



**MHDC** Missouri Housing  
Development Commission

**WELCOME TO  
MHDC LENDER  
TRAINING**



**MHDC.com**


**WEBINAR TIPS**

**Please check your sound through the Audio panel on the Go To Webinar menu.**

- If you are having any sound issues, please chat through the Question panel on the Go To Webinar menu.

**All questions should be typed into the Question panel on the Go To Webinar menu.**

- Panelists will answer as many questions as possible during the webinar through the Question panel on the Go To Webinar menu.
- If your question is specific to a panelist, please start the question with the panelist name.
- All Questions & Answers will be posted on the MHDC website NLT COB October 27, 2022.



Missouri Housing  
Development Commission  
**MHDC**

## Agenda

- Welcome
- Lender/Loan Officer Eligibility
- MHDC Single Family Loan Programs
  - > **First Place Program (MRB)**
  - > **Next Step Program (TBA)**
  - > **Mortgage Credit Certificate (MCC)**
- Household Size
- Calculating Income
- Important Facts
- Lender Online Processes
- MHDC Forms
- Closing Procedures
- Master Servicer
- Loan Officer Certification Exam



## HOW TO BECOME A CERTIFIED LOAN OFFICER



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## LOAN OFFICER CERTIFICATION REQUIREMENTS

- Your current employer must be an approved certified lender and meet the lender eligibility requirements.
- Loan officers who have less than five years experience in the First Place Loan Program, must take the lender/loan officer certification training and pass the test with a percentage of 70 percent or higher.
- Loan officers who have five or more years experience in the First Place Loan Program, can opt out of taking the lender/loan officer certification training but must pass the test with a percentage of 70 percent or higher.
- A loan officer's certification will never expire as long as the loan officer shows active participation and/or the lender in which you are employed is a certified lender.




## Loan Officer Certification Test

- A passing score for the Loan Officer Certification Test is 70% or better.
- Individuals who did not attend both days of the training will not get credit for the Test.
- Please register for the Test with the same email that you registered for the Training.
- Please use Google Chrome for the test.
- All attendees that registered for the Loan Officer Certification Test will receive a link within 2 hours of the end of training, Wednesday, October 19, 2022.

- This link will include a password for the Loan Officer Certification Test.
- This test must be started no later than 10/19/2022 at 11pm.
- The test will be timed. You will have 3 hours.
- The test will not save your progress if you close the browser during the Test.
- You will receive the results on the screen immediately.
- MHDC will send Certificate of Passing Score via email no later than October 27, 2022.

First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h2 style="text-align: center;">WHY ENCOURAGE BUYERS?</h2> <ul style="list-style-type: none"> <li>• Cash to help with closing costs/down payment.</li> <li>• Lower monthly payments.</li> <li>• Federal tax credit to help lower their tax liability.</li> <li>• No added credit underwriting/qualifying.</li> <li>• Use program guidelines you are familiar with.</li> <li>• Allows you to qualify more borrowers.</li> </ul> 		

First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h2 style="text-align: center;">WHAT ARE THE LENDER BENEFITS?</h2> <ul style="list-style-type: none"> <li>▪ No forward placement risk: When these loans are originated, the rate and fees paid are guaranteed (provided delivery takes place within the reservation period).</li> <li>▪ CRA (Community Reinvestment Act): Participation in the first-time homebuyer program constitutes a CRA-eligible activity (in most cases).</li> </ul> 		


First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## WHAT ARE THE LENDER BENEFITS?

- **SRP Fees (Service Release Premiums) for 2022**
  - 2.0% SRP upon purchase of loan on First Place Loans.
  - 1.5% SRP upon purchase of loan on Next Step Loans.
- **Compensation:**

<b>First Place</b>	<b>Next Step</b>
1% Origination \$1,100 Fees 2% SRP for First Place Total = 3% + \$1,100	1% Origination \$1,100 Fees 1.5% SRP for Next Step Total = 2.5% + \$1,100


- **Lenders are not required to charge the 1% Origination Fee. They can charge no Origination Fee, or anything up to 1% of the total loan amount.**





First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## WHAT ARE THE RESTRICTIONS? (FOR ALL LOAN PROGRAMS)

- IRS regulations limit maximum income of applicants using program.
- IRS regulations limit the maximum purchase price for properties using the program.
- Minimum credit score is 640.
- Max DTI Ratio is 45% unless credit score is above 680, then the max DTI Ratio is 50%.
- Properties in 100 year flood plains not eligible for financing.



First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h2>WHAT ARE THE RESTRICTIONS?</h2> <p>(FOR ALL LOAN PROGRAMS)</p>		
<ul style="list-style-type: none"> <li>▪ Applicants must be first-time homebuyers, except in target areas and/or a qualified veteran, or using the Next Step program.</li> <li>▪ Some restrictions may apply to the sale of the home under some programs.</li> <li>▪ We do not subordinate if refinancing MHDC loans.</li> <li>▪ MHDC restricts the amount of fees that may be charged, eliminating “junk fees”.</li> <li>▪ 1% Origination Fee can be charged but is not required.</li> </ul> <div style="text-align: right;">  </div>		


First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h2>LENDER FEES &amp; CHARGES</h2> <p>(FOR ALL LOAN PROGRAMS)</p>		
<ul style="list-style-type: none"> <li>• Up to \$1,100 Combined Underwriting/Processing/Application Fee.</li> <li>• \$350 Settlement/Closing Fee. (\$350 for both buyer and seller) Total charge for both should not exceed \$700.</li> <li>• \$50 Second Settlement Fee/ \$45 Second Recording Fee</li> <li>• \$25 Courier/Overnight Fee.</li> <li>• \$20 Wire Fee.</li> </ul> <p>See Operations Manual for all fees allowed/not allowed.</p> <div style="text-align: right;">  </div>		

First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## LENDER'S FEES AND CHARGES

- Lender may charge the actual amount expended for credit reports, work number, home inspections, \$400.00 max (per inspection), pest inspections or treatments, flood letters, title examination and insurance, required title policy endorsements, mortgage insurance, attorney fees and filing/recording fees.
- \$84.00 Tax Service Fee should be collected on each first mortgage.
- \$200.00 US Bank Loan Funding Fee can be charged to borrower.

These fees will be netted out by the master servicer upon purchase of the mortgage.



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## PROHIBITED FEES

The following may not be paid by the buyer:

- Document preparation fee, administrative fee, commitment fee, discounts points, Federal Express/Overnight delivery fees above \$25 (unless agreed to in writing prior to closing).
- Real Estate Commissions, Real Estate Brokerage Fees, or Realtor Administration Fees may never be paid by the buyer.



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## COMMON MISTAKES

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- **Lenders pass-through a fee/charge from the realtor. Buyers may not pay any fees to the realtor. Lenders should use every effort to ensure that fees to the seller are kept to a minimum.**
- **Lenders allow service providers (title companies etc.) to charge more than the MHDC maximum fee allowed. Any amount over the MHDC maximum allowable fee must be refunded to the borrower before the loan will be approved by MHDC.**
- **Maximum closing fee/settlement fee from the title company is \$350 to the buyer and \$350 to the seller.**



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## WHAT LOAN PRODUCTS ARE ACCEPTABLE?


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**Lenders can use familiar products such as:**

- **FHA**
- **RD (USDA)**
- **VA**
- **Conventional FNMA or FHLMC**

**Borrower selects the following:**

- **Type of loan (FHA, RD, VA, FNMA, FHLMC, etc.)**
- **Type of fund (CAL, NON CAL, or MCC)**





# POLL

## We are going to take a quick Poll.

- A question will appear and you will select the best answer.
- After everyone has answered we will briefly share the results and the correct answer.
- Then we will move to the next question.



# 2022 Single Family Programs

First Place MRB	Next Step TBA	Mortgage Credit Certificate
<ul style="list-style-type: none"><li>▪ CAL</li><li>▪ NON CAL</li></ul>	<ul style="list-style-type: none"><li>▪ CAL</li><li>▪ NON CAL</li></ul>	<ul style="list-style-type: none"><li>▪ Stand Alone</li><li>▪ Next Step CAL</li><li>▪ Next Step NON CAL</li></ul>



**First Place MRB**

## FIRST PLACE LOAN PRODUCTS

There are 20 different loan products in the First Place (MRB) Loan Program:

<p><b><u>Government</u></b></p> <ul style="list-style-type: none"> <li>CAL</li> <li>NON CAL</li> <li>Target CAL</li> <li>Target NON CAL</li> </ul>	<p><b><u>Conventional FNMA/FHLMC</u></b></p> <ul style="list-style-type: none"> <li>CAL Under 80% AMI</li> <li>NON CAL Under 80% AMI</li> <li>Target CAL Under 80% AMI</li> <li>Target NON CAL Under 80% AMI</li> <li>CAL Over 80% AMI</li> <li>NON CAL Over 80% AMI</li> <li>Target CAL Over 80% AMI</li> <li>Target NON CAL Over 80% AMI</li> </ul>
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You can find the current rates on our website at <https://mhdc.com/services/homeowners/>



**First Place MRB**

## FIRST PLACE CAL



- CAL (Cash Assistance loan) provides first-time homebuyers with a 30-year fixed-rate first mortgage at affordable rate.
- In addition, it will offer 4% of the total loan amount to go towards down payment and closing cost assistance.
- 4% will come in the form of a forgivable second mortgage.
  - There are no monthly payments with the CAL loans.
  - The borrower will not have to pay the CAL back if they live in the house and stay in the mortgage for 10 years. The loan will diminish starting year 6 and will be completely forgiven after year 10.
  - At closing, the lender will front the 4% CAL and will be reimbursed from the master loan servicer.
  - On all CAL loans lenders must keep in their FHA files Form 593 and 594 to meet FHA compliance.
  - MHDC does not subordinate




**First Place MRB**

**FIRST PLACE NON CAL**

**NON  
CAL**


- **NON CAL provides first-time homebuyers with a 30-year fixed-rate first mortgage at an even lower rate.**
- **First-time homebuyers eligible for lower interest rate than those who use CAL.**
- **Rates result in lower monthly payments.**
- **Program does not provide down payment and/or closing cost assistance.**



**First Place MRB**

**BORROWERS MUST MEET FIRST PLACE LOAN PROGRAM REQUIREMENTS**

- **Borrower(s) must be first-time homebuyer(s).**
- **Property cannot be located in Flood Zone A or have an asterisk "\*" on the Flood Certificate.**
- **Household income cannot exceed limits set by MHDC.**
- **Purchase price cannot exceed limits set by MHDC.**
- **Minimum credit score of 640, max DTI 45% unless credit score is > 680, then max DTI can be 50%.**



## First Place MRB

### FIRST-TIME HOMEBUYER:

A first-time homebuyer is defined as a person who has not had an ownership interest in their principal residence within the last 3 years.

- **All** adult persons who will be on the loan or the spouse of the borrower must meet the First-Time Home Buyer qualification.
- The only exception to this requirement is if the applicant is purchasing a home in a federally targeted area or is a qualified veteran.



## First Place MRB

### HOW DO WE VERIFY BORROWER IS A FIRST TIME HOME BUYER?

- The lender will sign Form 520 certifying they have evaluated the credit report and there are no mortgages that show on any report within the last 3 years in the borrowers name.
- The 1003 needs to provide 3 years of prior residence showing renting or living with relatives in Section 1/Borrowers Information.
- Section 3 of 1003 needs to be properly marked.
- Section 5: Declarations has to show the box checked as "NO" for question "A" referring to prior home ownership.
- Tax Returns are no longer required.



**Current Address**

Street \_\_\_\_\_ Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State  ZIP \_\_\_\_\_ Country \_\_\_\_\_

How Long at Current Address? \_\_\_\_\_ Years \_\_\_\_\_ Months **Housing**  No primary housing expense  Own  Rent (\$ \_\_\_\_\_ /month)

**If at Current Address for LESS than 2 years, list Former Address**  Does not apply

Street \_\_\_\_\_ Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State  ZIP \_\_\_\_\_ Country \_\_\_\_\_

How Long at Former Address? \_\_\_\_\_ Years \_\_\_\_\_ Months **Housing**  No primary housing expense  Own  Rent (\$ \_\_\_\_\_ /month)

**Mailing Address - if different from Current Address**  Does not apply

Street \_\_\_\_\_ Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State  ZIP \_\_\_\_\_ Country \_\_\_\_\_

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**Section 3: Financial Information - Real Estate.** This section asks you to list all properties you currently own and what you own on them.  I do not own any real estate

**3a. Property You Own** If you are refinancing, list the property you are refinancing FIRST.

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**3a. About this Property and Your Money for this Loan**

<b>A.</b> Will you occupy the property as your primary residence? If YES, have you had an ownership interest in another property in the last three years? If YES, complete (1) and (2) below: (1) What type of property did you own: primary residence (PR), FHA secondary residence (SR), second home (SH), or investment property (IP)? (2) How did you hold title to the property: by yourself (S), jointly with your spouse (SP), or jointly with another person (O)?	<input type="radio"/> NO <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> YES _____ _____
<b>B.</b> If this is a Purchase Transaction: Do you have a family relationship or business affiliation with the seller of the property?	<input type="radio"/> NO <input type="radio"/> YES
<b>C.</b> Are you borrowing any money for this real estate transaction (e.g., money for your closing costs or down payment) or obtaining any money from another party, such as the seller or realtor, that you have not disclosed on this loan application? If YES, what is the amount of this money?	<input type="radio"/> NO <input type="radio"/> YES \$ _____
<b>D.</b> 1. Have you or will you be applying for a mortgage loan on another property (not the property securing this loan) on or before closing this transaction that is not disclosed on this loan application? 2. Have you or will you be applying for any new credit (e.g., installment loan, credit card, etc.) on or before closing this loan that is not disclosed on this application?	<input type="radio"/> NO <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> YES
<b>E.</b> Will this property be subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid through your property taxes (e.g., the Property Assessed Clean Energy Program)?	<input type="radio"/> NO <input type="radio"/> YES


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### First Place MRB

## MHDC FIRST PLACE INCOME LIMITS

	NON-TARGETED AREAS		TARGETED AREAS	
	1-2 persons	3+ persons	1-2 persons	3+ persons
<ul style="list-style-type: none"> <li>• <b>Kansas City MSA</b></li> <li>• (Counties of Caldwell, Cass, Clay, Clinton, Jackson, Lafayette, Platte &amp; Ray) *</li> </ul>	\$96,800	\$111,320	\$116,160	\$135,520
<ul style="list-style-type: none"> <li>• <b>Jefferson City MSA</b></li> <li>• (Counties of Cole &amp; Osage) **</li> </ul>	\$82,700	\$95,105	\$99,240	\$115,780
<ul style="list-style-type: none"> <li>• <b>Columbia MSA</b></li> <li>• (Boone County)</li> </ul>	\$88,000	\$101,200	\$105,600	\$123,200
<ul style="list-style-type: none"> <li>• <b>St. Louis MSA</b></li> <li>• (Counties of Franklin, Jefferson, Lincoln, St. Charles, St. Louis City, St. Louis County &amp; Warren) ***</li> </ul>	\$94,900	\$109,135	\$113,880	\$132,860
<ul style="list-style-type: none"> <li>• <b>All Other Areas</b></li> </ul>	\$80,900	\$93,045	\$97,080	\$113,260

- \* Excluding Bates County (due to lower income limit)
- \*\* Excluding Calloway and Moniteau Counties (due to lower income limits)
- \*\*\* Excluding Sullivan City part of Crawford County (for administrative ease)



### First Place MRB

## PURCHASE PRICE LIMITS


**Non-Target**

- 1 Family \$349,525**
- 2 Family \$447,542**

**Target**

- 1 Family \$427,198**
- 2 Family \$546,995**


- **Single set of Price Limits used state-wide**



First Place MRB


## TARGETED CENSUS TRACTS: WHAT ARE THEY?

- **FEDERALLY DESIGNATED AREAS.**
- **Seventy-percent of households make less than 80 percent of area median income.**
- **For an additional list of affected counties, and for maps of targeted areas, refer to the MHDC website, [www.mhdc.com](http://www.mhdc.com)**
- **Check census tract on the internet at [www.ffiec.gov](http://www.ffiec.gov).**



**2013 Federally Targeted Census Tracts are:**

COUNTY	CENSUS TRACT NUMBER
Adair	<a href="#">9503</a>
Benton	<a href="#">4604</a>
Boone	<a href="#">0005</a> , <a href="#">0009</a> , <a href="#">0021</a> & <a href="#">0022</a>
Buchanan	<a href="#">0012</a>
Butler	<a href="#">9507</a>
Cape Girardeau	<a href="#">8814</a> & <a href="#">8816</a>
Cole	<a href="#">0207</a>
Dunklin	<a href="#">3601</a> & <a href="#">3606</a>
Greene	<a href="#">0001</a> , <a href="#">0002</a> , <a href="#">0005.01</a> , <a href="#">0005.02</a> , <a href="#">0006</a> , <a href="#">0008</a> , <a href="#">0013.02</a> , <a href="#">0017</a> , <a href="#">0018</a> , <a href="#">0031</a> , <a href="#">0032</a> , <a href="#">0036</a> , <a href="#">0055</a> & <a href="#">0056</a>
Iron	<a href="#">9504</a>
Jackson	<a href="#">0003</a> , <a href="#">0006</a> , <a href="#">0010</a> , <a href="#">0018</a> , <a href="#">0019</a> , <a href="#">0020</a> , <a href="#">0021</a> , <a href="#">0034</a> , <a href="#">0037</a> , <a href="#">0038</a> , <a href="#">0052</a> , <a href="#">0054</a> , <a href="#">0055</a> , <a href="#">0056.02</a> , <a href="#">0058.01</a> , <a href="#">0060</a> , <a href="#">0061</a> , <a href="#">0063</a> , <a href="#">0075</a> , <a href="#">0079</a> , <a href="#">0089</a> , <a href="#">0095</a> , <a href="#">0096</a> , <a href="#">0097</a> , <a href="#">0102.01</a> , <a href="#">0114.05</a> , <a href="#">0134.10</a> , <a href="#">0154.0156</a> , <a href="#">0160</a> , <a href="#">0161</a> , <a href="#">0162</a> , <a href="#">0163</a> , <a href="#">0164</a> , <a href="#">0166</a> , <a href="#">0169</a>
Jasper	<a href="#">0108</a> & <a href="#">0110</a>
Livingston	<a href="#">4805</a>
Oregon	<a href="#">4803</a>
Pemiscot	<a href="#">4702</a> & <a href="#">4704</a>
Pettis	<a href="#">4809</a>
Pulaski	<a href="#">4703.90</a>
Randolph	<a href="#">4903</a>
Ripley	<a href="#">8701</a> & <a href="#">8702</a>
Scott	<a href="#">7812</a>
St. Charles	<a href="#">3105.01</a>
St. Louis City	<a href="#">1015</a> , <a href="#">1053</a> , <a href="#">1054</a> , <a href="#">1061</a> , <a href="#">1062</a> , <a href="#">1063</a> , <a href="#">1064</a> , <a href="#">1065</a> , <a href="#">1066</a> , <a href="#">1076</a> , <a href="#">1083</a> , <a href="#">1096</a> , <a href="#">1097</a> , <a href="#">1101</a> , <a href="#">1105</a> , <a href="#">1111</a> , <a href="#">1112</a> , <a href="#">1113</a> , <a href="#">1114</a> , <a href="#">1115</a> , <a href="#">1123</a> , <a href="#">1152</a> , <a href="#">1157</a> , <a href="#">1163.02</a> , <a href="#">1164</a> , <a href="#">1184</a> , <a href="#">1193</a> , <a href="#">1202</a> , <a href="#">1211</a> , <a href="#">1212</a> , <a href="#">1242</a> , <a href="#">1246</a> , <a href="#">1257</a> , <a href="#">1266</a> , <a href="#">1267</a> , <a href="#">1274</a> & <a href="#">1275</a>
St. Louis County	<a href="#">2119</a> , <a href="#">2120.02</a> , <a href="#">2121.01</a> , <a href="#">2121.02</a> , <a href="#">2136</a> , <a href="#">2139</a> & <a href="#">2218</a>
Vernon	<a href="#">9504</a>



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## Next Step TBA

### NEXT STEP LOAN PRODUCTS

There are 10 different loan products rates in the Next Step (TBA) loan program:

#### Government

CAL  
NON CAL

#### Conventional FNMA/FHLMC

CAL Under 80% AMI  
NON CAL Under 80% AMI  
CAL Over 80% AMI  
NON CAL Over 80% AMI

These rates could change on a daily basis or sometimes twice a day. So make sure you are always using the correct rate.

You can find the current rates on our website at  
<https://mhdc.com/services/homeowners/>.



## Next Step TBA

### NEXT STEP PROGRAM OBJECTIVES

- The Next Step Program allows Missouri citizens the opportunity to continue their quest for homeownership.
- Next Step will enable non-first time homebuyers who lack sufficient equity or funds for down payment to purchase their new home.





