

# **pimatucson** **HOMEBUYER'S SOLUTION**

## **Homebuyer's Solution Program Administrator's Guidelines**

**Published September 20, 2012  
Revised 04/20/22  
Revisions are shown on Page 4**



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**REVISIONS TABLE**

Archived Revisions Table found on the last page of this guide

Date	Revision	Page
02-01-21	Revised acceptable homebuyer education standards Revised Fannie Mae Manufactured Housing minimum FICO to 680	9 10
02-15-21	Revised 2nd Lien Mortgagee Clause and Hazard Insurance Address Revised Compliance Origination Process	12 13
03/16/21	Revised FHA, VA, USDA-RD, Fannie Mae income limit - effective 03/15/21 Updated links to Fannie Mae and Freddie Mac tutorials	9 11
06/15/21	Added Refinance Requirements back to guide Updated Refinance requirements Revised Conventional 80% AMI or lower Income limits	10 12 9
08-02-21	Updated Refinance Requirements	10
12-13-21	Revised eHPUniversity link to training	13
12-27-21	Updated Program Rate Lock Availability time period Updated Homebuyer's Solutions Program Assistance Grant (VA Loans ONLY) Updated DTI for FHA loans language and Link to Freddie Mac HBE Revised Income Limits title Revised Manual Underwriting Added Power of Attorney guidance Added direction to navigate US Bank HFA Division web site Updated link to eHousingPlus Lender Training Updated request for DPA funds to 1 business day prior to closing Updated Loan Purchase Extension Fee language	6 7 8 9 12 13 13 14 15 22
01/12/22	Added Refinance Loan reservation instructions	10 & 14
01/25/22	Revised Cosigner language Added Non-Occupant Co-Borrowers and Non-Purchasing Spouse	12 13
01/27/22	Updated Grant Assistance to include USDA-RD loans Added language to Closing Forms Updated Pre-closing and Closing forms	7 17 26
03/08/22	Revised Program Timetable, Loan Processing, Delivery and Purchase Timeline, and Loan Purchase Extension Fee	22
03/16/22	Updated Contact Directory	5
04/20/22	Revised Conventional loan SRP	24

## THE ORIGATION AND FUNDING TEAM



### **IDA's of Pima County/City of Tucson**

Create and direct implementation of the first mortgage and down payment assistance program, set the rate, term and points and market the program provide assistance at loan closings through their agent the Community Investment Corporation

### **Participating Lenders**

Take applications, reserve in their own systems, process, underwrite, approve, fund, close and sell qualified loans to the program. Lenders are responsible for servicing program loans in accordance with Agency (FHA, etc) requirements until they're purchased by the Master Servicer.

### **US Bank**

#### **Master Servicer**

Provides information on acceptable loan products, delivery and funding, receives all first mortgage files, reviews first mortgage files, notifies lenders of first mortgage file exceptions, approves first mortgage files, purchases pools and delivers loans, delivers certificate.

### **eHousingPlus**

#### **Program Administration**

Maintains the program reservation system, websites, and posts Administrator's guide, forms, training materials, provides program and system training, answers program and system questions, receives compliance files, reviews, posts and notifies of exceptions and approves compliance file.

**CONTACT DIRECTORY**  
**954-217-0817 or Toll Free (888) 643-7974**

Question	Option #	email
Lender On-boarding/Training (Program & System)	Option #4	<a href="#">Click here</a>
Lender On-boarding/User Access (Credentials, Disabled Access, etc)	Option #1	<a href="#">Click here</a>
eHPay - Digital Payment of Compliance Fees	Option #3	<a href="#">Click here</a>
Program Eligibility Questions - READ THIS GUIDE FIRST	Option #4	<a href="#">Click here</a>
Deficiencies - Access the Deficiencies/Exceptions Report on the eHPortal, under Reports. If you have a specific question related to a missing or incorrect delivery, you can contact us.	Option #5	NO EMAIL Upload <u>ONLY</u> to Digital Docs
Loan Specific Questions - If you have any questions related to a specific loan already in our system, need to make changes that are locked or other borrower issues.	Option #6	<a href="#">Click here</a>
Questions about the Compliance File, Deficiencies and Missing Documents (do <u>NOT</u> email deficiency or missing documents, upload <u>ONLY</u> to Digital Docs)	Option #7	<a href="#">Click here</a>
System Errors - Technical Assistance	Option #7	<a href="#">Click here</a>
DU Findings, DTI, Insurance, Collateral and Purchase of the loan questions all need to be addressed by the Servicer directly. eHousingPlus cannot assist you with questions related to these items.		
U.S. Bank	(800) 562-5165	<a href="#">Click here</a>

(Rev 03/16/22)

## PROGRAM PRODUCTS

PLEASE NOTE THAT RATES AND ASSISTANCE AMOUNTS ARE SUBJECT TO CHANGE AT ANY TIME. With respect to reserved loans, the rate and assistance will not change as long as loans are delivered according to the timetable included in this Guide. Refer to the Rates Tab on the IDA's web page in the eHousing system for current rates. The program offers government and conventional loans.

### **Daily Rate Lock Reservation Availability**

Reservations in this program are available Monday - Friday 9:00 a.m. - 7:00 p.m. Mountain Standard Time excluding holidays. Funds are available in a first-come, first-served revolving pool that provides continuous funding.

### **HOMEBUYER'S SOLUTION FIRST MORTGAGE ASSISTED RATE LOAN WITH DOWN PAYMENT ASSISTANCE**

The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments as well as an assistance payment equal to **a percentage** of the note amount to apply toward down payment or closing costs and pre-pays. (Rev. 12/27/21) Current rates are available online within the system <http://www.ehousingplus.com/available-programs/arizona/ida-pima-tucson/> Income limits apply. (Rev. 01/02/18)

### **Freddie Mac HFA Advantage and Fannie Mae HFA Referred Conventional Loan- Income at or below 80% AMI**

These loans will have lower income limits (determined by Freddie Mac and Fannie Mae, which are already calculated in this guide) and receive charter level reduced MI coverage. (Rev. 12/27/21)

### **Fannie Mae HFA Preferred Conventional Loan - ABOVE 80% AMI**

These loans will use the same income limits as the FHA and VA loans and will receive standard level MI coverage.

