

MARICOPA
COUNTY



Home in Five Advantage Mortgage Origination Program

Administrator's Guidelines

Published September 20, 2012
Updated 07-18-16
Updates are shown on Page 3



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UPDATES

Date	TOPIC - Effective Immediately for new loan reservations unless otherwise noted.	Page
5-26-15	NHS of Phoenix name changed to Trellis, continue approved for online as well as face to face; Non Traditional Credit U.S. Bank Bulletin 2015-07	8 9
6-11-15`	Revised non-permanent residents, to read "follow Agency guidelines."	8
7-29-15	Effective with new loan reservations, sources of compensation changes. Total lender compensation remains same. No longer a 1.00% discount fee. Added 1.00% SRP for FHA, USDA:RD and .5% SRP for VA Closing Documents changed to clarify DPA.	6, 12 13
7-31-15	Cover, Logo for IDA of Phoenix updated, Misc. housekeeping related to compensation changes.	Throughout
10-1-15	FHA Energy Efficient Mortgage (EEM) added as an acceptable loan type; Added information concerning the Qualified Military, First Responder and Teacher Loan with 5.00% Assistance Addition of QUALIFIED MILITARY, FIRST RESPONDERS, TEACHERS ASSISTED RATE LOAN WITH 5.00% ASSISTANCE GRANT Qualified Professions Clarification regarding Homebuyer Education Reserve correct product for borrower. System will not stop an incorrect selection. Reformatted Origination Process Reformatted eHP and US Bank Fees Acceptable Proof for Qualified Military, First Responders and Teachers Added HFA Preferred Section	8 9 9 10 13 13, 14 16 17 19-28
10-2-15	Added eHousingPlus Compliance File	30
10-15-15	Clarified online education provider information Added eHP fee information & revised US Bank fee's Added disclaimer regarding not reproducing program forms	10 16, 28 17, 29
10-26-15	Clarified Detention Officer definition Removed home inspection requirement and revised language	9 10, 22
10-27-15	Removed manufactured homes from Fannie Mae HFA Preferred Conventional loan	23
11-9-15	Added additional approved online Homebuyer Education provider HFA Preferred minimum FICO scores	10 22
12-1-15	Chart of available products 12-1-15 Minimum FICO scores Manufactured housing loans no longer acceptable Manual underwriting no longer acceptable including non-traditional credit	9, 22 11 12, 24 13, 25
12-3-15	Corrected HFA Preferred Conventional Military 1st Responders, Teachers DPA amount to 5%	9
12-22-15	Revised eHP Fee	17, 29
1-27-16	Added HFA Preferred to allowable loan products Removed reference to 4% grant amount	13 21
2-17-16	Corrected Amt of Assistance for HFA Preferred products	22
07-18-16	Revised loan product chart effective 07/18/16 Added language to First Responders description Revised lender compensation effective 07/18/16	9 10 & 22 17 & 29

THE IDA's OF THE CITY OF PHOENIX, AZ AND MARICOPA COUNTY TEAM



The IDA's of the City of Phoenix, AZ and Maricopa County

Create and sponsor a first mortgage program and a down payment assistance program, set the rate, term and points, and market the program

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 requirements until they're purchased by the Master Servicer.

US Bank

Master Servicer

Provides information on acceptable loan products and 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

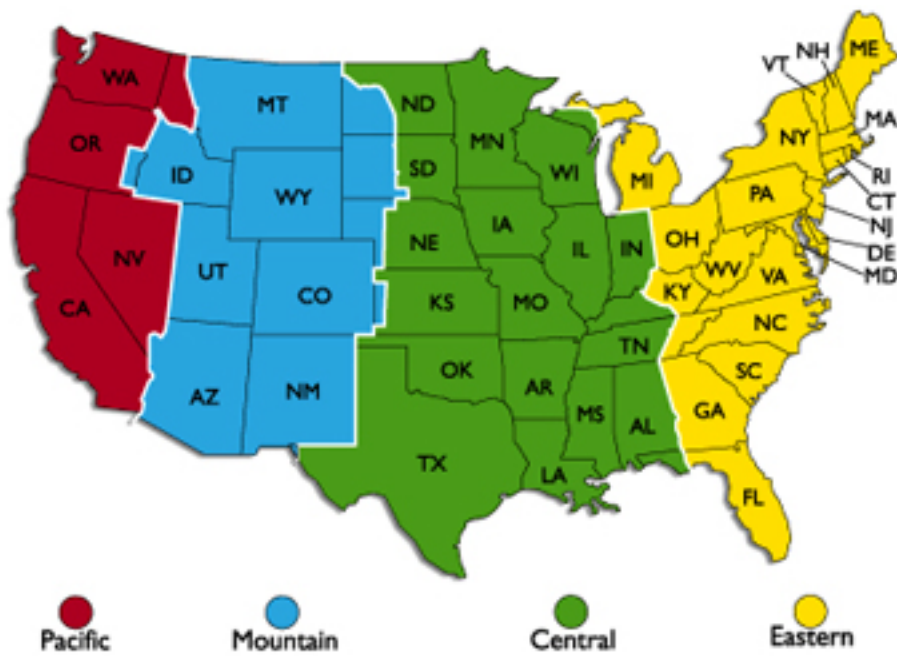
Program Administration

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.