## Next Step TBA

### NEXT STEP PROGRAM

- This is a forward commitment program where the mortgage interest rate is set usually on a daily basis, sometimes more often, depending on the market conditions.
- These loans have to be closed and purchased by the master servicer usually within 90 days.
- Extensions will be allowed but at a cost to the lender. Under the Next Step TBA program the loans do not have to meet IRS regulations, they only have to meet



## Next Step TBA

### NEXT STEP PROGRAM NEED

Some homeowners lack equity and need down payment assistance to purchase their next home.

The Next Step Program benefits Missouri borrowers in several ways:

- Bridges the gap between lack of equity and down payment needed to purchase their next home.
- Allow first time buyers who fall outside the income limits for the First Place Program to achieve homeownership.



## Next Step TBA

### FUNDING NEXT STEP

- Funding for this program will be provided by the sale of the MBS, Mortgage Backed Securities, in the TBA market or by the sale of taxable bonds.
- Mortgage interest rates will be set based on the TBA market.
- The interest rates will be adjusted on a daily basis as needed.

\* TBA = To Be Announced



## Next Step TBA


### NEXT STEP CAL

CAL

- CAL provides non first-time homebuyers with a 30-year fixed-rate first mortgage at affordable rate.
- In addition, it will offer 4% of the total loan amount to go towards down payment and closing cost assistance.
- 4% will come in the form of a forgivable second mortgage.
  - There are no monthly payments with the CAL loans.
  - The borrower will not have to pay the CAL back if they live in the house and stay in the mortgage for 10 years. The loan will diminish from starting year 6 and will be completely forgiven after year 10.
  - At closing, the lender will front the 4% CAL and will be reimbursed from the master loan servicer.
  - On all CAL loans lenders must keep in their FHA files Form 793 and 794 to meet FHA compliance.
  - MHDC does not subordinate



Next Step TBA



## NEXT STEP NON CAL

- **NON CAL provides homebuyers with a 30-year fixed-rate first mortgage at an even lower rate.**
- **Homebuyers eligible for lower interest rate than those who use CAL.**
- **Rates result in lower monthly payments.**
- **Program does not provide down payment and/or closing cost assistance.**




Next Step TBA

## MHDC NEXT STEP INCOME LIMITS

	<u>1-2 persons</u>	<u>3+ persons</u>
<ul style="list-style-type: none"> <li>• <b>Kansas City MSA</b></li> <li>• (Counties of Caldwell, Cass, Clay, Clinton, Jackson, Lafayette, Platte &amp; Ray) *</li> </ul>	\$116,160	\$135,520
<ul style="list-style-type: none"> <li>• <b>Jefferson City MSA</b></li> <li>• (Counties of Cole &amp; Osage) **</li> </ul>	\$99,240	\$115,780
<ul style="list-style-type: none"> <li>• <b>Columbia MSA</b></li> <li>• (Boone County)</li> </ul>	\$105,600	\$123,200
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<ul style="list-style-type: none"> <li>• <b>All Other Areas</b></li> </ul>	\$90,080	\$113,260

- \* Excluding Bates County (due to lower income limit)
- \*\* Excluding Calloway and Moniteau Counties (due to lower income limits)
- \*\*\* Excluding Sullivan City part of Crawford County (for administrative ease)



## Next Step TBA

### PURCHASE PRICE LIMITS

- **Next Step**
  - 1 Family - \$427,198
  - 2 Family - \$546,995
- **Single set of Price Limits used state-wide**



## Next Step TBA

### BUYING NEW BUT KEEPING OLD HOME

**If a borrower lives in their current home and wants to buy another home using the Next Step program, this will be allowed, however the following must be met:**

- **The borrower must live in the new home as their primary residence.**
- **The rental income from the old home must be counted against the borrower for MHDC income qualifying purposes, whether the borrower has rented the home or not.**
- **Of course you will also have to follow your credit underwriting guidelines as well.**



**Mortgage Credit Certificate**

## MORTGAGE CREDIT CERTIFICATE MCC

- A certificate provided by MHDC to the borrower that directly converts a portion of the mortgage interest paid by the borrower into a non-refundable federal tax credit.
- Mortgage credit certificates can only be issued by MHDC through certified lenders, and are typically available only to low-to-moderate income buyers. MCC's have to meet IRS/MHDC regulations.
- These certificates are designed to help first-time homebuyers qualify for a home loan by reducing their tax liabilities below what they would otherwise have to pay.

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**Mortgage Credit Certificate**


## MORTGAGE CREDIT CERTIFICATE MCC

- MCC will not be reissued.
- Therefore, if a borrower refinances their home they will lose their MCC.
- MCCs are assigned to the borrower and the mortgage on the home, so if they refinance or sell their home the MCC will become null and void.
- MCCs are non assumable and non transferrable.
- If the borrower fails to occupy their home as their principal residence the MCC will become null and void.


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**Mortgage Credit Certificate**

## MORTGAGE CREDIT CERTIFICATE




- For mortgage loans involving MCC's, conventional underwriting standards for housing expense and debt ratios may be modified to recognize the benefit of the MCC from the federal income tax credit.
- The secondary mortgage market and the mortgage insurance industry have established underwriting policies for loans involving MCCs. These are available separately as policy statements from the mortgage lending industry, but generally allow the credit available under the MCC to be treated as an adjustment to the monthly loan payment amount.



**Mortgage Credit Certificate**

## MORTGAGE CREDIT CERTIFICATE PROCESS

- Once the reservation has been submitted, the certified lender must then send the conditional submission package to MHDC for review.
- This requires all documentation on the check sheet (Form #304).
- The documents must be submitted in the order that is on the check sheet.



Mortgage Credit Certificate

## MORTGAGE CREDIT CERTIFICATE

A diagram comparing two tax options. On the left is a red circle with the text "TAX CREDIT". In the center is a smaller grey circle with the text "VS". On the right is a dark grey circle with the text "TAX DEDUCTION".

Missouri Housing Development Commission  
**MHDC**

Mortgage Credit Certificate

## MORTGAGE CREDIT CERTIFICATE

Entitles taxpayers to subtract the amount from their total federal income tax liability, receiving a dollar for dollar savings.

A red circle with the text "TAX CREDIT" inside.


Missouri Housing Development Commission  
**MHDC**

**Mortgage Credit Certificate**


## MORTGAGE CREDIT CERTIFICATE

**Entitles taxpayers to subtract from the adjusted gross income before federal income taxes are computed.**

**Therefore, with a deduction, only a percentage of the amount deducted is realized in savings.**



**TAX  
DEDUCTION**




Missouri Housing  
Development Commission  
**MHDC**

**Mortgage Credit Certificate**

### MORTGAGE

	Without MCC	With MCC
<b>Mortgage Amount</b>	\$200,000	\$200,000
<b>Mortgage Interest Rate</b>	5.00%	5.00%
<b>Monthly P&amp;I Payment</b>	\$1,073.64	\$1,073.64
<b>MCC Rate</b>	N/A	25%
<b>Monthly Credit Amount (First Year Average)</b>	N/A	\$206.94
<b>"Effective" Monthly Mortgage Payment</b>	\$1,073.64	\$866.70



Missouri Housing  
Development Commission  
**MHDC**



## Mortgage Credit Certificate

# TAX RETURNS

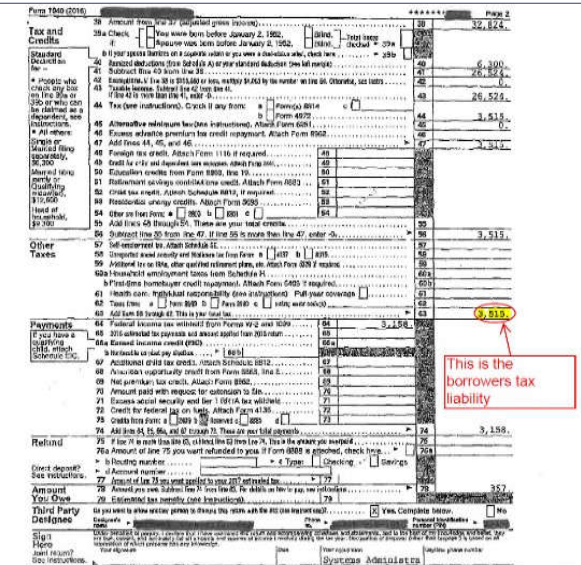
	With a MCC	Without a MCC
<b>Adjusted Gross Income</b>	\$65,000	\$65,000
<b>Standard Deduction</b>	\$12,400	\$12,400
<b>Taxable Income</b>	\$53,000	\$53,000
<b>Tax</b>	\$7,600	\$7,600
<b>Tax Credit for MCC</b>	\$2,000	0
<b>Total Tax Liability</b>	\$5,600	\$7,600




**The borrower can fill out a new W-4 form with their employer to receive more money in each paycheck.**

## Mortgage Credit Certificate

# TAX RETURNS





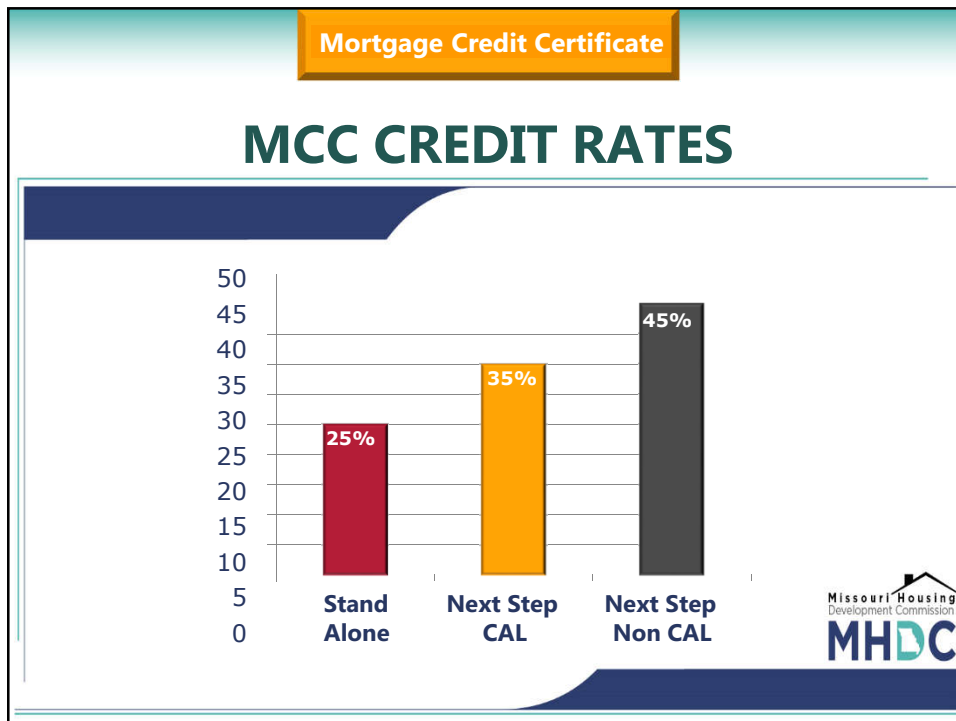
Step #1		Step #2	
Would an MCC Be Beneficial?		Mortgage Credit Certificate Benefit	
2019 1040 Return		No MCC	With MCC
Borrower(s) Filing Status:	Single	Loan Amount	\$ 217,000
Number of Children Under 17 in Household:	0	Mortgage Interest Rate	4.875% <b>3.953% Effective Mortgage Interest Rate</b>
Adjusted Gross Income	\$ 77,213 <small>Line 37</small>	Term (years)	30
Standard Deduction Amount	\$ 12,400	Approx. 1st Year's Mortgage Interest	\$ 10,506
Itemized Deduction Amount	\$ - <small>Line 42</small>	MCC Credit Rate (25%, 35%, 45%)	25%
Greater of Standard or Itemized Deduction	\$ 12,400	MCC Tax Credit Amount	\$ 2,627
<b>TAXABLE INCOME</b>	\$ 65,213	<b>Applicable Credit - not to exceed \$2000</b>	\$ 2,000
<b>Approximate Tax Liability</b>	\$ 10,287	Taxable Income	\$ 65,213 \$ 65,213
Other Credits:		Federal Tax Liability	\$ 10,287 \$ 10,287
Child & Dependent Care Expenses	\$ - <small>Line 49</small>	Less MCC Credit	NA \$ 2,000 <b>Credit cannot exceed liability</b>
Child Tax Credit	\$ - <small>Line 52</small>	Net Taxes Owed	\$ 10,287 \$ 8,287
Other Credits	\$ -	<b>Credit Difference using MCC</b>	\$ 2,000
Total Tax Credits	\$ - <small>Line 54</small>		
<b>Total Tax Liability</b>	\$ 10,287 <small>Line 63</small>		\$ 166.67 <b>Effective Monthly Savings</b>

*Tax Liability must be > 0 to benefit from an MCC*

↑

Total Interest Savings at:

5 years	10,000
10 Years	20,000
15 Years	29,708
20 Years	37,553
25 years	42,814
30 Years	44,780



**Mortgage Credit Certificate**

## MCC STAND ALONE

**MCC  
STAND  
ALONE**

- Stand Alone MCC's are borrowers who purchase the MCC only. The mortgage is through the certified lender using their market interest rate and their loan term. Only term not allowed will be a balloon loan.
- Stand Alone MCC credit rate is 25%.
- MCC is good for the "Life of the Loan" equal to 25% of the mortgage interest paid in a year.
- Maximum allowable credit in a year is \$2,000.
- If your allowable credit is reduced because of the limit based on your tax, you can carry forward the unused portion of the credit to the next three years or until used, whichever comes first.
- Claim on yearly tax returns (IRS Form 8396).
- Borrowers are charged a one-time fee of 1% of the total loan amount for MCC.
- MHDC must prior approve all MCC.



**Mortgage Credit Certificate**

## MCC NEXT STEP CAL

**MCC NEXT  
STEP CAL**

- MCC-Next Step CAL borrowers receive 4% down payment assistance along with the MCC. MHDC sets the interest rate, all loans are 30 year fixed rate, and must be sold to our Master Servicer.
- The MCC credit rate is 35%.
- MCC is good for the "Life of the Loan" equal to 35% of the mortgage interest paid in a year.
- Maximum allowable credit in a year is \$2,000.
- If your allowable credit is reduced because of the limit based on your tax, you can carry forward the unused portion of the credit to the next three years or until used, whichever comes first.
- Claim on yearly tax returns (IRS Form 8396).
- Borrowers are charged a one-time fee of 1% of the total loan amount for MCC.
- MHDC must prior approve all MCC.




**Mortgage Credit Certificate**

## **MCC NEXT STEP NON CAL**

**MCC NEXT  
STEP NON  
CAL**

- MCC-Next Step Non CAL borrowers will only receive a MCC. MHDC sets the interest rate, all loans are 30 year fixed rate, and must be sold to our master servicer.
- The MCC rate is 45% for Next Step Non CAL.
- MCC is good for the "Life of the Loan" equal to 45% of the mortgage interest paid in a year.
- Maximum allowable credit in a year is \$2,000.
- If your allowable credit is reduced because of the limit based on your tax, you can carry forward the unused portion of the credit to the next three years or until used, whichever comes first.
- Claim on yearly tax returns (IRS Form 8396).
- Borrowers are charged a one-time fee of 1% of the total loan amount for MCC.
- MHDC must prior approve all MCC.




**MHDC**

**Mortgage Credit Certificate**

## **CONDITIONAL COMMITMENT IS REQUIRED FOR ALL MCC**

- Once MHDC reviews the conditional commitment package, it will either send a deficiency letter to the lender or a conditional commitment.
- Conditional commitment (Form #394) will be emailed to the lender.
- Once the lender receives the Form #394 they can now close the loan.
- If any major changes happen between conditional commitment and closing, the lender should notify MHDC immediately in order to keep the MCC commitment.



**MHDC**

Mortgage Credit Certificate

## MCC FINAL SUBMISSION PACKAGE

- After the loan has closed the lender should submit to MHDC the final loan package.
- Documents should be sent in the order of the check sheet (form #305).
- Lenders are to send check or wire the MCC fee (1% of the total loan amount) to MHDC.



Mortgage Credit Certificate

## MCC ANNUAL REPORTING

- At the end of every year MHDC will send each lender a report of the MCC's that were issued to each borrower for that calendar year.
- Each lender that had their borrower use the MCC program will have to report to the IRS the list of borrowers who received the MCC.
- Lender will do this by filing IRS form 8329.



IRS  
(ANNUAL REPORTING)

### 8329

Form 8329 (Rev. October 2012)  
 Department of the Treasury  
 Internal Revenue Service

#### Lender's Information Return for Mortgage Credit Certificates (MCCs)

PS Calendar year ending  
 OMB No. 1545-0022

Information about Form 8329 and its instructions is at [www.irs.gov/form8329](http://www.irs.gov/form8329).

**Part I Reporting Authority**

Lender's name \_\_\_\_\_ Employee identification number \_\_\_\_\_  
 Lender's address (number, street, or P.O. box no., if mail is not delivered to street address) \_\_\_\_\_ Floor/suite \_\_\_\_\_  
 City, town, or post office, state, and ZIP code \_\_\_\_\_

**Part II Issuing Authority**

Issuer's name \_\_\_\_\_ Employee identification number \_\_\_\_\_  
 Issuer's address (number, street, or P.O. box no., if mail is not delivered to street address) \_\_\_\_\_ Floor/suite \_\_\_\_\_ Erection date \_\_\_\_\_  
 City, town, or post office, state, and ZIP code \_\_\_\_\_ Nonissued bond amount \_\_\_\_\_

**Part III Recipients of Mortgage Credit Certificates (If more than five recipients, see instructions.)**

(A) Name(s)	(B) Address <small>Do not use a P.O. box number.</small>	(C) Social Security Number(s)
1		
2		
3		
4		
5		

**Part IV Computation of the Total Amount of Mortgage Credit Certificates (Note: Match the information entered on each line with information entered on each corresponding line in Part III.)**


(A) Date of issue of MCC	(B) Certified indebtedness amount of each MCC issued	(C) Certificate Credit Rate	(D) Amount of MCC issued (columns B x column C)
1			
2			
3			
4			
5			
<b>6 Total amount of MCCs issued. (See instructions.)</b>			

**Sign Here**  
 Under penalty of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than representative or lender) is based on all information of which preparer has any knowledge.

Signature of authorized representative of lender \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_  
 Printed/preparer's name \_\_\_\_\_ Preparer's signature \_\_\_\_\_ Date \_\_\_\_\_ Check  if not employed


**Paid Preparer Use Only**  
 Firm's name \_\_\_\_\_ Firm's EIN \_\_\_\_\_  
 Firm's address \_\_\_\_\_ Phone no. \_\_\_\_\_

For Paperwork Reduction Act Notice, see instructions. Cat. No. 13362F Form **8329** (Rev. 10-2012)



## QUICK SUMMARY OF PROGRAMS

First Place MRB	Next Step TBA	Mortgage Credit Certificate
<ul style="list-style-type: none"> <li>Must be FTHB</li> <li>Lower Income/Purchase Price Limit</li> <li>Recapture Tax</li> <li>Affidavits</li> <li>1% Origination fee</li> <li>CAL 10 year forgivable</li> </ul>	<ul style="list-style-type: none"> <li>Does not have to be FTHB</li> <li>Higher Income/Purchase Price Limit</li> <li>No Recapture Tax</li> <li>No Affidavits</li> <li>1% Origination Fee</li> <li>CAL 10 year forgivable</li> </ul>	<ul style="list-style-type: none"> <li>Must be FTHB</li> <li>Lower Income/Purchase Price Limit</li> <li>Recapture Tax</li> <li>Affidavits</li> <li>1% MCC fee</li> </ul>



# POLL

## We are going to take a quick Poll.

- A question will appear and you will select the best answer.
- After everyone has answered we will briefly share the results and the correct answer.
- Then we will move to the next question.



First Place MRB

Next Step TBA

Mortgage Credit Certificate


## TOTAL NUMBER IN THE HOUSEHOLD



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## TOTAL NUMBER IN THE HOUSEHOLD

- This means the total number of persons who will be occupying the property as their full-time principal residence that is either on the loan or related to the borrower by birth, marriage or adoption. We also count the children of the non-borrowing spouse, if they are not related (by birth or adoption) to the borrower (step children). We also count adult children and parents of borrower(s).
- Lender will initially determine household size from Residential Loan Application, and use the household size to determine maximum income allowable.




First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## TOTAL NUMBER IN HOUSEHOLD

- Basically all borrowers, spouses of borrowers, all dependents and birth related adults permanently living in the home should be counted in the household number.
- Dependents may be counted if the parents are divorced and per the divorce decree each parent has custody 50 percent of the time.
- We will count grandchildren if the borrowers have legal or permanent custody.
- Foster children are NOT counted as members of the household.

