

Submitting a Complete Loan Application for Conditional Commitment

Getting Form RD 3555-18/18E

Single Family Housing Guaranteed Loan Program

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Training Objectives

- Where is the topic located?
 - * 7 CFR Part 3555 and HB-1-3555
- Learning Checks
- Resources



Things change!

- Every effort has been made to ensure training references are accurate at the time of publication.
- Always reference the most recent USDA publications available online.

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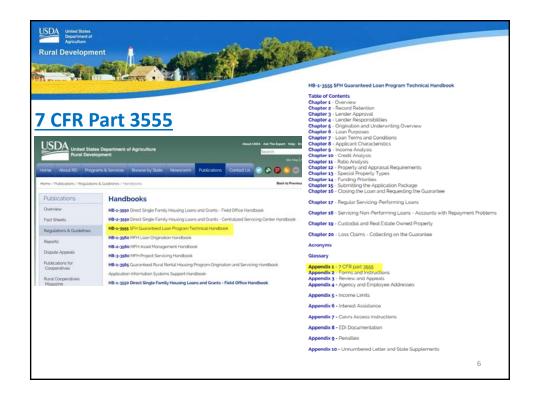


Guaranteed Loan Program Regulation

7 CFR Part 3555

- The regulation is the rule!
- 8 Subparts: A H
- Appendix 1







7 CFR Part 3555

Subpart C: Loan Requirements

• .101: Loan Purposes

• .102: Loan restrictions

• .103: Maximum loan amount

• .104: Loan terms

• .105: Combination construction and permanent loans

• .107: Application for and issuance of loan guarantee

• .108: Full faith and credit

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7 CFR Part 3555

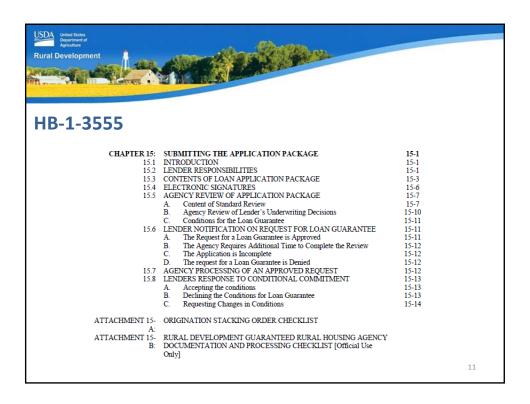
3555.107: Application for and issuance of the LNG

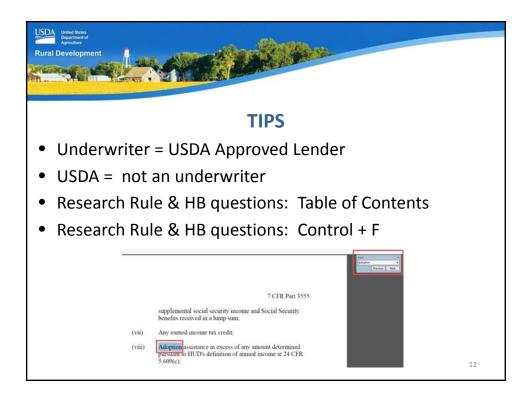
- (a). Processing of applications
- (b). Automated underwriting
- (c). Manual underwriting
- (d). Appraisals
- (e). Environmental requirements
- (f.) Issuance of a conditional commitment

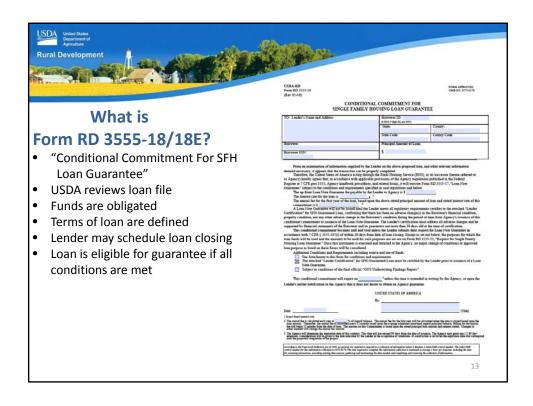


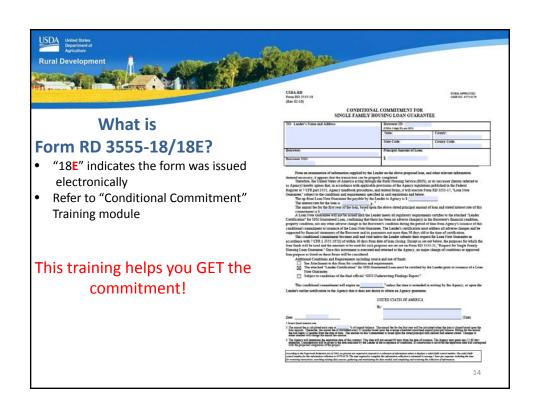
- Provides guidance to support the regulation.
- The HB is not the rule.
- 20 Chapters