**HOMEBUYER'S SOLUTION PROGRAM ASSISTANCE****FORGIVABLE SECOND MORTGAGE (FHA, Fannie Mae and Freddie Mac ONLY)**

The Assistance is calculated on the Note amount. **This amount is funded by Community Investment Corporation (acting on behalf of the IDAs) at closing.** The Assistance may be used for down payment or closing costs and pre-pays. While there is no cash back in this program, the borrower may be reimbursed for any overpayment of escrow. Because the Assistance is a fixed percentage, any remaining Assistance must be applied as a principal reduction. **Beginning with all program mortgage loans reserved on and after January 2, 2018, Assistance is in the form of a 0% interest, second mortgage, forgivable pro rata on a monthly basis (i.e., 1/36 of the principal balance will be forgiven monthly on the 1st day of each calendar month), over a period of 36 months, with no scheduled payments.** Any remaining amount of the DPA second mortgage will only be due from the borrower if the first mortgage is prepaid, refinanced or if the borrower sells, transfers or otherwise disposes of the property, including foreclosure, before the end of the 36 month period. The assistance is reserved automatically with the first mortgage reservation. There is no additional reservation necessary. (Rev. 02/05/18)

**GRANT (VA and USDA-RD Loans ONLY)**

The Assistance is calculated on the Note amount. **This amount is funded by Community Investment Corporation (acting on behalf of the IDAs) at closing.** The Assistance may be used for down payment or closing costs and pre-pays. While there is no cash back in this program, the borrower may be reimbursed for any overpayment of escrow. Because the Assistance is a fixed percentage, any remaining Assistance must be applied as a principal reduction. However, a principal reduction is not allowable with a VA loan. **The Assistance is in the form of a NON-REPAYABLE Grant.** The assistance is reserved automatically with the first mortgage reservation. There is no additional reservation necessary.

See Page 25 to determine the applicable pre-closing and closing forms to use when originating the USDA-RD and VA loans.

Effective 04/01/19 for VA. Effective 02/01/22 for USDA-RD

(Rev. 01/27/22)

## THE REQUIREMENTS

All loans in this program must be FHA, VA, USDA:RD, Fannie Mae HFA Preferred or Freddie Mac HFA Advantage loans. Follow Agency (FHA, VA, USDA:RD, Fannie Mae, Freddie Mac) guidelines unless otherwise noted. (Rev 09/02/19)

### Eligible Borrowers

- There is no first-time homebuyer requirement in this program.
- With regard to citizenship requirements, follow applicable Agency (Freddie, FHA, etc) and US Bank guidelines.
- Buyers must occupy the property within 60 days of closing.
- Applicants must be considered irrespective of age, race, color, religion, national origin.
- Lender should contact the Agency (FHA, VA, RD, Fannie Mae, Freddie Mac) regarding ownership of other property. (Added 02/09/19)

### Minimum Credit Score

#### Effective with new loan reservation 01/06/20

Contact US Bank HFA Division with any questions regarding acceptable automated underwriting system, 800-562-5165. The Program requires a minimum FICO credit score, the mid score must be the minimum or above. [Click here to view the Rates/Offerings chart for the Lock Rate, FICO and DPA](#) (click on RATES/OFFERINGS tab). For a limited time, FHA loans minimum FICO is 640. VA and Freddie Mac minimum FICO is 640. If an Agency (FHA, etc) has a higher minimum, follow Agency guidelines. If a participating lender has a higher minimum for other loans and wishes to require a higher minimum for loans, then lenders must use the higher minimum. (Rev. 01/20/20)

### DTI Requirement

#### Effective with new loan reservations 01/06/20

- The program maximum DTI ratio is 45% for FHA, USDA-RD, VA, Fannie Mae and Freddie Mac loans with a minimum 640 FICO.
- The program maximum DTI ratio is 50% for FHA, Fannie Mae and Freddie Mac loans with a minimum 680 FICO. (Updated 12/27/21)
- Lenders must comply with Mortgage Insurance DTI requirements which may limit the maximum DTI for borrowers with a FICO under 700.

(Rev. 01/13/20)

### Homebuyer Education

All borrowers (any primary borrower on the Note/Warranty Deed) must complete a homebuyer education course. **The Homebuyer Education course must meet the standards for Homeownership Education & Counseling set by HUD or the National Industry Standards. Post-closing education is not acceptable. Education provided by a mortgage insurance company may be acceptable however, it is the lenders responsibility to ensure the course meets the standards described above.** (Rev. 12/27/21)

Click on this link to view the [HUD approved courses](#).

eHomeAmerica online course: <https://www.ehomeamerica.org>

Fannie Mae HomeReady online course: <https://homeready.frameworkhomeownership.org>

Freddie Mac CreditSmart online course: <https://creditsmarttutorial.freddielearning.com>

(Updated 12/27/21)



**Qualifying Income Limits – Homebuyer's Solution Program**

Income calculated per Agency guidelines.

Maximum income limits for all household sizes. (Rev 01/23/20)

**Effective with new loan reservations 03/15/21**

<b>FHA, USDA-RD, VA, Fannie Mae HFA Preferred (No Freddie Mac HFA Advantage)</b>
<b>\$112,785</b>

**Effective 06/05/21 for Fannie Mae    Effective 06/16/21 for Freddie Mac**

<b>Fannie Mae 80% AMI and lower and Freddie Mac 80% AMI and lower</b>
<b>\$54,880</b>

**Eligible Area**

All of Pima County including the City of Tucson.

**Purchase Price Limits**

There are no purchase price limits in this program

**Property Requirements**

(Rev 12/28/18)

- New or existing residential, **one-four units\***, detached or attached, manufactured homes\*\*\*, condos\*\*, townhomes.
  - \*Freddie Mac Loans - 1 Unit property ONLY
  - \*Fannie Mae Loans - 2 - 4 unit properties allowable with Agency Requirements (a 3% minimum contribution from borrower.
- Follow US Bank guidelines for condominiums. (Rev. 12/28/18)
- Homes are considered new if never previously occupied.
- Mobile homes, recreational, seasonal or other types of vacation or non-permanent homes are not permitted.

