

# CROSS INDEX

1924-19 RD Builder's Warranty	177
1924-25 RD Plan Certification	179
1980-11 Guaranteed Rural Housing Lender Record Change form	78
1980-17 Loan Note Guarantee form	76
1980-19 Guaranteed Loan Closing Report form	79
1980-21 Request for Single Family Housing Loan Guarantee	195
1980-21 Request for Single Family Housing Loan Guarantee EXAMPLE	200
1980-86 Reservation of Funds Request	212
1980-86 Reservation of Funds-Example	214
2/1 Temporary interest rate buydown explained	51
2/1 Temporary interest rate buydown payment schedule form	222
400-1 RD Equal Opportunity Form	190
400-6 RD Compliance Statement Form	192
401K, Keogh, thrift savings plans, Retirement accounts	40
92541 How to complete out-dated items on HUD Plans Certification	184
92541 HUD Builder Certification of Plans, Specifications & Site	181
92544 HUD Builder Warranty of Completion of Construction	176
Abandoned wells - Site hazard and nuisances	166
Acreage	39
Adjusted family income deductions summary guide	33
Adjusted Household Income - Care for Household Members Deduction	36
Adjusted Household Income - Child Care Expense Deduction	35
Adjusted Household Income - Dependant Deduction	35
Adjusted Household Income - Elderly Household Deduction	36
Adjusted Household Income - Medical Expense Deduction	36
Administrative Notices (ANs)	232
Advantages of an RD Guaranteed Housing Loan	2
Age of credit documents	117
Airport noise - Site hazard and nuisances	166
Allowable fees	12
Alternate credit payment history inquiry form	221
Application review procedures overview	21
Appraisal expiration dates	149
Appraisal request order form	215
Appraisal requirements	146
Appraisal review checklist	153
Asset documentation	39
Attic requirements	160
Bankruptcy	108, 112, 116
Basement kitchens	161
Basement requirements	161
Best tips and practices for lenders	66
Bonds and stocks	40
Builder Warranty - HUD-92544	176
Builder Warranty - RD 1924-19	177
Buydown - Temporary Interest Rate Buydown	51
Buydown Payment Schedule Disclosure	222
CAIVRS (Credit Alert Interactive Voice Response System)	132
Calculating payment shock	121

# CROSS INDEX

Calculating the Guarantee Fee	4, 53
Care of household members	36
Cash on hand	40
Cash reserves	5
Certificate of deposit	39
Changing the loan amount or interest rate	40
Checking accounts	39
Checklist - Post-closing loan submission checklist	230
Checklist - Underwriter checklist	228
Checklist: Submission Stacking Order	226
Childcare expense documentation	23, 35
Childcare expense verification form	210
Collection accounts	113
Combine loan-to-value (CLTV) requirements	14
Comparison of RD and FHA property and inspection requirements	154
Compensating factors for waivers: Credit, Ratio, Payment Shock	130
Compliance Statement Form, RD 400-6	192
Condominium certification	171
Condominiums	170
Contribution/Seller Concession limit	14
Cooling and heating systems	163
Co-signed obligations	41
Co-signers	6, 41
Cost approach on appraisal	149
Cover Sheet for Loan Package Submission To USDA RD	231
Crawl spaces	161
Credit - Age of credit documents	117
Credit - Bankruptcy	116
Credit - Collection accounts	113
Credit - Compensating Factors for Waiver	130
Credit - Co-Signers	6, 41
Credit - Explanation Letters	117
Credit - Foreclosure	116
Credit - Judgments	114
Credit - Non-Traditional Credit	101, 106
Credit - Non-traditional credit payment history inquiry form	221
Credit - Risk Layering	112
Credit - Streamline Documentation	107
Credit - Tax liens	115
Credit - Waiver Request	72, 109, 120, 128
Credit Alert Interactive Voice Response System - CAIVRS	132
Credit and Credit analysis	100
Credit report debts to count	6, 41
Credit report recommendation	105
Credit reports	100
Credit scenarios	140
Credit score documentation matrix	120
Credit score minimum	15
Credit scores and underwriting analysis	105

