



 **Missouri Housing**
Development Commission

WELCOME TO MHDC LENDER TRAINING



MHDC.com

WEBINAR TIPS

Please check your sound through the Audio panel on the GoTo Webinar menu.

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

All questions should be typed into the Question panel on the GoTo Webinar menu.

- Panelists will answer as many questions as possible during the webinar through the Question panel on the GoTo Webinar menu.
- If your question is specific to a panelist, please start the question with the panelist's name.
- All Questions & Answers will be posted on the MHDC website.

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

LOAN OFFICER CERTIFICATION REQUIREMENTS

- Your current employer must be an approved certified lender and meet the lender eligibility requirements.
- 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.
 - **MHDC can verify certification upon request.**

Loan Officer Certification Test

- **A passing score for the Loan Officer Certification Test is 70% or better.**
 - **Individuals who did not attend 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, May 17, 2023.**
- **This link will include a password for the Loan Officer Certification Test.**
 - **This test must be started no later than 5/18/2023 at 4pm.**
 - **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 upon completion.**
 - **MHDC will send Certificate of Passing Score via email no later than May 24, 2023.**

BUYER BENEFITS

- **Cash to help with closing costs/down payment.**
- **Lower monthly payments.**
- **Federal tax credit to help lower their tax liability.**
- **No added credit underwriting/qualifying.**

LENDER BENEFITS

- **No forward placement risk.**
- **Program guidelines you are familiar with.**
- **Allows you to qualify more borrowers.**
- **CRA (Community Reinvestment Act)**

LENDER BENEFITS

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

First Place

1% Origination

\$1,100 Fees

2% SRP for First Place Total = 3% +
\$1,100

Next Step

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.**

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 floodplains not eligible for financing.**

WHAT ARE THE RESTRICTIONS?

(FOR ALL LOAN PROGRAMS)

- We do not subordinate if refinancing MHDC loans.
- MHDC restricts the amount of fees that may be charged, eliminating “junk fees”.
- 1% Origination Fee can be charged but is not required.

LENDER FEES & CHARGES

(FOR ALL LOAN PROGRAMS)

- **Up to \$1,100 Combined Underwriting/Processing/Application Fee.**
- **\$700 total Settlement/Closing Fees. (\$350 for both buyer and seller)**
- **\$50 Second Settlement Fee/ \$45 Second Recording Fee**
- **\$25 Courier/Overnight Fee.**
- **\$20 Wire Fee.**

LENDER FEES & 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.

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.**

COMMON MISTAKES

- **Lenders pass-through a fee/charge from the realtor. Buyers may not pay any fees to the realtor.**
- **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 exceeds the \$700 cap.**

WHAT LOAN PRODUCTS ARE ACCEPTABLE?

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)**

Single Family Programs

First Place MRB

- CAL
- NON CAL

Next Step TBA

- CAL
- NON CAL

Mortgage Credit Certificate

- Stand Alone
- Next Step CAL
- Next Step NON CAL

FIRST PLACE LOAN PRODUCTS

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

Government

CAL
NON CAL
Target CAL
Target NON CAL

Conventional FNMA/FHLMC

CAL
NON CAL
Target CAL
Target NON CAL

12.1.22 update-above and below 80% AMI pricing no longer mandated. Pricing in Lender online shows all Conventional as >80% AMI currently.

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

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 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.**

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.
- Purchase price cannot exceed limits.
- Minimum credit score of 640, max DTI 45% unless credit score is > 680, then max DTI can be 50%.

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.**

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 borrower's 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 homeownership.
- 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

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.

5a. About this Property and Your Money for this Loan

A. 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)?

NO YES
 NO YES

B. If this is a Purchase Transaction: Do you have a family relationship or business affiliation with the seller of the property?

NO YES

C. 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?

NO YES

\$

D. 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?

NO YES

NO YES

E. 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)?

NO YES

INCOME LIMITS

- Homebuyer must meet total gross annual household income limits.
- Household income limits are set by HUD and updated annually.
 - Published and available at <https://mhdc.com/services/homeowners/>
- Higher income limits for Targeted areas.

PURCHASE PRICE LIMITS

- Homebuyer must purchase within set purchase price limits.
- Purchase price limits are set by HUD and updated annually.
 - Published and available at <https://mhdc.com/services/homeowners/>
- Higher purchase price limits for Targeted areas.

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**
- **Check census tract on the internet at www.ffiec.gov.**

NEXT STEP PROGRAM

- **This is a forward commitment program**
- **Mortgage interest rate is set usually on a daily or even more frequent basis, depending on 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.**
- **Next Step loans do not have to meet IRS regulations, only MHDC regulations.**

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.**

FUNDING NEXT STEP

- Funding for this program is 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 LOAN PRODUCTS

There are 10 different loan products rates in the Next Step (TBA) loan program: **Pricing is same for >/< 80% AMI**

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. Please 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 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 CAL

- **Cash Assistance Loan (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.**
 - **No monthly payments on the CAL.**
 - **10 year forgivable loan.**
 - **At closing, the lender will front the 4% CAL and will be reimbursed from the master loan servicer.**
 - **Keep forms 793 and 794 to meet FHA compliance.**
 - **MHDC does not subordinate.**

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.**

MHDC NEXT STEP INCOME LIMITS

- Homebuyer must meet total gross annual household income limits.
- Household income limits are set by HUD and updated annually.
 - Published and available at <https://mhdc.com/services/homeowners/>

PURCHASE PRICE LIMITS

- Homebuyer must purchase within set purchase price limits.
- Purchase price limits are set by HUD and updated annually.
 - Published and available at <https://mhdc.com/services/homeowners/>

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 NET 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.**
- **All credit underwriting guidelines will still have to be followed.**

MORTGAGE CREDIT CERTIFICATE

MCC

- **Converts a portion of mortgage interest paid into a non-refundable federal tax credit.**
- **MCC's have to meet IRS/MHDC regulations**
 - **Income and purchase price limits**
 - **First-Time Homebuyer**
 - **Minimum credit score requirement**
- **MCC's help first-time homebuyers qualify for a home loan by reducing their tax liabilities.**

MORTGAGE CREDIT CERTIFICATE

MCC

- **MCC will not be reissued.**
- **If refinancing or selling, 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.**

MORTGAGE CREDIT CERTIFICATE

- **Underwriting standards for housing expense and debt ratios may be modified to recognize the benefit of the MCC from the federal income tax credit.**
- **MCC-specific underwriting policies are available separately as policy statements from the mortgage lending industry**
 - **Generally allow the credit available under the MCC to be treated as an adjustment to the monthly loan payment amount.**

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 MHDC MCC checklist, provided in the reservation portal.**