\*\*When using the Freddie Mac HFA Advantage conventional loan for a condo, LTVs from 95.01-97% are acceptable, the project must meet Freddie Mac guidelines as well as U.S. Bank. Please reference U.S. Bank bulletin 2017-05 and HFA lending guide Section 800 for complete details on condo project review/approval requirements. (Added 01/20/20)

**\*\*Manufactured Housing Guidelines**

Effective with new loan reservations January 1, 2019 and after, Manufactured Housing is an eligible property type in the PTHS Homebuyer's Solution Program.

- Manufactured Housing will only be allowable with Government (FHA, VA, RD) loan products AND the Fannie Mae HFA Preferred conventional loan. The Freddie Mac HFA Advantage loan product is NOT allowable with Manufactured Housing.
- Origination will be limited to a maximum number of Manufactured Housing loans determined by US Bank (for the entire program) purchased through 12/31/21. Contact US Bank at 800-562-5165 for details. (Rev 02/01/21)
- Borrower(s) must have a minimum representative credit score of 680 for Government loans (FHA, VA, RD) and 680 for the Fannie Mae HFA Preferred loan, maximum DTI of 45% and manual underwriting will not be permitted. It is the lenders responsibility to ensure the minimum credit score. The eHousingPlus lender portal will NOT reject a credit score lower than the minimum allowable as this is a U.S. Bank overlay. (Effective 01/06/21)
- Fannie Mae HFA Preferred Manufactured Housing loans may have a 95/105 LTV/CLTV.
- Fannie Mae MH Advantage loans may have a 97/105 LTV/CLTV.
- Lenders must follow FHA, VA, RD & U.S. Bank Manufactured Housing guidelines.
- All questions about Manufactured Housing should be directed to U.S. Bank HFA Division at 800-562-5165.

Lender must follow all HFA, Agency & U.S. Bank published guidelines. For additional U.S. Bank requirements reference HFA Lending guide and specific PTHS product guides at [www.usbank.com/correspondent](http://www.usbank.com/correspondent).

**Refinance Requirements (Revised 08/02/21)**

Homebuyer's Solution Program allows for the origination of Refinance loans within the program under the following terms.

To reserve a Refinance Loan, choose any of the available rate offerings in the program. Then, reserve funds as you normally would. Except, you will enter a \$1 Purchase Price amount. (Added 01/12/22)

**Government Loans**

- FHA Streamline Refinance only
- USDA-RD Refinance
- VA IRRL refinance only
- Minimum FICO score – 640
- Maximum DTI – 45%

**Refinance Requirements continued on next page**

**Refinance Requirements continued from previous page**

Government Loans Not allowable:

USDA-RD streamline refinance  
Cash out refinances  
FHA standard refinance

**Conventional Loans**

- Freddie Mac refinance permitted (No Cash-out, refinance only)
- Fannie Mae limited cash-out refinance
- Freddie Mac Minimum FICO – 680
- Fannie Mae Minimum FICO - 640

Conventional Loans Not allowable:

Freddie Mac Relief Mortgages

**Always reference and follow all Agency guidelines and U.S. Bank requirements** as

identified in the U.S. Bank HFA Lending Guide in AllRegs, Underwriting Section 700, Overlay Matrix Section 1400 and HFA Program Section 500 for any specific HFA guidelines.

Information may not be provided on a timely basis so it is very important to reference Agency and US Bank HFA guidelines. To locate [click on this link](#). Click on the Learn More button found under the heading, Enjoy Housing Finance Agency Services. Your web page will be redirected to the AllRegs site for US Bank HFA Division. If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165.

## FINANCING FACTS

It's expected that lenders have reviewed some **preliminary documentation and believe that applicants will also qualify for credit. Excessive cancellations will be reviewed** to assure that program funds are not being utilized **inappropriately**.

FHA, VA, RD, Fannie Mae FHA Preferred and Freddie Mac HFA Advantage conventional loans are permitted. Find the specific government and conventional loan products permitted on the US Bank website. (Added 07/05/17)

Check with your underwriter for updates to information for Fannie Mae HFA Preferred and Freddie Mac HFA Advantage. Such information is provided by a third party (i.e. Freddie Mac, U.S. Bank, etc) who do not provide updated information to eHousingPlus. (Added 07/05/17)

[Fannie Mae HFA Preferred Fact Sheet](#)

[Fannie Mae DU Job Aid](#)

[Freddie Mac HFA Advantage Fact Sheet](#)  
(Rev 03/16/21)

[Freddie Mac LPA Tutorial](#)

### Appraisal

The appraisal must indicate that the home has at least a 30 year remaining useful life.

### Buydowns

Not allowable in the program effective for all loans closing 8/22/13 and after.

### Cash Back

Cash back to the borrower is not permitted. However, borrowers are permitted a reimbursement of prepaids and overage of earnest money deposit as permitted by Agency guidelines and to the extent any minimum contribution, if any, has been satisfied.

### Construction to Perm

Not permitted in this program.

**Co-signers (FHA, VA, USDA-RD and Fannie Mae)**- Cosigners are permitted to the extent allowed by applicable Agency (FHA, VA, USDA RD, etc). Treat cosigner income as directed by Agency. A cosigner cannot have any ownership interest in the property (they cannot be on the Warranty Deed). Cosigners are not permitted on Freddie Mac Conventional loans.  
(Rev 01/25/22)

**Co-signers (Freddie Mac)** - Not allowable. (Added 03/22/17)

**Final Typed Loan Application (1003)** - The typed application signed and dated by all parties is required. Loan interviewer must complete and sign page 3 of 4 of the 1003. If this is not possible, then an Officer must sign in place of the interviewer. All persons taking title to the property must execute all program documents. The purchase price, loan amount, and other financial details must be the same as shown on all other documents.