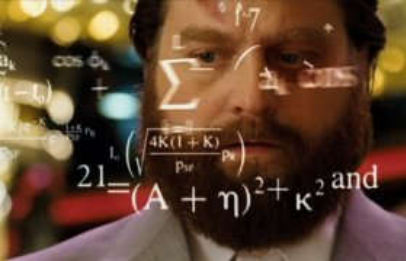
**Send us an email to ask about any questionable household members.**





First Place MRB      Next Step TBA      Mortgage Credit Certificate

## CALCULATING BORROWER INCOME



Missouri Housing  
Development Commission  
**MHDC**

First Place MRB      Next Step TBA      Mortgage Credit Certificate

## FORMS OF INCOME


- Hourly/Base Pay
- Self-Employment
- Part-Time Income
- Child Support
- Seasonal
- Unemployment
- Interest Income
- Commission
- Social Security
- Trust Income
- Investment Income
- Dividend
- Royalties
- Pension
- Alimony
- Clergy Housing Allowance
- Assets

Missouri Housing  
Development Commission  
**MHDC**

First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## VERIFICATION OF EMPLOYMENT


- MHDC prefers to receive WVOE and the last 30 days of paystubs. Alternative documentation is acceptable, but must follow MHDC guidelines.
- VOE must not be over four months old on the day of closing.
- MHDC will accept The Work Number for everyone, but requires full version/YTD totals.



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## DIFFERENCE IN CALCULATION FOR SELF-EMPLOYED PERSON

- Income listed on the 1040(net earnings) is used from the most recently filed tax returns. This will be the only time we would need the tax return and it will only be the most recently filed year.
- MHDC does not average self employment income over several tax years.
- Deductions are allowed, but all depreciation must be straight-line (Schedule C).
- Be certain to include the borrowers' portion of retained earnings for partnerships and S- corporations.




First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## HOW TO CALCULATE INCOME

**IF BORROWER HAS BEEN ON THE SAME JOB FOR 12 MONTHS OR MORE:**

- **Base earnings are projected forward for a full 12-month period. For example, if currently earning \$20 per hour, \$20 X 2080 hours = \$41,600 annually.**
- **If overtime, bonuses, commissions, etc., are shown earned on the WVOE or recent pay stubs, we calculate how much of this type of income has been received over the last 12 month period.**



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## HOW TO CALCULATE INCOME

**IF BORROWER HAS BEEN ON THE SAME JOB FOR 12 MONTHS OR MORE**

12A. Current Gross Base Pay (Enter Amount and Check Payment Frequency)		
\$ 1,386.56	<input type="checkbox"/> Annual <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Weekly	<input type="checkbox"/> Hourly <input type="checkbox"/> Other (Specify)
12B. Gross Earnings		
Type	Year to Date 2021	Past Year 2020
Base Pay	Thru 6/2 \$ 30,526.76	\$ 71,259.34
Overtime	\$ 9,151.34	\$ 22,219.74
Commissions	\$	\$
Bonus	\$	\$ 3,000.00
Total	\$ 39,678.10	\$ 96,479.08


**In this case we see that Overtime and a Bonus has been earned. Since this VOE is dated 6/2/21, we don't have enough information at this point to determine what was actually earned over the last 12 months. Without further information provided we would add the OT of \$9,151.34 for 2021, and the OT of \$22,219.74 together, and get a total OT amount of \$31,371.08. We also don't know exactly what month the \$3,000 Bonus was earned. So we would have to assume it was earned in the last 12 months as well. MHDC's initial income calculation in this scenario would be a total annual income amount of \$106,472.20.**

**Base = \$1,386.56 X 52 = \$72,101.12**

**Overtime = \$9,151.34 + \$22,219.74 = \$31,371.08**

**Bonus = \$3,000.00**

**Total = \$106,472.20**




First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## HOW TO CALCULATE INCOME

**IF BORROWER HAS BEEN ON THE SAME JOB FOR 12 MONTHS OR MORE**

---

- In the above scenario MHDC has to count all Overtime and Bonus income earned over the last 18 months. We will add all the income and divide by 12 months, not 18 months.
- If calculating the income in this example would have put the borrower over MHDC Income Limits, MHDC would request a pay stub dated 6/2/2020. Having this information would allow us to calculate how much Overtime and Bonus was earned from 1/1/2020 through 6/2/2020. We would then subtract that amount from the total earned on the VOE from 2020. We would then add the Overtime and Bonus income earned from 6/1/2020 through 12/31/2020 to the Overtime and Bonus earned YTD 2021 from the VOE to get the total amounts earned in the last 12 months.




First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## HOW TO CALCULATE INCOME


**IF BORROWER HAS BEEN ON THE JOB FOR LESS THAN 12 MONTHS**

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- If the borrower has been on the job for less than 12 months, we calculate income by taking the total income earned YTD and divide by the months on the job. We then project that amount forward for a 12 month period.




First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h1>HOW TO CALCULATE INCOME</h1> <h2>THINGS TO REMEMBER WHEN CALCULATING INCOME</h2>		
<ul style="list-style-type: none"><li>▪ Do not average income for more than a 12 month period. Example: WVOE is dated the end of June, do not add YTD to prior year and average 18 months.</li><li>▪ Seasonal/Irregular Income (Nurses, Auto Plant Workers, etc.) can be calculated using the last 12 months of income earned.</li><li>▪ Loan qualifying income will usually be less than MHDC required income.</li><li>▪ If income was used to qualify the borrower, we have to count it as well. And even though some income may not be allowed to use for qualifying purposes, MHDC still requires to count that income toward qualifications.</li><li>▪ We do not count child support income if it's not being received.</li><li>▪ If a borrower states they no longer can receive OT (etc.) income, we still have to count what has been earned over the last 12 months.</li></ul>		
		

First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h1>TREATMENT OF ASSETS</h1>		
<ul style="list-style-type: none"><li>• Liquid Assets over \$5,000 must be calculated as income. Multiply the total amount of liquid assets and multiply by 2%. Then divide that figure by 12 to calculate monthly income.</li></ul>		
<p>Example: Bank Acct = \$10,500.00</p> $\begin{array}{r} \$10,500.00 \\ \times 2\% \\ \hline = \$210.00 \\ \$210/12 = \$17.50 \text{ per month} \end{array}$		
		

First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## INCOME THAT LENDERS MAY FAIL TO INCLUDE:


- **Child support not received regularly:** MHDC will include only the amount actually received. Be certain to obtain documentation if the support is not paid.
- **Foster Care income and Food Stamp income** is not used by MHDC unless underwriting includes it.
- **Unemployment Income** if still receiving it.
- **Use Form 522** to verify non-working status of spouse.
- **Use Form 523** to verify absence of child-support/ public assistance.





First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## IMPORTANT FACTS PERTAINING TO EACH LOAN PROGRAM






First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h2>RESIDENCE ELIGIBILITY REQUIREMENTS</h2>		
<p>The types of properties eligible for First Place program are as follows:</p> <ul style="list-style-type: none"> <li>▪ Single Family Detached</li> <li>▪ Row House</li> <li>▪ Town House</li> <li>▪ Duplex – Must be at least 5 years old</li> <li>▪ 1/2 Duplex</li> <li>▪ Condo</li> <li>▪ Manufactured homes must be placed on permanent poured foundation with no skirting</li> </ul> <div style="text-align: right;">  </div>		

First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h2>ITEMS REQUIRING PRIOR APPROVAL</h2>		
<ul style="list-style-type: none"> <li>▪ Income close to maximum.</li> <li>▪ Flood Zone D (non-mapped area).</li> <li>▪ Power of Attorney for Active Duty Military borrowers only.</li> <li>▪ Escrows for repairs. (We generally do not allow for escrow repairs unless weather related whether funds are held from buyer or seller.)</li> <li>▪ A lender may, and should, submit any unusual item to MHDC for prior approval if uncertain of the acceptability of the item.</li> </ul> <div style="text-align: right;">  </div>		

First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## BORROWER'S FUNDS IN THE TRANSACTION


- Borrower can only receive cash back equal to the amount they have put into the transaction.
- Debts can be paid off at closing as long as they come directly from the borrower, and only up to the amount they have put into the transaction.
- Gift Funds are not allowed to pay off debt at closing.



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## ESCROWING FOR REPAIRS

- MHDC documents state that all funds that have been escrowed should be used rarely, if at all.
- Any item escrowed should be weather related.
- The title company must escrow 1.5 times the bid for the First Place program, and 2 times bid for Next Step program. And submit 2 different bids.





First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h2>REAL-ESTATE CONTRACT</h2>		
<ul style="list-style-type: none"> <li>▪ Provide a copy of the real estate contract with all addendums.</li> <li>▪ Be certain any adjustments to sales price are included.</li> <li>▪ Both buyer and seller must have executed and dated the contract.</li> <li>▪ Do not submit the reservation until you have a <b>FINAL contract.</b></li> </ul>		
		

First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h2>FLOOD ZONES</h2>		
<ul style="list-style-type: none"> <li>▪ No part of the property can lie within a 100-year flood plain even if the structure does not.</li> <li>▪ Any property lying within <u>Flood Zone A will not be eligible</u> for any MHDC program.</li> <li>▪ Any property lying within Flood Zone D must have prior approval from MHDC.</li> <li>▪ Lender must indicate the flood zone letter on the Lender's Certificate (Form 520, 720).</li> <li>▪ Any Flood Certificate that includes an asterisk "*" after the Flood Zone Letter is not allowed.</li> </ul>		
		

First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## POWER OF ATTORNEY


- **Active duty military personnel currently stationed outside the continental United States may present a JAG Power of Attorney in lieu of mailing documents to the buyer.**
- **This must come from the office of the Judge Advocate General.**



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## OTHER PERSONS OCCUPYING THE PROPERTY


- **MHDC will now require the income amounts of the person(s) on the loan, married to the person(s) on the loan, and any adult child or parent living in the home when calculating household income.**
- **Boyfriends and girlfriends will not be counted in the household nor will their incomes be counted as part of MHDC income limits.**



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## OWNER OCCUPANCY REQUIREMENTS

- Mortgagors must occupy the residence within 60 days of loan closing and continue to occupy as long as the loan exists.
- Mortgagors may not rent the property as long as the MHDC loan exists.



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## PERSONS WHO ARE SEPARATED

- Any applicant who is separated is still considered a married person.
- If the applicant and their spouse have been separated for more than 12 months, then each must sign the MHDC Marital Waiver Affidavits, (Form 550-1 and 550-2) stating they will not be residing together.
- Title company generated Marital Waivers are not acceptable.
- If an applicant who is currently separated from their spouse owned a home with that spouse within the last three years, the applicant may NOT use First Place or MCC programs.
- This also applies for spouses that are incarcerated.



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## LEAVING A RESIDING SPOUSE OFF LOAN (Non Borrowing Spouse)

**In a situation where one spouse is being left off the loan but will be residing in the home, the spouse left off must:**

- Execute the Deed of Trust.
- Will NOT be on the Note.
- Will NOT take Title.
- Will NOT sign MHDC forms.
- Must still qualify for the program.


**THIS WILL ONLY APPLY TO FIRST PLACE/NEXT STEP LOANS**



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## LEAVING A RESIDING SPOUSE OFF LOAN (Non Borrowing Spouse)

- **1st NOTE:** John Smith – signed only by John Smith.
- **2nd NOTE:** John Smith – signed only by John Smith.
- **1st DOT:** John Smith and NBS, husband and wife – signed by John and NBS.
- **2nd DOT:** John Smith and NBS, husband and wife – signed by John and NBS.
- **Warranty Deed AND Title Policy:** John Smith, a married person.



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## CONVENTIONAL LOAN PRODUCT

- **Make sure you are selecting the proper PMI coverage.**
  - Over 80% of AMI = Standard PMI Coverage
  - Under 80% of AMI = Reduced PMI Coverage
- **Income calculations on Conventional HFA loan products comes from the borrower only, not the Non Borrowing Spouse if there is one. However, MHDC will calculate total household income for MHDC income limit requirements.**
- **A borrower could be under Conventional HFA 80% AMI Qualifying Income, and still not be eligible for MHDC loans.**




First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## MOBILE HOME OWNERSHIP IN THE PAST 3 YEARS

- **An applicant may be considered a first-time home buyer if :**
  - The mobile home was not on a permanent foundation; and
  - There is no mortgage showing on their credit report for the last 3 years.
- **If the applicant qualifies as a first-time home buyer, the lender must certify that the mobile home is indeed mobile.**
- **A representative from the mortgage company must verify the mobility of the mobile home.**
- **This may be accomplished by completing Mobile Home Certification- Form 385 or Form 585.**



First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h2>NON U.S. CITIZENS</h2>		
<ul style="list-style-type: none"> <li>▪ Each applicant, along with their spouses, must be a U.S. citizen or a lawful resident alien even if the spouse is not on the loan.</li> <li>▪ Borrowers must occupy the property as their principal residence.</li> <li>▪ Borrowers must be eligible to work in the U.S.</li> <li>▪ Borrowers and their spouses must have a valid social security number even if spouse is not on the loan.</li> <li>▪ When the spouse of the borrower is not in the country legally, marital status may not be waived. Both spouses must be legal U. S. residents.</li> </ul> 		

First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h2>LOAN CLOSING</h2>		
<ul style="list-style-type: none"> <li>▪ Loan may not be subject to a “buy down” (only applies to First Place/Next Step).</li> <li>▪ Mortgage must be in fee simple title.</li> <li>▪ Must be a first mortgage.</li> <li>▪ Must be underwritten and documented in accordance with prudent standards, and in compliance with applicable program guidelines (i.e., FHA, VA, RD, FNMA, FHLMC).</li> <li>▪ Must be 30 year term, and have payments due on the first of each month. (Only applies to First Place/Next Step)</li> </ul> 		

First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## CLOSING LOANS AT THE TITLE COMPANY

- **Be certain your instructions to the title company are explicit.**
- **Let the title company know about the maximum closing fees allowed.**



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## SALE OF FIRST PLACE & NEXT STEP LOANS

- **Lenders may not retain servicing on First Place or Next Step loans.**
- **All First Place and Next Step loans are sold to MHDC master servicer, US Bank.**
- **If you close a loan product with an incorrect interest rate, US Bank is unlikely to purchase the loan.**



# POLL

## We are going to take a quick Poll.

- A question will appear and you will select the best answer.
- After everyone has answered we will briefly share the results and the correct answer.
- Then we will move to the next question.



First Place MRB

Next Step TBA

Mortgage Credit Certificate

# LENDER ONLINE

USING THE MHDC ONLINE SYSTEM TO MAKE A RESERVATION

<https://lenderonline.mhdc.com/>





## Mortgage Credit Certificate

**RESERVATIONS OF FUNDS**

- **Must have signed application from applicant who has Entered into a fully-executed real estate contract before making a reservation.**
- **Must have made preliminary determination that applicant qualifies per the financial institutions guidelines for the mortgage loan.**



## Mortgage Credit Certificate

**RESERVATIONS OF FUNDS**

- **To reserve funds, must use Lender On-Line (LOL), the MHDC on-line reservation system.**
- **Funds reserved on individual basis by means of a first-come, first-serve reservation system.**
- **As soon as confirmation received, loan may close. If using the MCC program you must submit your application package to MHDC after reservation and before closing.**



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## UTILIZING LENDER ONLINE



- **Must have access code issued by your administrator.**
- **MHDC will not provide access codes to individuals.**
- **Access the system online at:**  
<https://lenderonline.mhdc.com/>



First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## STEP 1: SIGN-IN


- **Opening screen appears as sign-on field.**
- **Enter your user name and password provided by your Administrator, remember, it is case sensitive.**

**First Place MRB**      **Next Step TBA**      **Mortgage Credit Certificate**

## STEP 1: SIGN-IN (CONTINUED)

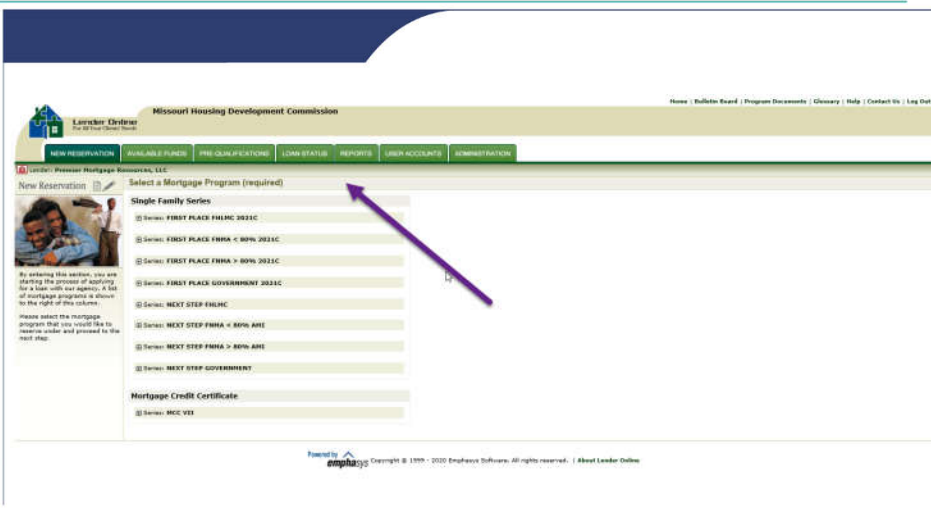
- Once logged on, the banner screen opens; displays important announcements for lenders (new income limits, new forms, etc.).
- At this screen:
  - New Reservation
  - Availability of Funds
  - Pre-Qualifications
  - Loan Status
  - Reports
- Level of access approved by your administrator will dictate which tabs you may access.



Missouri Housing  
Development Commission  
**MHDC**

**First Place MRB**      **Next Step TBA**      **Mortgage Credit Certificate**

## STEP 2: TO ENTER NEW RESERVATION, CLICK ON "NEW RESERVATION" TAB

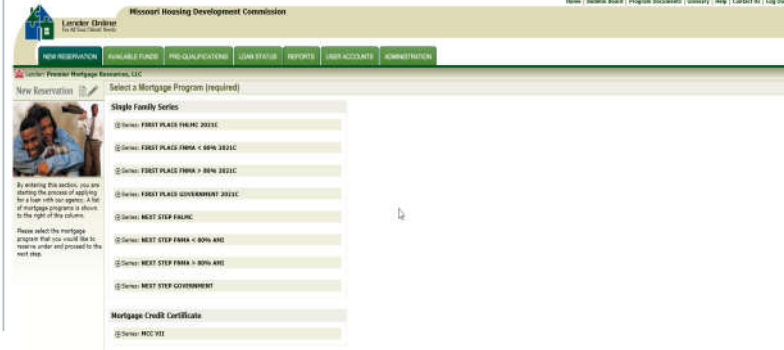


The screenshot shows the web portal interface for the Missouri Housing Development Commission. At the top, there are three tabs: 'First Place MRB', 'Next Step TBA', and 'Mortgage Credit Certificate'. Below the tabs is a navigation menu with several options: 'NEW RESERVATION', 'AVAILABILITY OF FUNDS', 'PRE-QUALIFICATIONS', 'LOAN STATUS', 'REPORTS', 'LENDER ACCOUNTS', and 'ADMINISTRATION'. The 'NEW RESERVATION' tab is highlighted. Below the navigation menu, there is a section titled 'New Reservation' with a sub-section 'Select a Mortgage Program (required)'. This section is divided into two categories: 'Single Family Series' and 'Mortgage Credit Certificate'. Under 'Single Family Series', there are several radio button options for different mortgage programs, including 'FIRST PLACE FHLBC 2021C', 'FIRST PLACE FHRA < 80% AHE 2021C', 'FIRST PLACE FHRA > 80% AHE 2021C', 'FIRST PLACE GOVERNMENT 2021C', 'NEXT STEP FHLBC', 'NEXT STEP FHRA < 80% AHE', 'NEXT STEP FHRA > 80% AHE', and 'NEXT STEP GOVERNMENT'. Under 'Mortgage Credit Certificate', there is one radio button option: 'MCC VIX'. A purple arrow points to the 'NEW RESERVATION' tab in the navigation menu.

First Place MRB
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Mortgage Credit Certificate

## STEP 3: Selecting

- Each bond issue is structured as separate series; the most current issue will usually be only issue open to new reservations.
- Make certain to select correct program when reserving a loan.

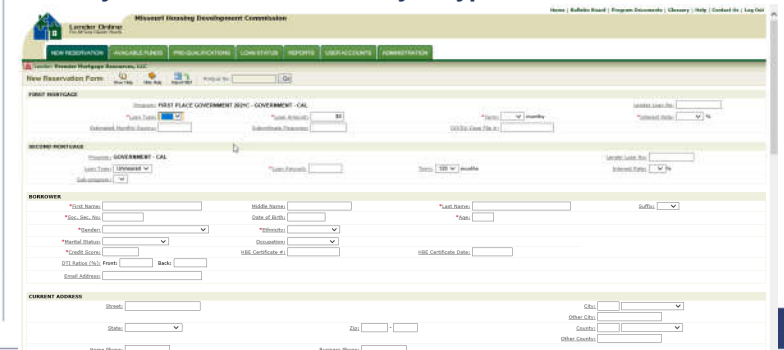





First Place MRB
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## STEP 4: Reservation Screen

- Reservation Screen: enter all loan information; the fields with red asterisks \* next to them are required fields. **You must also fill in the MSA information.**
- For your convenience, all cities and counties have been programmed into the system and will auto-fill as you type the name.