MORTGAGE CREDIT CERTIFICATE

**TAX
CREDIT**

VS

**TAX
DEDUCTION**

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**

MORTGAGE CREDIT CERTIFICATE

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



Mortgage Credit Certificate


MORTGAGE

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

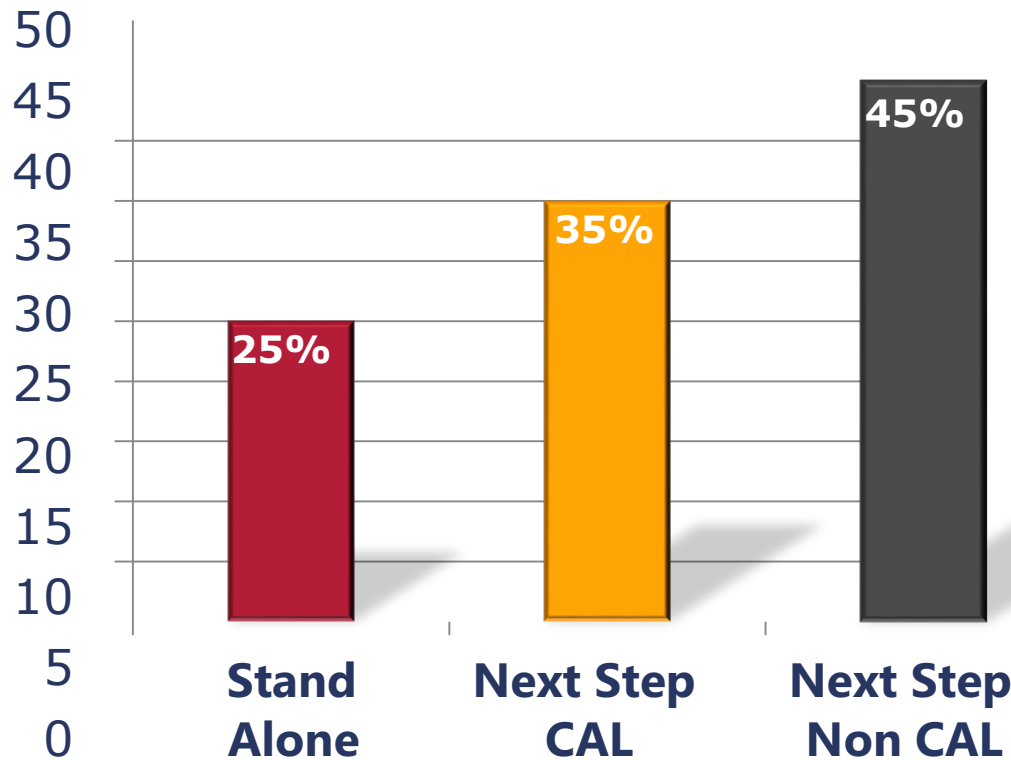
TAX RETURNS

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

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

Step #1		Step #2	
Would an MCC Be Beneficial?		2019 1040 Return	Mortgage Credit Certificate Benefit
			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% 3.953% Effective Mortgage Interest Rate
		Term (years)	30
Adjusted Gross Income	\$ 77,213 <i>Line 37</i>	Approx. 1st Year's Mortgage Interest	\$ 10,506
Standard Deduction Amount	\$ 12,400	MCC Credit Rate (25%, 35%, 45%)	25%
Itemized Deduction Amount	\$ - <i>Line 42</i>		
Greater of Standard or Itemized Deduction	\$ 12,400	MCC Tax Credit Amount	\$ 2,627
TAXABLE INCOME	\$ 65,213	Applicable Credit - not to exceed \$2000	\$ 2,000
Approximate Tax Liability	\$ 10,287	Taxable Income	\$ 65,213 \$ 65,213
Other Credits:			
Child & Dependent Care Expenses	\$ - <i>Line 49</i>	Federal Tax Liability	\$ 10,287 \$ 10,287
Child Tax Credit	\$ - <i>Line 52</i>	Less MCC Credit	NA \$ 2,000 Credit cannot exceed liability
Other Credits	\$ -	Net Taxes Owed	\$ 10,287 \$ 8,287
Total Tax Credits	\$ - <i>Line 54</i>		
		Credit Difference using MCC	\$ 2,000
Total Tax Liability	\$ 10,287 <i>Line 63</i>		
	<i>Tax Liability must be > 0 to benefit from an MCC</i>		\$ 166.67 Effective Monthly Savings
			
		<u>Total Interest Savings at:</u>	
		5 years	10,000
		10 Years	20,000
		15 Years	29,708
		20 Years	37,553
		25 years	42,814
		30 Years	44,780

MCC CREDIT RATES



MCC STAND ALONE

- Stand Alone MCC's are borrowers who purchase the MCC only.
- 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 maximum allowed deduction, 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.

MCC NEXT STEP CAL

MCC NEXT
STEP CAL

- MCC-Next Step CAL borrowers receive 4% down payment assistance along with the MCC.
- 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.

MCC NEXT STEP NON CAL

- MCC-Next Step Non CAL borrowers will receive an MCC along with the opportunity for a Next Step interest rate.
- 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.

CONDITIONAL COMMITMENT

- **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 then 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.**

MCC FINAL SUBMISSION PACKAGE

- **After the loan has closed the lender should submit the final loan package to MHDC.**
- **Documents should be sent in the order of the MCC checklist, provided in the reservation portal.**
- **Lenders are to send check or wire the MCC fee (1% of the total loan amount) to MHDC.**

MCC ANNUAL REPORTING

- **At year end, MHDC will send each lender a report of the MCC's that were issued to each borrower.**
- **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.**

**Lender's Information Return for
 Mortgage Credit Certificates (MCCs)**
 For calendar year ending _____

► Information about Form 8329 and its instructions is at www.irs.gov/form8329.

Part I Reporting Authority

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

Part II Issuing Authority

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

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

(a) Name(s)	(b) Address Do not use a P.O. box number.	(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.)

(d) Date of issue of MCC	(e) Certified Indebtedness Amount of Each MCC Issued	(f) Certificate Credit Rate	(g) Amount of MCC Issued (column (e) x column (f))
1			
2			
3			
4			
5			
6 Total amount of MCCs issued. (See instructions.)			

Under penalties 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 of lender) is based on all information of which preparer has any knowledge.

Sign Here

Signature of authorized representative of lender _____ Date _____ Title _____

Paid Preparer Use Only

Print/Type preparer's name _____ Preparer's signature _____ Date _____ Check if self-employed PTIN _____
 Firm's name _____ Firm's EIN _____
 Firm's address _____ Phone no. _____

IRS
 (ANNUAL REPORTING)

QUICK SUMMARY OF PROGRAMS

First Place MRB

- Must be FTHB
- Lower Income/Purchase Price Limit
- Recapture Tax
- Affidavits
- 1% Origination fee
- CAL 10 year forgivable

Next Step TBA

- Does not have to be FTHB
- Higher Income/Purchase Price Limit
- No Recapture Tax
- No Affidavits
- 1% Origination Fee
- CAL 10 year forgivable

Mortgage Credit Certificate

- Must be FTHB
- Lower Income/Purchase Price Limit
- Recapture Tax
- Affidavits
- 1% MCC fee
- Conditional Commitment Required

TOTAL NUMBER IN THE HOUSEHOLD



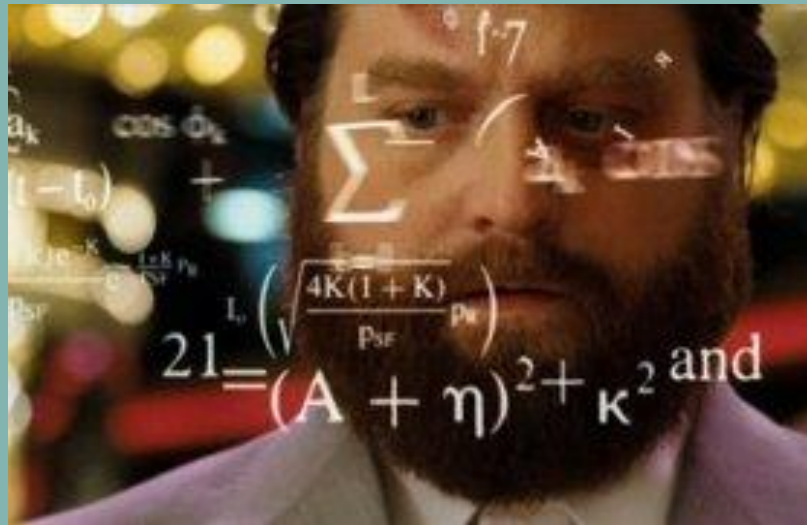
TOTAL NUMBER IN THE HOUSEHOLD

- **Total number of persons who will be occupying the property as their full-time principal residence that are either on the loan or related to the borrower by birth, marriage or adoption.**
- **Lender will initially determine household size from Residential Loan Application and use the household size to determine maximum income allowable.**

TOTAL NUMBER IN HOUSEHOLD

- Dependents may be counted if the parents are divorced and per the divorce decree each parent has custody 50 percent of the time.
- Grandchildren are included in the household size if the borrowers have legal or permanent custody.
- Foster children are NOT counted as members of the household.
- Boyfriends and girlfriends are not counted as members of the household.