**Manual Underwriting** - Effective 04/06/20, manual underwriting not permitted on FHA loans. Manual underwriting is allowed on VA, USDA, Fannie Mae and Freddie Mac loans. (Rev. 12/27/21)

**Minimum Loan Amount** - There is no minimum loan amount in this program.

**Non-Occupant Co-Borrowers** - Permitted to the extent permitted by applicable Agency (FHA, VA, USDA RD). For Fannie Mae Conventional, Non-Occupant Co-Borrowers are permitted for LTV 95% and below. Freddie Mac does not allow Non-Occupant Co-Borrowers. (Added 01/25/22)

**Non-Purchasing Spouse** - Must sign the Deed of Trust (and applicable riders/disclosures), or sign and record a Quitclaim Deed at closing if borrower is vesting as their "sole and separate" property. Signing the Deed of Trust and other related documents does not make the non-purchasing spouse a Co-Borrower. (Added 01/25/22)

**Power of Attorney** - Permitted but must be satisfy Agency (FHA, USDA-RD, VA) or GSE requirements as well as US Bank requirements. Refer to the US Bank lending manual, [click on this link](#). (Click on the Learn More button found under the heading, Enjoy Housing Finance Agency Services. If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165.) Active duty military personnel may provide an Alive and Well Letter. Lenders should contact their title company/closing agent for information regarding POA requirements in the State of Arizona. (Added 12/27/21)

**Prepayments** - First mortgage loans may be prepaid at any time without penalty, except for loans reserved from and after 01/02/18, if the first prepaid mortgage loan is repaid within the first 36 months, a pro-rated amount of the second mortgage balance must be repaid. (Rev. 01/02/18)

**Recapture Tax** - There is NO RECAPTURE TAX IN THIS PROGRAM.

**Second Lien Hazard Insurance** - The IDAs of Pima/Tucson should be listed on the hazard insurance as 2nd Lien mortgagee:

Industrial Development Authority of the County of Pima  
2980 N. Swan Road #222  
Tucson, AZ 85712

**Second Lien Mortgagee Clause (Rev 02/15/21)**

Industrial Development Authority of the County of Pima  
2980 N. Swan Road #222  
Tucson, AZ 85712

**Second Mortgage Documents** – Documents to be prepared for the second mortgage: Partial Exemption disclosure (TRID disclosure not required), second deed of trust and second promissory note. The Partial Exemption disclosure should be prepared and provided to the Borrower at time of loan reservation as a Draft, and the final disclosure to be provided at closing with the deed of trust and note. The second deed of trust is to be recorded after closing. No title policy is required for second mortgage. US Bank reviews all second mortgage documents. NOTE: Reference HFA specific checklist for second lien documentation required for delivery in the [U.S. Bank Lending Guide](#). Click on the *Learn More* button found under the heading, *Enjoy Housing Finance Agency Services*. Your web page will be redirected to the AllRegs site for US Bank HFA Division.

If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165. (Added 12/27/21)

**Tax Returns or Tax Transcripts** - Not required for program purposes. Contact US Bank regarding any possible overlays. (Rev 01/04/18)

## **SUMMARY OF THE COMPLIANCE ORIENTATION PROCESS**

### **LENDER ONBOARDING**

Our On-Boarding process is designed to provide all participating lenders and their staff web-based training related to the Program, Technical and Workflow requirements of each program. Based on your role, there are certain training requirements prior to adding a new Program and Features. These are determined based on which modules you have completed in the past, and which Programs you want to add to your Portfolio.

Once you have submitted the eHP On-Boarding Registration, the eHP On-Boarding Team will create a specific training program for you based on the role(s) you selected, and you will receive an email confirmation with relevant information. Upon completion, your User Credentials will be created (if you are new User) or updated (if you are a current user) and you will receive a system generated email with this notification.

[Click on this link to register for training.](#)

(Rev 12/13/21)

### **QUALIFY**

Lenders use program requirements to qualify applicants for the program. Buyers must present an executed sales agreement before being entered into the program reservation system.

### **RESERVE FIRST MORTGAGE AND ASSISTANCE FUNDS**

To reserve funds, use the [eHousingPlus eHPortal](#). Log in and reserve the first mortgage that automatically provides Assistance. You will receive a loan number and a message that you've completed the reservation successfully.

PRE-CLOSING PROGRAM FORMS - See page 25

### **CONVENTIONAL LOANS IMPORTANT INFORMATION**

It is important that when the reservation is created in the eHPortal the correct RATE OFFERING is selected, there are several choices: Fannie 80% AMI - Fannie OVER 80% AMI and Freddie Mac 80% AMI. Be Sure to check your DU or LPA findings and SELECT THE CORRECT AMI level and loan product. (Rev 09/10/20)

### **RESERVE REFINANCE LOAN**

To reserve a Refinance Loan, choose any of the available rate offerings in the program. Then, reserve funds as you normally would. Except, you will enter a \$1 Purchase Price amount. (Added 01/12/22)

### **IMPORTANT**

A reservation is for a borrower with a real estate purchase contract for a specific property. If the property needs to change, the loan must be cancelled and re-reserved. The lender is responsible for cancelling the loan within the eHPortal. And then, the lender must email ([services@eHousingPlus.com](mailto:services@eHousingPlus.com)) or call the eHousingPlus Compliance office at 954-217-0817 to have the borrower permanently removed from the eHousingPlus Lender Portal. Until this process is complete, the lender will not be able to re-reserve funds for the borrower.

## PROCESS

Lenders process the loan as they would normally keeping in mind the program timelines.

### UNDERWRITE AND CERTIFY

Lenders underwrite and are responsible for credit decisions of the loans in the program. The Servicer does not re-underwrite loans. Following credit approval AND **PRIOR to the loan closing**, the Underwriter completes the online Underwriter Certification within the eHPortal. Once a loan is Underwriter Certified no further changes can be made. If a change needs to occur after the certification is complete, please email ([services@eHousingPlus.com](mailto:services@eHousingPlus.com)) or call the eHousingPlus Compliance office at 954-217-0817 to request to have the certification removed. (Rev 9/10/20)

### REQUEST ASSISTANCE FUNDS FOR CLOSING

The assistance is funded by the Authorities at closing and transmitted by the Community Investment Corporation. With a minimum of one (1) business day prior to closing AND AFTER the Underwriter Certification is submitted: (Rev. 12/27/21)

- 1) AFTER underwriter certification has been completed, print the Assistance Funding/Wire Transfer Request Form located behind security in the eHPortal.
- 2) **Scan and email** the form and the Final AUS Readings to Community Investment Corporation.

