



**Missouri Housing**  
Development Commission



# LENDER TRAINING: Reservation of Funds



MHDC.com

# LENDER ONLINE

USING THE MHDC ONLINE SYSTEM TO MAKE A RESERVATION

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



# RESERVATIONS OF FUNDS

- **Prior to making the reservation:**
  - **Must have fully-executed real estate contract**
  - **Must be pre-approved according to lending guidelines and also MHDC guidelines.**
- **To reserve funds, must use Lender On-Line (LOL)**
- **First-come, first-serve reservation system**
- **As soon as reservation confirmation is received, loan may close.\***

# STEP 1: SIGN-IN

- Opening screen appears as sign-on field.
- Enter your username and password provided by your Administrator. Remember, it is case sensitive.



The screenshot shows the login interface for Lender Online. At the top left, there is a logo for "Lender Online For All Your Clients' Needs" featuring a house icon. To the right, the text "Lender Online MISSOURI HOUSING DEVELOPMENT COMMISSION" is displayed with a house icon. Below this, the "System Login" section contains two input fields: "\*User Name" and "\*Password", both with asterisks indicating they are required. A "Login" button is positioned below the password field. On the left side of the login area, there is a "How to Start?" section with a hand icon, providing instructions: "Please enter your user name and password, then click on the 'Login' button." Below this, a "Notes:" section states: "The user name and password fields are case sensitive." and "If you forgot your personal account information please contact your system administrator." At the bottom of the page, it says "Powered by **emphasys** Copyright © 1999 - 2013 Emphasys Software. All rights reserved. | About Lender Online".

# STEP 1: SIGN-IN (CONTINUED)

- **Once logged on, review banner screen**
- **At this screen:**
  - **New Reservation**
  - **Pre-Qualifications**
  - **Loan Status**
  - **Reports**

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

Missouri Housing Development Commission

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Lender Online  
For All Your Clients' Needs

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

Lender: Premier Mortgage Resources, LLC

New Reservation

Select a Mortgage Program (required)

**Single Family Series**

- Series: FIRST PLACE FHLMC 2021C
- Series: FIRST PLACE FNMA < 80% 2021C
- Series: FIRST PLACE FNMA > 80% 2021C
- Series: FIRST PLACE GOVERNMENT 2021C
- Series: NEXT STEP FHLMC
- Series: NEXT STEP FNMA < 80% AMI
- Series: NEXT STEP FNMA > 80% AMI
- Series: NEXT STEP GOVERNMENT

**Mortgage Credit Certificate**

- Series: MCC VII

By entering this section, you are starting the process of applying for a loan with our agency. A list of mortgage programs is shown to the right of this column.

Please select the mortgage program that you would like to reserve under and proceed to the next step.

# STEP 3: Selecting

- Make certain to select correct program when reserving a loan.

The screenshot displays the 'Lender Online' interface for the Missouri Housing Development Commission. The header includes the logo and tagline 'Lender Online For All Your Clients' Needs', along with navigation links: Home | Bulletin Board | Program Documents | Glossary | Help | Contact Us | Log Out. A secondary navigation bar contains buttons for NEW RESERVATION, AVAILABLE FUNDS, PRE-QUALIFICATIONS, LOAN STATUS, REPORTS, USER ACCOUNTS, and ADMINISTRATION. The main content area is titled 'Select a Mortgage Program (required)' and is divided into two sections: 'Single Family Series' and 'Mortgage Credit Certificate'. The 'Single Family Series' section lists seven programs, each with a checkbox: FIRST PLACE FHLMC 2021C, FIRST PLACE FNMA < 80% 2021C, FIRST PLACE FNMA > 80% 2021C, FIRST PLACE GOVERNMENT 2021C, NEXT STEP FHLMC, NEXT STEP FNMA < 80% AMI, and NEXT STEP FNMA > 80% AMI. The 'Mortgage Credit Certificate' section lists one program: MCC VII. On the left side of the main content area, there is a 'New Reservation' section with a small image of a family and a text box that reads: 'By entering this section, you are starting the process of applying for a loan with our agency. A list of mortgage programs is shown to the right of this column. Please select the mortgage program that you would like to reserve under and proceed to the next step.'

Missouri Housing Development Commission  
Lender Online  
For All Your Clients' Needs

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

Lender: Premier Mortgage Resources, LLC

New Reservation

Select a Mortgage Program (required)

**Single Family Series**

- Series: FIRST PLACE FHLMC 2021C
- Series: FIRST PLACE FNMA < 80% 2021C
- Series: FIRST PLACE FNMA > 80% 2021C
- Series: FIRST PLACE GOVERNMENT 2021C
- Series: NEXT STEP FHLMC
- Series: NEXT STEP FNMA < 80% AMI
- Series: NEXT STEP FNMA > 80% AMI
- Series: NEXT STEP GOVERNMENT

**Mortgage Credit Certificate**

- Series: MCC VII

By entering this section, you are starting the process of applying for a loan with our agency. A list of mortgage programs is shown to the right of this column.