CALCULATING BORROWER INCOME



FORMS OF INCOME

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

VERIFICATION OF EMPLOYMENT

- **Three options for verifying household income:**
 - **“Alternative Documentation” Method**
 - **“Work-Number-For-Everyone” Method**
 - **Employer Verification of Income Method**

SELF-EMPLOYMENT INCOME

- **Income listed on the 1040 (net earnings) is used from the most recently filed tax returns.**
- **MHDC does not average self-employment income over several tax years.**
- **If net income through self-employment is a loss, income for MHDC loan programs is counted as \$0.**

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, $\$20 \times 2080 \text{ hours} = \$41,600$ annually.
- If overtime, bonuses, commissions, etc., are shown earned, we calculate how much of this type of income has been received over the last 12 month period. ***If borrower has been on job for 12 months or more, income is not averaged.**

HOW TO CALCULATE INCOME

12A. Current **Gross Base Pay** (Enter Amount and Check Payment Frequency)

\$ 1,386.56 Annual Hourly
 Monthly Other (Specify)
 Weekly

12B. **Gross Earnings**

Type	Year to Date 2021 Thru <u>6/2</u>	Past Year 2020
Base Pay	\$ 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

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

HOW TO CALCULATE INCOME

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

- Income is calculated by taking the total income earned YTD and dividing by the months on the job. We then project that amount forward for a 12 month period.
- Ex. Borrower has been at their job for 6 months and earned \$20,364.00.

$\$20,364 \div 6$ (months on job) = \$3,394 per month avg.

$\$3,394 \times 12 = \$40,728.00$

HOW TO CALCULATE INCOME

THINGS TO REMEMBER WHEN CALCULATING INCOME

- Income amounts for the person(s) on the loan, married to the person(s) on the loan, and any adult child or parent living in the home are required for calculating household income.
- Seasonal/Irregular Income (Nurses, Auto Plant Workers, etc.) can be calculated using the last 12 months of income earned.
- Loan qualifying income will usually be less than MHDC required income.
- If income was used to qualify the borrower, we have to count it as well.
- Child support income not counted if not received.
- 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.

TREATMENT OF ASSETS

- **Liquid Assets over \$5,000 must be calculated as income.**
- **Multiply the total amount of liquid assets by 2%.**

Example: Bank Acct = \$10,500.00

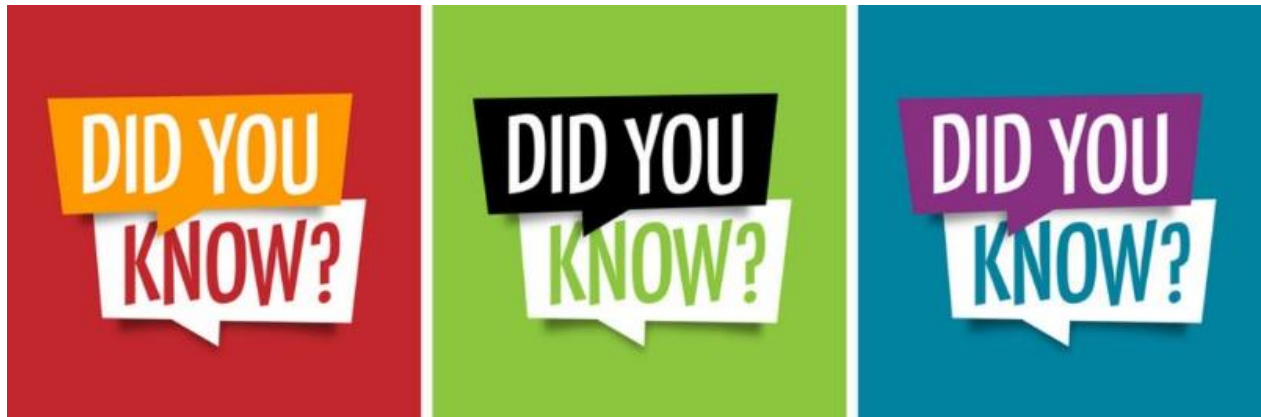
x 2%

= \$210.00 (to be added to annual income)

UNIQUE INCOME SCENARIOS

- **Inconsistent Child Support: MHDC only requires counting the amount actually received.**
- **Foster Care Income and Food Stamps are not used by MHDC unless included in qualifying income.**
- **Unemployment Income is included if currently being received.**
- **Use Form 522 to verify no income status of spouse.**
- **Use Form 523 to verify absence of child-support/ public assistance.**

IMPORTANT FACTS PERTAINING TO EACH LOAN PROGRAM



RESIDENCE ELIGIBILITY REQUIREMENTS

The types of properties eligible for First Place program are as follows:

- **Single Family Detached Home**
- **Row House**
- **Town House**
- **Duplex – Must be at least 5 years old**
- **1/2 Duplex**
- **Condominium**
- **Manufactured Home – Must be placed on a permanent foundation with no skirting**

ITEMS REQUIRING PRIOR APPROVAL

- **Income close to maximum.**
- **Flood Zone D (non-mapped area).**
- **Power of Attorney for Active Duty Military borrowers only.**
- **Escrows for repairs.**
 - **These funds should be used rarely, if at all.**
 - **Must escrow 1.5x bid for First Place; 2x for Next Step**
- **If uncertain, reach out to MHDC.**

FLOOD ZONES

- No part of the property can lie within a 100-year floodplain even if the structure does not.
- Ineligible:
 - Flood Zone A
 - Asterisk "*" after the Flood Zone letter
- Any property lying within Flood Zone D must have prior approval from MHDC.
- Lender must indicate the flood zone letter on the Lender's Certificate (Form 520, 720).

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.**

REAL-ESTATE CONTRACT

- **Provide a copy of the real estate contract with all addendums.**
- **Be certain any adjustments to sales price are included.**
- **Both buyer and seller must have executed and dated the contract.**
- **Do not submit the reservation until you have a FINAL contract.**

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.**

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:
 - They will each sign affidavits stating they will not be residing together (MHDC Marital Waiver Affidavits, Form 550-1 and 550-2).
 - Title company generated Marital Waivers are not acceptable.
- Currently separated applicants owned a home with that spouse within the last three years do not qualify as “First-time homebuyers”.
- This also applies for spouses that are incarcerated.

NON-BORROWING SPOUSE

Non-borrowing spouse must:

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

Best Practice: NBS be left off of purchase contract.

THIS WILL ONLY APPLY TO FIRST PLACE/NEXT STEP LOANS

NON-BORROWING SPOUSE CONT'D

- **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.**

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, but MHDC income calculation uses total household income.**

MOBILE HOME OWNERSHIP IN THE PAST 3 YEARS

- **An applicant may be considered a first-time homebuyer if:**
 - **The mobile home was not on a permanent foundation; and**
 - **There is no mortgage on credit report for the last 3 years.**
- **If the applicant qualifies as a first-time homebuyer, the lender must certify that the mobile home is indeed mobile.**
- **Mobile Home Certification- Form 385 or Form 585.**

NON U.S. CITIZENS

- **Each applicant, along with their spouse, must be a U.S. citizen or a lawful resident alien even if the spouse is not on the loan.**
 - **Must be eligible to work in the U.S.**
 - **Must have valid SSN**
 - **Marital status may not be waived**

LOAN CLOSING

- **Loan may not be subject to a “buy down” (only applies to First Place/Next Step).**
- **Mortgage must be in fee simple title.**
- **Must be a first mortgage.**
- **Must be underwritten and documented in accordance with prudent standards, and in compliance with applicable program guidelines (i.e., FHA, VA, RD, FNMA, FHLMC).**
- **Must be 30 year term and have payments due on the first of each month. (Only applies to First Place/Next Step)**

CLOSING LOANS AT THE TITLE COMPANY

- Provide explicit instructions
- **Leave Non-Borrowing Spouse off of purchase contract**
- Explain maximum closing fees allowed

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's master servicer.**
- **A loan product closed with an incorrect interest rate is unlikely to be purchased by the master servicer.**

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 is the "Lender Online MISSOURI HOUSING DEVELOPMENT COMMISSION" logo with a puzzle piece house icon. Below the logos, there is a "System Login" section with two input fields: "*User Name" and "*Password", both with asterisks indicating they are required. A "Login" button is positioned below the password field. To the left of the login fields is a "How to Start?" section with a hand icon, containing instructions: "Please enter your user name and password, then click on the 'Login' button." Below this is a "Notes:" section stating "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**
- **Level of access approved by your administrator will dictate which tabs you may access.**

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

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Lender: Premier Mortgage Resources, LLC

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

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 navigation links: Home | Bulletin Board | Program Documents | Glossary | Help | Contact Us | Log Out. Below the header is a menu with options: 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 and a label: 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 'Single Family Series' section, there is a small image of a family and a text box explaining that by entering this section, the user is starting the application process and a list of mortgage programs is shown to the right. Below this text is a prompt to select a program and proceed to the next step.

