



USDA GUS TRAINING

LOAN AND PROPERTY INFORMATION PAGE

Training Objectives

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

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



Guaranteed Underwriting System

Loan and Property Information Section

Eligibility Borrower Information Assets and Liabilities Real Estate **Loan and Property Information** Declarations / Military More...
Validate Application
Withdraw Application

Loan And Property Information

▼ Loan And Property Information

Loan Amount (P) 1

Loan Purpose (P)
 Purchase
 Refinance

Property Address

* Street Address 2

Unit #

* City

* State

* Zip Code Zip Code Lookup

* County

* MSA

Number of Units

Property Value (P)

Occupancy (P) Primary Residence 3

Mixed-Use Property (P) Yes No 4

Construction Type (P) 5
Choose One
Manufactured
Modular
Site Built

> Other New Mortgage Loans on the Property You are Buying or

> Gifts or Grants You Have Been Given or Will Receive for This Loan (0)

Steps:

1. Fill out the **Loan Amount** and **Loan Purpose** fields.
2. Confirm the **Property Address**. (This was auto-populated from the Property Information section of the Eligibility tab.)
3. Select the **Occupancy** check box.
4. Select **Yes** or **No** for **Mixed-Use Property**.
5. Choose the appropriate option from the **Construction Type** drop-down.

Other New Mortgage Loans on the Property You are Buying or Refinancing section

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> Loan And Property Information

∨ **Other New Mortgage Loans on the Property You are Buying or Refinancing (0)**

1 **Add Mortgage**

> Gifts or Grants You Have Been Given or Will Receive for This Loan (0)

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Loan And Property Information

> Loan And Property Information

∨ **Other New Mortgage Loans on the Property You are Buying or Refinancing (1)**

2 * Creditor Name **3** Lien Type (P)
 First Lien
 Subordinate Lien

4 Monthly Payment **5** Loan Amount/Amount to be Drawn (P)

Total Loan Amount/Amount to be drawn

> Gifts or Grants You Have Been Given or Will Receive for This Loan (0)

Steps:

1. Select **Add Mortgage**.
2. Complete **Creditor Name**.
3. Select the **Lien Type**.
4. Enter the **Monthly Payment**.
5. Enter the **Loan Amount/Amount to be Drawn**.
6. If there is an additional mortgage, the user can select **Add Additional Mortgage**.
7. Confirm that the total amounts in the auto-calculated fields for **Total Monthly Payment** and **Total Loan Amount/Amount to be Drawn** are accurate.

Gifts or Grants You Have Been Given or Will Receive for This Loan section

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> Loan And Property Information

> Other New Mortgage Loans on the Property You are Buying or Refinancing (1)

1 **Gifts or Grants You Have Been Given or Will Receive for This Loan (0)**

Add Gift or Grant

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> Loan And Property Information

> Other New Mortgage Loans on the Property You are Buying or Refinancing (1)

Gifts or Grants You Have Been Given or Will Receive for This Loan (1)

2 * Asset Type Choose One

3 Deposited/Not Deposited (P)
 Deposited
 Not Deposited

4 Source (P) Choose One

5 Cash or Market Value (P) \$0.00

6 Add Additional Gift

Remove

Steps:

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



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