Time Zones

eHousingPlus offices are all located in the Eastern Time Zone.

http://www.timetemperature.com/tzus/time_zone.shtml



WHO TO CONTACT

Question	Direct Questions to:	Contact Information
How to become an approved Lender	Raymond James, Financial, Inc, Bond Underwriters	Stacy Houston stacy.houston@RaymondJames.com Jennifer Payne jennifer.payne@RaymondJames.com
How individual staff members of an approved Participating Lender can sign up to participate in the Home in Five Program	eHousingPlus	Click on this link http://www.ehpuniversity.com/phoenixmaricopa.html Or contact: Jennifer: jennifer@ehousing.cc 813-579-6295 Vicki: vicki@ehousing.cc 813-579-6283 Joe: joe@ehousing.cc 813-579-6294
Where to attend training for the Home in Five Program	eHousingPlus	Click on this link http://www.ehpuniversity.com/phoenixmaricopa.html Or contact: Jennifer: jennifer@ehousing.cc 813-579-6295 Vicki: vicki@ehousing.cc 813-579-6283 Joe: joe@ehousing.cc 813-579-6294
Where to attend training for the online reservation system	eHousingPlus	Click on this link to register for the once weekly Webinar: http://ehousingplus.com/ehp-system-trainings/ Or contact: Jennifer: jennifer@ehousing.cc 813-579-6295 Vicki: vicki@ehousing.cc 813-579-6283 Joe: joe@ehousing.cc 813-579-6294
Where to check Program rates	eHousingPlus	Click on this link to view the current rate: http://www.ehousingplus.com/available-programs/arizona/ida-city-of-phoenix-county-of-maricopa/ Then click on the RATES TAB
How to reserve a loan	eHousingPlus	View the System Training Video Library http://university.ehousingplus.com/login.aspx?page=/default.aspx Or contact: Jennifer: jennifer@ehousing.cc 813-579-6295 Vicki: vicki@ehousing.cc 813-579-6283 Joe: joe@ehousing.cc 813-579-6294

<p>Credit underwriting questions</p>	<p>Participating Lenders should refer to their internal Underwriting Department or Manager</p>	<p>US Bank does not re-underwrite loans. For general questions, contact US Bank at hfa.programs@usbank.com or 800-562-5165 Option 2 <i>(for general questions)</i> Please note: US Bank answers underwriting questions from underwriters of lenders for whom U.S. Bank provides underwriting services</p>
<p>Questions regarding the shipping of closed loan files</p>	<p>eHousingPlus (for questions regarding Program compliance files) US Bank (for questions regarding the first and second mortgage closed loan files)</p>	<p>services@eHousingPlus.com 954-217-0817 hfa.programs@usbank.com 800-562-0817 Option 1 <i>(for questions regarding exceptions)</i></p>
<p>Questions regarding exceptions</p>	<p>eHousingPlus (for questions regarding exceptions on Program compliance files) US Bank (for questions regarding exceptions on the first and second mortgage closed loan files)</p>	<p>services@eHousingPlus.com 954-217-0817 hfaeastcommunications@usbank.com 800-562-5165 Option 1</p>

PROGRAM PRODUCTS

PLEASE NOTE THAT RATES AND ASSISTANCE GRANT 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.

Loans may be FHA [including FHA Energy Efficient Mortgage (EEM) loans, and], VA loans and USDA:RD loans. Conventional loans are available through the FannieMae HFA Preferred program. A special section details the program and is available on pages 19-28 of this Guide.

All loans in this program are Assisted Rate Loans.

Funds are available in a first-come, first-served revolving pool that provides continuous funding.

Daily Rate Lock Reservation Availability

Reservations in this program are available Monday - Friday 7:00 a.m. - 5:00 p.m. Mountain Standard Time excluding holidays.

ASSISTED RATE LOAN WITH ASSISTANCE GRANT

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. Current rates are available online within the system <http://www.ehousingplus.com/available-programs/arizona/ida-city-of-phoenix-county-of-maricopa/> Income limits apply. Rev 12-01-15

QUALIFIED MILITARY, FIRST RESPONDERS, TEACHERS ASSISTED RATE LOAN WITH ASSISTANCE GRANT of 1% MORE ADDED 9-15-15

Also, subject to change at any time, ONLY (1) Qualified Military Personnel, (2) First Responders, and (3) Teachers (see definitions below) will receive a grant that is 1% more than other buyers in the program for down payment/closing cost assistance. Allocation is limited and available first-come, first-served. For proof of eligibility, see Page 18 under the heading "Those Qualifying for Military, First Responders or Teachers Increased Assistance".

The Assistance is calculated on the Note amount and funded by the Lender. The Assistance may be used for down payment or closing costs and prepaids. 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. Assistance is in the form of a non-repayable grant. It is not repayable under any circumstances. When you reserve the first mortgage, the Assistance is automatically reserved. There is no additional reservation necessary. When you close the loan there are no second mortgages, second notes, deed restrictions or liens. There is no repayment.

Please see the next page for a chart of products.

Effective with new reservations dated 07/18/16 and after, the following products will be available in this program:

Government Loans	FICO REQUIREMENT	ASSISTANCE AMOUNT
USDA-RD or VA	640	3.5%
FHA	660	3.5%
FHA	640-659	2.5%

Special Incentives (Qualified Military, First Responders, Teachers)	FICO REQUIREMENT	ASSISTANCE AMOUNT
USDA-RD or VA	640	4.5%
FHA	660	4.5%
FHA	640-659	3.5%

Conventional Loan - Fannie Mae	FICO REQUIREMENT	ASSISTANCE AMOUNT
HFA Preferred	95% or lower LTV = 640 FICO 95.01% - 97% LTV = 680 FICO	3.5%

Conventional Loan - Fannie Mae Special Incentives (Qualified Military, First Responders, Teachers)	FICO REQUIREMENT	ASSISTANCE AMOUNT
HFA Preferred	95% or lower LTV = 640 FICO 95.01% - 97% LTV = 680 FICO	4.5%

Rev 07-18-16

Please Note that Lenders must choose the correct product based on the qualifications of the borrower. The reservation system will not prevent lenders from choosing the wrong product.