Missouri Housing Development Commission

Lender Online
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Home | Bulletin Board | Program Documents | Glossary | Help | Contact Us | Log Out

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.

Missouri Housing Development Commission
MHDC

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.**

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Lender Online
For All Your Clients' Needs

Missouri Housing Development Commission

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:

ANNUAL INCOME

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

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

TOTAL: \$0

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:


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 Missouri Housing Development Commission website interface. At the top, there is a navigation bar with the following menu items: NEW RESERVATION, AVAILABLE FUNDS, PRE-QUALIFICATIONS, LOAN STATUS, REPORTS, USER ACCOUNTS, and ADMINISTRATION. The user is logged in as 'Lender: AOD TEST'. The main content area is titled 'Reservation Acceptance Notice' and features a large banner that reads 'RESERVATION ACCEPTED'. Below the banner, the text states: 'YOUR RESERVATION HAS BEEN ACCEPTED !' and 'Your Reservation/Loan Number is: 136666005307'. There is a 'Disclaimer Statement' section with a 'click here' button. At the bottom, there are buttons for 'Print this page' and 'To View and/or Print your Reservation: click here'. The footer includes the text 'Powered by' followed by a logo and 'Copyright © 1999 - 2014 Emphatic Software'.

Missouri Housing Development Commission
Lender: AOD TEST
For All Your Clients' Needs

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

Lender: AOD TEST

New Reservation  

Reservation Acceptance Notice

RESERVATION ACCEPTED

YOUR RESERVATION HAS BEEN ACCEPTED !
Your Reservation/Loan Number is: **136666005307**

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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REMEMBER...

- **You may cancel your own reservations in LOL.**
- **Modify/extend your reservation by emailing MHDC Homeownership Team.**
- **Documents are only accessible through LOL.**
- **Files containing forms not generated from the LOL cannot proceed.**

RESERVATIONS OF FUNDS

- **Reservation Expiration Dates:**
 - 45 days for existing homes.
 - 45 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

- **MHDC will announce interest rates by 9:00 am (CST) every business day, excluding state 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 (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.

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.

Missouri Housing Development Commission

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

Lender: ADD TEST

Quick Search: Reservation No. [] Go

Advanced Search:

- Reserved by Lender: Arvest Mortgage Co.
- Lender Loan No: []
- Borrower Name/SSN: [] SSN: []
- Co-Borrower Name/SSN: [] SSN: []

 Go

Options: Purge Process

Loans: Last Updated on Tuesday, October 1, 2013, at 12:31 PM

Results for Lender: Arvest Mortgage Co.

Actions	Reservation	Lender Loan No.	Borrower Name	Co-Borrower Name	Stage	Status	Date	HEA User
	120004001413		CUNNINGHAM, D 495-02-0673		Committed	Approved	09/18/2013	
	120004001404		WILSON, COLLIN 490-08-7827		Committed	Approved	09/19/2013	
	120004000999	0009623695	BROOKIE, TIM 303-76-4565	BROOKIE, MELANIE 226-47-7023	Committed	Approved	08/22/2013	
	120004001390		BERNDT, RANDI 500-02-7884		Committed	Approved	08/20/2013	
	120004001392		VOLRATH, MICH 479-21-8761		Purchased		10/01/2013	
	127004001613	0009801999	OSBORNE, LOG 447-96-0234	OSBORNE, ASHTIN 493-04-0945	Reserved	Approved	09/27/2013	

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AUTO FILLING DOCUMENTS

Click on the borrower's reservation number and "select documents"...

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

Lender: ADD TEST

Quick Search: Reservation No. [] Go (12 characters)

Advanced Search:

- Reserved by Lender: Arvest Mortgage Co.
- Lender Loan No: []
- Borrower Name/SSN: [] SSN: []
- Co-Borrower Name/SSN: [] SSN: []

 Go

Options: Purge Process

Loans: Last Updated on Tuesday, October 1, 2013, at 12:31 PM

Results for Lender: Arvest Mortgage Co. [Reset search] [Page 1 of 1] Page Size: 50 Go Total Records: 6

Actions	Reservation	Lender Loan No.	Borrower Name	Co-Borrower Name	Stage	Status	Date	HFA User
View Print PDF Docs Delete	120004001413		M, DENNIS		Committed	Approved	09/18/2013	
View Print PDF Docs Delete	120004001404		LIND		Committed	Approved	09/19/2013	
View Print PDF Docs Delete	120004000969	0		BROOKIE MFLANIE 226-47-7023	Committed	Approved	08/22/2013	
View Print PDF Docs Delete	120004001300		IDI		Committed	Approved	08/20/2013	
View Print PDF Docs Delete	120004001392		CHAFI		Purchased		10/01/2013	
View Print PDF Docs Delete	127004001513	0	OGAN	OSBORNE, ASHTIN 493-04-0946	Reserved	Approved	09/27/2013	

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AUTO FILLING DOCUMENTS

Choose the document you wish to be completed and then click on "Generate Documents" button.

The screenshot shows the 'Lender Online' interface for the Missouri Housing Development Commission. The user is logged in as 'AOD TEST'. The 'LOAN STATUS' tab is selected. The 'Select Documents' section displays a list of documents for reservation/loan number 120004001404 - WILSON, COLLIN D. The 'Generate Documents' button is highlighted with a red arrow.

Missouri Housing Development Commission
Home | Bulletin Board

Lender Online
For All Your Clients' Needs

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

Lender: **AOD TEST**

Loan Status

To generate a document with the corresponding loan information, select at least one document from the list and then click on the "Generate Documents" button. If you don't wish to continue click on the "Cancel" button.

Note:
You will need **Adobe Acrobat Reader** to view and/or print the document(s). The software is free and may be downloaded from www.adobe.com.

Select Documents

Reservation/Loan No: **120004001404 - WILSON, COLLIN D**

<input type="checkbox"/>	Document Name
<input type="checkbox"/>	Form #594 - Commitment Letter for FHA/CAL Loans
<input type="checkbox"/>	Form #593 - Award Letter for FHA/CAL Loans
<input type="checkbox"/>	CAL Docs - 2nd DOT and Note
<input type="checkbox"/>	2013 Government Loan Docs
<input type="checkbox"/>	Form #555 - Recapture Tax Notification (NON Targeted)
<input type="checkbox"/>	Form #195 - Commitment Letter [Commitment Letter]
<input type="checkbox"/>	Form #521 - Prior Approval
<input type="checkbox"/>	Form #515 - Application Document

Showing 1-8 of 8

Generate Documents **Cancel**



AUTO FILLING DOCUMENTS

- **Remember, this will not complete the entire form. Only the information you entered 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 2nd Loan Amount to auto-populate on the 2nd Note and DOT please follow these steps.

- 1. Pull up your file in Loan Status.