#### Contact Information (Rev 07/18/20):

#### COMMUNITY INVESTMENT CORPORATION

2033 E. Grant Road

Tucson, AZ 85719

Phone: 520-529-1766

Fax: 520-908-6045

email: [ceo@cictucson.org](mailto:ceo@cictucson.org) and [pths@cictucson.org](mailto:pths@cictucson.org)

### CLOSE AND VERIFY

The following program forms are found within the eHPortal. It is VERY important to note, if the loan amount changes, all of the forms listed below will need to change as well. As a reminder, the assistance amount is calculated on the Note amount. When the Note amount changes, so will the assistance amount on the forms. See page 25 of this guide for a list loan products and the applicable forms.

### COMPLIANCE FILE DELIVERY INSTRUCTIONS

- All compliance files are uploaded directly to eHousingPlus via eHP Digital Docs.
- All exceptions / file deficiencies will be communicated to the Lender via email and will be posted in the eHPortal. Exceptions may be viewed online at the loan level and in an exceptions report.
- Documentation requested to clear file deficiencies are uploaded directly in eHP Digital Docs. (Added 12/10/18)

#### eHP Digital Docs

See pages 17 - 20 of this guide for detailed information about eHP Digital Docs.  
(Rev. 01/25/22)





## INSTRUCTIONS FOR THE DELIVERY OF COMPLIANCE FILES, FEES AND CORRECTED DEFI'S.

Compliance Files and Corrections to previously submitted files with erroneous or missing required documents will be managed through the **eHousingPlus Digital Docs Portal**. This Digital Docs Portal provides lenders with all the tools necessary to deliver the required documents for the approval of the originated loan(s) in their respective affordable homebuyer programs. This Portal is a secure, easy to use and efficient way for lenders to deliver the Compliance File, Correct DEFI's and pay the required Compliance Review Fees via our new **eHPay** on line fee approval, and related tools.

***Who needs Access to eHP Digital Docs?***  
*Closers, Post-closers, Shippers,  
Defi/Exceptions and Accounting personnel.*

### HELPFUL TIPS FOR UPLOADING THE COMPLIANCE FILE

- The site works best with the Google Chrome browser. All other browsers may encounter problems.
- If you cannot remember your password, you can reset from the eHP Digital Docs log in screen.

### FIRST STEPS

- You will need a Username and Password to access **eHP Digital Docs**
  - a. If you are already an existing Active User of the **eHPortal** Lender Portal, you will automatically be set up to use **eHP Digital Docs**. Your Username and Password will be the same, but you may be prompted to change the password if it does not meet security guidelines.
  - b. If you are NEW to any of the **eHousingPlus Portals**, you will need to request User Credentials at **www.ehousingplus.com/user-credentials**

### NEXT, ACCESS THE NEW EHP DIGITAL DOCS PORTAL

- As a participating lender to various programs, you already know that our web page for the Homebuyer's Solution Program is where you access both Program Info and the Systems.



- There are two icons you will immediately see:



- This is the existing Lender Origination Portal



- This is the NEW eHP Digital Docs Portal.

### **NOW YOU ARE READY TO DELIVER YOUR COMPLIANCE FILE...**

The Compliance File should be a PDF file composed of all required documents on the Checklist.

- By clicking “NEW UPLOAD” on the Digital Docs Menu, you will be able to upload the file easily.
- Currently, there are three file types you will upload into the new DD Portal: Compliance Files, DEFI’s, and/or pre-closing documents as required. Additional uploads after the Compliance File are identified as Defis.
- There is a **NOTES** Feature in case there is any pertinent information you want to add to the compliance documents.
- Once Submitted, the System will confirm that the document was uploaded successfully, or it will present an error.
- All Files Uploaded, can be seen immediately in **UPLOADED DOCS**.
- All documents must be a PDF format and must not be locked or encrypted.
- Documents must be uploaded upright and in a clear legible format.
- Use the **Checklist** to make sure you are delivering all required documents.

### **...AND SUBMIT THE REQUIRED COMPLIANCE REVIEW FEE**

- Compliance Review Fees may now be submitted separately from the Compliance File.
- The **eHPay** is a secure, efficient method for lenders to pay the fees ON-LINE by enrolling in this FREE Program. Loans managed through **eHPay** are processed faster, without fee errors or other unnecessary delays. Accounting Staff can access eHP Digital Docs and process the compliance fees payment easily via eHPay.



Not sure of the required fee for your loan? Use the **FIND MY FEE** feature under **PAYMENT CENTRAL** and get the instant answer.

- Compliance Files Uploaded are NOT ready for review until the Compliance Review Fee Payment has been received by eHP.
- **FILES PENDING PAYMENT** lists Compliance Files that have been uploaded successfully, but whose fee payment is still pending. Lenders can monitor this area to ensure their fees have been delivered in a timely manner.
- **UNIDENTIFIED PAYMENTS** are payments received from your company without the proper identification to apply it to the intended loan. Lenders can monitor this area to ensure that payments made are being properly identified with OUR LOAN NUMBER.
- **SHORT PAYMENTS** If an incomplete payment is submitted, it will be displayed indicating the amount paid and the correct fee amount.

## TIPS

- Sign up for **eHPay**. This is a secure solution for the payment of fees. Talk to one of our eHousingPlus Business Representatives about how you can sign up, and to answer any questions related to this new service
- Make sure that every payment made is properly identified with OUR LOAN NUMBER. This is particularly a problem with ACH payments, as well as bundled payments. An ACH does not properly identify loans in most cases and hold up the processing of your loans!