First Place MRB
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When all information is entered, click the "Submit" button at the bottom of the screen

**PROPERTY ADDRESS**

\*Unit No.:  \*Street:  Unit No.:   
 \*City:  \*Zip:   
 \*County:  HSA:   
 \*Census Tract: 000  Find It! Block Group:  Community Code:   
 \*Target/Non-Target: **Non-Target** \*Product:  \*Builder:

**ANNUAL INCOME**

\*Income: Wages: \$0      From Assets: \$0      Other: \$0      Subtotal: \$0  
 Non-Resident Income: \$0      Subtotal: \$0  
**TOTAL: \$0**

**HOUSEHOLD**


\*Household Size:  \*Over Homeowner: **NO**  
 No. of Income Sources:  Date Last Occupied:   
 No. of Persons 18 or Over:  Net Worth Amount:   
 No. of Persons Under 18:   
 No. of Dependents:   
 No. of Disabled/Handicapped:   
 No. of Elderly:

**OFFICERS & CONTACTS**

Loan Officer:  Loan Processor:   
 Other Loan Officer (Last, First, MI):  Other Loan Processor (Last, First, MI):   
 Contact Person:  \*Processor: Davis, Rachel R  
 Real Estate Company:  Real Estate Agent Name:

**Submit**

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First Place MRB
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If reservation has been accepted, you will see "reservation accepted."  
It also assigns a reservation number and the expiration date of the reservation.

Don't forget to print your confirmation.

Missouri Housing Development Commission

Lender Online  
For All Your Client Needs

NEW RESERVATION
AVAILABLE FUNDS
PRE-QUALIFICATIONS
LOAN STATUS
REPORTS
USER ACCOUNTS
ADMINISTRATION

Lender: **ADD TEST**

RESERVATION ACCEPTED

YOUR RESERVATION HAS BEEN ACCEPTED !

Your Reservation/Loan Number is: **138666005307**

**Disclaimer Statement**

To [View and/or Print your Reservation](#) **Click here**

**Print this page**

**Notes:**  
 Make sure you print a copy of this Reservation Acceptance Notice.  
 You will need to include a copy of your reservation to request changes to the reservation, if needed at a later date.

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First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## REMEMBER...

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- **Cancel your own reservations in LOL.**
- **Modify/extend your reservation by emailing any staff member in the homeownership department.**
- **Documents are only accessible through LOL.**
- **Files containing forms not printed from the website will be rejected.**




First Place MRB
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## RESERVATIONS OF FUNDS

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- **Reservation Expiration Dates:**
  - 45 days for existing homes.
  - 45 days for new construction.
  - Prior to last closing date for the bond issue.
- **MHDC must receive loan package prior to expiration date.**
- **If lender cannot complete the closing and submission to MHDC within this period, an extension will be required.**



## First Place MRB

# RESERVATIONS OF FUNDS

- **If reservation expires and MHDC has not received request for extension, the reservation will be automatically cancelled.**
- **Lenders are required to notify MHDC immediately of any changes.**
- **Approved reservations may not change property address or be transferred to another participating lender.**



## First Place MRB

# VERY IMPORTANT!

- **If you make a mistake, and find it after you have your reservation confirmation, you cannot correct the mistake from the website, you must contact MHDC for a correction.**
- **If you reserve the wrong loan product, you need to cancel the reservation and reserve the correct loan product.**
- **If you reserve wrong type of funds and they are not available when the loan is closed and shipped, we cannot guarantee that we will be able to approve the loan.**



**First Place MRB****CHANGES TO A RESERVATION**

- If you need to make a change or update a loan reservation contact one of the staff members by email describing the change/error, and indicate correction being requested.
- We will attempt to correct the error, and notify you by return email if we were successful.
- Your confirmation number will not change.

**NOTE:** A change of property, going from FHA to Conventional, or switching loan programs will require a new reservation.

**First Place MRB****CHANGES TO A RESERVATION**

- Return to the website in the next few minutes and view "Loan Status".
- This will confirm your reservation has been corrected.
- Print a copy of the screen for a record of the change.
- MHDC cannot email out updated loan reservations.





## Next Step TBA

### RESERVATION PROCEDURES FOR NEXT STEP PROGRAM

- MHDC will announce interest rates by 9:00 am central time every business day excluding holidays and activate the reservation system so that reservations may be made.
- Reservations for the Next Step program can only be reserved from 9:00am to 5:00 pm central time Monday - Friday.
- Loans may not be canceled to re-reserve for a lower interest rate. Loans that are cancelled must wait sixty (60) days before re-reserving.



## Next Step TBA

### RESERVATION EXPIRATION DATES

- If the lender determines that the loan will not be closed and purchased prior to reservation expiration date, it is the responsibility of the lender to request an extension for that loan. Loans not extended prior to reservation expiration may be subject to mark-to-market fees.
- There will be two different extension fees:
  - A 15 day extension at .125% of the loan amount.
  - A 30 day extension at .25% of the loan amount.
- These fees will be netted out of your loan purchase by the master servicer. MHDC will only allow one extension before the loan closes.



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## PROGRAM DOCUMENTS ON LENDER ONLINE (LOL)

- MHDC documents may be found on LOL and are fillable through Loan Status.
- Select needed documents, and LOL will populate the fields.
- Handwritten forms will be rejected.

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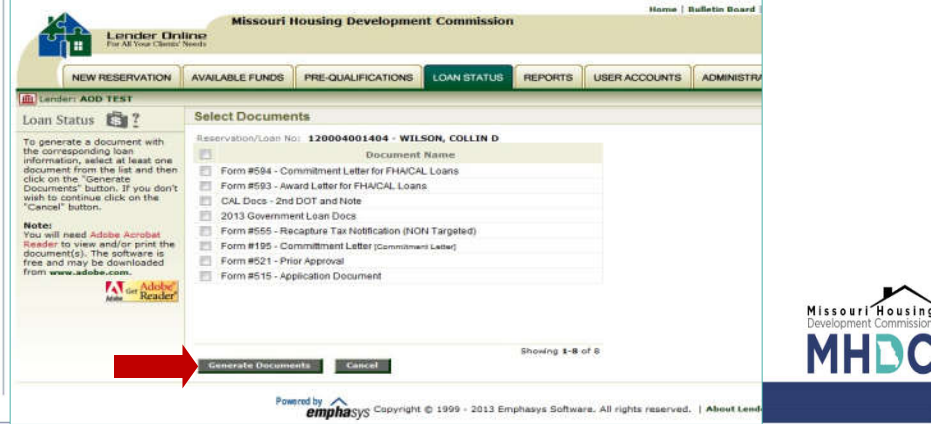
## AUTO FILLING DOCUMENTS


Click on the borrowers reservation number and "select documents"...


First Place MRB
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## AUTO FILLING DOCUMENTS

**Then choose the document you wish to be completed and then click on Generate Document button.**






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First Place MRB
Next Step TBA
Mortgage Credit Certificate

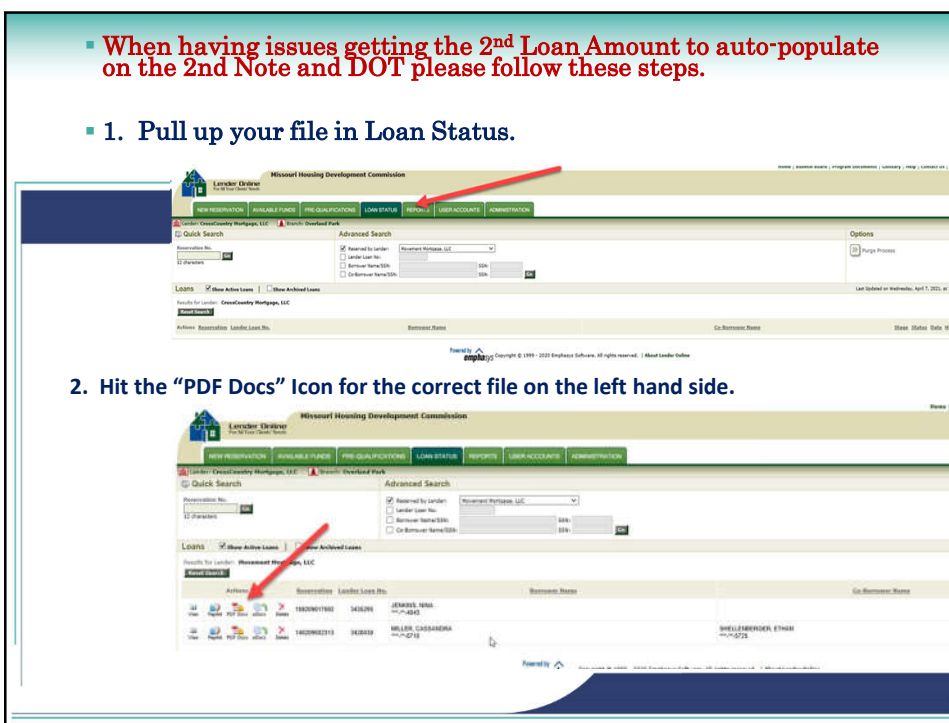
## AUTO FILLING DOCUMENTS

- Remember, this will not complete the entire form. Only the information you entered in at the reservation stage will be entered in the appropriate fields.
- You must go through the documents and fill in any blank fields that were not filled in automatically.
- This is also a good time to check to make sure all the data is accurate and make corrections where necessary.

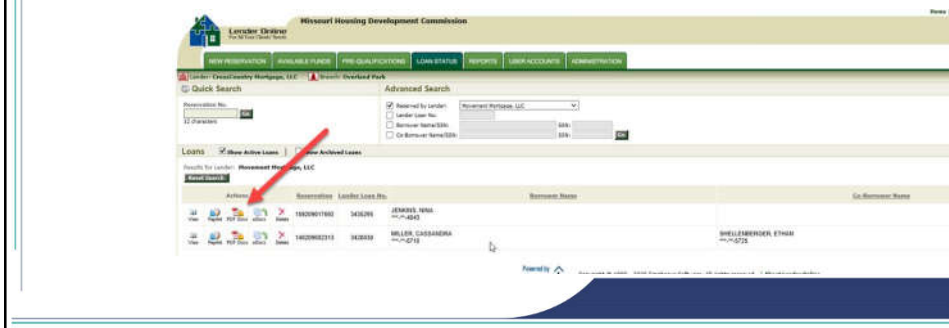


- When having issues getting the 2<sup>nd</sup> Loan Amount to auto-populate on the 2<sup>nd</sup> Note and DOT please follow these steps.

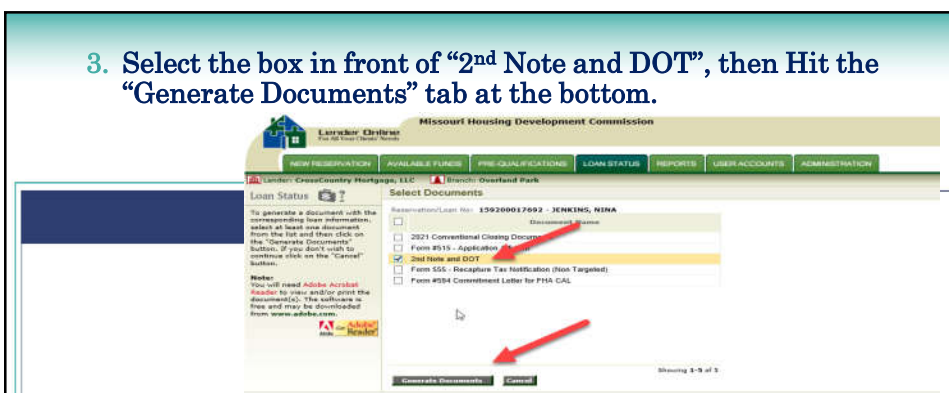
- 1. Pull up your file in Loan Status.



- 2. Hit the "PDF Docs" Icon for the correct file on the left hand side.



- 3. Select the box in front of "2<sup>nd</sup> Note and DOT", then Hit the "Generate Documents" tab at the bottom.



- 4. Hit the PDF "2<sup>nd</sup> Note and DOT" box. Do not hit the "Print All Documents" button.



- 5. Once the document uploads, go down to the 6<sup>th</sup> page (or page 3 of the Second Deed of Trust). Delete the mortgage loan amount at the bottom of this page and re-type the loan amount in again. This will auto-populate all the fields needed on the form.

2. **Charges; Liens.** Borrower shall pay all taxes, assessments, charges, **fees, and** impositions attributable to the Property which can attain priority over this Security Instrument, leasehold payments or ground rents on the Property, if any.

3. **Lien Subordinate to First Security Instrument.** Lender and Borrower acknowledge that this Security Instrument is subject to a recorded Deed of Trust which is a **first** mortgage lien on the Property, dated , executed by Grantor in favor of **Movement Mortgage, LLC** as Beneficiary, securing a promissory note in the amount of \$ **199,820.00**, (which Deed of Trust and Promissory Note secured thereby are hereinafter collectively called the "First Mortgage



First Place MRB

Next Step TBA

Mortgage Credit Certificate


## MHDC FORMS


- **500 SERIES = FIRST PLACE**
- **700 SERIES = NEXT STEP**
- **300 SERIES = MCC**


**ALL MHDC FORMS CAN BE SIGNED ELECTRONICALLY  
UNLESS REQUIRING A NOTARY**



First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h2>FORMS TO BE SIGNED AT APPLICATION:</h2>		
<ul style="list-style-type: none"> <li>▪ <b>Application Affidavit - Form 515 MRB / Form 715 Next Step / Form 315 MCC.</b></li> <li>▪ <b>This document will have to be signed at loan application for all loans.</b></li> <li>▪ <b>If a spouse is not going to be on the loan but will be living in the home they will have to sign the new Form 516 stating that they have had no ownership interest in the primary resident within the last 3 years.</b></li> </ul> <div style="text-align: right;">  </div>		

First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h2>COMMON FORMS USED BY MHDC</h2>		
<ul style="list-style-type: none"> <li>▪ <b>Form 505 File Submission Guide/Checklist</b></li> <li>▪ <b>Form 520 Lender's Certificate</b></li> <li>▪ <b>Form 525 Seller's Affidavit</b></li> <li>▪ <b>Form 535 Mortgagor's Affidavit</b></li> <li>▪ <b>Form 560 Notice to Mortgagors</b></li> <li>▪ <b>Form 570 Addendum to Note</b></li> <li>▪ <b>Form 575 Co-Signors Affidavit</b></li> <li>▪ <b>Form 580 Tax-Exempt Financing Rider</b></li> </ul> <div style="text-align: right;">  </div>		

First Place MRB	Next Step TBA	Mortgage Credit Certificate
<h1 style="margin: 0;">FORM 505</h1> <h2 style="margin: 0;">FILE SUBMISSION GUIDE &amp; CHECKLIST</h2>		
<ul style="list-style-type: none"> <li>▪ Make sure your submitted file is in this order.</li> <li>▪ Not all documents will be required depending on the file circumstances.</li> <li>▪ Only send what is necessary, nothing more.</li> </ul>		
		

	<b>Missouri Housing Development Commission</b> <span style="float: right; border: 1px solid black; padding: 2px;">Form #505</span> First Place Program – File Submission Check Sheet
	<b>Files must be uploaded and submitted to MHDC in the order as follows:</b> <i>*Notes forms only required when applicable. For special circumstances only.</i>
	<b>LENDER CERTIFICATION:</b> <input type="checkbox"/> Form #505 – Lender Check Sheet <input type="checkbox"/> Form #520 – Lender Certification
	<b>APPLICATION DOCUMENTS:</b> <input type="checkbox"/> Form #515 – Borrower’s Application Affidavit <input type="checkbox"/> Form #516* – Certification of Non Ownership Interest <i>If applicable. To be signed by non borrowing spouse that will live in the home.</i> <input type="checkbox"/> <b>Typed final loan application</b> – signed by borrower(s) <input type="checkbox"/> Form #521* – Prior Approval <i>If applicable. Sign copy of the #521 that was granted approval by MHDC certifying the information previously submitted has not changed. All requests must be submitted prior to closing.</i>
	<b>INCOME DOCUMENTATION:</b> <input type="checkbox"/> Form #590 – Income Calculation Worksheet <input type="checkbox"/> <b>Verification of Employment</b> <input type="checkbox"/> Signed VOE/for required info for all Doc: <i>Must include all docs required for the alternative documentation method:          30 days paystubs that reflect PTO taken, their start date, and the previous year’s W2 for that job. OR,          a signed third party VOE from the employer.</i> <input type="checkbox"/> Social Security, Pension Benefits (award letter, 1099, etc.) <input type="checkbox"/> Child Support documentation (income decree, court order, etc.) <input type="checkbox"/> 12-Month breakdown on overtime, commission, bonus, part-time employment, etc. <input type="checkbox"/> Form #522* – Certification of Zero Income, signed <i>If applicable. Execute for spouses not working.</i> <input type="checkbox"/> Form #523* – Certification of Zero Income for Children, signed <i>If applicable. Execute when no support is received for a child residing in the home.</i>
	<b>SALES CONTRACT &amp; AFFIDAVITS</b> <input type="checkbox"/> Sales Contract with all addendums <input type="checkbox"/> Warranty Deed <input type="checkbox"/> Form #525 – Seller’s Affidavit (Names must match W/D) <input type="checkbox"/> Form #530* – Certification of Cost <i>If applicable. In file of #525 when the borrower is building on their own land.</i> <input type="checkbox"/> Form #526 – Mortgagee’s Affidavit <input type="checkbox"/> Form #550-1 & 550-2* – MHDC Waiver of Marital Rights Affidavits <i>If applicable. For separated individuals who will not both reside in the residence.</i> <input type="checkbox"/> Form #580 – Notice to Mortgagees (THA, VA, USDA RD, loans only)
	<b>NOTE &amp; RECORDED FORMS</b> <input type="checkbox"/> Executed First Mortgage Note <input type="checkbox"/> Executed Second Mortgage Note (copy only, for CAL loans only) <input type="checkbox"/> Form #570 – Addendum to Note <input type="checkbox"/> Form #575* – Co-Signer Affidavit <i>If applicable. For non-occupying co-borrowers.</i> <input type="checkbox"/> Form #580 – Tax-Exempt Financing Rider (non-borrowing spouse (must) sign) (Record with D/T) <input type="checkbox"/> Form # 555 – Notice of Potential Recapture Tax
	<b>SETTLEMENT STATEMENTS</b> <input type="checkbox"/> CD Closing Disclosure Statement, signed by mortgagor(s) (Both Borrower & Seller’s sides) <input type="checkbox"/> Form #585* – Mobile Home Certification <i>If applicable. Certifies their former home was a mobile home and not real property</i>
	<small>Revised: August 2020.</small>
	

First Place MRB
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Mortgage Credit Certificate

## FORM 520

# LENDER'S CERTIFICATE

- Make sure ALL information is filled out on Page 1.
- Make sure you Sign and Date Page 2.