# CROSS INDEX

Credit waiver	109, 128
Credit waiver form	129, 220
Debt ratio waiver request form	127, 219
Debt ratio waivers	124
Debts to count	6, 41
Deductions for calculating adjusted family income	23, 33
Denial - Loan Denial	118
Dependant deduction for Adjusted Household Income	35
Deposit Verification	39
Design of property	144
Determining repayment income for Self-employed	62
Discount points	13, 42
Documentation of childcare	23, 35
Documenting employment income	42
Down Payment	4
Down payment assistance	14
Drainage in grading	162
Driveways - Shared	167
Driveways, streets and roads	12, 47, 48, 144, 145, 167
Earned income credits	43
Earnest money deposit	39
Education - Home Buyer Education	43
Elderly household deduction for Adjusted Household Income	36
Electrical system requirements	164
Eligibility - Income Eligibility Determination	29
Eligibility - Income That Is Never Counted	35
Eligibility - Program Eligibility Requirements	16
Eligibility - Property	25
Eligibility deductions for income	33
Eligibility for program	16
Eligibility Income vs. Qualifying Income	34
Eligibility requirements for non-US citizens	43
Eligibility Worksheet for Income	32
Eligible property types	11, 142
Employment income documentation	42
Energy-efficient homes qualifying ratio benefits	9, 48, 65
Equal Opportunity Form, RD 400-1	190
Escrow for repairs	10
Escrow for tax and hazard insurance	47
Existing construction vs. new construction clarification	175
Existing property inspection, appraisal and documentation requirements	150
Expiration dates of appraisal	149
Fees that can be charged	12
FHA and RD property and inspection requirements comparison	154
FICO scores and credit analysis	105
FICO/Credit Scores & Streamline Documentation	105
First steps to origination	19, 22
First-time homebuyer	11
Flipping - Property Flipping	47

# CROSS INDEX

Flood hazard determination	142
Floor heaters	162
For your protection: Get a home inspection form	208
Foreclosure	116
Form: Buydown Payment Schedule Disclosure	222
Form: Child Care Expense Verification	210
Form: Cover Sheet for Loan Package Submission To USDA RD	231
Form: Credit Waiver	220
Form: GRH Post Closing Loan Submission Checklist	230
Form: HUD-92544 - Builder Warranty of Completion of Construction Form	176
Form: Income & Household Members Disclosure	206
Form: Income Eligibility Worksheet	32
Form: In-ground swimming pool waiver request	225
Form: Lead Base Paint Disclosure	207
Form: Loan Submission Stacking Order	226
Form: NPCA 99-A Termite Soil Treatment Guarantee	187
Form: NPCA 99-B New Construction Termite Record	189
Form: Payment Increase Notice - New Homes	209
Form: Payment Shock Waiver	218
Form: Plan Certification - HUD 92541	181
Form: Plan Certification - RD 1924-25	179
Form: Processor Certification	224
Form: Ratio Waiver Request	219
Form: RD 1924-19: Builder's Warranty Form	177
Form: RD 1980-21: Request for Single Family Housing Loan Guarantee	195
Form: RD 1980-86: Request for Reservation of Funds	212
Form: RD 400-1- Equal Opportunity	190
Form: RD 400-6 - Compliance Statement	192
Form: Residential Appraisal Request	215
Form: Telephone Certification	223
Form: Underwriter Checklist	228
Forms - Loan Origination	194
Forms and regulations on the web	18
Forms Required to Originate a Guaranteed Loan	194
Foundations	162
Funds to close	14
General Process Flow	20
Gift funds	16
Grading and drainage	162
Grossing up non-taxable income	6, 46
Guarantee fee calculation	53
Guarantee fee calculation best practices	57
Guaranteed Loan Closing Report form 1980-19	79
Guaranteed Rural Housing Lender Record Change form 1980-11	78
Guaranteed Underwriting System (GUS)	85
GUS - Guaranteed Underwriting System	85
GUS - Quality control rules and messages	87
GUS - Red Flags for GUS submissions	91
Handrail	162