The screenshot shows the Lender Online interface for the Missouri Housing Development Commission. The navigation menu includes: NEW RESERVATION, AVAILABLE FUNDS, PRE-QUALIFICATIONS, LOAN STATUS, **REPORTS**, USER ACCOUNTS, and ADMINISTRATION. A red arrow points to the 'REPORTS' tab. Below the navigation, the user is logged in as 'Lender: CrossCountry Mortgage, LLC' and 'Branch: Overland Park'. The 'Quick Search' section has a 'Reservation No.' field with a 'Go' button. The 'Advanced Search' section has several filters: 'Reserved by Lender' (Movement Mortgage, LLC), 'Lender Loan No.', 'Borrower Name/SSN', and 'Co-Borrower Name/SSN'. There are 'Show Active Loans' and 'Show Archived Loans' checkboxes. The 'Options' section has a 'Purge Process' button. The footer includes 'Powered by emphasy' and copyright information.

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

The screenshot shows the Lender Online interface with search results for 'Movement Mortgage, LLC'. The 'REPORTS' tab is selected. The 'Quick Search' and 'Advanced Search' sections are visible. The 'Loans' section shows a table with columns: Actions, Reservation, Lender Loan No., Borrower Name, and Co-Borrower Name. A red arrow points to the 'PDF Docs' icon in the 'Actions' column for the first loan entry.

Actions	Reservation	Lender Loan No.	Borrower Name	Co-Borrower Name
	159209017692	3435295	JENKINS, NINA ***-**-4043	
	140209002313	3428030	MILLER, CASSANDRA ***-**-6710	SHELLENBERGER, ETHAN ***-**-5725

3. Select the box in front of “2nd Note and DOT”, then Hit the “Generate Documents” tab at the bottom.

Missouri Housing Development Commission

Lender Online
For All Your Clients' Needs

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

Lender: CrossCountry Mortgage, LLC Branch: Overland Park

Loan Status

To generate a document with the corresponding loan information, select at least one document from the list and then click on the "Generate Documents" button. If you don't wish to continue click on the "Cancel" button.

Note:
You will need **Adobe Acrobat Reader** to view and/or print the document(s). The software is free and may be downloaded from www.adobe.com.

Select Documents

Reservation/Loan No: 159209017692 - JENKINS, NINA

<input type="checkbox"/>	Document Name
<input type="checkbox"/>	2021 Conventional Closing Document
<input type="checkbox"/>	Form #515 - Application / Commitment
<input checked="" type="checkbox"/>	2nd Note and DOT
<input type="checkbox"/>	Form 555 - Recapture Tax Notification (Non Targeted)
<input type="checkbox"/>	Form #594 Commitment Letter for FHA CAL

Showing 1-5 of 5

Generate Documents **Cancel**

4. Hit the PDF 2nd Note and DOT” box. Do not hit the “Print All Documents” button.

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Missouri Housing Development Commission

Lender Online
For All Your Clients' Needs

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

Lender: CrossCountry Mortgage, LLC Branch: Overland Park

Loan Status

To print the loan information, click on one of the generated documents or click on the "Print ALL Documents" button. If you don't wish to continue click on the "Cancel" button.

Note:
You will need **Adobe Acrobat Reader** to view and/or print the document(s). The software is free and may be downloaded from www.adobe.com.

Generated Documents

	2nd Note and DOT
--	------------------

Print ALL Documents

- 5. Once the document uploads, go down to the 6th 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, ~~lines, 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 [REDACTED], 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

MHDC FORMS

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

**ALL MHDC FORMS CAN BE SIGNED ELECTRONICALLY
UNLESS REQUIRING A NOTARY (E-Notarization is also
acceptable)**

FORMS TO BE SIGNED AT APPLICATION:

- **Application Affidavit - Form 515 MRB / Form 715 Next Step / Form 315 MCC.**
- **This document will have to be signed at loan application for all loans.**
- **For First Place and MCC, Form 516/316 is required if a spouse is not going to be on the loan but will be living in the home, to ensure they meet the First Time Homebuyer criteria.**

COMMON FORMS USED BY MHDC

- **Form 505 File Submission Guide/Checklist**
- **Form 520 Lender's Certificate**
- **Form 525 Seller's Affidavit**
- **Form 535 Mortgagor's Affidavit**
- **Form 560 Notice to Mortgagors**
- **Form 570 Addendum to Note**
- **Form 575 Co-Signors Affidavit**
- **Form 580 Tax-Exempt Financing Rider**

FORM 505

FILE SUBMISSION GUIDE & CHECKLIST

- **Make sure your submitted file is in this order.**
- **Not all documents will be required depending on the file circumstances.**
- **Only send what is necessary, nothing more.**

Files must be uploaded and submitted to MHDC in the order as follows:**Notes forms only required when applicable. For special circumstances only.***LENDER CERTIFICATION:**

- Form #505 – Lender Check Sheet
 Form #520 – Lender Certification

APPLICATION DOCUMENTS:

- Form #515 – Borrower's Application Affidavit
- Form #516* – Certification of Non Ownership Interest
 If applicable. To be signed by non borrowing spouse that will live in the home.
- Typed final loan application** – signed by borrower(s)
- Form #521* – Prior Approval
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.

INCOME DOCUMENTATION:

- Form #590 – Income Calculation Worksheet
- Verification of Employment**
- Signed VOE/All required info for Alt Doc
*Must include all docs required for the alternative documentation method:
 30 days paystubs that reflect YTD totals, their start date, and the previous year's W2 for that job. OR,
 A signed third party VOE from the employer.*
- Social Security, Pension Benefits (award letter, 1099, etc.)
- Child Support documentation (divorce decree, court order, etc.)
- 12-Month breakdown on overtime, commission, bonus, part-time employment, etc.
- Form #522* – Certification of Zero Income, signed
If applicable. Execute for spouses not working.
- Form #523* – Certification of Zero Income for Children, signed
If applicable. Execute when no support is received for a child residing in the home.

SALES CONTRACT & AFFIDAVITS

- Sales Contract with all addendums
- Warranty Deed
- Form #525 – Seller's Affidavit (Names must match W/D)
- Form #530* – Certification of Cost
If applicable. In lieu of #525 when the borrower is building on their own land.
- Form #535 – Mortgagor's Affidavit
- Form #550-1 & 550-2* – MHDC Waiver of Marital Rights Affidavits
If applicable. For separated individuals who will not both reside in the residence.
- Form #560 – Notice to Mortgagors (FHA, VA, USDA RD, loans only)

NOTE & RECORDED FORMS

- Executed **First Mortgage Note**
- Executed **Second Mortgage Note (copy only, for CAL loans only)**
- Form #570 – Addendum to Note
- Form #575* – Co-Signor Affidavit
If applicable. For non-occupying co-borrowers.
- Form #580 – Tax-Exempt Financing Rider (non-borrowing spouse must sign) (Record with D/T)
- Form #555 – Notice of Potential Recapture Tax

SETTLEMENT STATEMENTS

- CD** Closing Disclosure Statement, signed by mortgagor(s) (Both Borrower & Seller's sides)
- Form #585* – Mobile Home Certification
If applicable. Certifies their former home was a mobile home and not real property