The following qualify for this loan type:

QUALIFIED MILITARY PERSONNEL

Qualified Veteran

Active Duty Military, Active Reservist, Active member of National Guard

FIRST RESPONDERS

Peace Officers, as defined in A.R.S. § 1-215, certified by the Arizona peace officer standards and training Board (AZPOST) or by the Arizona correctional officer training Academy (COTA) and employed full-time as:

- Sheriffs, Deputy Sheriffs of Counties, Constables, Policemen of Cities and Towns Commissioned Personnel of the Department of Public Safety.
- Personnel Employed by the State Department of Corrections or the Department of Juvenile Corrections.
- Police Officers appointed by Community College District Governing Boards, Arizona Board of Regents or Governing Body of a Public Airport Pursuant to Section 28-8426
- Special Agents from the Office of the Attorney General, or of a County Attorney, including Police Officers employed by a Tribal Police Agency.

Detention Officers, as defined by A.R.S. § 13-3907, means a person other than an elected official who is employed by a county, city or town and who is responsible for the supervision, protection, care, custody or control of inmates in a county or municipal correctional institution. Detention officer does not include counselors or secretarial, clerical or professionally-trained personnel. (Added 10/26/15)

Professional Firefighter, as defined in A.R.S. § 9-901, employed full time as

A member of an organized paid Fire Department.

Emergency Personnel, whose primary responsibility is the care of patients in an ambulance and is employed full-time, to include the following occupations, defined in A.R.S. § 36-2201

Emergency medical technician, Advanced Emergency Medical Technician, Emergency medical technician I-99 , Paramedic

TEACHERS

A teacher employed full-time by a state-accredited public school or private school that provides direct services to students in grades pre-kindergarten through 12.

THE REQUIREMENTS

Eligible Borrowers (Rev 6-11-15)

- ◆ There is no first-time homebuyer requirement in this program.
- ◆ **Regarding non-permanent residents, follow Agency (FHA, VA, RD) guidelines.**
- ◆ Buyers must occupy the property within 60 days of closing.
- ◆ Applicants must be considered irrespective of age, race, color, religion, national origin
- ◆ Contact eHousingPlus Compliance office with questions regarding eligibility.

Minimum FICO Score (REV 12-1-15)

The Program requires a minimum FICO credit score for various products, the mid score must be the minimum or above. 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. For home buyers with NO FICO score, manual underwriting **WILL NOT BE permitted.** Also, the maximum DTI ratio is 45%.

Homebuyer Education (Rev 9-8-15)

All homebuyers must attend an 8-hour homebuyer education course through a HUD-approved housing counseling agency located within Arizona, and obtain a certificate of completion. For borrowers to benefit the most, Lenders should encourage borrowers to complete the course as soon as possible. Also, Lenders should provide a list of approved courses so that homebuyers choose an approved provider.

The homebuyer education course may be face-to-face or online. **USE ONLY** the list below for approved providers. The course may NOT be by phone or given by lenders.

Face to Face: Acceptable face to face courses given by HUD-approved housing counseling agencies (located in Arizona) can be found at:

<http://hud.gov/offices/hsg/sfh/hcc/hcs.cfm?webListAction=search&searchstate=AZ>

Not all agencies listed offer face to face homebuyer education courses.

Online: The following are the ONLY three approved online providers. 8-hour online homebuyer education courses are offered by Trellis (formerly known as Neighborhood Housing Services of Phoenix), Newtown CDC and **Take Charge America**. These courses are non-instructor led and self-paced so the total time to complete the course varies by person. If taking the course through Trellis, homebuyers should contact **Rita Johnson at (602) 258-1659** and indicate they are participating in the Home in Five Program. Information for Newtown CDC's online homebuyer education course may be found at: <http://ehomeamerica.org>. **Following is the link for Take Charge America's on-line course:** <http://housinghelp.takechargeamerica.org/home-ready>. (Rev 11/9/15)

Home Inspection

It is strongly recommended that homebuyers obtain a home inspection prior to close of escrow and/or secure a home warranty. (Rev 10/26/15)

Unless otherwise directed, Lenders are responsible for assuring that loans meet the strictest of Agency (FHA, etc) and/or program guidelines with respect to income and sales price limits.

INCOME LIMITS

Use 1003 Qualifying Income. Effective Feb. 15, 2013, ALL borrowers (including military) income may not exceed: **\$88,340** All household sizes.

ELIGIBLE AREA

All of Maricopa County including the City of Phoenix

PURCHASE PRICE LIMITS

Revised 12/21/12 \$300,000

PROPERTY REQUIREMENTS

- ◆ New or existing, one-four units, detached or attached, condos, town homes.
- ◆ Mobile, recreational, seasonal or other types of vacation or non-permanent homes are not permitted.
- ◆ Land may not exceed the size required to maintain basic livability.
- ◆ Properties purchased in the program must be residential units.

Manufactured Homes - As of December 1, 2015, U. S. Bank will not purchase loans for manufactured housing. U.S. Bank considers manufactured housing a mobile home built entirely offsite on a permanent chassis that is pulled on the highway to a permanent location. Modular, panelized or prefabricated homes are not considered manufactured housing.

Rev 12-1-15

FINANCING FACTS

The following mortgage products are offered in this program: FHA, VA, USDA: RD. Fannie Mae HFA Preferred loans are allowed in the Home in Five Program. Please see page 20 for further details. US Bank provides the types of government loans permitted. (Rev 1/27/16)

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.