Missouri Housing Development Commission
Form #320

### Lender's Certificate

I, the undersigned authorized officer of the Lender named below (the "Lender") do hereby represent, warrant, and certify to the Missouri Housing Development Commission (the "Commission") and the State of Missouri that:

1. The location of the property financed with the Home Mortgage (the "Residence") is entirely within the boundaries of the State of Missouri.
2. A qualified employee or agent of the Lender, as agent for the Commission, by personal observation verified that the property consists of no more than two family dwelling units, the construction of which is sufficiently complete that occupancy is permitted under local law.
3. A qualified employee of the Lender, as agent for the Commission, has confirmed that the Mortgagor(s) understand the meaning and significance of the introductory paragraph of the Mortgagor's Affidavit attached hereto as Form #325. The affidavit was signed on the date of execution of the Mortgage.
4. Attached hereto as Exhibit B are copies of the sales contract and all escrow and settlement papers relating to the property and the Mortgage loan. The contract price set forth above (a) includes the land (unless the land has been owned by the Mortgagor for at least two years prior to the date on which construction of the residence began), dwelling and all fixtures and (b) is within the limit required by the Agreement.
5. The settlement costs (title and transfer costs, title insurance, or similar costs) and financing costs (credit referral fees, legal fees, appraisal expenses, the application fee, points which are paid by the buyer or other costs of financing the residence) associated with the purchase of the property, paid by or on behalf of the Mortgagor do not exceed the usual and reasonable costs in the area which would be paid by a buyer where financing is not provided through tax-exempt bonds, no less other than those set forth in the escrow and settlement papers were paid or collected.
6. A qualified employee or agent of the Lender independently investigated the representations contained in the Mortgagor's Affidavit and the Seller's Affidavit, and has no reason to believe that they are not true and correct.
7. A qualified employee of the Lender, as agent for the Commission, has reviewed the credit reports with respect to the Mortgagor from all three national credit bureaus and verified that no credit report includes any indication that the Mortgagor incurred indebtedness to finance a principal residence during the three year period prior to the execution of the Mortgage, unless the Mortgagor is a Qualified Veteran or the principal residence is located in a targeted area qualified census tract.
8. In the event that the Lender has been unable to satisfy itself as to the truth of the statements made by the Mortgagor in paragraph 10 of the Mortgagor's Affidavit from other documentation mentioned therein and herein, a qualified employee of the Lender has examined the tax, assessment or deed records of (a) the Mortgagor in the county and (b) the Mortgagor's last county of residence if different from the above, for the purpose of determining whether any property owned by the Mortgagor in either of said counties during the three-year period prior to the execution of the Mortgage was used as the principal residence of the mortgagor. If such examinations revealed any such ownership, attached hereto as Exhibit C, is evidence such as rent records or property tax records demonstrating that such property was (i) rented out by the Mortgagor or (ii) unimproved.
9. A qualified employee or agent of the Lender, as agent for the Commission, verified that the total projected twelve-month household income is not in excess of the applicable maximum income limit, and the amount of income used for credit underwriting is not more than the projected income for MHDC purposes.
10. A qualified employee or agent of the Lender, as agent for the Commission, verified that the property being financed is not located within a 100-year flood plain.
11. [Complete if developer of residence is other than the Seller.] The name and address of the developer of the residence is:

**This is to certify that the above Lender's Certificate complies with all applicable representations, warranties and covenants as contained in the Original Promissory Note and Administration Agreement for the Missouri Housing Development Commission and the Public Law, by and among Lender, Mortgagor and the Commission.**

Date: \_\_\_\_\_ Lender: \_\_\_\_\_

By (authorized signature): \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Version: December 2018
Page 2 of 2




<b>First Place MRB</b>	<b>Next Step TBA</b>	<b>Mortgage Credit Certificate</b>
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## FORM 525 SELLER'S AFFIDAVIT

- **Make sure ALL information is filled out on Page 1.**
- **Make sure you Sign and Date Page 2.**
- **Names should match the Warranty Deed.**
- **If HUD is selling property, a signature is still required.**
- **Use this verbiage at the bottom of page 2:**  

**"Subject property was acquired through foreclosure proceedings. All of the land being sold with the residence, reasonably maintains the basic livability of the residence, and we have no knowledge that it does not and will not provide, other than incidentally, a source of income to the purchaser."**




<div style="text-align: right; border: 1px solid black; padding: 2px; font-size: small;">Form #525</div> <p style="text-align: center; margin-top: 20px;"><b>Seller's Affidavit</b></p> <p>(Name of seller), being the owner, devisee and heir:</p> <ol style="list-style-type: none"> <li>1. I am selling a residence located at:              Street: _____              City of: _____              County of: _____              State of: <u>MISSOURI</u> Zip Code: _____              In (Name of town): _____</li> <li>2. Financing for the acquisition of such residence is being provided by _____ (the "Lender") from proceeds of qualified mortgage loans issued by the Missouri Housing Development Commission (the "Commission").</li> <li>3. Such residence is a new-family residence and, if the residence is a newly constructed residence which has never been occupied in whole prior to the purchase thereof, the construction of the residence is complete or will be complete at execution of the Mortgage. If the residence I am selling is a single-family two unit property, I certify that such residence is at least five years old.</li> <li>4. All of the land being sold with the residence reasonably maintains the basic livability of the residence and to the best of my knowledge does not and will not provide other than incidentally a source of income to the purchaser.</li> <li>5. The purchase price for the residence, including the land (unless the purchaser owned the land for at least two years prior to the date on which construction of the residence began, in which case the cost of the land may be included) and any improvements purchased in connection therewith, including any attached items such as parking, custom rods and light fixtures, exclusive of any addendum or financing costs, or any other items in connection with the purchase of the property, is \$ _____ The purchase of the residence is not purchase of any attached items from me in connection with the purchase of the residence, except as stated below:  <u>  </u>  <small>List each item of attached personal property and the purchase price therefor.</small>  <u>  </u>  <small>The purchase price for the unattached personal property described above does not exceed the fair market value of such items.</small></li> <li>6. Apart from any normal real estate agents' commissions, no money is being paid, no promises made being allowed, nor anything else of value (including without limitation personal property) being exchanged for or transferred, to the seller or, to the best of the seller's knowledge, any other person in connection with the purchase of the property, in connection with the purchase of the property except as indicated in the above and attached documents.</li> <li>7. I have not entered into any agreement with the purchaser of the residence or a party related to the purchaser or any party for the purchaser's benefit) pursuant to which the purchaser has, agreed to the construction, or sale or in lieu or in excess of the purchase price, or any other item of value, or any other person in connection with the sale of the residence has done or undertaken or other architectural improvement, have been added or removed from the residence in order to reduce the purchase price.</li> </ol> <div style="display: flex; justify-content: space-between; font-size: x-small; margin-top: 10px;"> <span>Revised: Nov 2011</span> <span>Page 1 of 2</span> </div>	<div style="text-align: right; border: 1px solid black; padding: 2px; font-size: small;">Form #525</div> <ol style="list-style-type: none"> <li>8. Check one: <input type="checkbox"/> The property has been previously occupied.  <input type="checkbox"/> The property is new; it has never been occupied.  <input type="checkbox"/> The property was foreclosed on.</li> <li>9. I hereby authorize the Missouri Housing Development Commission and the Lender (or either of them) to conduct such investigation as they (or any of them) deem necessary to ascertain the truth and correctness of the statements made in this affidavit, and I hereby agree to provide such information as the Missouri Housing Development Commission and the Lender (or either of them) shall reasonably request for such purpose.</li> <li>10. I have no reason to believe that any certification contained in this affidavit is false, and I have been informed that perjury is punishable by imprisonment for a period of years or a fine or both.</li> </ol> <p>I hereby certify and declare, under penalty of perjury, that all of the foregoing statements are, to the best of my knowledge and belief, true, correct and complete.</p> <p>Seller: _____                      Seller: _____  <small>STATE OF _____ }              COUNTY OF _____ }              Sworn to before me, this _____ of _____, 20____</small></p> <p>My Commission expires: _____  <small>Nancy Pallas</small></p> <div style="display: flex; justify-content: space-between; font-size: x-small; margin-top: 10px;"> <span>Revised: April 2011</span> <span>Page 2 of 2</span> </div>
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First Place MRB
Next Step TBA
Mortgage Credit Certificate

# FORM 535

## MORTGAGOR'S AFFIDAVIT

- Verifies address, buyers name, sellers name, lender, sales price, etc.
- Must be executed by all persons having an ownership interest in property.
- This form is signed by the borrower at the time of closing. By signing, the borrower states that all representations made at application are true, that the income verified is accurate, and who will occupy the property being purchased.



Form #535  
Page 1 of 4
Form #535  
Page 2 of 4

### Mortgagor's Affidavit

(Purchase)

**THE UNDERSIGNED UNDERSTAND(S) THAT FALSIFICATION OF THIS AFFIDAVIT IN ANY WAY MAY RESULT IN ALL AMOUNTS UNDER THE MORTGAGE NOTE BEING IMMEDIATELY DUE AND PAYABLE. THE UNDERSIGNED IS AWARE THAT ALL FACTS RECITED IN THIS AFFIDAVIT WILL BE INDEPENDENTLY VERIFIED AND THAT INTENTIONAL FALSIFICATION OF THIS AFFIDAVIT MAY SUBJECT THE UNDERSIGNED TO CRIMINAL PROSECUTION.**

\_\_\_\_\_ being duly sworn, deposes and says:

1. I am purchasing a residence located at:  
 Street: \_\_\_\_\_  
 City of: \_\_\_\_\_  
 County of: \_\_\_\_\_  
 State of: MISSOURI Zip Code: \_\_\_\_\_  
 from (Name of Seller(s)): \_\_\_\_\_
2. I understand that monies for the purchase of such residence are being provided by \_\_\_\_\_ (Other Lender) from proceeds of qualified mortgage loans issued by the Missouri Housing Development Commission (the "Commission"). As a Mortgagor, I may receive benefits from this financing such as a savings in mortgage loan interest costs. As a result, pursuant to Section 1.03(c) of the Internal Revenue Code of 1986, no proceeds (the "Loan") from the Commission will be made by me if the residence financed by the mortgage, be subject to a special "recapture-tax" for federal income tax purposes.
3. Such residence is a one-family residence or a newly constructed one-family residence the construction of which is complete or will be complete at execution of the Mortgage, or such units of a two-family residence.
4. I intend to occupy such residence as my principal residence within 60 days after the financing described in paragraph 2 is provided. If a two-family residence, I intend to occupy one unit as my principal residence within 60 days.
5. I will occupy the residence as my principal residence (or long as the mortgage loan providing the financing is outstanding) unless released by a purchaser approved by the Commission. If I have a conditional sale, no cash may be assumed and I will occupy the residence so long as my mortgage loan remains outstanding.
6. All of the land being purchased with the residence, if any, is being purchased, or on which the residence is located, necessarily contains the basic features of the residence and there are and will not provide, other than incidentally, a source of income to me. The land being purchased will not be used for agricultural purposes, and consists of less than 20 acres, if rural, or is consistent with other homes in the neighborhood, if urban, or a lot a double lot, etc.
7. I will not use the residence primarily in a trade or business nor use more than 15% of the total area thereof as a trade or business and will not deduct any portion of the cost of the residence as a home business expense on my state or federal income tax returns.
8. I will not use the residence or use the residence as an investment property or as a residential or "vacation" home, except in such cases where both units of a two-family residence are being purchased.
9. The residence is located within the State of Missouri.

Borrower (Signature) \_\_\_\_\_

Witness (Signature) \_\_\_\_\_

**10. CHECK ONE:**

The residence is located in a Targeted Area.

The residence is not located in a Targeted Area. Neither I nor any other mortgagor with respect to the financing of such residence have had a present ownership interest in a principal residence (which includes a unit in a condominium or cooperative building, and factory-made housing, such as a manufactured house, mobile home or house trailer, that is permanently affixed to real property) at any time during the three year period prior to the date hereof, other than the residence with respect to which such financing is being provided, unless I am a "Qualified Veteran". A "Qualified Veteran" is any veteran who served on active duty, and applied for financing within 25 years after the date on which the veteran left active service.

**Present ownership interest means:** (i) a fee simple interest; (ii) a joint tenancy, a tenancy in common, or tenancy by the entirety; (iii) the interest of a tenant-shareholder in a cooperative; (iv) a life estate; (v) a land contract (i.e., a contract pursuant to which possession and the benefits and burdens of ownership are transferred until sometime later); and (vi) an interest held in trust for me (whether or not created by me) that would constitute a present ownership interest if held directly by myself.

**Present ownership interest excludes:** (i) a remainder interest; (ii) a lease with or without an option to purchase; (iii) a mere expectancy to inherit an interest in a principal residence; (iv) the interest that a purchaser of a residence acquires on the execution of a purchase contract; and (v) an interest in other than a principal residence during the previous three (3) years.

11. I have not (nor has a related party or any party for my benefit) entered into any agreement with the seller of the residence, any developer, contractor, or any other person pursuant to which I have agreed to any consideration, either in cash or in kind, in excess of the purchase price of such residence (other than rentals in an amount not to exceed the fair rental value of the residence as determined by the Commission, pursuant to a temporary rental agreement with the seller pending purchase by the Trustee on behalf of the Commission of the mortgage loan) or pursuant to which any portion of the residence has been left unfinished or any fixtures or other architectural appointments have been omitted or removed from the residence in order to reduce the purchase price.
12. I have not been a party to a deed of trust, conditional sales contract, pledge, agreement to hold title in escrow, or any other form of owner-financing (whether or not paid off) on the residence at any time prior to the execution of the mortgage.
13. I will not use any portion of the proceeds of the mortgage loan to acquire or replace an existing mortgage or deed of trust under which I am obligated.
14. The purchase price for the residence as a completed residence, including the land (unless the land has been owned by the undersigned for at least two years prior to the date on which construction of the residence has begun, in which case the cost of the land may be excluded) and any improvements purchased in connection therewith, including any attached items such as carpeting, curtain rods and light fixtures, exclusive of any settlement or financing costs or any amount paid for property which is not real property or a fixture, is \$ \_\_\_\_\_. I am not purchasing any unattached items from the seller in connection with the purchase of the residence, except as stated below.

List each item of unattached  
personal property and the purchase price therefore:

\_\_\_\_\_

The purchase price for the unattached personal property stated above does not exceed the fair market value of such property.

Apart from any normal real estate agents' commission, no money is being paid, no promissory note being delivered, nor anything else of value being exchanged for or transferred to the seller or any other person by the undersigned or, to the undersigned's knowledge, by any other person in connection with the purchase of the property except as indicated in the escrow and settlement documents or in the Seller's Affidavit or Lender's Certificate.

Form #335  
Page 1 of 4

16. I have not been lawfully entitled to claim any deductions for federal income tax purposes for taxes or interest on indebtedness with respect to real property constituting my principal residence for any portion of the three-year period prior to the date of execution hereof.

17. **CHECK ONE:**  
 The property has been previously occupied.  
 The property is new; it has never been occupied. Although the residence I am purchasing is a "new residence" (i.e., a residence which has not been previously occupied), I understand that my mortgage is assumable only if (1) I have an FHA, VA or Rural Development loan; (2) the buyer of my home meets any qualifying conditions required by HUD; and (3) I will the residence at a price which is not greater than the "maximum purchase price limit" established by the Commission at the time of sale for an "existing residence" (i.e., a residence which has been previously occupied). I understand that the current "maximum purchase price limit" for an "existing residence" in the area in which the residence I am purchasing is located is \$ \_\_\_\_\_.

18. I/We understand that the Maximum Income limit is \$ \_\_\_\_\_ and that my/our total household income does not exceed this amount.  
Note: Do not include persons who co-sign a mortgage loan, provided such persons are not acquiring a present or future interest in the property securing the mortgage loan.  
 My/Our total household income does not exceed the Maximum Family Income for a household of \_\_\_\_\_ person(s), which includes the following persons intending to occupy the property as their principal residence:

Name of all Occupant(s)	Relationship
_____	Borrower
_____	Co-Borrower

(Please list all persons occupying or to occupy the property as their principal residence who are mortgagors or related to the mortgagor(s) by birth, marriage or adoption.)

19. I/We have occupied the following residences within the previous three-year period:

Property Address	B/C/J/L	Time Period	Rent/Own

\*Borrower, Co-Borrower, or Spouse of Borrower or co-borrower

Form #335  
Page 4 of 4

20. I have read the note and the mortgage, including the amendment thereto, and understand that:

(A) the loan is being provided under a program financed with the proceeds of bonds issued by the Missouri Housing Development Commission, the terms of the loan are available only if interest on the bonds is exempt from federal income tax, and that the federal tax-exempt status of the interest on the bonds may be adversely affected if the statements made in this affidavit and other affidavits and certificates given in connection with the making of the loan are untrue;

(B) any transfer of title to or possession of such residence or any portion thereof may result in the entire unpaid balance of the mortgage loan becoming immediately due and payable;

(C) any assumption of the mortgage which secures the mortgage loan may result in the entire unpaid balance of the mortgage loan becoming immediately due and payable;

(D) any untrue or incorrect statement in this affidavit may result in the entire unpaid balance of such mortgage loan becoming immediately due and payable.

21. I hereby authorize the Commission and the Lender (or either of them) to conduct such investigation as they (or any of them) deem necessary to ascertain the truth and correctness of the statements made in this affidavit, and I hereby agree to provide such information as the Commission and the Lender (or either of them) shall reasonably request for such purpose.

22. I have no reason to believe that any certification contained in this affidavit is false and I have been informed and understand that perjury is punishable by imprisonment for a period of years or a fine or both.

I hereby certify and declare, under penalty of perjury, that all of the foregoing statements are, to the best of my knowledge and belief, true, correct and complete.

Mortgagor \_\_\_\_\_  
 Mortgage \_\_\_\_\_  
 STATE OF \_\_\_\_\_ )  
 ) ss  
 COUNTY OF \_\_\_\_\_ )

Sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary \_\_\_\_\_


My Commission Expires: \_\_\_\_\_

First Place MRB
Next Step TBA
Mortgage Credit Certificate

# FORM 560

## NOTICE TO MORTGAGORS

- **Used only with FHA, VA, RD loans.**
- **Explains restrictions on re-sale of property, renting property, etc. as they pertain to Government insured loans.**
- **Not recorded with Deed of Trust.**



Form # 560

**Notice to Mortgagors**  
(For FHA, VA and FmHA Loans)

Your home purchase is being financed with a mortgage made available with the assistance of the Missouri Housing Development Commission (the "Commission"). This mortgage is made at an interest rate below what is usually being charged. Because of this, your mortgage provides that you cannot sell your home to a person ineligible for assistance from the Commission, unless you pay your loan in full.

If you have applied for an FHA, VA or rural development loan and you sell your home to a party ineligible for the Commission's assistance, the lender may demand immediate full repayment of the loan. This could result in foreclosure of your mortgage and repossession of the property. In addition, if you rent the property or committed fraud or intentionally misrepresented yourself when you applied for the loan, the lender may foreclose your mortgage and repossess the property. If the lender takes your home through a foreclosure of the mortgage because of these reasons, HUD will not be able to help you.

If the money received from the foreclosure sale is not enough to pay the remaining amount of money you owe on the loan, the lender may obtain a deficiency judgment against you (a court ruling that you must pay whatever money is still owed on the loan after the foreclosure sale). Such judgment will be taken over by HUD if the lender files an insurance claim against HUD because of the foreclosure. HUD may then bring an action against you to collect the judgment.


Your mortgage loan is assumable only if (1) I have an FHA, VA or Rural Development loan; (2) the buyer of my home meets any qualifying conditions required by HUD; and (3) I sell the residence at a price which is not greater than the "maximum purchase price limit" established by the Commission at the time of resale for an "existing residence" (i.e., a residence which has been previously occupied).

If you have applied for a Conventional loan, your loan is not assumable under any circumstances and the loan must be repaid in full upon the sale of the property.

SECTION 150(b)(1) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, PROHIBITS THE DEDUCTION OF INTEREST ON YOUR MORTGAGE BY YOU FOR FEDERAL INCOME TAX PURPOSES IF THERE IS A CONTINUOUS PERIOD OF ONE YEAR OR MORE IN WHICH YOUR HOME IS NOT THE PRINCIPAL RESIDENCE OF AT LEAST ONE OF THE MORTGAGORS WHO RECEIVED THE MORTGAGE FINANCED WITH THE ASSISTANCE OF THE COMMISSION. IN THAT EVENT, NO DEDUCTION WILL BE ALLOWED FOR INTEREST ON YOUR MORTGAGE WHICH ACCRUES ON OR AFTER THE DATE SUCH PERIOD BEGAN.

Date \_\_\_\_\_ Mortgagor


Date \_\_\_\_\_ Mortgagor



First Place MRB
Next Step TBA
Mortgage Credit Certificate

## FORM 570 ADDENDUM TO NOTE

- **Attach to copy of the executed mortgage note.**
- **Explains the consequences of transferring property to buyer that does not meet the guidelines of the First Place program.**
- **Original goes to master servicer.**



Form #570

**Addendum to Note**  
(Must be attached to the First Note.)

The following Addendum is made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is incorporated into and shall be deemed to amend and supplement the Note, dated of even date herewith, given by the undersigned (herein "Mortgagor").

The Lender may declare all sums secured by this mortgage to be immediately due and payable if:

(a) all or part of the property is sold or otherwise transferred (other than by devise, descent or operation of law) without the Lender's prior written consent by Mortgagor to a purchaser or other transferee:

- (i) who cannot reasonably be expected to occupy the property as a principal residence within a reasonable time after the sale or transfer, all as provided in Sections 143(c) and 143(f)(2) of the Internal Revenue Code; or
- (ii) who has had a present ownership interest in a principal residence during any part of the three-year period ending on the date of the sale or transfer, all as provided in Sections 143(c) and 143(f)(2) of the Internal Revenue Code; or
- (iii) at an acquisition cost which is greater than 90 percent of the average area purchase price, all as provided in Sections 143(e) and 143(f)(2) of the Internal Revenue Code; or
- (iv) who has Family Income in excess of the Maximum Family Income established by the Missouri Housing Development Commission under its applicable regulations or program guidelines in effect on the date of the sale or transfer; or

(b) Mortgagor fails to occupy the property described in the mortgage; or


(c) Mortgagor omits or misrepresents a material fact in an application for this mortgage or any documents executed in connection with mortgage.

References are to the Internal Revenue Code of 1986, as amended, in effect on the date of execution of the mortgage, and are deemed to include the implementing regulations.

IN WITNESS WHEREOF, Mortgagor has executed this Addendum.