FORM 520

LENDER'S CERTIFICATE

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

Lender's Certificate

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") and UMB Bank (the "Trustee") as Trustee, 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 inspection verified that the property consists of no more than two-family dwelling, 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 #535. 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 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 where financing is not provided through tax-exempt bonds. No fees 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 16 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 such examinations revealed any such ownership, attached hereto as **Exhibit D** is evidence such as rent receipts 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 specified in the Origination, Servicing and Administration Agreement (Revised July, 2013), 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		Form #520
Lender's Certificate		
LENDER CONTACT INFORMATION:		
Lender Name: _____		File Contact-For Approval & Defi. Notices: _____
_____		Email: _____
_____		Phone #: _____
RESERVATION DATA: MHDC Reservation #: _____ Reservation Date: _____		
Borrower's Name: _____ SS#: _____		Co-Borrower's Name: _____ Co-SS#: _____
Property Address: _____ City: _____ MO		Zip Code: _____ County: _____ <input type="checkbox"/> Rural/Non MSA County
APPLICATION DATA:		
Application Date: _____		Loan Officer: _____
NMLS#: _____		Census Tract #: _____
Property: 1) Non-Targeted <input type="checkbox"/> Targeted <input type="checkbox"/>		Year Built: _____
2) Existing <input type="checkbox"/> New <input type="checkbox"/>		Bedroom #: _____ SQ FT: _____
3) One Unit <input type="checkbox"/> Two Units <input type="checkbox"/>		Flood Zone Letter: _____
Type: Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Condo <input type="checkbox"/> Townhouse <input type="checkbox"/> Manufactured <input type="checkbox"/>		
Total # in Household: _____		Borrower:
(Adults _____ Children _____)		Age: _____
Spouse residing in home NOT on loan: _____		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
		Ethnicity: _____
		Marital Status: _____
		Occupation: _____
		Co-Borrower:
		Age: _____
		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
		Ethnicity: _____
		Marital Status: _____
		Occupation: _____
INCOME DATA:		
Borrower Income:		Co-Borrower Income:
Wages \$ _____ 0.00	From Assets \$ _____ 0.00	Wages \$ _____ 0.00
Other \$ _____ 0.00		From Assets \$ _____ 0.00
		Other \$ _____ 0.00
		Non-Borrowing Spouses Income:
		Income \$ _____
Total Household Income: \$ _____ 0.00 (Maximum Limit: \$ _____)		
SALES CONTRACT & AFFIDAVITS DATA:		
Contract Sales Price: \$ _____		Contract Date: _____
Financed Closing Costs: + \$ _____	Rehab. Amount: + \$ _____	Buyer's Realtor: _____
Personal Property: <\$ _____ >	Sweat Equity: <\$ _____ >	License #: _____
Acquisition Amount: = \$ _____ \$0.00	Appraised Value: \$ _____	Realty Agency: _____
NOTE & RECORDED FORMS:		
Loan Type: <input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> RD <input type="checkbox"/> CONV		Closing Date: _____
Interest Rate: _____ %	First Payment Date: _____	Co-Signor Name (if applicable): _____
Loan Amount: \$ _____	Last Payment Date: _____	
4% Cash Assistance: \$ _____	Monthly Payment/P&I: \$ _____	
	PTI: \$ _____	
MHDC USE ONLY:		
Borrower's Investment: \$ _____		NOTES: _____

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.”

Seller's Affidavit

(name of sellers), being duly sworn, deposes and says:

- I am selling a residence located at:
Street: _____
City of: _____
County of: _____
State of: **MISSOURI** Zip Code: _____
to (name of buyers): _____
- Financing for the acquisition of such residence is being provided by _____
(the "Lender") from proceeds of qualified mortgage bonds issued by the Missouri Housing Development Commission (the "Commission").
- Such residence is a one-family residence and, if the residence is a newly constructed residence which has never been occupied by anyone prior to the purchaser 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.
- 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.
- 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 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 \$ _____. The purchaser of the residence is not purchasing any unattached items from me 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 described above does not exceed the fair market value of such items.
- Apart from any normal real estate agents' commissions, no money is being paid, no promissory note being delivered, 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 by the purchasers or by any other person in connection with the purchase of the property except as indicated in the escrow and settlement documents.
- 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 pay consideration, in cash or in kind, in excess of the purchase price of the residence or pursuant to which any portion of the residence has been left unfinished or other architectural appointments have been omitted or removed from the residence in order to reduce the purchase price.

- Check one: The property has been previously occupied.
 The property is new; it has never been occupied.
 The property was foreclosed on.

- 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.
- 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.

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.

Seller _____ Seller _____
STATE OF _____)
COUNTY OF _____)SS

Sworn to before me, this _____ of _____, 20_____.

My Commission expires: _____ Notary Public _____

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.**

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 moneys for the purchase of such residence are being provided by _____ (the _____ Lender") from proceeds of qualified mortgage bonds 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 143(m) of the Internal Revenue Code of 1986, as amended (the "Code"), I may, at the time of resale by me of 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 both 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 so long as the mortgage loan providing the financing is outstanding unless assumed by a purchaser approved by the Commission. If I have a conventional loan, my loan may not 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, reasonably maintains the basic livability of the residence and does not and will not provide, other than incidentally, a source of income to me. The land being purchased will not be used for agricultural production, and consists of less than 10 acres, if rural, or is consistent with other homes in the neighborhood, if urban, e. g. not 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 in 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 return(s).
8. I will not rent the residence or use the residence as an investment property or as a recreational or "second" 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.

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 pay 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.

15. 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 560

NOTICE TO MORTGAGAGORS

- **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.**

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

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.**

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© and 143(I)(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 143(I)(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(I)(2) of the Internal Revenue Code;
 - (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

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.**

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)* _____

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") 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© 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 "95 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 gross 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.

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
Total Projected Monthly Gross Income:			\$0.00
			x 12
			\$ 0.00
TOTAL PROJECTED ANNUAL HOUSEHOLD INCOME:			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-signor 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 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.**



920 Main Street, Suite 1400
Kansas City, MO 64105
Phone – 816-759-6600
Fax – 816-759-6803
www.mhdc.com

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.5. 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
Homeownership Manager





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

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 Program DPA Loan Amount

Borrower Name Co-Borrower Name

Property Address City

Christopher Hendrickson

Christopher Hendrickson
Homeownership Manager



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.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.



For Non-Targeted Properties For the property located at: County of:		Columbia MSA <i>Counties: Boone</i>		Jefferson City MSA <i>Counties: Cole Osage</i>		Kansas City MSA <i>Counties: Caldwell Cass Clay Clinton Jackson Lafayette Platte Ray</i>		St. Louis MSA <i>Counties: Franklin Jefferson Lincoln St. Charles St. Louis City St. Louis County Warren</i>		Missouri, all other areas <i>Counties <u>not</u> located within the Columbia, Jefferson City, Kansas City or St. Louis MSA as noted to the left.</i>	
		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 <i>(Closing being the date of your loan)</i>	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%	88,000	101,200	82,700	95,105	96,800	111,320	94,900	109,135	80,900	93,035
On or after the first anniversary of closing, but before the second anniversary of closing	40%	92,400	106,260	86,835	99,860	101,640	116,886	99,645	114,591	84,945	97,686
On or after the second anniversary of closing, but before the third anniversary of closing	60%	97,020	111,573	91,176	104,853	106,722	122,730	104,627	120,320	89,192	102,570
On or after the third anniversary of closing, but before the fourth anniversary of closing	80%	101,871	117,151	95,734	110,095	112,058	128,866	109,858	126,336	93,651	107,698
On or after the fourth anniversary of closing, but before the fifth anniversary of closing	100%	106,964	123,008	100,520	115,599	117,660	135,309	115,350	132,652	98,333	113,082
On or after the fifth anniversary of closing, but before the sixth anniversary of closing	80%	112,312	129,158	105,546	121,378	123,543	142,074	121,117	139,284	103,249	118,736
On or after the sixth anniversary of closing, but before the seventh anniversary of closing	60%	117,927	135,615	110,823	127,446	129,720	149,177	127,172	146,248	108,411	124,672
On or after the seventh anniversary of closing, but before the eighth anniversary of closing	40%	123,823	142,395	116,364	133,818	136,206	156,635	133,530	153,560	113,831	130,905
On or after the eighth anniversary of closing, but before the ninth anniversary of closing	20%	130,014	149,514	122,182	140,508	143,016	164,466	140,206	161,238	119,522	137,450

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

Borrower: _____ Date _____

Co-Borrower: _____ Date _____



RETAINING FORM 355/555

- **Buyer must retain this form until they sell their home.**
- **Page 3 chart will be needed if their home is sold in the first nine years of ownership.**

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.
- The repayment of a CAL is separate from this.