- Appraisal must indicate that the home has at least a 30 year remaining useful life.
- Buydowns (temporary) - Follow Agency Guidelines.
- 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 is not permitted.
- Cosigners are permitted to the extent permitted by applicable Agency (FHA, VA, USDA:RD). Treat cosigner/income as directed by the Agency. A cosigner cannot have any ownership interest in the property (they cannot be on the Mortgage/Deed/WarrantyDeed).
- Manual Underwriting - See U.S. Bank bulletin 2015-07 but with new reservations as of December 1, 2015, no FHA loans may be manually underwritten.
- Minimum Loan Amount - There is no minimum loan amount in this program.
- Prepayments - First mortgage loans may be prepaid at any time without penalty.
- Recapture Tax - There is NO RECAPTURE TAX IN THIS PROGRAM.
- Refinances - Refinances are not permitted in this program.

SUMMARY OF THE COMPLIANCE ORIGINATION PROCESS

(Added 9/28/15)

MANDATORY PROGRAM TRAINING

Lender training is mandatory for anyone working with this program. eHousingPlus and US Bank provide program training online 24/7. [To attend click on this link.](#)

eHousingPlus LENDER PORTAL SYSTEM TRAINING

Conducted once a week via live WebEx with the eHousingPlus Compliance Office. We highly encourage anyone who will reserve funds, complete an underwriter certification, print forms or clear exceptions to attend this 30 minute training. [Click here to register to attend.](#)

LENDER PORTAL USER CREDENTIALS

Following completion of Program training at eHP University training, an email will be sent to lenders giving directions on how to apply for User Credentials for the lender portal. These instructions are for both new users of system and existing users looking to add programs to their profile.

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

To reserve funds in program's online system [click on this link](#). 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.

PROCESS

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

UNDERWRITE AND CERTIFY

Lenders underwrite & are responsible for credit decisions of the loans in the program. Servicer does not re-underwrite loans. Following credit approval AND WITHIN 15 DAYS OF LOAN RESERVATION, Underwriter completes the online Underwriter Certification within the eHousingPlus Lender Portal.

CLOSE AND VERIFY

It's important to provide accurate closing instructions to closing agents. All program docs must be returned to you. AT CLOSING, BORROWERS MUST SIGN THE Gift Letter. Original remains with Lender, copy to borrower, US Bank (with USB002) and in FHA Case Binder. THE LETTER MUST BE USED FOR ALL LOANS THAT CLOSE ON OR AFTER JULY 1, 2013. THE COMMITMENT APPROVAL LETTER IS ALSO PROVIDED AT CLOSING. Find all forms behind security on the eHousingPlus web site. (7/23/13)

SHIP / SUBMIT

There are two (2) files shipped post closing:

File #1 is the Compliance File and it is sent to eHousingPlus. The Compliance File Checklist is found within the eHousingPlus Lender Portal in the Loan Forms section.

File #2 is 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: www.mrbp.usbank.com

Click on US Bank Lending Manuals.

Pop-up box will appear, click on Continue.

Web page will be redirected to US Bank All Regs site.

Click on Housing Finance Authority folder.

EXCEPTIONS

Lenders are notified by eHousingPlus and US Bank of exceptions. Exceptions for both eHousingPlus and U.S. Bank are available in the eHousingPlus web-based system.

FINAL DOCUMENTS

The recorded mortgage documents should be sent to U.S. Bank.

PROGRAM TIMETABLE

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 within 15 days of loan reservation, the loan is subject to cancellation. eHousingPlus via email notifies lenders that the loan may be canceled if the underwriter certification is not completed. Should the loan reservation be canceled at any point during the reservation, the IDA's may allow the loan to be reinstated at the higher of the mortgage rate originally reserved or the then current program mortgage rate. Rev 10-12-13

Please wait until 45 days before closing to reserve funds for new construction, short sales and foreclosures. Loans not purchased within the timeframe below cannot be purchased. The revolving pool of funds assures continuous funding. Fund availability makes it unnecessary to rush to reserve funds.

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

- (1) underwriter certified within 15 days of loan reservation
- (2) closed and delivered to the Servicer within 45 days of loan reservation and
- (3) purchased within 70 days of loan reservation.

Extension Request

Any loan not purchased within 70 days is ineligible for purchase unless the lender chooses a one-time only 30-day extension. The cost of the extension is \$375. The \$375 extension fee is due whether or not loans are ultimately delivered and/or purchased. The \$375 will be netted by the Servicer when loans are purchased. If an extension is permitted, but the loan is not purchased, the originating lender will be billed for the extension fee of \$375. Any outstanding fees owed by the lender may result in that Lender becoming ineligible to participate in the program.

At 101 days, a loan that hasn't been delivered is cancelled and cannot be reinstated.

Again, the extension is offered once per loan and no further extensions will be allowed. Furthermore, regardless of choosing an extension, any loan not purchased within the approved timeframe will become the liability of the originating lender.

An extension request is available on the eHousingPlus web page for the Home in Five Program, <http://www.ehousingplus.com/available-programs/arizona/ida-city-of-phoenix-county-of-maricopa/>. Then click on the **SUMMARY** tab, scroll to the area titled, Extensions. Remember that the form must be submitted BEFORE the 70th day after loan reservation.

PROGRAM FEES

FIRST MORTGAGE FEES

Revised and Effective for new loan reservations 07/18/16 and after.

A fee to be retained by the lenders as 0.50% of the original principal loan amount as an origination fee paid by the borrower or seller as allowable. No additional points may be charged. No discount point may be charged.