\_\_\_\_\_  
Mortgagor

\_\_\_\_\_  
Mortgagor




First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## FORM 580

# TAX-EXEMPT FINANCING RIDER

- **This document explains that there is tax-exempt financing involved in the mortgage.**
- **This document is signed at closing and recorded with the Deed of Trust.**
- **Even a non borrowing spouse must sign this form along with the deed of trust. They cannot waive their marital rights.**



Form #580

References are to the 1986 Internal Revenue Code in effect on the date of execution of the Security Instrument and are deemed to include the implementing regulations.

BY SIGNING BELOW, Borrower accepts and agrees to the terms and provisions in this Tax-Exempt Financing Rider.

Borrower: \_\_\_\_\_  
 Co-Borrower: \_\_\_\_\_  
 Non-Borrowing Spouse: (if applicable) \_\_\_\_\_

Form #580

**Tax-Exempt Financing Rider**  
(Must be attached to the First Deed of Trust)

THIS TAX-EXEMPT FINANCING RIDER is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is incorporated into and shall be deemed to amend and supplement the Mortgage, Deed of Trust or Security Deed ("Security Instrument") of the same date given by the undersigned ("Borrower") to secure Borrower's Note ("Note") to Lender ("Lender") of the same date and covering the Property described in the Security Instrument and located at:

Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 County: \_\_\_\_\_ State: Missouri, Zip Code: \_\_\_\_\_

In addition to the covenants and agreements made in the Security Instrument, Borrower and Lender further covenant and agree as follows:

Lender, or such of its successors or assigns may by separate instrument assume responsibility for assuring compliance by the Borrower with the provisions of this Tax-Exempt Financing Rider, may require immediate payment in full of all sums secured by this Security Instrument if:

- (A) All of part of the Property is sold or otherwise transferred (other than by devise, descent or operation of law) by Borrower to a purchaser or other transferee;
  - (i) Who cannot reasonably be expected to occupy the Property as a principal residence within a reasonable time after the sale or transfer, all as provided in Sections 143(d) and (1)(2) of the Internal Revenue Code; or
  - (ii) Who has had a present ownership interest in a principal residence during any part of the three-year period ending on the date of the sale or transfer, all as provided in Sections 143(d) and (1)(2) of the Internal Revenue Code (except that "100 percent" shall be substituted for "75 percent or more" where the latter appears in Section 143(d)(1)); or
  - (iii) at an acquisition cost which is greater than 90 percent of the average area purchase price (greater than 110 percent for targeted area residences), all as provided in Section 143(e) and (1)(2) of the Internal Revenue Code; or
  - (iv) Who has a prior family income in excess of applicable median family income as provided in Sections 143(f) and (1)(2) of the Internal Revenue Code; or
- (B) Borrower fails to occupy the Property described in the Security Instrument without prior written consent of Lender or its successors or assigns described at the beginning of this Tax-Exempt Financing Rider; or
- (C) Borrower omits or misrepresents a fact that is material with respect to the provisions of Section 143 of the Internal Revenue Code in an application for the loan secured by this Security Instrument.

Revised: March 2020
Page 1 of 2

Revised: March 2020
Page 2 of 2

Form #590

**TOTAL PROJECTED GROSS INCOME**

	Borrower Monthly Income	Co-Borrower Monthly Income	Total Monthly Income	
Gross Pay			\$0.00	
Overtime			\$0.00	
Part-time Employment			\$0.00	
Commissions			\$0.00	
Bonuses			\$0.00	
Dividends			\$0.00	
Interest			\$0.00	
Royalties			\$0.00	
Pensions			\$0.00	
VA Compensation			\$0.00	
Net Rental Income			\$0.00	
Alimony			\$0.00	
Child Support			\$0.00	
Public Assistance			\$0.00	
Sick Pay			\$0.00	
Social Security Benefits			\$0.00	
Unemployment Comp.			\$0.00	
Income Received-Trusts			\$0.00	
Income-Business Activity			\$0.00	
Investment Income			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
<b>Total Projected Monthly Gross Income:</b>			\$0.00	
			X 12	\$ 0.00
<b>TOTAL PROJECTED ANNUAL HOUSEHOLD INCOME:</b>				0.00

Note: Do not include persons who co-sign a mortgage loan, provided such persons are not acquiring a present ownership interest in the property securing the mortgage loan. However, the income of a co-signer who will live in the residence to be financed by the mortgage loan must be included.


**Please explain how the income was figured and be certain to include the VOE and any other documentation that was used to figure the income calculations.**

**Form 590: Income Calculation Worksheet**

Used to calculate income for occupants of household.

**Common Mistakes:**

- Explanation not given on how income was calculated.
- Worksheet missing from file



**Form #522**

**CERTIFICATION OF ZERO INCOME**  
(To be signed by adult household member only)

I, \_\_\_\_\_ hereby certify that I do not receive income from any of the following sources:

1. Wages from employment (including commissions, tips, bonuses, fees, etc.);
2. Income from operations of a business;
3. Rental income from real or personal property;
4. Interest or dividends from assets;
5. Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits;
6. Unemployment or disability payments;
7. Public assistance payments;
8. Periodic allowances such as alimony, or gifts received from persons not living in my household;
9. Sales from self-employed resources;
10. Any other source not named above.

There is no imminent change expected in my income during the next 12 months.

Under penalty of perjury, I certify that the information in this certification is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud.

\_\_\_\_\_ Date


State of \_\_\_\_\_ )  
 ) ss  
 County of \_\_\_\_\_ )

Sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Notary

My Commission Expires: \_\_\_\_\_

7/17/08



Form # 523

**CERTIFICATION OF ZERO INCOME FOR CHILDREN**  
(To be signed by custodial parent only)

Borrower's Name: \_\_\_\_\_  
 Property Address: \_\_\_\_\_

I, \_\_\_\_\_ hereby certify that I do not receive income from any of the following sources:

1. Child Support (whether ordered or not ordered by the court);
2. Social Security payments;
3. Disability payments;
4. Public assistance payments;
5. Any other source not named above.

For the following child(ren):


There is no imminent change expected in my income during the next 12 months.

Under penalty of perjury, I certify that the information in this certification is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud.

\_\_\_\_\_ *Signature of Custodial Parent* \_\_\_\_\_ *Date*


State of \_\_\_\_\_ )  
 ) ss  
 County of \_\_\_\_\_ )

Sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Notary

My Commission Expires: \_\_\_\_\_

7/23/14






First Place MRB	Next Step TBA	Mortgage Credit Certificate
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## FORM 575 CO-SIGNORS AFFIDAVIT

- **Co-Signers cannot take title.**
- **No co-signer information is required or considered.**
- **Anyone taking title or occupying the property will be considered a co-borrower, and must meet all MHDC qualifications.**
- **“Co-Signer” must be typed beneath the signature line on the note & addendum to note.**
- **Co-Signer Affidavit must be signed.**



Form #575

### Co-Signor Affidavit

\_\_\_\_\_

being duly sworn, deposes and says:

I am the co-signor of a NOTE secured by a Deed of Trust for the home loan of \_\_\_\_\_

\_\_\_\_\_, the mortgagor(s), on property legally described as:

\_\_\_\_\_

I have executed the Note solely for the purpose of providing additional security and I have no other financial or ownership interest in the subject property.

Further, I hereby certify that I will not occupy the Residence of the subject property at any time.

Co-signor \_\_\_\_\_

Co-signor \_\_\_\_\_


STATE OF \_\_\_\_\_ )  
  ) SS  
COUNTY OF \_\_\_\_\_ )

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.


Notary \_\_\_\_\_


My Commission expires: \_\_\_\_\_

Effective: 07/28/2008Page 1 of 1





	Form #550-1	
<p>BORROWER</p> <p><b>MISSOURI HOUSING DEVELOPMENT COMMISSION QUALIFIED MORTGAGE REVENUE BOND WAIVER OF MARITAL RIGHTS SUPPLEMENTAL AFFIDAVIT</b></p> <p>[Note: This affidavit may not be used if husband and wife reside or intend to reside together in the residence being assisted with the MRB. In such cases, both husband and wife must execute all MRB-CAP documents and meet all MRB-CAP eligibility rules.]</p> <p>STATE OF _____ ) COUNTY OF _____ ) ss</p> <p>I, the undersigned, being first duly sworn, state that I have applied for a loan to be funded by a Mortgage Revenue Bond issued by the Missouri Housing Development Commission through _____ [name of Lender] in connection with my acquisition of a principal residence located at:                  Street: _____                  City: _____ State: <b>MISSOURI</b> Zip: _____</p> <p>As of the date of this affidavit, I am lawfully married to _____ [name of spouse].</p> <p>I hereby certify that said _____ [name of spouse] has executed a Waiver of Marital Rights with respect to said residence and will not reside in said residence and does not reside in the same place as me.</p> <p style="text-align: right;">_____ Signature of Borrower</p> <p style="text-align: right;">_____ Typed Name of Borrower</p> <p>Sworn to before me, this _____ day of _____, 20____.</p> <p>My Commission Expires: _____ Notary</p>		
		<p>Form #550-1 page 1</p> <p><b>This form is used in cases where the borrower and spouse have separated but are still married and do not intend to reside together.</b></p> <p><b>Borrower signs this form.</b></p> 

	Form #550-2	
<p>SPOUSE</p> <p><b>MISSOURI HOUSING DEVELOPMENT COMMISSION QUALIFIED MORTGAGE REVENUE BOND WAIVER OF MARITAL RIGHTS SUPPLEMENTAL AFFIDAVIT</b></p> <p>[Note: This affidavit may not be used if husband and wife reside or intend to reside together in the residence being assisted with the MRB. In such cases, both husband and wife must execute all MRB-CAP documents and meet all MRB-CAP eligibility rules.]</p> <p>STATE OF _____ ) COUNTY OF _____ ) ss</p> <p>I, the undersigned, being first duly sworn, state that, as of the date of this affidavit, I am lawfully married to _____ [name of spouse].</p> <p>I understand that _____ [name of spouse] has applied for a loan to be funded by a Mortgage Revenue Bond issued by the Missouri Housing Development Commission through _____ [name of lender] in connection with his/her acquisition of a principal residence located at:                  Street: _____                  City: _____ State: <b>MISSOURI</b> Zip: _____</p> <p>I hereby certify that I have executed a Waiver of Marital Rights with respect to said residence and that I will not reside in said residence and do not <u>now</u> reside in the same place as _____ [name of spouse].</p> <p style="text-align: right;">_____ Signature of Spouse</p> <p style="text-align: right;">_____ Typed Name:</p> <p style="text-align: right;">_____ Current Address:</p> <p style="text-align: right;">_____ Phone Number:</p> <p>Sworn to before me, this _____ day of _____, 20____.</p> <p>My Commission Expires: _____ Notary</p>		
		<p>Form #550-2 page 2</p> <p><b>This form is used in cases where the borrower and spouse have separated and do not intend to reside together.</b></p> <p><b>Non-occupying spouse signs this form.</b></p> 

Form #593



**920 Main Street, Suite 1400**  
**Kansas City, MO 64105**  
**Phone – 816-759-6600**  
**Fax – 816-759-6803**  
[www.mhdc.com](http://www.mhdc.com)

**MISSOURI HOUSING**  
Development Commission

DATE \_\_\_\_\_

LENDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

Re: **Missouri Cash Assistance Loan (CAL)** Legally Enforceable Obligation Letter  
For HUD ML 2013-14 and HUD Handbook 4155.1 5.B.6. a  
Gift Letter

Borrower(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: **Missouri** Zip Code: \_\_\_\_\_

DPA Amount: \$ 0.00

First Mortgage Loan Amount: \_\_\_\_\_

First Mortgage Loan #: \_\_\_\_\_

Please be advised that Missouri Housing Development Commission (MHDC), a governmental entity as recognized by the U.S. Department of Housing and Urban Development (HUD) and the Federal Housing Administration (FHA), is providing down payment/closing cost assistance, which is to be used in conjunction with the First Mortgage Loan originated through MHDC's First Time Homebuyer Program. Additional terms of the assistance are provided below:

- No interest will be charged.
- Repayment is deferred.
- The MHDC's CAL is forgiven after ten years.

Borrower Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Borrower Signature \_\_\_\_\_ Date \_\_\_\_\_

*Christopher Hendrickson*  
 Christopher Hendrickson  
 Homeownership Manager



Form #594



**FHA DPA Commitment Form**  
**For Use only with FHA First**  
**Mortgage Loan Commitments**

**MISSOURI HOUSING**  
Development Commission

The Missouri Housing Development Commission (MHDC) hereby agrees to provide its own funds for the downpayment assistance (DPA) loan as stated below in connection with the associated first mortgage and has a legally enforceable obligation to provide those DPA funds.

**Lender must print and complete this form and place it with MHDC Form 593 (MHDC Gift Letter) on the right side of the endorsement binder with Asset Verification documentation needed to close.**

Commitment Date \_\_\_\_\_ Est Closing Date \_\_\_\_\_ MHDC Loan Number \_\_\_\_\_

Lender Name \_\_\_\_\_

First Place CAL Program \_\_\_\_\_ DPA Loan Amount \_\_\_\_\_  
 DPA Program \_\_\_\_\_

Borrower Name \_\_\_\_\_ Co-Borrower Name \_\_\_\_\_

Property Address \_\_\_\_\_ City \_\_\_\_\_

*Christopher Hendrickson*  
 Christopher Hendrickson  
 Homeownership Manager



Form 2-022  
Page 1 of 2

### Mortgage Credit Certificate Program Missouri Housing Development Commission Non-Targeted Properties

**Notice to Mortgagor of Information Regarding Potential Recapture Tax**

Because you are receiving a Mortgage Credit Certificate with your mortgage loan, you are receiving the benefit of a credit against your federal income taxes. If you sell or otherwise dispose of your home during the next nine years, this benefit may be recaptured.

The recapture is accomplished by an increase in your federal income tax for the year in which you sell your home. The recapture only applies, however, if you sell your home at a gain and if your income increases above specified levels.

You may wish to consult a tax advisor or the local office of the Internal Revenue Service at the time you sell your home to determine the amount, if any, of the recapture tax. Along with this notice, you are being given additional information that will be needed to calculate the recapture tax.

**Notice to Mortgagor of Maximum Recapture Tax and of Method to Compute Recapture Tax on Sale of Home**

**A. Introduction**

**1. General.** When you sell your home you may have to pay a recapture tax as calculated below. The recapture tax may also apply if you dispose of your home in some other way. Any references in this notice to the "sale" of your home also includes other ways of disposing of your home. For instance, you may owe the recapture tax if you give your home to a relative.

**2. Exceptions.** In the following situations, no recapture tax is due and you do not need to do the calculations:

- (a) You dispose of your home later than nine years after you close your mortgage loan;
- (b) Your home is disposed of as a result of your death;
- (c) You transfer your home either to your spouse or to your former spouse incident to divorce and you have no gain or loss included in your income under section 1041 of the Internal Revenue Code; or
- (d) You dispose of your home at a loss.

**B. Maximum Recapture Tax.** The Maximum Recapture Tax that you may be required to pay as an addition to your federal income tax is **\$ 0.00**. This amount is 6.25% of the highest principal amount of your mortgage loan and is your federally subsidized amount with respect to the loan.

**C. Actual Recapture Tax.** The actual recapture tax, if any, can only be determined when you sell your home, and is the lesser of (1) 50% of your gain on the sale of your home, regardless of whether you have to include that gain in your income for federal income tax purposes, or (2) your recapture amount determined by multiplying the following three numbers:


- (i) **\$ 0.00** (the Maximum Recapture Tax, as described in paragraph B above),
- (ii) The Holding Period Percentage, as listed in Column 1, in the Table below, and
- (iii) The Income Percentage, as described in paragraph D below.

**D. Income Percentage.** You calculate the income percentage as follows:

- (i) Subtract the applicable adjusted qualifying income in the taxable year in which you sell your home, as listed in Column 2 in the Table, from your modified adjusted gross income in the taxable year in which you sell your home.

Your modified adjusted gross income means your adjusted gross income shown on your federal income tax return for the taxable year in which you sell your home, with the following two adjustments: (a) your adjusted gross income must be increased by the amount of any interest that you receive or accrue in the taxable year from tax-exempt bonds that is excluded from your gross income (under section 103 of the Internal Revenue Code); and (b) your adjusted gross income must be decreased by the amount of any gain included in your gross income by reason of the sale of your home.

- (ii) If the amount calculated in (i) above is zero or less, you owe no recapture tax and do not need to make any more calculations. If it is \$5,000 or more, your income percentage is 100%. If it is greater than zero but less than \$5,000, it must be divided by \$5,000. This fraction, expressed as a percentage, represents your income percentage. For example, if the fraction is \$1,000/\$5,000, your income percentage is 20%.



**E. Limitations and Special Rules on Recapture Tax.**

- If you give away your home (other than to your spouse or ex-spouse incident to divorce), you must determine your actual recapture tax as if you had sold your home for its fair market value.
- If your home is destroyed by fire, storm, flood, or other casualty, there generally is no recapture tax if, within two years, you purchase additional property for use as your principal residence on the site of the home financed with your original subsidized mortgage loan.
- In general, except as provided in future regulations, if two or more persons own a home and are jointly liable for the subsidized mortgage loan, the actual recapture tax is determined separately for them based on their interests in the home.
- If you repay your loan in full during the nine year recapture period and you sell your home during this period, your holding period percentage may be reduced under the special rule in section 143(m)(4)(C)(ii) of the Internal Revenue Code.
- Other special rules may apply in particular circumstances. You may wish to consult with a tax advisor or the local office of the Internal Revenue Service when you sell or otherwise dispose of your home to determine the amount, if any, of your actual recapture tax. See section 143(m) of the Internal Revenue Code generally.

**F. Mortgagor and Residence Information.**

**1. Mortgagors Name:** \_\_\_\_\_  
**SS#:** \_\_\_\_\_


**Co Mortgagors Name:** \_\_\_\_\_  
**SS#:** \_\_\_\_\_

**2. Date of Closing of Mortgage Loan:** \_\_\_\_\_

**3. Address of residence:** \_\_\_\_\_

**4. Principal amount of Mortgage Loan on date of closing: \$** \_\_\_\_\_

See the following table for your county's ( \_\_\_\_\_ )  
 Adjusted Qualifying Income Limits:



**Retain a copy of this notice with your loan closing documentation.**

Effective: April 1, 2021 Form # 555  
Page 3 of 3

For Non-Targeted Properties		Columbia MSA		Jefferson City MSA		Kansas City MSA		St. Louis MSA		Missouri, all other areas	
		Counties: Boone		Counties: Cole Osage		Counties: Caldwell Cass Clay Clinton Jackson Lafayette Platte Ray		Counties: Franklin Jefferson Lincoln St. Charles St. Louis City St. Louis County Warren		Counties <u>not</u> located within the Columbia, Jefferson City, Kansas City or St. Louis MSA as noted to the left.	
For the property located at:		Adjusted Qualifying Income Number of Family Members Living in Your Home at the Time of Sale		Adjusted Qualifying Income Number of Family Members Living in Your Home at the Time of Sale		Adjusted Qualifying Income Number of Family Members Living in Your Home at the Time of Sale		Adjusted Qualifying Income Number of Family Members Living in Your Home at the Time of Sale		Adjusted Qualifying Income Number of Family Members Living in Your Home at the Time of Sale	
Date That You Sell Your Home (Closing being the date of your loan)	Holding Period %	2 or Less	3 or more	2 or Less	3 or more	2 or Less	3 or more	2 or Less	3 or more	2 or Less	3 or more
Before the first anniversary of closing (See note below)	20%	81,700	93,955	76,700	88,205	86,600	99,590	84,900	97,635	72,300	83,145
On or after the first anniversary of closing, but before the second anniversary of closing	40%	85,785	98,652	80,535	92,615	90,930	104,569	89,145	102,516	75,915	87,302
On or after the second anniversary of closing, but before the third anniversary of closing	60%	90,074	103,584	84,561	97,245	95,476	109,797	93,602	107,641	79,710	91,667
On or after the third anniversary of closing, but before the fourth anniversary of closing	80%	94,577	108,763	88,789	102,107	100,249	115,286	98,282	113,023	83,695	96,250
On or after the fourth anniversary of closing, but before the fifth anniversary of closing	100%	99,305	114,201	93,228	107,212	105,261	121,050	103,196	118,674	87,879	101,062
On or after the fifth anniversary of closing, but before the sixth anniversary of closing	80%	104,270	119,911	97,889	112,572	110,524	127,102	108,355	124,607	92,272	106,115
On or after the sixth anniversary of closing, but before the seventh anniversary of closing	60%	109,483	125,906	102,783	118,200	116,050	133,457	111,092	127,755	95,814	111,420
On or after the seventh anniversary of closing, but before the eighth anniversary of closing	40%	114,957	132,201	107,922	124,110	121,852	140,224	116,646	134,142	100,604	116,991
On or after the eighth anniversary of closing, but before the ninth anniversary of closing	20%	120,704	138,811	113,318	130,315	127,944	147,235	122,478	140,849	105,634	122,840


The undersigned Mortgagor(s) hereby acknowledge receipt of this Notice:


Borrower: \_\_\_\_\_ Date \_\_\_\_\_ Co-Borrower: \_\_\_\_\_ Date \_\_\_\_\_

First Place MRB
Mortgage Credit Certificate

## WHAT HAPPENS WHEN THE HOUSE IS SOLD?

- Title to the home transfers as in any other transaction.
- If the home is sold within the first nine years of homeownership, Recapture Tax may be triggered.