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.

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.**

RECPATURE TAX IS UNCOMMON

- **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.**

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 will usually outweigh the possibility of Recapture Tax.

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:

- | | |
|---|---|
| <input type="checkbox"/> Verification of employment/All required info for Alt Doc | <input type="checkbox"/> Social Security Benefits |
| <input type="checkbox"/> 12-Month breakdown on overtime, commission, bonus | <input type="checkbox"/> Divorce Decree |
| <input type="checkbox"/> 12-Month breakdown for part-time employment | <input type="checkbox"/> Child Support |
| <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Form #322 – Certification of Zero Income for adults, signed (If applicable) | |
| <input type="checkbox"/> 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



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

1. 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.
2. 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.
3. 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.
4. 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

1. 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.
2. 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.

3. 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.

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.

1. The borrower(s) will occupy the home as a principal residence within 60 days after closing.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

7. 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.)
8. 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.

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).**



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 D**
 ▶ 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 1993, and has not flooded since (see Section 4-2a of MRB Manual for example). 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 overtime, commissions or bonuses are being used, the lender must set out details of exactly what was used and a schedule of income from VOE's, 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 VOE documentation become more than 4 months old before loan closing, it will be necessary for you to obtain new VOEs and new 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 MCC and/or First Place program. Any change in the Maximum Income Limitations before this loan closes could 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

Mortgage Credit Certificate Program
MCC Post Closing Package Checklist

Form 305

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** – Mortgagor'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 mortgagor(s) (Both Borrower & Seller's sides)
 - Itemized breakdown of origination fees

Lender's Certification

LENDER CONTACT INFORMATION:

Lender Name: _____ File Contact-For Approval & Defi. Notices: _____
 _____ Email: _____
 _____ Phone #: _____

RESERVATION DATA: MHDC Reservation #: _____ Reservation Date: _____

Borrower's Name: _____	SS#: _____
Co-Borrower's Name: _____	Co-SS#: _____
Property Address: _____	City: _____, MO
Zip Code: _____ - _____	County: _____ <input type="checkbox"/> Rural/Non MSA County

APPLICATION DATA: Application Date: _____ Loan Officer: _____

Property: 1) Non-Targeted <input type="checkbox"/> Targeted <input type="checkbox"/> 2) Existing <input type="checkbox"/> New <input type="checkbox"/>	Census Tract #: _____ Year Built: _____ Bedroom #: _____ SQ FT: _____ Flood Zone Letter: _____
Type: Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Condo <input type="checkbox"/> Townhouse <input type="checkbox"/> Manufactured <input type="checkbox"/>	

Total # in Household: _____ (Adults _____ Children _____) Spouse residing in home NOT on loan: _____	Borrower: Age: _____ Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> Ethnicity: _____ Marital Status: _____ Occupation: _____	Co-Borrower: Age: _____ Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> Ethnicity: _____ Marital Status: _____ Occupation: _____
--	--	---

<u>INCOME DATA:</u>	<u>Borrower Income:</u> Wages \$ _____ 0.00 From Assets \$ _____ 0.00 Other \$ _____ 0.00	<u>Co-Borrower Income:</u> Wages \$ _____ 0.00 From Assets \$ _____ 0.00 Other \$ _____ 0.00 <u>Non-Occupant Income:</u> Income \$ _____
Total Household Income: \$ _____ 0.00 (Maximum Limit: \$ _____)		

SALES CONTRACT & AFFIDAVITS DATA: Contract Date: _____

Contract Sales Price: \$ _____ Financed Closing Costs: + \$ _____ Rehab. Amount: + \$ _____ Personal Property: <\$ _____ > Sweat Equity: <\$ _____ > Acquisition Amount: = \$ _____ \$0.00	Contract Date: _____ Buyer's Realtor: _____ License #: _____ Realty Agency: _____ Appraised Value: \$ _____
---	---

NOTE & RECORDED FORMS: Closing Date: _____

Loan Type: <input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> RD <input type="checkbox"/> CONV	First Payment Date: _____ Last Payment Date: _____ Monthly Payment/P&I: \$ _____ PITI: \$ _____	Co-Signor Name (if applicable): _____
Interest Rate: _____ % Loan Amount: \$ _____ MCC Rate: <input type="checkbox"/> 25% <input type="checkbox"/> 35% <input type="checkbox"/> 45%		

MHDC USE ONLY: Borrower's Investment: \$ _____ NOTES: _____



Part II

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:

1. 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.
2. 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.
3. 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.
4. Attached hereto as 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.
5. 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.
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 16 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.
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. The financing of the residence to be purchased will not be from any qualified mortgage revenue bond program.
11. No related person has an interest or is expected to have an interest as a creditor in the mortgage loan amount.
12. 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 plane.
13. [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: _____

EDOCS STEP BY STEP PROCESS

UPLOADING TO LENDER ONLINE

STEP ONE: Click on Loan Status tab

Missouri Housing Development Commission

Lender Online
For All Your Clients' Needs

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

Lender: **AOD TEST**

Home

Search by: Query Value: **Go**

Participating Lenders/Branches

- Lender: **Access Capital Funding, LLC**
- Lender: **American Portfolio Mortgage Corp.**
 - Branch: Kansas City
 - Branch: Palatine
- Lender: **AOD TEST**
- Lender: **Arvest Mortgage Co.**
 - Branch: Anderson

Lenders & Branches

This section shows you all of the participating lenders and branches in the system.

Select a lender/branch and then click on the "Continue" button. This action will replace the current lender/branch with the new lender/branch selected.

[View Latest News!](#)

Missouri Housing Development Commission
MHDC

EDOCS STEP BY STEP PROCESS

STEP TWO: Choose your reservation and click on the “eDocs” icon.



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

Lender: AOD TEST

Quick Search | **Advanced Search**

Reservation No. **Go**
12 characters

Reserved by Lender: AOD TEST
 Lender Loan No:
 Borrower Name/SSN: SSN:
 Co-Borrower Name/SSN: SSN: **Go**

Loans | Show Active Loans | Show Archived Loans

Results for Lender: AOD TEST
Reset Search

Actions					Reservation	Lender Loan No.	Borrower Name	Co
					134666003602		RINEY, SASHA L	
					134666003638		MAUE, MICHAEL T	
					134666003639		Saturley, Chad R	Saturley, Hollie
					134666003563		DOE, JON 123-45-6780	
					134666003572		DAVIS, RACHEL R 000-11-2222	
					134666003574		BROWN, BEVERLY A 456-74-8911	
					134666003568		TESTINE, TINA T 444-55-4444	
					134666003631		STRONG, SOI 427-41-3936	PRATER, EDW 123-33-3333
					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 displays the Missouri Housing Development Commission Lender Online interface. At the top, the logo features a house icon made of puzzle pieces, with the text "Lender Online For All Your Clients' Needs" and "Missouri Housing Development Commission". Below this is a navigation bar with buttons for "NEW RESERVATION", "AVAILABLE FUNDS", "PRE-QUALIFICATIONS", "LOAN STATUS", and "REPO". A status bar indicates "Lender: AOD TEST". A secondary navigation bar includes "e-MortgageDocs", "Comments", "Printable", and "Close". The main content area is titled "PACKAGES FOR LOAN NO. 134666003354" and shows a "Submission Package" section. The "Add New" button, which includes a document icon with a plus sign, is circled in red. To its right is a "Submit" button and a timestamp "Package Submitted: 03/26/2015 01:35 PM". Below this is a section for "Uploaded Documents (0)" with an information icon and the message: "No e-Mortgage documents have been uploaded for this package." A vertical logo on the right edge of the page reads "Missouri Housing Development Commission" with a large blue letter "C" below it.

