









KEY THINGS TO DO TO ENSURE ACCURATE GUS FINDINGS.

INCORRECT DATA ENTERED INTO THESE FIELDS CAN CHANGE GUS FROM AN ACCEPT TO A REFER OR TO INELIGIBLE

-  Current housing payment must be accurate (i.e., rental payment, rent free, mortgage payment)
-  Reserves must be accurate:
 - Use the ending balance of the most recent bank statement. Must have 2 months actual bank statements for reserves.
 - If non-liquid accounts (401-K) are being utilized, use only 60% of the fully vested balance. If any assets for closing are coming from the reserve account (withdrawal/loan), you must deduct from the available balance prior to applying the 60% reduction
-  If 401K funds are being used for reserves be sure to enter 60% of the vested balance. If any loans are being made for transaction deduct loan amount from vested balance then calculate 60% of balance
-  Gift funds are entered into the Loan and Property Information screen. **DO NOT** enter gift funds in the asset screen
-  Be sure funds from borrower are correct.
-  Be sure to code collections as collection/judgments in the liability screen. For collections that do not require a payment enter 0.00 as payment, check the omit box and add a note why omitting