# CROSS INDEX

Heating systems	162
Helpful web site links and staying informed	17
High pressure gas lines - Site hazard and nuisances	166
High voltage transmission lines - Site hazard and nuisances	166
Homebuyer education	43
Hot property topics	160
Hot water heaters	163
Household Members and Income Disclosure	206
How to Access CAIVRS "Credit alert Interactive Voice Response System"	134
How to Calculate Payment Shock	121
How to calculate the guarantee fee	4, 53
How to stay informed	17
HUD-92544 - Builder's Warranty of Completion of Construction	176
IECC International Energy Conservation Code - Rural Energy Plus	9, 48, 65
Income - Deductions for Calculating Adjusted Family Income	23, 33
Income - Determining Self-employed repayment income	62
Income - Documenting Employment Income	42
Income - Eligibility Worksheet	32
Income - Key Concepts for Income Determination	34
Income - Repayment Income	34
Income and household member disclosure	206
Income eligibility	29
Income eligibility calculation example	37
Income eligibility calculation worksheet	32
Income eligibility determination	29
Income eligibility documentation	30
Income from historically leased properties	44
Income producing properties	12, 44, 142
Income that is never counted	35
Individual retirement accounts, thrift savings plans, 401K, Keogh	40
In-file credit reports	100
In-ground swimming pool waiver request form	225
In-ground swimming pools	11, 142, 150
Inspection - Termite/Pest	143, 152, 155, 185
Inspections & Appraisal - Existing Home	150
Inspections & Appraisal - New Home	152
Insurance and tax calculation tolerance levels	49
Interest rate or loan amount changes	40, 66
Judgments	114
Key Program Features and Overview	4
Lead-based paint disclosure	207
Leased properties	44, 47
Legal capacity	44
Lender workflow	20
Lenders of explanation	117
Liability on previous mortgage	45
Limit to seller contribution	14
Links	17
Loan amount maximum	4

# CROSS INDEX

Loan amount or interest rate changes	66
Loan denial	118
Loan limits	6
Loan Note Guarantee form 1980-17	76
Loan Note Guarantee form 1980-17 - Requirements for issuance	74
Loan origination forms	194
Loan package submission cover sheet to USDA RD	231
Loan submission stacking order	226
Loan term	13
Loan-to-value (LTV) maximum	4
Location the property	22
Manufactured homes	11, 172
Maximum loan-to-value (LTV)	4
Maximum note rate a lender can charge	58
MCC - Mortgage Credit Certificate	8, 45
Mechanical systems	163
Medical expense deduction for adjusted household income	33, 36
Merged, Tri-Merged or Multi-Merged Credit Reports	100
Minimum and maximum loan amount	6
Minimum credit score	15, 124
Minimum essential documentation matrix	70
Modular homes	12, 143
Money market funds	39
Mortgage Credit Certificates (MCC)	8, 45
Mortgage Insurance	4
New construction building plans, specifications and inspections	174
New construction inspection, appraisal and documentation requirements	152
New construction inspections	175
New construction termite treatment	185
New construction vs. existing construction clarification	175
New home "payment shock" notice	185
New home energy efficient ratio variance	9, 48, 65
Non-allowable fees	3, 12
Non-conventional heating systems	162
Non-occupying co-borrowers	45
Non-purchasing spouse	45
Non-taxable income	6, 46
Non-traditional credit	101, 106
Non-Traditional Credit	19, 101, 106
Non-traditional credit payment history inquiry form	221
Non-traditional Mortgage Credit Reports (NTMCR)	101, 106
Non-traditional mortgage credit tradeline requirements	101, 106
Non-US citizens eligibility requirements	43
Note rate maximum rate lender can charge	58
Nuisances and site hazards	166
Oil and gas wells - Site hazard and nuisances	166
Origination Forms	194
Owning multiple dwellings	44, 47
Payment History Inquiry Form	221

# CROSS INDEX

Payment Increase Notice for New Homes	209
Payment shock	110, 121
Payment shock notice - new construction	209
Payment shock waiver form	123, 218
Pest Inspection	143, 152, 155
Pest/Termite inspection	143, 152, 155, 185
Plan Certification - HUD 92541	179
Plan Certification - RD 1924-25	179
Plumbing system requirements	164
Points-discount	13, 42
Pool waiver request	225
Pools - swimming pools	11, 142, 150
Poor condition properties	164
Post-closing loan submission checklist	230
Prepayment penalty	13
Present housing	46
Previous mortgage liability	45
Private streets and roads	12, 47, 144
Processing - loan origination forms	194
Processing - quick step guide	19
Processing reminders	38
Processor document certification form	224
Program eligibility	16
Property - acreage limitation	12, 39
Property - design	144
Property - eligible area determination	22, 25
Property - eligible property types	142
Property - Hot property topics	160
Property - Income Producing	142
Property - poor condition properties	164
Property & site requirements	142
Property eligibility	22, 25, 142
Property flipping and resale time restriction	47
Property site value	149
Property types eligible	142
Property zoning	169
Qualifying - Deductions for calculating adjusted family income	23, 33
Qualifying - Eligibility income vs. qualifying income	34
Qualifying - Eligible area determination	22, 25
Qualifying - Income eligibility determination	22, 29
Qualifying - Key Concepts for Income Determination	34
Qualifying - Ratios	2, 6
Qualifying - Worksheet for income eligibility	32
Qualifying income versus eligibility	34
Qualifying ratios	6
Quality control rules and messages for GUS	87
Quick steps to originating USDA RD Guaranteed Housing Loans	19
Radio/TV transmission tower - Site hazard and nuisances	166
Ratio waiver compensating factors	130