## CORRECTING DEFICIENT FILES

- ✓ **CORRECTED LOAN DEFICIENCIES WILL NOT BE ACCEPTED VIA EMAIL.**

The **eHPortal** (Lender Origination Portal) has various tools that alert lenders when a Compliance File is delivered DEFICIENT. These multiple tools assist you, the lender, in easily correcting these deficiencies and allow your file to be Compliance Approved in a timely manner.

- System generated DEFI emails sent at time of review with corrective actions.
- Loan's **TIMELINE** Tab depicts pending deficiencies ANYTIME you log in and view your loan.
- **EXCEPTIONS/DEFICIENCY** Reports are available on the **REPORTS** Menu.



## WHEN YOU ARE READY TO SUBMIT YOUR CORRECTED DEFI'S OR MISSING DOCUMENTS

The **Corrected DEFI's** are to be submitted and UPLOADED via **eHP Digital Docs**, using the same easy method the Compliance File is delivered.

- Log in to **eHP DIGITAL DOCS**
- Search for your loan
- **NEW UPLOAD:** select your file(s), and if prompted select Corrected DEFI as 'Type'.
- The **NOTES** Feature is available to add any relevant information if needed.
- **YOU'RE DONE!**
- Defi's may be uploaded as a lender receives a document.
- Corrected Defi's may be view in eHP Digital Docs under, Uploaded Docs.



### QUICK TIPS

- Save time by trying to consolidate corrections to your loan files.
- Working on DEFI's might be easier if grouped by loan & Program; typically, the same types of errors occur based on varying Program Criteria.
- Use the reports available on the **eHPortal** (EXCEPTIONS/DEFICIENCIES) as a guide and deliver them easy using **eHP Digital Docs**.

### **SUBMIT MORTGAGE FILE & CREDIT PACKAGE TO SERVICER**

The Mortgage File including Credit Package and it is sent to US Bank. The US Bank Delivery and Funding Checklist is found within the US Bank web site.

To locate the US Bank Checklist [click on this link](#).

Click on the *Learn More* button found under the heading, *Enjoy Housing Finance Agency Services*. Your web page will be redirected to the AllRegs site for US Bank HFA Division.

If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165. (Rev. 01/13/20)

US BANK notifies lenders of Exceptions, posts exceptions online and sends a weekly summary of outstanding exceptions.

### **APPROVALS**

Following approval of Compliance File by eHousingPlus, lenders are notified and reminded of the purchase deadline.

### **FINAL DOCUMENTS**

The recorded mortgage documents, for both the first and second mortgages, should be sent to U.S. Bank.

## PROGRAM TIMETABLE

Buyers MUST HAVE A FULLY- EXECUTED SALES CONTRACT FOR A SPECIFIC PROPERTY in order to have funds reserved or be on a waiting list. The contract may be dated prior to the date of the loan application. Buyers may be pre-qualified. However, if the buyer does not have a contract on a property, program funds cannot be reserved for the buyer until such time as the buyer presents a valid contract. To assure that loans are purchased, please follow the Processing, Delivery and Purchase Timetable below. Please DO NOT reserve loans that cannot meet the timetable.

If the loan is not underwriter certified PRIOR to the loan closing, the loan is subject to cancellation. eHousingPlus notifies Lenders via email that the loan may be canceled if the underwriter certification is not completed. If the closing date is extended, please change the closing date in the eHPortal. If your underwriter needs additional time to complete the certification, just email eHousingPlus and ask that a Note be added to the file so the loan does not cancel. Should the loan reservation be canceled at any point during the reservation, the issuer may allow the loan to be reinstated at the higher of the mortgage rate originally reserved or the current program mortgage rate. (Rev. 03/08/22)  
Loan Processing, Delivery and Purchase Timetable

Once a loan is reserved in the eHousingPlus system and is provided the Servicer's Loan number, the loan must be:

- Underwriter Certified PRIOR to loan closing
- Purchased within 70 days of loan reservation\*

\* 70 days is from reservation to loan purchase by the servicer (this means the loan file closed, received compliance approval and is purchased by US Bank).

(Rev 03/08/22)

### Loan Purchase Extension Fee

Any loan not purchased within 70 days will automatically receive a 30-day extension at the cost of \$375. Additional 30-day extensions will be applied as needed at a cost of \$375 for each extension. Extension fee(s) will be netted by the Servicer when loans are purchased. (Rev 03/08/22)

## PROGRAM FEES

### **First Mortgage Fees**

A 1.00% Origination fee MAY be retained by the lender that MAY be paid by buyer or seller as allowable. No additional Origination or Discount fees may be charged. (Rev 12/27/21)

### **eHousingPlus Fees**

The program includes a first mortgage Compliance/Admin Fee of \$275 and a penalty fee of \$100 for files that are chronically deficient. The Compliance/Admin Fee is submitted with the Compliance File. Read pages 17 - 20 of this guide for information about eHPay located in eHP Digital Docs. (Rev. 01/25/22)

The **Compliance/Admin Fee** is the fee charged by the Program Administrator/Compliance Agent to process the applicant/borrower from Origination to Compliance Approval, and to assess that the lenders originating such loans are following Program guidelines for the benefit of the eligible borrower(s). The Program Administrator/Compliance Agent tracks the loan via its web-based system, and assists the lender in processing the loan ensuring eligibility to the program available offerings, which can include various rate options, and down payment assistance. (Added 10/14/15)

The Compliance/Admin fee includes the review of information and documents delivered in the form of a Compliance File by the originating lender, on behalf of the borrower. Additionally the Compliance review verifies that the lender has charged only the fees allowed by the Program. Contrary to this, approval may be denied and/or fees may have to be reimbursed to the borrower. The compliance file processing consists of required affidavits, application, closing documents, certain non-mortgage documents, tax returns where applicable and other pre-defined Program documents that are disclosed to the potential borrower(s). This is required to ultimately receive Compliance Approval. These documents can support both the first mortgage and any down payment assistance available, and are required to ensure eligibility to the Program, Federal, State and Local requirements, where applicable. The Compliance review verifies that the data and documents submitted meet all requirements, and may include those for first-time homebuyer, income limits, sales price limits, targeted areas, homebuyer education, rate, term, points, fee limits, LTV, FICO score, special state, city, county program requirements for qualified military, first responders, teachers, etc.) (Rev 08/22/16)

### **US Bank Fees**

\$80 Tax Service Fee and \$400 Funding Fee. These fees will be netted out at time of purchase by US Bank.