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 collected at closing, payable to eHousingPlus and submitted with the Compliance File. ONLY Cashier's or Corporate checks are acceptable and the fee may not be financed. (Rev 01/01/16)

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 10/15/15)

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.). The **Compliance/Admin Fee** must be referred to as such in the Closing Document and must be ONLY for amount stated in the program Administrator's Guidelines.(Added 10/15/15)

US Bank Fees

\$85 Tax Service Fee and \$400 Funding Fee. These fees will be netted out at time of purchase by U.S. Bank. Note: Please do not send separate checks for these fees. (Rev 11/01/15)

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

Revised and Effective for new loan reservations 07-18-16 and after

On each loan the lender collects and retains 0.5% origination fee as explained above from buyer or seller (follow Agency guidelines). There is 2.00% SRP for FHA and USDA: RD loans and 1.50% SRP for VA loans. So total lender program compensation is 2.50% for FHA and USDA;RD and 2.00% for VA loans.

CLOSING DOCUMENTS

Rev 7-29-15

FOR FHA LOANS

Notice of Down Payment and Closing Cost Assistance aka Gift Letter Fulfills 2013-14 requirements. Auto-fills from Forms on website. Prints ready for signature. ***Original to Lender, copies to Borrower, US Bank (follow most recent Bulletin) and one copy for the FHA case binder.***

Lender Commitment Approval Letter Fulfills 2013-14 requirements. Auto-fills from Forms on website. Prints ready for signature. ***Original to Lender, copies to US Bank (follow most recent Bulletin) and one copy for the FHA case binder.***

DOCUMENTS REQUIRED FOR COMPLIANCE FILE

The program forms are generated directly from the eHousingPlus Lender Portal at the loan level. The program forms **MUST** be printed from the Lender Portal. It is not acceptable to re-create program forms. (Added 10/15/15)

Compliance File Checklist

Available behind security within the eHousing Plus lender portal.

ORIGINAL OR CERTIFIED TRUE Added 10-1-15

BORROWER AFFIDAVIT for "those Qualifying for Military, First Responders or Teachers Increased Assistance ONLY" indicating Acceptable Proof

Qualified Borrower(s) must sign the Borrower Affidavit that must be notarized and Lenders must complete the Lender Certification at closing and check the type of proof being retained :

For Veterans – DD-214

For Active Duty Military Personnel - Current military photo ID

For First Responders - Current employer photo ID issued by employer or VOE

For Teachers - AZ Dept. Of Education Certificate or VOE

COPIES OF THE FOLLOWING:

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.

FINAL HUD-1 Settlement Statement OR Closing Disclosure (TRID)

Buyer, seller and closing agent must fully execute the HUD-1. Borrowers on the HUD-1 must be all persons taking title to the property and match the Affidavit and application. Persons not taking title to the property may not appear or sign the HUD-1. The Application Fee must be shown as being payable to eHousingPlus. Please do not bundle charges. Itemize all charges to the transaction. Payoffs of other debt must appear on Page 1 under Section 100 of the HUD-1 as part of "Settlement Costs".

Warranty Deed

A copy of the Warranty Deed is required.

Homebuyer Education Certificate

A copy of the Homebuyer Education Certificate offered by an approved provider must be in the Compliance File. All those on the Note must attend homebuyer education.

US BANK Website

Down Payment Assistance Funding Verification Form - USB002, manuals, delivery checklists, bulletins and training materials may be found on the US Bank ALL Regs web site.

Click on this link: www.mrbp.usbank.com

Click on **US Bank Lending Manuals**

Pop-up box will appear, click on **Continue**

Web page will be redirected to US Bank All Regs site.

Click on **Housing Finance Authority** folder

Click on **Arizona**

Then click IDA's of **Phoenix/Maricopa**

Then click **on the information you want to access**

FANNIE MAE HFA PREFERRED

Fannie Mae Reference Material links:

Fannie Mae Home Page: <https://www.fanniemae.com/singlefamilyhousing>

Eligibility Matrix: https://www.fanniemae.com/content/eligibility_information/eligibility

MCM Product Matrix: https://www.fanniemae.com/content/fact_sheet/mcm-product-matrix.pdf

The program imposes requirements of the IDAs, U.S. Bank and FANNIE MAE. It is important that lenders are familiar with all three sets of requirements.

IMPORTANT: THERE ARE NO LLPA OR ADVERSE MARKET FEES THAT APPLY TO FANNIE MAE PREFERRED LOANS. There's no \$35 per loan fee for using DU.

Only one unit properties permitted

Ownership of other property is not permitted.

All loans are subject to a DU Approval.

Only Approve/Eligible findings are permitted, no exceptions.

For all Conventional Loans with LTVs of 95% or less

All Lenders should follow the normal Fannie Mae and HFA underwriting guidelines.etc.

For all Conventional Loans with LTVs 95.01%-97%

This Conventional product requires special Delegated Lender underwriting authority from USBHM HFA Division. If you have not been notified by USBHM HFA Division that you have such authority you **MUST submit** any conventional loan with an LTV of 95.01% to 97% to USBHM HFA Division Underwriting Department for underwriting. Please ensure you are following all US Bank Credit Overlays, Submission & Loan Registration procedures for 95.01% - 97% LTV loans.

Click on this link: [MRBP Division](#)

Click on US Bank Lending Manuals

Pop-up box will appear, click on **Continue**

Web Page will be redirected to US Bank All Regs site.