Complete Application Submission Tips for Lenders

- Attachment 15-A, Lender Submission Checklist
- Stack and upload documents as indicated
- Ensure uploaded documents are legible
- Only complete loan applications may be assigned for USDA review

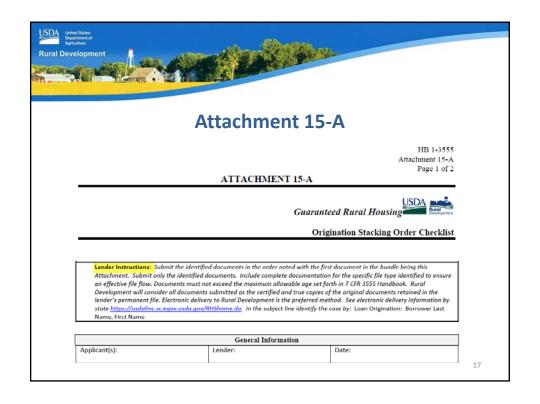
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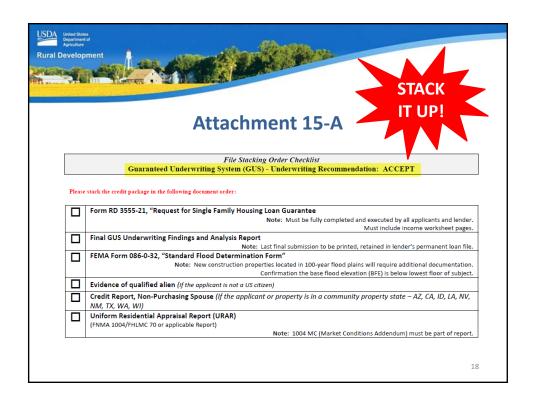


Complete Application Submission Tips for Lenders

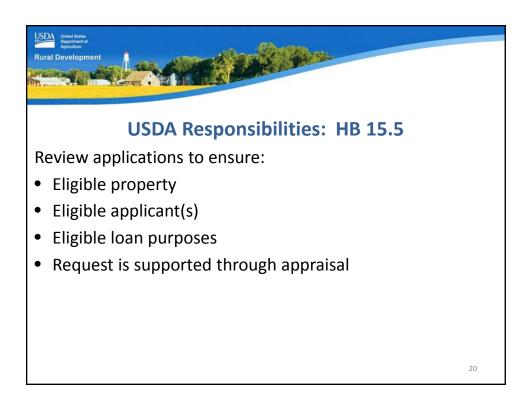
GUS Loan Files: HB 15.3

- Review Final GUS UW Findings Report
- Determine if an Accept uw recommendation must be downgraded (changes required documentation level)
- Ensure all debts listed on the credit report are reflected on the "Asset and Liabilities" GUS application page
- Upload required documents (appraisal in separate folder, etc.)











7 CFR PART 3555 / HB-1-3555 LEARNING CHECKS

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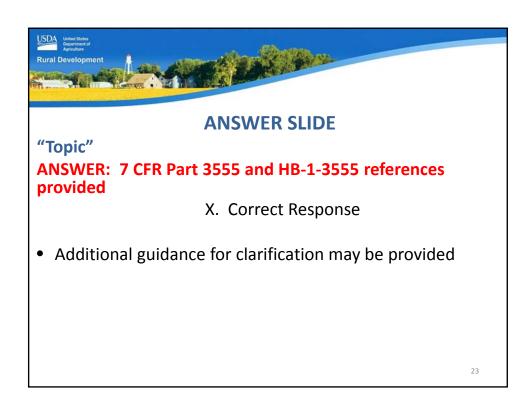


