11,000.00
Temporary Buydown	No	Months of Cash Reserves	11

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Manually Downgrade Application
To manually downgrade an ACCEPT underwriting recommendation to a REFER, check the box and provide a detailed explanation.

Downgrade automated underwriting recommendation to a "REFER" and provide explanation.

(Limited to 2000 characters)

Manually Downgrade Application
To manually downgrade an ACCEPT underwriting recommendation to a REFER, check the box and provide a detailed explanation.

Downgrade automated underwriting recommendation to a "REFER" and provide explanation.

Applicant pays 250 per month to Drive More Auto. This liability was not included on the credit report. It has been manually added to the liabilities.

(Limited to 2000 characters)

No Special Characters

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Manual Downgrade

- Debt payments not on credit report
 - Excluded: child support, alimony, union dues, NPS debts, etc.
- Public records, judgments, etc. not on the credit report
- Credit score cannot be validated

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Credit and Underwriting

Contact Information

Lender contact information entered in this section will appear on Form RD 3555-21 and serve as your organization's point of contact for any questions regarding the loan request.

Lender Contact Name ^(F)

Lender Contact Phone Number ^(F) ext

Lender Contact Fax Number ^(F)

Lender Contact E-mail Address ^(F)

Lender Contact Lender ID

Lender Contact USDA Assigned Branch No.

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Credit and Underwriting

Conditional Commitment Recipients

Conditional Commitments will be issued electronically by the Agency. Enter up to five e-mail addresses to receive the Conditional Commitment.

Recipient 1 E-mail Address ^(F)

Recipient 2 E-mail Address


Recipient 3 E-mail Address

Recipient 4 E-mail Address

Recipient 5 E-mail Address


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GovDelivery Sign up

https://public.govdelivery.com/accounts/USDARD/subscriber/new?qsp=USDARD_25



Email Updates
To sign up for updates or to access your subscriber preferences, please enter your contact information below.

*Email Address

Submit Cancel

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Thank you for supporting
the USDA Single Family
Housing Guaranteed Loan
Program!



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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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