Click on the **Underwriting** folder

Click on the **Guidelines** folder

Click on the **LTV – 95.01% - 97%** page

FANNIE MAE HFA PREFERRED Training Links

Lender Training

Part 1: <http://www.brainshark.com/USBankMRBP/vu?pi=zGQz1254yJz4ZaHz0>

Part 2: <http://www.brainshark.com/USBankMRBP/vu?pi=zHjzLLmayz4ZaHz0>

Part 3: <http://www.brainshark.com/USBankMRBP/vu?pi=zl2zitHakz4ZaHz0>

HFA PREFERRED LOAN PRODUCTS

RATE TO BE DETERMINED DAILY. PLEASE NOTE THAT RATES AND ASSISTANCE GRANT 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.

All loans in this program are Assisted Rate Loans.

Funds are available in a first-come, first-served revolving pool that provides continuous funding.

Daily Rate Lock Reservation Availability

Reservations in this program are available Monday - Friday 7:00 a.m. - 5:00 p.m. Mountain Time, excluding holidays, during the period when Daylight Savings Time exists in other states.

ASSISTED RATE LOAN

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. Current rates are available online within the system <http://www.ehousingplus.com/available-programs/arizona/ida-city-of-phoenix-county-of-maricopa/> Income limits apply. (Rev 1/27/16)

QUALIFIED MILITARY, FIRST RESPONDERS, TEACHERS ASSISTED RATE LOAN WITH ASSISTANCE GRANT

Also, subject to change at any time, ONLY Qualified Military Personnel, First Responders and Teachers (see definitions below) will receive 1.00% more than other buyers for down payment/closing cost assistance. Allocation is limited and available first-come, first-served. For proof of eligibility, see Page 30 under the heading "Those Qualifying for Military, First Responders or Teachers Increased Assistance".

The Assistance may be used for down payment or closing costs and prepaids. 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. Assistance is in the form of a non-repayable grant. It is not repayable under any circumstances. When you reserve the first mortgage, the Assistance is automatically reserved. There is no additional reservation necessary. When you close the loan, there are no second mortgages, second notes, deed restrictions or liens. There is no repayment.

The Assistance is calculated on the Note amount and funded by the Lender. The Assistance may be used for down payment or closing costs and prepaids. 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. Assistance is in the form of a non-repayable grant. It is not repayable under any circumstances. When you reserve the first mortgage, the Assistance is automatically reserved. There is no additional reservation necessary. When you close the loan there are no second mortgages, second notes, deed restrictions or liens. There is no repayment.

Please Note that Lenders must choose the correct product based on the qualifications of the borrower. The reservation system will not prevent lenders from choosing the wrong product.

The following qualify for this loan type:

QUALIFIED MILITARY PERSONNEL

Qualified Veteran

Active Duty Military, Active Reservist, Active member of National Guard

FIRST RESPONDERS

Peace Officers, as defined in A.R.S. § 1-215, certified by the Arizona peace officer standards and training board (AZPOST) or by the Arizona correctional officer training Academy (COTA) and employed full-time as:

- Sheriffs, Deputy Sheriffs of Counties, Constables, Policemen of Cities and Towns
- Commissioned Personnel of the Department of Public Safety
- Personnel Employed by the State Department of Corrections or the Department of Juvenile Corrections
- Police Officers appointed by Community College District Governing Boards, Arizona Board of Regents or Governing Body of a Public Airport Pursuant to Section 28-8426
- County Detention Officers
- Special Agents from the Office of the Attorney General, or of a County Attorney, including Police Officers employed by a Tribal Police Agency

Professional Firefighter, as defined in A.R.S. § 9-901, employed full time as

A member of an organized paid Fire Department

Emergency Personnel, whose primary responsibility is the care of patients in an ambulance and is employed full-time, to include the following occupations, defined in A.R.S. § 36-2201

Emergency medical technician, Advanced Emergency Medical Technician,
Emergency medical technician I-99, Paramedic

TEACHERS

A teacher employed full-time by a state-accredited public school or private school that provides direct services to students in grades pre-kindergarten through 12.

See page 9 of this guide for the Rate/Offerings chart.

HFA PREFERRED REQUIREMENTS

Eligible Borrowers

- There is no first-time homebuyer requirement in this program.
- **Regarding non-permanent residents, follow Fannie Mae guidelines.**
- Buyers must occupy the property within 60 days of closing.
- Applicants must be considered irrespective of age, race, color, religion, national origin
- Contact eHousingPlus Compliance office with questions regarding eligibility.

Minimum FICO Score, Manual Underwriting, Maximum Debt to Income (DTI) Ratio(Rev 11-9-15)
For loans at 95% and below, buyers must have a minimum FICO credit score of 640, the mid score must be the minimum or above. For loans at 95.01 to 97%, buyers must have a minimum FICO credit score of 680, the mid score must be the minimum or above. Follow U.S. Bank and Agency guidelines for HFA Preferred loans. 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.

Homebuyer Education

All homebuyers must attend an 8-hour homebuyer education course through a HUD-approved housing counseling agency located within Arizona, and obtain a certificate of completion.

For borrowers to benefit the most, Lenders should encourage borrowers to complete the course as soon as possible. Also, Lenders should provide a list of approved courses so that homebuyers choose an approved provider.

The homebuyer education course may be face-to-face or online. The course may NOT be by phone or given by lenders.

Face to Face: Acceptable face to face courses given by HUD-approved housing counseling agencies (located in Arizona) can be found at:

<http://hud.gov/offices/hsg/sfh/hcc/hcs.cfm?webListAction=search&searchstate=AZ>

Not all agencies listed offer face to face homebuyer education courses. Telephonic or lender instructed courses are NOT acceptable.