First Place MRB

Mortgage Credit Certificate

## POTENTIAL RECAPTURE TAX

- What is it, and how does it affect the borrower?
- Potential Recapture Tax is **NOT** an issue on Next Step loans.
- It only applies to First Place and MCC loans.

**RECAPTURE TAX HAS NOTHING TO DO WITH THE CAL FUNDS. Recapture tax applies to all FIRST PLACE (CAL and NON CAL) and MCC loans.**



First Place MRB

Mortgage Credit Certificate

## WHAT IS RECAPTURE TAX?

- If a homebuyer sells his or her home in the first nine years of ownership AND.
- If they make a profit AND.
- If income is over maximum,

only then additional tax may be owed.



First Place MRB

Mortgage Credit Certificate

## HOW IS RECAPTURE TAX CALCULATED

- Uses IRS Form 8828 as a worksheet.
- Calculated from time of purchase to time of sale.
- Uses purchase price plus improvements as base price.
- Deducts cost of sale.
- Uses sales-year Adjusted Gross Income as determinant if Recapture Tax owed.



First Place MRB

Mortgage Credit Certificate

## VERY IMPORTANT INFORMATION

**Convey to the buyer that they must retain this form until they sell their home. They will need to refer to this chart if their home is sold in the first nine years of ownership.**



First Place MRB

Mortgage Credit Certificate

## SHOULD MY BUYER BE CONCERNED? PROBABLY NOT

- The average income for a First Place buyer is \$58,500 annually.
- The current Maximum Income is \$80,900 and higher in some areas.
- This means the average buyer is \$22,400 under maximum.
- Household income would have to increase this much to reach today's maximum.



First Place MRB

Mortgage Credit Certificate

## THINGS TO CONSIDER EVEN WITH POTENTIAL RECAPTURE TAX

- Borrower using CAL loan gets 4% assistance making homeownership possible.
- Borrower saves on interest rate while the home is owned.
- Borrower has tax advantage while occupying his home.
- Benefits of First Place program will usually outweigh the possibility of Recapture Tax.



**MHDC Mortgage Credit Certificate Program** Form #304

**MCC Conditional Commitment Package Checklist**

**TO:** Missouri Housing Development Commission  
Attn: Homeownership Dept.  
920 Main Street, Suite 1400  
Kansas City, MO 64105

**FROM:** \_\_\_\_\_

MCC Reservation #: \_\_\_\_\_ Interest Rate: \_\_\_\_\_ %  
 Next Step Reservation #: (if applicable) \_\_\_\_\_  
 Borrower Name: \_\_\_\_\_ Co-Borrower: \_\_\_\_\_  
 Property Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**We are herewith submitting the following documents, in this order, for your Pre-Closing review:**

Form #304 – MCC Conditional Commitment Package Checklist

**DOCUMENTS TO BE SIGNED AT APPLICATION:**

Form #315 – Potential Borrower's Application Affidavit

**PRE-CLOSING DOCUMENTS:**

Form #321 – Approved "Prior Approval", signed by an authorized signer (if applicable)  
 Correspondence Memorandum regarding special circumstances (if applicable)  
 Loan Application – signed by borrower(s)  
 Form #390 – Income Calculation Worksheet


**VERIFICATION OF INCOME FOR ALL HOUSEHOLD MEMBERS INCLUDING:**

Verification of employment/All required info for Alt Doc.  Social Security Benefits  
 12-Month breakdown on overtime, commission, bonus  Divorce Decree  
 12-Month breakdown for part-time employment  Child Support  
 Other

Form #322 – Certification of Zero Income for adults, signed (if applicable)  
 Form #323 – Certification of Zero Income for Children, signed (if applicable)

Sales Contract with all addendums  
 Form #350-1 & 350-2 – Waiver of Marital Rights Affidavits – for separated individuals (if applicable)  
 Mortgage Lender Commitment Letter to borrower(s)  
 Form #385 – Mobile Home Certification (if applicable)  
 Flood Certification Letter  
 Loan Estimate

Name of Contact for this file \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_



Revised 12/27/18 Page 1 of 1

**Mortgage Credit Certificate Program** Form 315

**Potential Borrower's Application Affidavit**

Name of Borrower(s): \_\_\_\_\_  
 Property Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ County: \_\_\_\_\_, Missouri

Targeted  Non-Targeted  Existing  New Construction  Combining with Next Step Program

Total Real Estate Sales Contract Price: \$ \_\_\_\_\_

**Part I - Acknowledgment of Availability of Funds**

- I/We hereby state that I/we are proceeding with this application at my/our own risk and there are no guarantees of an approved reservation of funds for the Mortgage Credit Certificate (MCC) Program.
- I/We further understand that the **interest rate is not guaranteed** until the reservation is made and confirmed by the Mortgage Lender. The rate may vary depending on the availability of funds and when the reservation is made.
- I/We further understand that I/we must comply with all MHDC requirements, as well as any FHA, VA, RD or Fannie Mae/Freddie Mac Conventional requirements depending on the type of loan obtained.
- I/We further understand that this is **NOT** a loan commitment. It is in the Mortgage Lender's sole discretion to make the decision to grant the loan and I am free to seek financing from any approved Mortgage Lender. **MHDC is not involved in the loan approval process.** Reservations will be issued on a first-come, first-served basis.


**Part II - Description and Disclosure**

- Issuance of an MCC entitles eligible First Time Home Borrowers to claim a credit against their federal income taxes only for a portion of the interest paid for the purchase of a qualified home. The residence must meet purchase price limitations established by the Commission under the Internal Revenue Code of 1986, as amended ("IRC"). A Borrower must meet specific eligibility criteria and agree to certain conditions as noted in Part III.
- The MCC reduces a taxpayer's annual tax liability thereby making more after-tax dollars available for loan payments. The Mortgage Lender can take the MCC savings into account when underwriting your loan. **Check with your tax consultant to calculate the value a MCC will have on your personal federal tax liability.** Generally, families with greater tax liability will receive more benefit from a MCC. You should be aware that the value of the credit may vary from year to year depending on your tax status and the amount of interest paid on your Mortgage Loan.

In addition, to the reduction in your tax liability, you may be eligible to deduct mortgage interest and real estate taxes on Schedule A of your federal income tax return. You may not deduct 100% of the mortgage interest and also receive the tax credit. However, the maximum deduction for mortgage interest that may be taken on your Schedule A is determined as follows:

*Total amount of interest paid less amount of tax credit.*

- Generally MCCs can only be provided for the initial financing of the residence and it can not be issued in connection with any program funded by mortgage revenue bonds. The MCC will be non-transferable.





Form 315

4. Conflict of Interest - No MCC can be issued to any persons who have, or who are related to a person who has, an interest as a creditor in financing the purchase of the residence.

5. At closing, an MCC Commitment Fee in the amount of one percent (1%) of the final mortgage loan amount is due and payable to "Missouri Housing Development Commission".


6. You, the Mortgage Lender, and the seller will be required to execute affidavits and certifications in connection with the MCC Program. These affidavits are to be made under oath and are given subject to penalty of perjury, which is a felony offense. Misstatements in the affidavits which are not intentionally made may result in a \$1,000. Intentional misstatements may result in up to a \$10,000 fine plus other criminal penalty. MHDC and the Mortgage Lender will be verifying the information contained in the affidavits. Misstatements may also result in denial or revocation of the MCC.

**Part III - MHDC Program Requirements**  
 All qualified borrowers must be able to certify that the following statements are or will be true.

- The borrower(s) will occupy the home as a principal residence within 60 days after closing.
- The residence is a single family (one unit) residence, or a single family, two unit residences, in which case I certify that I intend to occupy one unit as my principal residence.
- The residence will not be rented or used as an investment property (except in the case of a two-unit property), or used as a recreation or "second" home.
- The residence will not be used primarily for business and no more than 15% of the total area can be used in a trade or business. The borrower(s) will not deduct any portion of the cost of the residence as a home business expense, on state or federal income tax returns.
- I/We understand the Maximum Purchase Price limit is \$ \_\_\_\_\_ and that neither the total cost to acquire the residence nor the original mortgage loan amount may exceed this amount.
- I/We understand that the Maximum Income limit is \$ \_\_\_\_\_ and that my/our total household income may not exceed this amount at any time prior to closing. The total number of persons related to the borrower(s) that will be living in this home equals \_\_\_\_\_.

The purpose of the Gross Annual Household Income maximum limit requirements is solely to establish the Borrower's eligibility for a Mortgage Credit Certificate and it is not required to be used for purposes of credit evaluation by the Mortgage Lender. The MCC Program is considered a Special Credit Program under Regulation B of the Equal Credit Opportunity Act. Lenders may require additional income information necessary to determine if the Borrower's household income is within the maximum limits allowed for the program.

- Total Household Income includes all income from all sources for all borrower(s) and all other persons intending to occupy the residence. (Including but not limited to: gross pay, overtime, interest, dividends, alimony, child support, social security retirement, pension, welfare, etc.)
- Neither the borrower(s) nor the occupants of the property have had ownership interest in a principal residence or have taken a home mortgage interest deduction or real estate tax deduction on their federal income tax returns in the past three (3) years, unless one of the borrowers is a qualified veteran and/or the residence is located within a targeted area.



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Page 2 of 3

Form 315

9. I certify that the following person(s) intends to occupy this property within three months of loan closing:

Name of Occupant	Relationship	Age	Occupation(s)

For any minors listed above, will both their biological parents be residing in this home as their primary residence?  Yes  No

**If "No", documentation regarding child support must be submitted in the loan package showing applicant(s) have physical custody of the child.**


**Borrower Acknowledgment of Understanding**

I, the undersigned borrower(s) have read and understand Part I, II and III above.

Date: \_\_\_\_\_ Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_ Applicant Signature \_\_\_\_\_

**Applicants must sign prior to requesting a reservation of funds.  
 One copy must be given to the potential borrower(s).**



Revised 12/28/18
Page 3 of 3

FORM 321

### Mortgage Credit Certificate Program Request for Prior Approval

**All items must be completed in order for MHDC to review your case. Please allow 4 days for response.**

Lender Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Borrower's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_  
Street City MO Zip County

MCC Reservation Number: \_\_\_\_\_ Next Step Reservation Number: \_\_\_\_\_ Proposed Closing Date: \_\_\_\_\_

Please review the following for prior approval on:

- Power of Attorney for Buyer in Military:** Use of a Power of Attorney for a buyer is not acceptable unless the buyer is a member of the Armed Forces serving outside the continental United States. For these cases, a Judge Advocate General's Power of Attorney must be used.
- Flood Zone It:**
  - \* Must include a letter from City or County Official, on letterhead, stating he or she can verify, without hesitation, that the property did not flood in 1991, and has not flooded since (see Section 4-2c of MHRB Manual for examples). This must be done before closing.
- Income:**
  - \* **MUST** complete the following:
    1. Number of persons intending to occupy the residence \_\_\_\_\_
    2. Include copy of current Loan Application \_\_\_\_\_
    3. Include copy of the MHDC Income Calculation Worksheet \_\_\_\_\_
    4. If previous calculations or figures are being used, the lender must set out details of exactly what was used and a schedule of income from VDRs, pay stubs or other documentation used for arriving at the figures. Show the method of calculation. **Include this documentation.**
- Other:** Explain in writing exactly what you wish for MHDC to review. Include all documentation.

**For MHDC Use Only:**

Based upon the information you have submitted, MHDC has determined that the above borrower:

**DOES**                       **DOES NOT**

meet all criteria for the situation as noted above. If approved, should any information change prior to closing, it will be necessary to obtain a new prior approval.

With Prior Approval of income, should the FTD documentation become more than 6 months old before loan closing, it will be necessary for you to obtain new FTDs and any income data for purposes of determining eligibility for a first-time home buyer loan. This loan will have to still meet all other regulations and rules of the MCV and/or First Place program. Any change in the Missouri Income Exemption before this loan closes would alter this approval.

Maximum Limit: \_\_\_\_\_ MHDC Calculations: \_\_\_\_\_

**Missouri Housing Development Commission**

Date: \_\_\_\_\_

Reviewer Comments: \_\_\_\_\_


**→ AFTER APPROVAL, COMPLETE AND INCLUDE THIS FORM WITH THE LOAN PACKAGE!**

The documentation provided for this prior approval has **not** changed.

The documentation provided for this prior approval **did** change before loan closing. Attached is the new documentation.

Date: \_\_\_\_\_

Lender Authorized Signature \_\_\_\_\_



Revised 1/1/14
Page 1 of 1

Form 305

### Mortgage Credit Certificate Program MCC Post Closing Package Checklist

**Files must be uploaded and submitted to MHDC in the order as follows:**

*\*Notes forms only required when applicable. For special circumstances only.*

**SECTION #1 - LENDER CERTIFICATION:**

- Form #305 - Lender Check Sheet
- Commitment Fee - Confirmation of wire to MHDC for 1% of the loan amount
- Form #320 - Lender Certification

**SECTION #2 - APPLICATION DOCUMENTS:**

- Typed final loan application - signed by borrower(s)

**SECTION #3 - Affidavits:**

- Warranty Deed
- Form #325 - Seller's Affidavit (Names must match W/D)
  - Form #330\* - Certification of Cost

*If applicable. In lieu of #525 when the borrower is building on their own land.*
- Form #335 - Mortgageor's Affidavit


**SECTION #4 - NOTE & RECORDED FORMS**

- Executed First Mortgage Note
  - Form #375\* - Co-Signor Affidavit

*If applicable. For non-occupying co-borrowers.*
- Form #355 - Notice of Potential Recapture Tax

**SECTION #5 - SETTLEMENT STATEMENTS**

- CD Closing Disclosure, signed by mortgageor(s) (Both Borrower & Seller's sides)
  - Itemized breakdown of origination fees



Revised 12/28/10
Page 1 of 1

Mortgage Credit Certificate Program  
Lender's Certification Form 320

**LENDER CONTACT INFORMATION:**  
Lender Name: \_\_\_\_\_ File Contact-For Approval & Def. Notice: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**RESERVATION DATA:** MHDC Reservation #: \_\_\_\_\_ Reservation Date: \_\_\_\_\_

**Borrower's Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_  
Co Borrower's Name: \_\_\_\_\_ Co SSN: \_\_\_\_\_  
Property Address: \_\_\_\_\_ City: \_\_\_\_\_ MO  
Zip Code: \_\_\_\_\_ County: \_\_\_\_\_  Rural/Hon. MSA County

**APPLICATION DATA:** Application Date: \_\_\_\_\_ Loan Officer: \_\_\_\_\_  
**Property:** 1) Non-Targeted  Targeted   
2) Existing  New  **Parcel Tract #:** \_\_\_\_\_  
**Type:** Single Family  Duplex  Triplex  Townhouse  Manufactured  **Year Built:** \_\_\_\_\_  
**Total # in Household:** \_\_\_\_\_ **Basement #:** \_\_\_\_\_ SQ FT: \_\_\_\_\_  
(Adults \_\_\_\_\_ Children \_\_\_\_\_) **Field Zone Letter:** \_\_\_\_\_  
**Spouse residing in home NOT on loan:** \_\_\_\_\_ **RECURRING:** \_\_\_\_\_ **Co-Borrower:** \_\_\_\_\_  
Age: \_\_\_\_\_ Sex: Male  Female  Age: \_\_\_\_\_ Sex: Male  Female   
Ethnicity: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

**INCOME DATA:** **Business Income:** \_\_\_\_\_ **Co-Borrower Income:** \_\_\_\_\_  
Wages \$: 0.00 Wages \$: 0.00  
From Assets \$: 0.00 From Assets \$: 0.00  
Other \$: 0.00 Other \$: 0.00  
**Total Household Income:** \$ 0.00 (Maximum Limit: \$ \_\_\_\_\_)

**SALES CONTRACT & AFFIDAVITS DATA:** Contract Date: \_\_\_\_\_  
Contract Sales Price: \$ \_\_\_\_\_  
Financed Closing Costs: + \$ \_\_\_\_\_  
Seller's Amount: + \$ \_\_\_\_\_  
Personal Property: + \$ \_\_\_\_\_  
Seller's Equity: + \$ \_\_\_\_\_  
Acquisition Amount: + \$ 50.00  
Buyer's Realtor: \_\_\_\_\_  
License #: \_\_\_\_\_  
Ready Agents: \_\_\_\_\_  
Appraised Value: \$ \_\_\_\_\_

**NOTE & RECORDED FORMS:** Contract State: \_\_\_\_\_  
Loan Type:  FHA  VA  USDA  CONDO  
Interest Rate: \_\_\_\_\_%  
Loan Amount: \$ \_\_\_\_\_  
MCC Rate:  23%  30%  35%  
First Payment Date: \_\_\_\_\_  
Last Payment Date: \_\_\_\_\_  
Monthly Payment/PIB: \$ \_\_\_\_\_  
PIB: \$ \_\_\_\_\_  
Co-Signer Name (if applicable): \_\_\_\_\_

**MHDC USE ONLY:** Approver's Investment: \$ \_\_\_\_\_ **NOTES:** \_\_\_\_\_  
Revised December 2018 Page 1 of 2



Part II Form 320

I, the undersigned authorized officer of the Lender named below (the "Lender") do hereby certify, represent and warrant to Missouri Housing Development Commission (the "Commission") that:

- The location of the property for which the borrower(s) are applying for an MCC (the "Residence") is entirely within the boundaries of the State of Missouri.
- A qualified employee of the Lender, as agent for the Commission, by personal inspection verified that the property consists of a one family dwelling, the construction of which is sufficiently complete that occupancy is permitted under local law.
- A qualified employee of the Lender, as agent for the Commission, has confirmed that the potential mortgagor(s) have been informed and understand the Potential Borrower's Application Affidavit attached hereto. The affidavit was signed on the date of execution of the Mortgage.
- Attached hereto are copies of the sales contract and all escrow and settlement papers relating to the property and the Mortgage Loan. The contract price set forth above (a) includes the land (unless the land has been owned by the Mortgagor for at least two years prior to the date on which construction of the residence began), dwelling and all fixtures and (b) is within the limit required by the guidelines noted by the Operations Manual.
- The settlement costs (title and transfer costs, title insurance, or similar costs) and financing costs (credit reference fees, legal fees, appraisal expenses, the application fee, points which are paid by the buyer or other costs of financing the residence) associated with the purchase of the property, paid by or on behalf of the Mortgagor do not exceed the usual and reasonable costs in the area which would be paid by a buyer. No fees other than those set forth in the escrow and settlement papers were paid or collected.
- A qualified employee or agent of the lender independently investigated the representations contained in the Mortgagor's Affidavit and the Seller's Affidavit, and has no reason to believe that they are not true and correct.
- A qualified employee of the Lender, as agent for the Commission, has reviewed the credit reports with respect to the Mortgagor from all three national credit bureaus and verified that no credit report includes any indication that the Mortgagor incurred indebtedness to finance a principal residence during the three-year period prior to the execution of the Mortgage, unless the Mortgagor is a Qualified Veteran or the principal residence is located in a targeted area qualified census tract.
- In the event that the Lender has been unable to satisfy itself as to the truth of the statements made by the Mortgagor in paragraph 10 of the Mortgagor's Affidavit from other documentation mentioned therein and herein, a qualified employee of the Lender has examined the tax, assessment or deed records of (a) \_\_\_\_\_ county and (b) the Mortgagor's last county of residence if different from the above, for the purpose of determining whether any property owned by the Mortgagor in either of said counties during the three-year period prior to execution of the Mortgage was used as the principal residence of the mortgagor. If examinations revealed ownership, attached hereto as evidence such as rent receipts or property tax records demonstrating that such property was (i) rented out by the Mortgagor or (ii) unimproved.
- A qualified employee or agent of the lender, as agent for the Commission, verified that the total projected twelve-month household income is not in excess of the applicable maximum income limit and the amount of income used for credit underwriting is not more than the projected income for MHDC purposes.
- The financing of the residence to be purchased will not be from any qualified mortgage revenue bond program.
- No related person has an interest or is expected to have an interest as a creditor in the mortgage loan amount.
- A qualified employee or agent of the lender, as agent for the Commission, verified that the property being financed is not located within a 100-year flood plain.
- [Complete if developer of residence is other than the Seller.] The name and address of the developer of the residence is:

This is to certify that the above Lender's Certificate complies with all applicable representations, warranties and covenants specified in the Origination, Servicing and Administration Agreement (Revised March, 1996), as amended and supplemented from time to time, by and among the Lender, the Missouri Housing Development Commission and the Trustee.