**Lenders are permitted to charge** reasonable and customary charges for out of pocket expenses and costs. Other financing costs such as legal fees and underwriting fees may be charged and courier fees may be charged if such fees are normally charged. Lenders may charge the usual and reasonable settlement costs. Settlement costs include titling and transfer costs, title insurance, survey fees or other similar costs. Other allowable fees include doc prep fees, notary fees, hazard, mortgage and life insurance premiums, recording or registration charges, prepaid escrow deposits and other similar charges allowable by the insurer/guarantor. "Junk" fees are not a defined term and may not be charged. Excessive fees are not permitted in the program.

**Lender Compensation**

On each loan, the lender may collect a 1.00% origination fee as explained above from buyer or seller (follow Agency guidelines). In addition, Lenders will receive SRP upon purchase of the loan by the Master Servicer.

**Lender Compensation effective with new loan reservations 04/25/21**

<b>Loan Type</b>	<b>Origination Fee</b>	<b>Master Servicer Pays At Loan Purchase</b>	<b>Total Lender Payment</b>
<b>FHA, USDA-RD</b>	<b>1%</b>	<b>1.25%</b>	<b>2.25%</b>
<b>VA</b>	<b>1%</b>	<b>1.25%</b>	<b>2.25%</b>
<b>Freddie Mac</b>	<b>1%</b>	<b>1.25%</b>	<b>2.25%</b>
<b>Fannie Mae</b>	<b>1%</b>	<b>1.25%</b>	<b>2.25%</b>



**PROGRAM FORMS**

The program forms **MUST** be generated directly from the eHousingPlus Lender Portal at the loan level. Any program forms printed anywhere other than the eHPortal will be deemed void and may cause a loan file to not be purchased.

**PRE-CLOSING FORMS**

	FHA	Fannie Mae	Freddie Mac	VA	USDA-RD
<b>Partial Exemption Disclosure</b>	Yes	Yes	Yes	No	No
<b>Homebuyer Certification Affidavit</b>	Yes	Yes	Yes	Yes	Yes

The pre-closing forms must be signed upon loan reservation in the eHPortal AND signed at closing

**CLOSING FORMS**

	FHA	Fannie Mae	Freddie Mac	VA	USDA-RD
<b>Partial Exemption Disclosure</b>	Yes	Yes	Yes	No	No
<b>Homebuyer Certification Affidavit</b>	Yes	Yes	Yes	Yes	Yes
<b>Commitment Letter</b>	Yes	Yes	Yes	No	No
<b>Subordinate Deed of Trust</b>	Yes	Yes	Yes	No	No
<b>Subordinate Note</b>	Yes	Yes	Yes	No	No

**DOCUMENTS REQUIRED FOR COMPLIANCE FILE**

**Read pages 18 - 22 of this guide for information the compliance file submission to eHP Digital Docs. (Rev. 01/25/22)**

- Homebuyers Education Certificate
- Homebuyer's Solution Program Homebuyers Certificate and Affidavit
- FINAL SIGNED 1003
- FINAL SIGNED CLOSING DISCLOSURE (TRID form)
- Warranty Deed

Date	2013-2018 ARCHIVED REVISIONS TABLE
3/5/13	Pg. 7, revised income limit
4/16/13	Pg. 13, first mortgage fees revised
4/22/13	Pg.14, language regarding forms updated
7/1/13	Pages10, 14, language regarding forms updated to meet 2013-14 requirements
8/22/13	Pg. 8, language regarding buydowns revised. Pg. 11, timeline revised
2/3/14	Pg. 6, daily rate lock availability - hours extended
3/18/14	Housekeeping and formatting updates throughout
3/20/14	Pg. 8, Cosigner language revised to allow
4/2/14	Pg.7, Manufactured housing that meets U.S. Bank requirements is allowable
4/10/14	Pg. 7, clarified manual underwriting language
5/1/14	Pg. 12, Transfer Fee becomes Funding Fee and increases to \$250 effective May 1, 2014
6/9/14	Page 7, For non citizens, follow Agency (FHA, VA, USDA: RD); Page 12, U.S. Bank Funding Fee increases
6/11/14	Page 7, Clarification Homebuyers must COMPLETE homebuyer Ed; Page 7, program now permits one to four unit dwellings; Page 9, Fax the form to Community Investment Corporation, attention: Frank Valenzuela
9/2/14	Page 7, Income limit increased significantly
9/18/14	Page 6, Assistance options added; Hours of fund availability updated
1/1/15	Page 7, Section 184 are permitted effective 1-1-15
3/17/15	Page 7, New 2015 Income Limits
7/1/15	Page 6, Added HFA Advantage as the conventional loan product in this program Page 15, Added Section entitled HFA Advantage
9/17/15	Page 12, Added Deborah Corral as a contact
9/26/15	Page 6 & 7, Added Contact Directory Page 10, Added 1003 Application and Tax Returns to Financing Facts Pages 11, 12, 19 & 20, Reformatted Compliance Process Pages 14 & 22, Reformatted eHP and US Bank Fees Pages 15 & 23, Reformatted documents required for the compliance file
10/14/15	Pages 14 & 22, Added eHP fee information & revised US Bank fees
10/15/15	Page 15 & 23, Added disclaimer regarding not reproducing program forms
12-1-15	Page 9, Chart of Available products Page 11, Minimum FICO scores; Manufactured housing loans no longer accepted Page 12 & 19, Manual Underwriting update
12-11-15	Page 8, System Availability Page 12 & 13, 20 & 21 Added AUS Findings to required documents when requesting DPA wire Page 16, 24 Added AUS Findings requirements to and borrower signature requirements
12-22-15	Pages 15 & 23, Revised eHP Fee
05-31-16	Page 13 & 21; Revised email address for funds request form and deleted fax option

