



USDA GUS TRAINING REAL ESTATE PAGE

Training Objectives

The training objectives for the GUS Real Estate page include:

- Understanding how to complete the Real Estate page in GUS.
- Understanding how to add new properties to the loan application.
- Understanding how to add mortgages to owned properties.



Guaranteed Underwriting System

GUS Real Estate: Adding a Property

Eligibility Borrower Information Assets and Liabilities **Real Estate** Loan and Property Information Declarations / Military More...
Property You Own (0)
Add Property **1** Validate Application Withdraw Application

Eligibility Borrower Information Assets and Liabilities **Real Estate** Loan and Property Information Declarations / Military More...
Property You Own (1)
2 * Account Owner/Borrower Name Choose One Remove Property
3 Subject property of the loan
4 Street Address (P) Unit # City (P)
State (P) Zip Code (P) Zip Code Lookup
5 Property Value (P) *Status Intended Occupancy (P) Monthly Insurance, Taxes, Association Dues, etc. (P)
For Investment Property Only
6 Monthly Rental Income (P) GUS Calculated Net Monthly Income For Lender to calculate: Net Monthly Rental Income
Add Mortgage

Steps:

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

GUS Real Estate: Property Status

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

Property You Own (1)

* Account Owner/Borrower Name
Alice Firstimer Remove Property

Subject property of the loan ⓘ

Street Address (P) ⓘ 123 Main Street Unit # ⓘ City (P) ⓘ

State (P) ⓘ PA Zip Code (P) ⓘ 19131 [Zip Code Lookup](#)

Property Value (P) ⓘ \$250,000.00 * Status ⓘ Retained Intended Occupancy (P) ⓘ Choose One

For Investment Property Only

Monthly Rental Income (P) ⓘ \$0.00 GUS Calculated Net Monthly Income ⓘ

*** Status**

- Retained
- Choose One
- Sold
- Pending Sale
- Retained

←

There are three options for the property status:

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

GUS Real Estate: Intended Occupancy

Property You Own (1)

* Account Owner/Borrower Name
Alice Firstimer Remove Property

Subject property of the loan

Street Address (P) 123 Main Street Unit #

State (P) PA Zip Code (P) 19131

Property Value (P) \$250,000.00 * Status Retained

Intended Occupancy (P)
Investment
Choose One
Investment
Primary Residence
Second Home

Monthly Insurance, Taxes, Association Dues, etc. (P) \$250.00

For Investment Property Only

Monthly Rental Income (P) \$1,000.00 GUS Calculated Net Monthly Rental Income \$500.00 For Lender to calculate: Net Monthly Rental Income

If the user selects "Retained" from the "Status" field, they must complete the "Intended Occupancy" field.

If that selection is "Investment", the user needs to complete the "For Investment Property Only" section

GUS Real Estate: Adding a Mortgage to a Property

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

Property You Own (1)

* Account Owner/Borrower Name
Choose One Remove Property

Subject property of the loan ⓘ

Street Address (P) ⓘ Unit # ⓘ City (P) ⓘ

State (P) ⓘ Zip Code (P) ⓘ
Choose One XXXXX-XXXX [Zip Code Lookup](#)

Property Value (P) ⓘ * Status ⓘ Intended Occupancy (P) ⓘ Monthly Insurance, Taxes, Association Dues, etc. (P) ⓘ
\$0.00 Choose One Choose One \$0.00

For Investment Property Only

Monthly Rental Income (P) ⓘ GUS Calculated Net Monthly Income ⓘ For Lender to calculate: Net Monthly Rental Income ⓘ
\$0.00

Add Mortgage Select **Add Mortgage** to assign a mortgage to a property.

GUS Real Estate: Adding a Mortgage to a Property, Continued...

Mortgage Loans on this Property

[Remove Mortgage](#)

Creditor Name (P) i

Account Number (F) i

Monthly Mortgage Payment (P) i

Unpaid Balance (P) i To be paid off at or before closing i
 Omit i

Type (P) i

1

[Add Additional Mortgage](#)

Total Mortgage Payment

Total Unpaid Balance

2

[Add Additional Property](#)

Steps:

1. Once the user has selected **Add Mortgage**, the fields in Section 1 must be completed.
2. Section 2 provides a **Total Mortgage Payment** and a **Total Unpaid Balance** by calculating all mortgage balances and payments for that respective property.



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