ONLINE: 8-hour online homebuyer education courses are offered by Trellis (formerly known as Neighborhood Housing Services of Phoenix) or Newtown CDC. These courses are non-instructor led and self-paced so the total time to complete the course varies by person. If taking the course through Trellis, homebuyers should contact **Rita Johnson at (602) 258-1659** and indicate they are participating in the Home in Five Program. Information for Newtown CDC's online homebuyer education course may be found at: <http://ehomeamerica.org>.

Home Inspection

It is strongly recommended that homebuyers obtain a home inspection prior to close of escrow and/or secure a home warranty. (Rev 10/26/15)

INCOME LIMITS

Use 1003 Qualifying Income. ALL borrowers (including military) income may not exceed: **\$88,340**
All household sizes.

ELIGIBLE AREA

All of Maricopa County including the City of Phoenix.

PURCHASE PRICE LIMITS

\$300,000

PROPERTY REQUIREMENTS

- * New or existing, one unit, detached or attached, condos, town homes
- * Mobile, recreational, seasonal or other types of vacation or non-permanent homes are not permitted.
- * Land may not exceed the size required to maintain basic livability.
- * Properties purchased in the program must be residential units.
- * Manufactured homes are not permitted with the conventional loan. (Rev 10/27/15)

Fannie Mae Loan Level Price Adjustment and Adverse Market Fees

These fees have been waived by Fannie Mae.

HFA PREFERRED - ABOUT THE FINANCING

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 allocation is not being utilized **inappropriately. Unless otherwise indicated, lenders follow FANNIE MAE HFA PREFERRED guidelines.**

Unless otherwise directed, Lenders are responsible for assuring that loans meet the strictest of FannieMae, U.S. Bank and/or program guidelines with respect to income and sales price limits.

AN IMPORTANT RULE — If a topic is not mentioned or detailed in these guidelines, IT IS NOT PERMITTED IN THE PROGRAM. Contact the Compliance office services@ehousingplus.com with questions.

eHousingPlus is not responsible for updates to FANNIE MAE HFA PREFERRED information or overlays of others. Lenders are advised to check with their underwriters.

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

Buydowns are not permitted.

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 is not permitted.

Cosigners are not permitted.

Loan proceeds may not be used to payoff other debt.

Manual Underwriting - See U.S. Bank bulletin 2015-07.

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

Prepayments - First mortgage loans may be prepaid at any time without penalty.

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

Refinances - Refinances are not permitted in this program.

HFA PREFERRED SUMMARY OF THE COMPLIANCE ORIGINATION PROCESS

(Added 9/28/15)

MANDATORY PROGRAM TRAINING

Lender training is mandatory for anyone working with this program. eHousingPlus and US Bank provide program training online 24/7. [To attend click on this link.](#)

eHousingPlus LENDER PORTAL SYSTEM TRAINING

Conducted once a week via live WebEx with the eHousingPlus Compliance Office. We highly encourage anyone who will reserve funds, complete an underwriter certification, print forms or clear exceptions to attend this 30 minute training. [Click here to register to attend.](#)

LENDER PORTAL USER CREDENTIALS

Following completion of Program training at eHP University training, an email will be sent to lenders giving directions on how to apply for User Credentials for the lender portal. These instructions are for both new users of system and existing users looking to add programs to their profile.

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

To reserve funds in program's online system [click on this link](#). 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.

PROCESS

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

UNDERWRITE AND CERTIFY

Lenders underwrite & are responsible for credit decisions of the loans in the program. Servicer does not re-underwrite loans. Following credit approval AND WITHIN 15 DAYS OF LOAN RESERVATION, Underwriter completes the online Underwriter Certification within the eHousingPlus Lender Portal.

CLOSE AND VERIFY

It's important to provide accurate closing instructions to closing agents. All program docs must be returned to you. AT CLOSING, BORROWERS MUST SIGN THE Gift Letter. Original remains with Lender, copy to borrower, US Bank (with USB002) and in FHA Case Binder. THE LETTER MUST BE USED FOR ALL LOANS THAT CLOSE ON OR AFTER JULY 1, 2013. THE COMMITMENT APPROVAL LETTER IS ALSO PROVIDED AT CLOSING. Find all forms behind security on the eHousingPlus web site. (7/23/13)

SHIP / SUBMIT

There are two (2) files shipped post closing:

File #1 is the Compliance File and it is sent to eHousingPlus. The Compliance File Checklist is found within the eHousingPlus Lender Portal in the Loan Forms section.

File #2 is 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: www.mrbp.usbank.com

Click on US Bank Lending Manuals.

Pop-up box will appear, click on Continue.

Web page will be redirected to US Bank All Regs site.

Click on Housing Finance Authority folder.

EXCEPTIONS

Lenders are notified by eHousingPlus and US Bank of exceptions. Exceptions for both eHousingPlus and U.S. Bank are available in the eHousingPlus web-based system.

HFA PREFERRED PROGRAM TIMETABLE

Fully executed CONTRACT FOR A SPECIFIC PROPERTY required in order to have funds reserved. 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 within 15 days of loan reservation, the loan is subject to cancellation. eHousingPlus via email notifies lenders that the loan may be canceled if the underwriter certification is not completed. Should the loan reservation be canceled at any point during the reservation, the IDA's may allow the loan to be reinstated at the higher of the mortgage rate originally reserved or the then current program mortgage rate.

Please wait until 45 days before closing to reserve funds for new construction, short sales and foreclosures. Loans not purchased within the timeframe below cannot be purchased. The revolving pool of funds assures continuous funding. Fund availability makes it unnecessary to rush to reserve funds.