Date	2013-2018 ARCHIVED REVISIONS TABLE
07-29-16	Page 11, Clarified language regarding borrower with no FICO Page 12, Clarified language regarding manual underwriting and tax returns Page 16 & 29, Discount Point removed from First Mortgage Fees and Lender Compensation. Page 20, Clarified language regarding Eligible Borrowers for HFA Advantage. Added US Bank Bulletin numbers to Minimum FICO Score.
08-22-16	Page 16 & 24, Clarified eHousingPlus Fee
9-13-16	Page 9, Corrected minimum fico score for conventional product
03-03-17	Removed Section 184 Indian Home loans
03-22-17	Added Freddie Mac overlays throughout guide Page 6, Revised Who To Contact directory Page 9, Revised DTI requirement information (US Bank conventional AUS approval policy change) Page 10, Added US Bank condominium guideline expansion language Page 16, Revised US Bank tax service fee effective 04/17/17
04-17-17	Page 9, Revised income limits
05-02-17	Page 18, Corrected Freddie Mac SRP Page 20, Revised US Bank HFA Division Web Site Address
07-05-17	Pages, 7, 9, 10, 11, 17, Added Fannie Mae HFA Preferred conventional loan
08-01-17	Page 10, Revised Property Requirements for Fannie Mae and Freddie Mac for Condos.
01-02-18	Pages 7, 8, 12, 13, 14, 19, Removed Grant and added Second Mortgage language and forms Page 21, Revised US Bank HFA Division web site address and phone number
02-05-18	Page 7, Revised second mortgage repayment terms Page 8, Revised Rates/Offerings chart Page 19, Removed Homebuyer Certification Affidavit
03-01-18	Pages 8, 10, 13, 14, 15, Added PTHS Affordable Income Subsidy (AIS) Grant information
03-20-18	Page 8, 15, Removed cash back policy from PTHS AIS Grant information.
04-01-18	Page 10, Added manufactured housing to Property Types
04-07-18	Page 18, Revised US Bank Tax Service Fee effective 04/30/18
04-09-18	Page 9, Revised income limits
04-10-18	Page 9, Revised Freddie Mac DTI Ratio to 50%
04-16-18	Page 8, 13, 14, Revised PTHS AIS Grant amount
04-23-18	Page 13, Revised eHP System Training link
05-01-18	Page 8, added FHAw/4% DPA Rate Option w/different SRP
06-04-18	Page 10, Corrected Property requirements to include Fannie Mae minimum borrower contribution.
06-10-18	Page 8, Revised Rates/Offering chart, combined conventional loan products Page 10, Revised income limits all loan products effective 06-11-18 Page, 16, Corrected Community Investment Corporation address
07-30-18	Page 10, Revised AIS Grant income limits effective 07/29/18

Date	2013-2018 ARCHIVED REVISIONS TABLE
12-10-18	Throughout, Changed eHousingPlus Lender Portal to eHPortal Removed screen shots of eHPortal for AIS Grant reservation Page 10, Removed Freddie Mac overlay of not owning other property Page 10, Changed language in DTI requirement Pages 14, 16-20, 23, 26, Added eHP Digital Docs
12-28-18	Page 10, Revised Fannie Mae HFA Preferred conventional loan income limits, effective with loan applications dated 01-01-19 and after Page 11, Revised condominiums to follow US Bank guidelines
01-07-19	Page 9, Revised Rates/Offerings chart, effective 01-07-19
01-09-19	Page 11, Updated Manufactured Homes property options
02-09-19	Page 10, Added that lenders should contact the Agency regarding ownership of other property Page 24, Revised Lender Compensation for Government loans effective 02-15-19
03-04-19	Page 9, Added FHA 660+ with 5% Assistance to Rate/Offerings chart
04-01-19	Pages 8, 9, 16, 24, revised VA loan to Grant assistance and SRP
04-22-19	Page 10, Revised FHA, VA, USDA-RD and Freddie Mac loan income limits effective 04-15-19
07-27-19	Page 11, Revised AIS Grant Income Limits effective 07/28/19
09-02-19	Pages 9, 10, 11, 12, 14, 17, Revised Fannie Mae HFA Preferred requirements effective 09/05/19
09-30-19	Page 10, Added 0% DPA Government Loan Option Page 13, Added Refinance Requirements Page 14, Added link to Fannie Mae HFA Preferred Fact Sheet

Date	Revision	Page
01-13-20	Added Special Note for Freddie Mac HFA Advantage loans Revised FICO and Maximum DTI - Effective 01/06/20 Revised Income Limits - Effective 01/21/20 Revised Manual Underwriting Guidance Revised US Bank Web Site information Added note to timeline regarding Freddie Mac HFA Advantage loans Added Archived Revisions Table 2013 - 2018	7, 8, 9, 15 9 10 13 21 22 27
01-14-20	Revised effective date of Maximum DTI - Effective 01/06/20	9
01-20-20	Corrected income limits to include Fannie Mae Added language regarding Freddie Mac condo project review/approval Revised manufactured housing limit to contact US Bank	10 10 10
01-27-20	Effective Jan. 23rd, Fannie Mae ABOVE 80% AMI Income limit increased	10
04-13-20	Revised Contact Directory Added US Bank COVID-19 Guidance link Revised allowable Refinance loan products (removed FHA Streamline) Revised manual underwriting no longer permitted	5 9 11 13
06-15-20	Revised FHA, VA, USDA-RD and Conventional loans ABOVE 80% AMI Income Limits	10

Date	Revision	Page
07-18-20	Revised Fannie Mae HFA Preferred & Freddie Mac HFA Advantage 80% AMI and lower income limits	9
09-10-20	Revised timeline benchmark - Underwriter Certification	14,21
10-20-20	Removed Refinance Requirements from Program Effective 10/13/20	10
02-01-21	Revised acceptable homebuyer education standards Revised Fannie Mae Manufactured Housing minimum FICO to 680	9 10