# CROSS INDEX

Ratio waiver request form	127
Ratio waivers	109, 127
Ratios - Debts to count	6, 41
Ratios - Qualifying	2, 6
RD and FHA property and inspection requirements comparison	154
Real estate tax and hazard insurance escrow	47
Recapture	4
Red Flags for GUS submissions	91
Refinancing	59
Regulations and forms on the web	18
Rent history verification	50, 111, 120
Rental - Retaining Old Home as Rental	47
Rental/Mortgage Verification	50, 111, 120
Renting existing home	47
Repair escrow	10, 159
Repairs	10, 60, 144, 152, 156
Repayment Income	23, 34
Request for reservation of funds form RD 1980-86	212
Request for Single Family Housing Loan Guarantee - Form 1980-21	195
Requirements for issuance of Loan Note Guarantee 1980-17	74
Resale time restriction (property flipping)	47
Reservation of Funds Request, RD Form 1980-86	212
Reserves - Cash	5
Resident alien eligibility requirements	43
Residential Appraisal Request Order Form	215
Residential Mortgage Credit Reports (RMCR)	100, 105
Retaining the old home as real property	46, 47
Retirement accounts, thrift savings plans, 401K, Keogh	40
Risk layering in the underwriting analysis	112
RMCR - Credit Report	100, 105
Roads/Streets/Driveway/Private Roads	12, 47, 48, 144, 145, 167
Roofs	164
Rural Energy Plus Program	9, 48, 65
Sales proceeds from currently owned property	40
Savings accounts	39
Seasoning requirement on funds to close	14
Secondary financing and CLTV	14
Self-employed - Determining repayment income	62
Seller contribution limit	14
Septic and well distance sketch	168
Septic system	144, 151, 155
Shared driveways	47, 144
Shared water wells	169
Site hazard and nuisances	166
Site value	144, 149
Soil contamination	166
Solar systems	162
Source of funds to close	14
Space heaters	163

# CROSS INDEX

Stacking Order - Loan Submission Stacking Order	226
Staying informed, How to	17
Steps to originating a Guaranteed Housing Loan	19
Stocks and bonds	40
Streamlined documentation	14, 107, 150
Streets, roads and driveways	12, 47, 48, 144, 145, 167
Streets/Roads/Driveway	12, 47, 48, 144, 145, 167
Student loans	7, 49
Subdivision approval	12, 49
Submission cover sheet to USDA RD	231
Submission stacking order form	226
Swimming pool (In-ground) waiver request form	225
Systematic alien verification for entitlements (SAVE)	43
Tax and hazard insurance escrow	47
Tax and insurance calculation tolerance levels	49
Tax liens	115
Telephone certification of employment	223
Temporary interest rate buydown	9, 51
Temporary interest rate buydown payment schedule form	222
Term of loan	13
Termite treatment for new construction	185
Termite/Pest Inspection/Treatment	143, 152, 155, 185
Tolerance levels for tax and insurance	49
Underwriter checklist	228
Unique properties	168
Utilities	168
Utilities not on	168
Vacancy factor	48
Verification of Rent/Mortgage history VOR/VOM	50, 111, 120
VOD - Verification of Deposit	39
VOM - Rental/Mortgage Verification	50, 111, 120
VOR - Rental/Mortgage Verification	50, 111, 120
Water - Hot water heaters	163
Water well & septic inspections	151, 154
Water well ( individual water system)	145, 151, 154
Web links to regulations and forms	18
Web links to staying informed	17
Well (individual water system)	145, 151, 154
Well and septic distance sketch	168
What do I do first? Eligibility Determination	22
Windows	169
Woodstoves	162
Workflow for the lender	20
Worksheet for Income Eligibility	32
Zero Move-in possible	4
Zoning compliance	169