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 within 15 days of loan reservation

closed and delivered to the Servicer within 45 days of loan reservation and

purchased within 70 days of loan reservation.

Extension Request

Any loan not purchased within 70 days is ineligible for purchase unless the lender chooses a one-time only 30-day extension. The cost of the extension is \$375. The \$375 extension fee is due whether or not loans are ultimately delivered and/or purchased. The \$375 will be netted by the Servicer when loans are purchased. If an extension is permitted, but the loan is not purchased, the originating lender will be billed for the extension fee of \$375. Any outstanding fees owed by the lender may result in that Lender becoming ineligible to participate in the program.

At 101 days, a loan that hasn't been delivered is cancelled and cannot be reinstated.

Again, the extension is offered once per loan and no further extensions will be allowed. Furthermore, regardless of choosing an extension, any loan not purchased within the approved timeframe will become the liability of the originating lender.

An extension request is available on the eHousingPlus web page for the Home in Five Program, <http://www.ehousingplus.com/available-programs/arizona/ida-city-of-phoenix-county-of-maricopa> . Then click on the **SUMMARY** tab, scroll to the area titled, Extensions. Remember that the form must be submitted BEFORE the 70th day after loan reservation.

HFA PREFERRED PROGRAM FEES**FIRST MORTGAGE FEES**

Revised and Effective for new loan reservations 07/18/16 and after.

A fee to be retained by the lenders as 0.50% of the original principal loan amount as an origination fee paid by the borrower or seller as allowable. No additional points may be charged. No discount point may be charged.

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 collected at closing, payable to eHousingPlus and submitted with the Compliance File. ONLY Cashier's or Corporate checks are acceptable and the fee may not be financed. (Rev 01/01/16)

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 10/15/15)

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.). The **Compliance/Admin Fee** must be referred to as such in the Closing Document and must be ONLY for amount stated in the program Administrator's Guidelines.(Added 10/15/15)

US Bank Fees

\$85 Tax Service Fee and \$400 Funding Fee. These fees will be netted out at time of purchase by U.S. Bank. Note: Please do not send separate checks for these fees. (Rev 11/01/15)

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

Revised and Effective for new loan reservations 07-18-16 and after

Lenders may collect 0.5% origination and zero discount points. There is 2.00% SRP for the Fannie Mae HFA Preferred loan. So total lender program compensation is 2.50% for HFA Preferred Conventional loans.

HFA PREFERRED PROGRAM FORMS

PRE-CLOSING

Extension Request Form

An extension request is [available here](#). Click on the SUMMARY tab and scroll down to the area titled - PROGRAM DOCUMENTS. The extension request will be completed and submitted online.

DOCUMENTS REQUIRED FOR COMPLIANCE FILE

THIS IS A CONVENTIONAL LOAN AND DOES NOT REQUIRE THE HUD GIFT LETTER.

The program forms are generated directly from the eHousingPlus Lender Portal at the loan level. The program forms **MUST** be printed from the Lender Portal. It is not acceptable to re-create program forms. (Added 10/15/15)

ORIGINAL OR CERTIFIED TRUE COPY OF:

Borrower Affidavit for "Those Qualifying for Military, First Responders or Teachers Increased Assistance"

Qualified Borrower(s) must sign the Borrower Affidavit that must be notarized and Lenders must complete the Lender Certification at closing and check the type of proof being retained :

For Veterans – DD-214

For Active Duty Military Personnel - Current military photo ID

For First Responders - Current employer photo ID issued by employer or VOE

For Teachers – AZ Dept. Of Education Certificate or VOE

COPIES OF THE FOLLOWING:

F I N A L Typed Loan Application (Form 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.

Closing Disclosure

Disclosure must be fully executed. All persons taking title to the property must be listed and match other documents.

Warranty Deed

A copy of the Warranty Deed is required.

Homebuyer Education Certificate (copy)

A copy of the homebuyer education certificate from an approved provider must be in the compliance file. All primary borrowers on the note who are first-time buyers must attend homebuyer education and provide a certificate.

POST CLOSING

Compliance File Checklist

Available online **behind security**. **PLEASE** use this form to compile the compliance file, Accobound in a file folder in the order indicated. Doing so avoids exceptions and returned files.

eHousingPlus Compliance File

eHousingPlus has developed a checklist to be utilized after closing to assemble the Compliance File that is delivered to eHousingPlus. The checklist is located in the eHP Lender Portal in the Loan Forms area.

PLEASE SUBMIT ONLY COMPLETE FILES IN AN ACCO-BOUND FILE FOLDER IN THE EXACT ORDER SHOWN BELOW. INCOMPLETE AND NON ACCO-BOUND FILES WILL BE RETURNED AT LENDER EXPENSE.

- The Compliance Checklist
- Compliance/Admin Fee

ORIGINAL OR CERTIFIED TRUE ONLY OF THE FOLLOWING (if applicable):

- SIGNED Borrower Affidavit (ONLY include this form with a Qualified Military, First Responders, Teachers Loan)

COPIES OF THE FOLLOWING:

- Homebuyers Education Certificate
- FINAL SIGNED 1003
- FINAL SIGNED CLOSING DISCLOSURE (TRID form)
- Warranty Deed
- Discharge papers (DD214) only if a Veteran is qualifying under the Veterans Exception

THE COMPLETE ACCO-BOUND COMPLIANCE FILE FOLDER IS SUBMITTED:

eHousingPlus

3050 Universal Blvd., Suite 190

Weston, FL 33331

PLEASE NOTE: MORTGAGE FILE, INCLUDING CREDIT PACKAGE ARE SENT TO U S BANK.