Please select the mortgage program that you would like to reserve under and proceed to the next step.

# STEP 4: Reservation Screen

- Reservation Screen: enter all loan information; the fields with red asterisks (\*) next to them are required fields.

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Lender Online  
For All Your Clients' Needs

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

Lender: Premier Mortgage Resources, LLC

New Reservation Form [Show Help](#) [Hide Help](#) [Import 1003](#) PreQual No:

**FIRST MORTGAGE**

Program: FIRST PLACE GOVERNMENT 2021C - GOVERNMENT - CAL Lender Loan No:

\*Loan Type:  \*Loan Amount:  \$0 \*Term:  months \*Interest Rate:  %

Estimated Monthly Escrow:  Subordinate Financing:  DO/DU Case File #:

**SECOND MORTGAGE**

Program: GOVERNMENT - CAL Lender Loan No:

Loan Type:  Uninsured \*Loan Amount:  Term:  120 months Interest Rate:  %

Sub-program:

**BORROWER**

\*First Name:  Middle Name:  \*Last Name:  Suffix:

\*Soc. Sec. No:  Date of Birth:  \*Age:

\*Gender:  \*Ethnicity:

\*Marital Status:  Occupation:

\*Credit Score:  HBE Certificate #:  HBE Certificate Date:

DTI Ratios (%): Front:  Back:

Email Address:

**CURRENT ADDRESS**

Street:  City:

State:  Zip:  -  Other City:

Home Phone:  Business Phone:  Country:  Other Country:



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

**PROPERTY ADDRESS**

\*House No.:  \*Street:  Unit No.:

\*City:  \*Zip:  -

\*County:  MSA:

\*Census Tract:  0.00  Block Group:  Community Code:

\*Target/Non-Target: **Non-Target** Project:  Builder:

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**ANNUAL INCOME**

\*Borrower Wages:  \$0 From Assets:  \$0 Other:  \$0 Subtotal:  \$0

Non-Applicant Income:  \$0 Subtotal:  \$0

**TOTAL:**  \$0

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**HOUSEHOLD**

\*Household Size:  \*Prior Homeowner:  No

No. of Income Recipients:  0 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:

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**OFFICERS & CONTACTS**

Loan Officer:  Loan Processor:

Other Loan Officer (Last, First, I):  ,  ,  Other Loan Processor (Last, First, I):  ,  ,

Contact Person:  Transcripitor: Davis, Rachel R

Real Estate Company:  Real Estate Agent Name:



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.

The screenshot displays the MHDC Lender's Online interface. At the top, the logo features a house icon with puzzle pieces and the text "Lender's Online For All Your Clients' Needs". The main header reads "Missouri Housing Development Commission". A navigation bar contains buttons for "NEW RESERVATION", "AVAILABLE FUNDS", "PRE-QUALIFICATIONS", "LOAN STATUS", "REPORTS", "USER ACCOUNTS", and "ADMINISTRATION". Below this, the user is identified as "Lender: AOD TEST". The main content area is titled "Reservation Acceptance Notice" and features a large banner that says "RESERVATION ACCEPTED". The central message states: "YOUR RESERVATION HAS BEEN ACCEPTED!" followed by "Your Reservation/Loan Number is: 13666005307". A "Disclaimer Statement" section is present, with a link to "To View and/or Print your Reservation" and a "Print this page" button. A "Notes" section on the left provides instructions: "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." The footer includes the MHDC logo and the text "Powered by [logo] Copyright © 1999 - 2014 Emphatic Software".

# RESERVATIONS OF FUNDS

- **Reservation Expiration Dates:**
  - 60 days for existing homes.
  - 60 days for new construction.
- **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.**

# 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.**

# CHANGES TO A RESERVATION

- If you need to make a change or update a loan reservation, visit “Loan Status” tab on LOL.
- Contact MHDC Homeownership if you cannot make the correction/update.
- 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.

# 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

- Any Next Step interest rate updates will be announced by 9:00 am (CST) every business day, excluding state holidays, and the reservation system then activated so that reservations may be made.
- Reservations for the Next Step program can only be reserved from 9:00am to 5:00 pm (CST) Monday – Friday, excluding state holidays.
- 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.

# RESERVATION EXPIRATION DATES

- Next Step Loan reservation extensions are allowable but with an expense. Loans not extended prior to reservation expiration may be subject to market-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.
- Only one extension allowable before the loan closes.



# REMEMBER...

- **You may cancel your own reservations in LOL.**
- **Modify/extend your reservation by emailing MHDC Homeownership Team.**

# CONCLUSION

- Reservations are made at <https://LenderOnline.MHDC.com>
- Mortgage Credit Certificate reservations must be made prior to loan closing.
- Monitor your reservation expiration date.
- Next Step reservations can only made during weekday business hours.
- Next Step reservation extension fees will apply.