Dated: \_\_\_\_\_ Lender: \_\_\_\_\_  
By (authorized signature): \_\_\_\_\_  
Typed Name and Title: \_\_\_\_\_

Missouri Housing Development Commission  
**MHDC**

Revised 12/28/18 Page 2 of 2

# EDOCS STEP BY STEP PROCESS

## UPLOADING TO LENDER ONLINE

### STEP ONE: Click on Loan Status tab

The screenshot shows the 'Lender Online' interface for the Missouri Housing Development Commission. The 'LOAN STATUS' tab is highlighted with a red circle. Below the navigation bar, the current lender is identified as 'AOD TEST'. A search bar is present with a dropdown for 'Lender Name' and a 'Go' button. The 'Participating Lenders/Branches' section lists several lenders, including 'Access Capital Funding, LLC', 'American Portfolio Mortgage Corp.', 'AOD TEST', and 'Arvest Mortgage Co.', with their respective branches. A 'View Latest News!' link is visible at the bottom right.

# EDOCS STEP BY STEP PROCESS

### STEP TWO: Choose your reservation and click on the "eDocs" icon.

The screenshot shows the 'Loans' section of the Lender Online interface. A search filter is set to 'AOD TEST'. A table lists various loans with columns for 'Actions', 'Reservation', 'Lender Loan No.', and 'Borrower Name'. The 'eDocs' icon in the 'Actions' column for the reservation '134666003354' is highlighted with a red circle. The borrower name for this reservation is 'TESTER, CHESTER'.

Actions	Reservation	Lender Loan No.	Borrower Name
View Reprint PDF Docs eDocs Delete	134666003602		RINEY, SASHA L
View Reprint PDF Docs eDocs Delete	134666003638		MAUE, MICHAEL T
View Reprint PDF Docs eDocs Delete	134666003639		Saturley, Chad R
View Reprint PDF Docs eDocs Delete	134666003563		DOE, JON 123-45-6789
View Reprint PDF Docs eDocs Delete	134666003572		DAVIS, RACHEL R 003-11-2222
View Reprint PDF Docs eDocs Delete	134666003574		BROWN, BEVERLY A 452-74-3911
View Reprint PDF Docs eDocs Delete	134666003568		TESTINE, TINA T 444-55-4444
View Reprint PDF Docs eDocs Delete	134666003631		STRONG, SO 427-41-3936
View Reprint PDF Docs eDocs Delete	134666003354		TESTER, CHESTER 123-45-6789

# EDOCS STEP BY STEP PROCESS

## STEP THREE: Upload your pre-scanned file by clicking on "Add New"

- Make sure you are on "submission package"

The screenshot shows the Lender Online interface for the Missouri Housing Development Commission. The header includes the logo and the text "Lender Online For All Your Clients' Needs". Below the header is a navigation bar with buttons for "NEW RESERVATION", "AVAILABLE FUNDS", "PRE-QUALIFICATIONS", "LOAN STATUS", and "REPO". The main content area shows "Lender: AOD TEST" and "e-MortgageDocs" with icons for "Comments", "Printable", and "Close". A section titled "PACKAGES FOR LOAN NO. 13466003354" contains a "Submission Package" entry with an "Add New" button circled in red. To the right of the "Add New" button is a "Submit" button and the text "Package Submitted: 03/26/2015 01:35 PM". Below this is a section for "Uploaded Documents (0)" with a message: "No e-Mortgage documents have been uploaded for this package." A vertical "sing" logo is visible on the right edge.

# EDOCS STEP BY STEP PROCESS

- Name your document and note any special comments
- Click [Click Here](#) when you are ready to upload your file

The screenshot shows the "eMortgage Document For Loan No. 13466003354" form in the Lender Online interface. The form includes a "Package" dropdown menu, a "Click Here" button circled in red, a "Save" button, and a "Cancel" button. Below these are fields for "Select a document name from the predefined list" (with a dropdown showing "1 - MHDC First Place Submission Package") and "Enter a customized document name.". A text area for "Enter additional comments about this document" contains the text "Income for this loan was prior approved. Form 521 is included in the file.". Annotations with arrows point to the "Package" dropdown with the text "Enter what type of package submitted" and to the text area with the text "Enter additional comments about the package". The footer includes "Powered by emphasis Copyright © 1999 - 2014 Emphasis Software. All rights reserved. | About Lender Online".

## EDOCS STEP BY STEP PROCESS

- Locate the pre-scanned package in your folders.
- Click **Upload** when you are ready to upload your file.

\*File Location  
Choose File | join\_our\_email\_list.png

Upload
Cancel


- Save
- It will indicate if the file was successfully uploaded.

AVAILABLE FUNDS	PRE-QUALIFICATIONS	LOAN STATUS	REPORTS	USER ACCO...
-----------------	--------------------	-------------	---------	--------------

Mortgage Document For Loan No. 134666003354

Package: Submission Package

Document (000- 3-11 test file.pdf) has been successfully uploaded. ←



## EDOCS STEP BY STEP PROCESS

**STEP FOUR: Your file is now uploaded into Lender On Line.**

- Click on "Submit" when you are ready to submit your completed file to MHDC.

NEW RESERVATION	AVAILABLE FUNDS	PRE-QUALIFICATIONS	LOAN STATUS	REPORTS	USER ACCO...
-----------------	-----------------	--------------------	-------------	---------	--------------

Lender: AOD TEST

**e-MortgageDocs**    Comments    Comments    Printable    Close

PACKAGES FOR LOAN NO. 134666003354

Submission Package    Add New    Submit    Package Submitted: 03/26/2015 01:35 PM

Uploaded Documents (1)	Actions	Last Date Modified	Initial Submitted Date & Time
Chester Testor MHDC Submission File 134666003354	Comments...    ↑    ↓    ✕	03/30/2015	



## EDOCS STEP BY STEP PROCESS

- You will be given a confirmation of the date and time the file was submitted to MHDC.

**Lender Online**  
For All Your Clients' Needs

NEW RESERVATION | AVAILABLE FUNDS | PRE-QUALIFICATIONS | LOAN STATUS | REPORTS | USER ACCOUNTS | ADMINISTRATION

Lender: AOD TEST

**e-MortgageDocs** | Comments | Comments | Printable | Close

**PACKAGE SUBMISSION SUCCESSFULL!**  
The e-MortgageDocs Submission Package For Loan No. 134666003354 has been received by our agency

PACKAGES FOR LOAN NO. 134666003354

Submission Package | Add New | Submit | Package Submitted: 03/26/2015 01:35 PM

Uploaded Documents (3)	Actions	Last Date Modified	Initial Submitted Date & Time
UETRECHT MHDC DOCUMENTS	[Icons]	12/22/2020	12/22/2020 09:40 AM
uetrecht closing package	[Icons]	12/22/2020	12/22/2020 03:16 PM
uetrecht closing package	[Icons]	01/05/2021	01/05/2021 01:58 PM

Missouri Housing Development Commission  
**MHDC**

## DO'S AND DON'TS TO REMEMBER

### DO

- ✓ **Make sure the file is in order before scanning. Follow the file stacking worksheet #505.**
- ✓ **Remember to hit "submit" after uploading the file.**
- ✓ **Send all deficiencies together, not one at a time.**

### DON'T

- ✗ **Upload the file one document at a time. The entire, complete package should be scanned and submitted in its entirety.**
- ✗ **Email files. Files must be submitted through LOL.**

## LENDER ONLINE STATUS STAGES

How do I know if it's been approved?

What are the different stages in LOL?



Missouri Housing  
Development Commission  
**MHDC**

## LENDER ONLINE STATUS STAGES

- Lenders are able to check the status of their files on Lender Online under the Loan Status tab.
- There are seven stages to each reservation/loan:
  1. **Reserved** – You have made your reservation.
  2. **File Rec'd** – MHDC has received the file.
  3. **File Assigned** – The file has been checked out for review.
  4. **File Review** – The file is in the process of being reviewed.
  5. **Committed** – The file has been approved by MHDC.
  6. **Purchased** – US Bank has purchased the loan.
  7. **Funded** – MHDC has pooled the loan.

Missouri Housing  
Development Commission  
**MHDC**



# LENDER ONLINE STATUS STAGES

**Missouri Housing Development Commission**

**LENDER ONLINE**

NEW RESERVATION | AVAILABLE FUNDS | PRE-QUALIFICATIONS | **LOAN STATUS** | REPORTS | USER ACCOUNTS | ADMINISTRATION

Loan/Reservation Status Details

**GENERAL INFORMATION**

Lender Loan No: 5520009805  
 Reservation Loan No: 140125802388  
 Application Accepted On: 11/12/2010  
 Reservation Expires: 12/27/2010  
 Commitment Expires: 02/13/2011

**BORROWER & CO-BORROWER**

**Borrower**  
 Last Name: [Redacted]  
 First Name: [Redacted]  
 HUDID Name: [Redacted]  
 Suffix: [Redacted]  
 Social Security No: [Redacted]

**Co-Borrower #1**  
 Last Name: [Redacted]  
 First Name: [Redacted]  
 HUDID Name: [Redacted]  
 Suffix: [Redacted]  
 Social Security No: [Redacted]

**FIRST MORTGAGE**  
 Program: Next Step Program - NEXT STEP GOVERNMENT - CAL  
 Loan Type: FHA  
 Loan Amount: \$248,800  
 Term: 360 months  
 Interest Rate: 3.3750%  
 Servicer Name: U.S. Bank

**SECOND MORTGAGE**  
 Program: NEXT STEP GOVERNMENT - CAL  
 Loan No: 000155006724  
 Lender Loan No: [Redacted]  
 Loan Type: Insured  
 Loan Amount: \$4,320.00  
 Term: 120 months  
 Interest Rate: 0.0000%  
 Servicer Name: [Redacted]

**PROPERTY ADDRESS**  
 Address: [Redacted]  
 City: [Redacted]  
 County: LINCOLN

**STAGE/STATUS/DATE**

- File Review / Pending on 12/22/2010 by Rachel S. Davis
- File Assigned / Approved on 12/22/2010
- File Rec'd / Approved on 01/10/2011
- Reviewed on 01/12/2010

**REJECTION REASONS**

1. Full Red party VCE for both borrowers

**Missouri Housing Development Commission**  
**MHDC**

# LENDER ONLINE STATUS STAGES

**Example:**  
 This file has been received by MHDC.

## LENDER ONLINE STATUS STAGES

STAGE/STATUS/DATE
File Rec'd / Approved on 01/20/2015
Reserved / Approved on 01/09/2015

It has not been reviewed or approved; however, the status after each stage reflects the status for that stage. Must say Committed/Approved before you can expect to see an approval.

**Missouri Housing Development Commission**  
**MHDC**

## RECEIVING A DEFICIENCY NOTICE

PROPERTY ADDRESS	STAGE (STATUS) DATE
205 SAINT MAURICE LN Florissant, MO 630210000 County: ST LOUIS	<ul style="list-style-type: none"> <li>• File Review / Pending on 02/20/2015</li> <li>• File Resigned / Approved on 02/20/2015</li> <li>• File Ret'd / Approved on 07/19/2015</li> <li>• Renewed / Approved on 06/26/2015</li> </ul>
MPA'S CONDITIONS/EXCEPTIONS	REJECTION REASONS
<ul style="list-style-type: none"> <li>1. Proof of Males Pension Income</li> <li>2. HUD-1 overruling the settlement fee refund table (4510)</li> </ul>	

- Should the file contain a deficiency, the contact listed for the file will be notified via email.
- The "File Review" stage will show **Pending**.
- The conditions to clear the file will be at the bottom left of the screen.

## RECEIVING A DEFICIENCY NOTICE

PACKAGES FOR LOAN NO. 134666003354			
Submission Package	Add New	Submit	Package Submitted: 03/26/2015 01:35 PM
Uploaded Documents (2)			
	Actions	Last Date Modified	Initial Submitted Date & Time
Chester Tester submission package 134666003354		03/26/2015	03/26/2015 01:36 PM
Missing tax returns for TESTER		03/27/2015	

**Submitting a missing document:**

- Scan the missing information and save to folder.
- Upload just as you did your file package.
- Don't forget to "Submit" the uploaded document.

- **DO NOT** resubmit the entire file package.
- **DO NOT** submit deficiencies until all are ready.

## LOAN FILE APPROVAL

- Your approval will be sent via email to the contact noted on the Lender's Certificate Form #520.
- Be sure to note the person who should be receiving deficiency notices and the final approval.

Missouri Housing Development Commission  
Lender's Certificate  
Form #520

**LENDER CONTACT INFORMATION:**

Lender Name: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

File Contact-For Approval & Defl. Notices: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone #: \_\_\_\_\_



## LOAN FILE APPROVAL

- You also have the option of printing off your own approval by clicking on PDF Docs at the top of the screen.

NEW RESERVATION AVAILABLE FUNDS PRE-QUALIFICATIONS LOAN STATUS REPORTS USER ACCOUNT

Lender: AOD TEST

Loan/Reservation Status Details Edit Reprint **PDF Docs** eDocs Printable

« Back Cancel Loan

**GENERAL INFORMATION**

Lender Loan No: \_\_\_\_\_ Lender ID No: \_\_\_\_\_  
 Reservation/Loan No: **134666003354** Lender Name: \_\_\_\_\_  
 Application Accepted On: **11/05/2014** Branch Name: \_\_\_\_\_  
 Reservation Expires: \_\_\_\_\_ Servicer Loan No: \_\_\_\_\_  
 Commitment Expires: **12/20/2014** Loan Officer: \_\_\_\_\_  
 Closing Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_  
 Borrower Name: **TESTER, CHESTER** Real Estate Company: \_\_\_\_\_  
 Social Security No: **123-45-6789** Real Estate Agent Name: \_\_\_\_\_

**FIRST MORTGAGE** **SECOND MORTGAGE**

Program: **2014C Bond Issue - TARGETED - CAP** Program: \_\_\_\_\_

Missouri Housing Development Commission  
**MHDC**

# LOAN FILE APPROVAL

- Click on Form 195 –

**Commitment Letter**  
(If it does not show, the file has not been approved.)

- Then click on Generate Documents

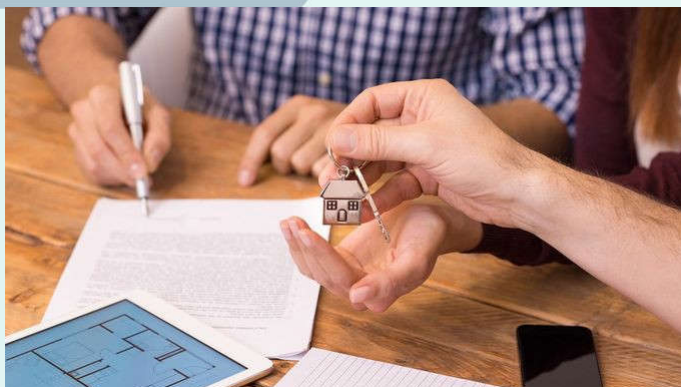


First Place MRB

Next Step TBA

Mortgage Credit Certificate


## THE LOAN CLOSES NOW WHAT!



First Place MRB	Next Step TBA	Mortgage Credit Certificate
-----------------	---------------	-----------------------------

## CLOSING DOCUMENTS


After the loan closes the lender is to upload to MHDC and the Master Servicer a closing package with all necessary forms through EDOCS.



First Place MRB	Next Step TBA	Mortgage Credit Certificate
-----------------	---------------	-----------------------------

## WHAT YOU NEED TO UTILIZE EDOCS

- ✓ You must have access to Lender Online (LOL).
- ✓ You must have a username and password.
- ✓ You must have Adobe Reader.
- ✓ You must be able to scan documents.



First Place MRB

Next Step TBA

Mortgage Credit Certificate

## LOAN SHIPPER TIP

- Carefully review forms for correct execution.
- Review MHDC checklist, Form 505/705/305 Lender Checklist, to ensure all required docs are sent with file.
- Call MHDC with any questions before shipping.
- DO NOT send a file knowing it is incomplete.
- Only send back deficiencies when all deficiencies have been gathered.



First Place MRB

Next Step TBA

Mortgage Credit Certificate

## UPLOADING DOCUMENTS PROCESS PREPARING YOUR LOAN PACKAGE

- Prepare your loan package using the Form #505 Stacking Sheet as your guide.
- The file MUST be in order before scanning.
- Once the package is complete and ready for submission, scan the entire package as a PDF file and save to your designated folder.
- Supporting information should be included following the Lender's Certificate.
- This will include letters of explanation, prior approvals etc.
- E-Signatures are allowed, unless a notary is required.



## MASTER SERVICER

As of 07/01/2020 US Bank is the MHDC Master Servicer



If you have specific questions regarding Product Guidelines or US Bank Overlays they can be reached at:

[hfa.programs@usbank.com](mailto:hfa.programs@usbank.com)

[hfa.customercare@usbank.com](mailto:hfa.customercare@usbank.com)

Customer Care 1-800-562-5165

<https://www.usbank.com/corporate-and-commercial-banking/industry-expertise/correspondent-lending.html>



## MASTER SERVICER



- You will have to have a username and password for their site in order to upload the servicer package to them.
- Lenders are to submit a separate file to master servicer containing all required items.
- All lenders must deliver packages eligible to be sold into the secondary market.
- Any file must be eligible for sale to FHLMC, FNMA, FHA, RD or VA.
- Lenders may use MERS.
- All suspended files must be corrected within 30 days of notification to the lender.
- Reservations for suspended files will be canceled after 30 days.
- Lenders are responsible for tracking suspended files.
- Each file will be reviewed for compliance with the appropriate underwriting guidelines.
- Files are not re-underwritten.



## MASTER SERVICER



- Each file will be reviewed for compliance with the appropriate underwriting guidelines.
- Files are not re-underwritten.
- Master Servicer will pay the lender when the loan is approved by both MHDC and master servicer.
- Each file will be reviewed for compliance with the appropriate underwriting guidelines.
- US Bank charges a \$200 Funding Fee which can be passed on to the borrower's closing costs.
- US Bank allows manual underwriting for Conventional loans but not FHA loans.
- US Bank requires a credit score of at least 680 for manufactured housing.
- Non Owner Occupied borrowers are allowed on FHA loans only.
  
- US Bank Conventional Loan Product Guide:  
<https://lenderonline.mhdc.com/Doc/2AD915D33A114C86800F240C.pdf>
- US Bank Government Loan Product Guide:  
<https://lenderonline.mhdc.com/Doc/B42833BE4FEA4BAA89EB9C36.pdf>



## MHDC WEBSITE

[www.mhdc.com](http://www.mhdc.com)

Click on "HOMEOWNERSHIP", then "Lender Resources"

- Contains all Program Manuals for review and answers to many questions.
- Lists income limits, sales price limits, target areas, etc.
- Please sign up for our email blast to find out when rates change and changes to the program.





## MHDC HOMEOWNERSHIP CONTACTS

<ul style="list-style-type: none"> <li>▪ <b>Christopher Hendrickson</b></li> <li>▪ <b>Homeownership Manager</b></li> </ul>	<p style="margin: 0;"><a href="mailto:christopher.hendrickson@mhdc.com">christopher.hendrickson@mhdc.com</a> 816-759-6812</p>
<ul style="list-style-type: none"> <li>▪ <b>Rachel Davis</b></li> <li>▪ <b>Senior Homeownership Officer</b></li> </ul>	<p style="margin: 0;"><a href="mailto:rdavis@mhdc.com">rdavis@mhdc.com</a> 816-759-6818</p>
<ul style="list-style-type: none"> <li>▪ <b>Roxie Weaver</b></li> <li>▪ <b>Homeownership Officer</b></li> </ul>	<p style="margin: 0;"><a href="mailto:roxie.weaver@mhdc.com">roxie.weaver@mhdc.com</a> 816-759-6830</p>
<ul style="list-style-type: none"> <li>▪ <b>Hailey Wilkins</b></li> <li>▪ <b>Homeownership Officer</b></li> </ul>	<p style="margin: 0;"><a href="mailto:hailey.wilkins@mhdc.com">hailey.wilkins@mhdc.com</a> 816-759-6893</p>



## Loan Officer Certification Test

- A passing score for the Loan Officer Certification Test is 70% or better.
- Individuals who did not attend both days of the training will not get credit for the Test.
- Please register for the Test with the same email that you registered for the Training.
- Please use Google Chrome for the test.
- All attendees that registered for the Loan Officer Certification Test will receive a link within 2 hours of the end of training, Wednesday, October 19, 2022.

- This link will include a password for the Loan Officer Certification Test.
- This test must be started no later than 10/19/2022 at 11pm.
- The test will be timed. You will have 3 hours.
- The test will not save your progress if you close the browser during the Test.
- You will receive the results on the screen immediately.
- MHDC will send Certificate of Passing Score via email no later than October 27, 2022.

**THANK YOU FOR ATTENDING  
MHDC TRAINING!!**

**THE END!**