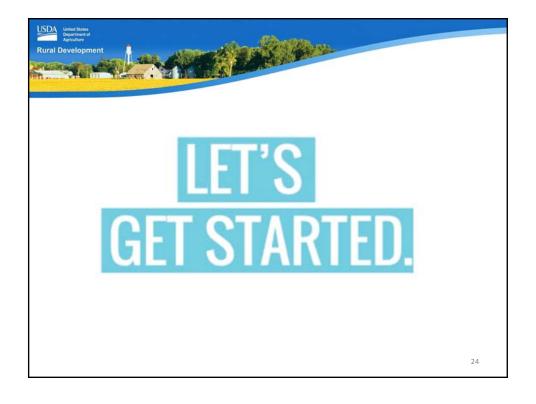
Question Slide

"Topic"

- Question will be bulleted with scenario, or
- Include a statement/question

TRUE/FALSE or other answer options will be displayed







- Underwriter downgrades a GUS Accept uw recommendation to Refer
- Underwriter states the downgrade is to request USDA to calculate annual income
- This is an acceptable practice

A. TRUE B. FALSE

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Submitting a complete loan application

ANSWER: 3555.107(a) and HB 15.2

B. FALSE

- Approved lender must underwrite loan file
- USDA is not responsible to calculate income



Rural Development accepts electronic signatures.

A. TRUE B. FALSE

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Submitting a complete loan application

ANSWER: 3555.107 and HB 15.4

A. TRUE

- Lenders are not required to use electronic signatures
- Must meet E-SIGN Act
- Allowed on all documents used for origination, loan closing, servicing, etc.



A complete Form RD 3555-21 includes the income worksheet.

A. TRUE B. FALSE

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Submitting a complete loan application

ANSWER: 3555.107 and HB 15.3

A. TRUE

- The form must be signed by all parties
- Figures listed on Form 3555-21 must match data entries in GUS and/or on loan application



- GUS Accept uw recommendation
- Ratios exceed 29% PITI and/or 41% TD
- Ratio waiver request must be submitted to USDA

A. TRUE B. FALSE

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Submitting a complete loan application

ANSWER: 3555.107, HB 15.3, and Attachment 15-A

B. FALSE

- GUS Accept uw recommendations do not require ratio waivers
- The scorecard has determined the ratios are eligible



- Lender has scheduled a loan closing to occur on October 5th
- Loan file is submitted to USDA on October 2nd
- Lender may mark the file "Rush" when submitting to USDA

A. TRUE B. FALSE

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Submitting a complete loan application

ANSWER: 3555.107(a) and HB 15.3 C

B. FALSE

- Complete applications must be reviewed in date order received
- It is recommended that loan closings are not scheduled until conditional commitments are issued



Which of the following may occur after USDA receives a loan application package from an approved lender:

- A. Request for LNG is approved = Commitment issued
- B. Agency requires additional time to review
- C. Return of inaccurate application to lender
- D. Request for LNG is denied
- E. All are correct

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Submitting a complete loan application

ANSWER: 3555.107 and HB 15.6

E. ALL ARE CORRECT

- New lenders/underperforming lenders may have files reviewed more carefully
- Inaccurate application data must be corrected
- Missing documents may be uploaded without file release
- Denied LNG requests will receive appeal rights (HB 15.7)



Lenders must accept the conditional commitment (Form RD 3555-18/18E) issued by USDA. No changes or corrections are allowed.

A. TRUE B. FALSE

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Submitting a complete loan application

ANSWER: 3555.107(f)(4) and HB 15.8

B. FALSE

Lenders may:

- A. Accept the commitment as is
- B. Decline commitment, USDA will deobligate funds
- C. Request changes to terms and conditions (loan amount, interest rate, removal of conditions, etc.)



- GUS Refer uw recommendation
- Adult household member included (non-applicant)
- IRS 4506-T transcripts are required for non-applicants

A. TRUE B. FALSE

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Submitting a complete loan application

ANSWER: 3555.107(a), HB 15.4, and Attachment 15-A

A. TRUE

- All adult household members must meet the 4506-T requirements of HB Chapter 9 and Attachment 15-A
- 4506-T results must be received by lender <u>prior</u> to loan submission to USDA



The appraisal may be uploaded with all required underwriting documents in one file in GUS.

A. TRUE B. FALSE

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Submitting a complete loan application

ANSWER: 3555.107 and HB 15.4

B. FALSE

- The appraisal must be uploaded as a separate document to retain color photographs
- The second folder should include all required documents as indicated by Attachment 15-A



- GUS Accept: Full Documentation
- File arrives to USDA with the following uploaded: Attachment 15-A, Form RD 3555-21, Final GUS UW Findings Report, FEMA 086-0-32, and appraisal
- The file is complete for review.

A. TRUE B. FALSE

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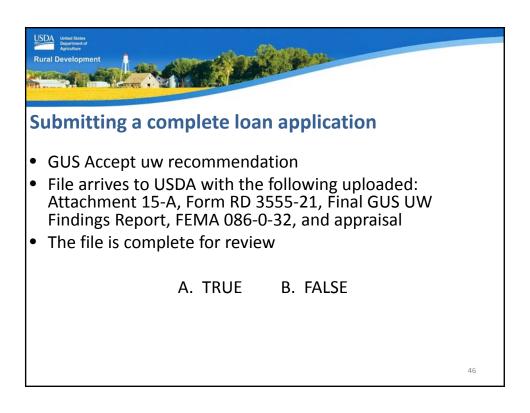
Submitting a complete loan application

ANSWER: 3555.107, HB 15.3, and Attachment 15-A

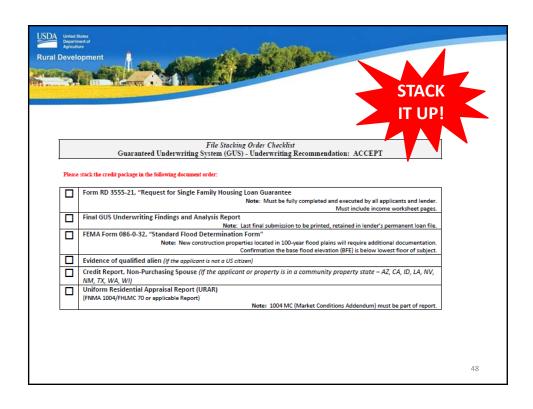
B. FALSE

 GUS Accept, FULL DOCUMENTATION loan files require additional items (see next slide)











- GUS Refer uw recommendation
- File arrives to USDA missing income documentation for one of the applicants
- USDA must release the loan file so the lender can upload the missing documents

A. TRUE B. FALSE

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Submitting a complete loan application

ANSWER: 3555.107, HB 15.3, and Attachment 15-A

B. FALSE

- USDA should contact the lender to request the document upload
- Lenders may upload documents until a conditional commitment is issued by USDA
- The loan file should not be released



- GUS Accept uw recommendation
- USDA notes four open collection accounts are not entered on the "Asset and Liabilities" application page
- USDA must release the loan file so the lender can correct the oversight

A. TRUE B. FALSE

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Submitting a complete loan application

ANSWER: 3555.107 and HB 15.3

A. TRUE

- USDA should contact the lender to ensure correction is required prior to releasing the loan
- Once corrected, the lender must resubmit the loan to USDA
- The loan file will be placed for review by date order received



Lenders may submit minimal documentation to USDA, but they must retain full documentation loan files in their records.

A. TRUE B. FALSE

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Submitting a complete loan application

ANSWER: 3555.107 and HB 15.2

A. TRUE

- Lenders must retain a full documentation file
- USDA may request full file for quality control reviews/lender reviews



Conditional commitments (Form RD 3555-18/18E) are eligible for 90 days.

A. TRUE B. FALSE

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Submitting a complete loan application

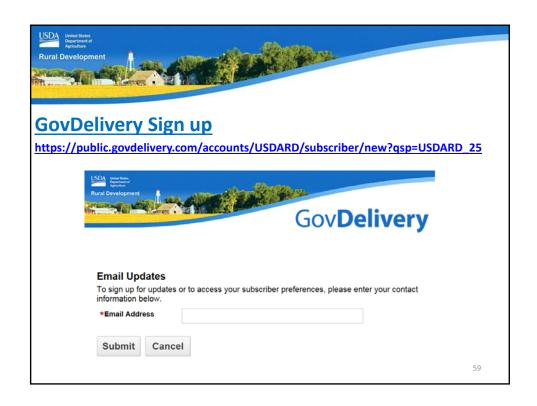
ANSWER: 3555.107(f)(1) and HB 15.6 A

A. TRUE

- Extensions may be requested by approved lender
- New construction requests may have the expiration date coincide with completion of the property, 3555.107(f)(2)











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