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 'Lender Online' interface for the Missouri Housing Development Commission. The page title is 'eMortgage Document For Loan No. 134666003354'. The interface includes a navigation bar with buttons for 'NEW RESERVATION', 'AVAILABLE FUNDS', 'PRE-QUALIFICATIONS', 'LOAN STATUS', 'REPORTS', 'USER ACCOUNTS', and 'ADMINISTRATION'. The main content area is titled 'Lender: AOD TEST' and 'Loan Status'. It contains a form for uploading a document, with a 'Click Here' button circled in red. The form includes a dropdown menu for 'Package' (set to 'Submission Package'), a text input for 'Enter additional comments about this document' (containing 'Income for this loan was prior approved. Form 521 is included in the file'), and 'Save' and 'Cancel' buttons. Two callout boxes with arrows point to the 'Package' dropdown and the comment text area, providing instructions: 'Enter what type of package submitted' and 'Enter additional comments about the package'. A sidebar on the left contains instructions for adding/modifying an eMortgage document and notes about document validity and case sensitivity.

Missouri Housing Development Commission

Home | Bulletin Board | Program Documents | Glossary | Help | C

Lender Online
For All Your Clients' Needs

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

Lender: AOD TEST

Loan Status

eMortgage Document For Loan No. 134666003354

* denotes a required field.

To add/modify an eMortgage document fill out the required fields and then click on the "Save" button. If you don't wish to save your changes click on the "Cancel" button.

Notes:
Please make sure that the document that you upload is a valid document. Ex: .pdf, .doc, .xls, .gif, .jpeg, .png, .txt, etc

The "Login Name" and "Password" fields are case sensitive.

*Package: Submission Package

Please [Click Here](#) to upload a document.

*Select a document name from the predefined list

1 - MHDC First Place Submission Package

or

*Enter a customized document name.

Enter additional comments about this document

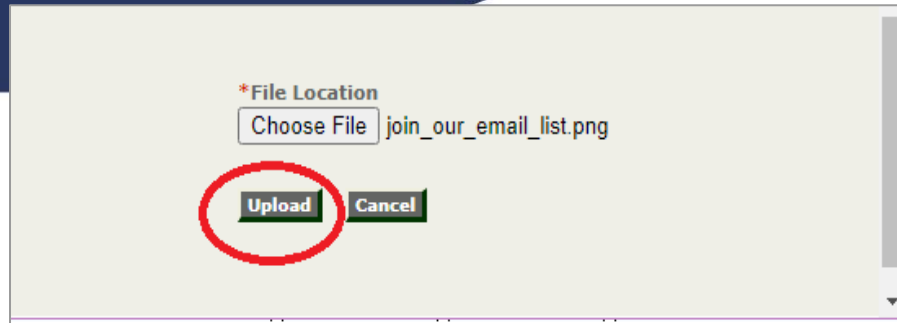
Income for this loan was prior approved. Form 521 is included in the file

Enter what type of package submitted

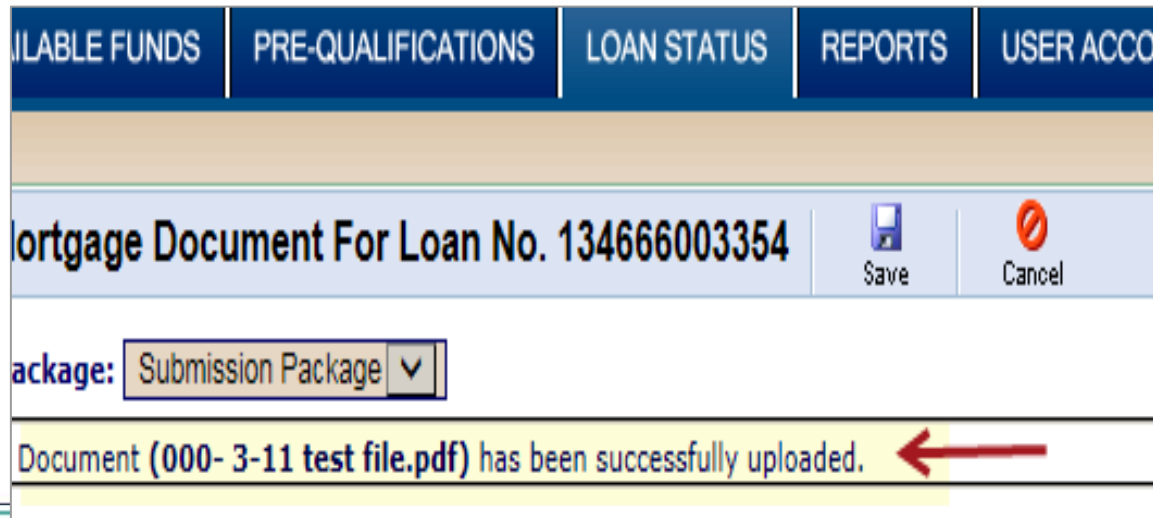
Enter additional comments about the package

EDOCS STEP BY STEP PROCESS

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



- Save
- It will indicate if the file was 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.

The screenshot displays the EDOCS Lender On Line interface. At the top, a navigation bar includes links for NEW RESERVATION, AVAILABLE FUNDS, PRE-QUALIFICATIONS, LOAN STATUS, REPORTS, and USER ACCOUNTS. Below this, the lender is identified as AOD TEST. A secondary navigation bar contains e-MortgageDocs, Comments, and Printable options. The main content area is titled 'PACKAGES FOR LOAN NO. 134666003354' and features a 'Submission Package' section with 'Add New' and 'Submit' buttons. The 'Submit' button is circled in red. A status message indicates 'Package Submitted: 03/26/2015 01:35 PM'. Below this, a table lists 'Uploaded Documents (1)' with columns for Actions, Last Date Modified, and Initial Submitted Date & Time. The table contains one entry: 'Chester Testor MHDC Submission File 134666003354', which is highlighted in yellow. The 'Actions' column for this entry includes icons for a document, up and down arrows, and a red X. The 'Last Date Modified' is 03/30/2015.


Uploaded Documents (1)	Actions	Last Date Modified	Initial Submitted Date & Time
 Chester Testor MHDC Submission File 134666003354	   	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	  	12/22/2020	12/22/2020 09:40 AM
 uetrecht closing package	  	12/22/2020	12/22/2020 03:16 PM
 uetrecht closing package	  	01/05/2021	01/05/2021 01:58 PM



MHDC

DO'S AND DON'TS TO REMEMBER

DO

- ✓ **Make sure the file is in order before scanning. Follow the file stacking worksheet #505/705/305.**
- ✓ **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?



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 – Master Servier has purchased the loan.**
 7. **Funded – MHDC has pooled the loan.**

LENDER ONLINE STATUS STAGES

Missouri Housing Development Commission

Lender Online
For All Your Clients' Needs

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

Lender: First State Bank Mortgage

Loan/Reservation Status Details

Back Cancel Loan

Only Cancel 2nd Mortgage

GENERAL INFORMATION

Lender Loan No: 5520009805	Lender ID No:
Reservation/Loan No: 140155002198	Lender Name:
Application Accepted On: 11/12/2020	Branch Name:
Reservation Expires: 12/27/2020	Servicer Loan No:
Commitment Expires: 01/11/2021	Loan Officer:
Closing Date:	Submitted by:
Borrower Name:	Real Estate Company:
Social Security No:	Real Estate Agent Name:
Property Acquisition Cost: \$253,460	
Property Purchase Price: \$253,460	
Property Appraised Value: \$255,000	

BORROWER & CO-BORROWER

Borrower	Co-Borrower #1
Last Name:	Last Name:
First Name:	First Name:
Middle Name:	Middle Name:
Suffix:	Suffix:
Social Security No:	Social Security No:

FIRST MORTGAGE

Program: Next Step Program - NEXT STEP GOVERNMENT - CAL

Loan Type: FHA

Loan Amount: \$248,868

Term: 360 months

Interest Rate: 3.3750%

Servicer Name: U.S. Bank

SECOND MORTGAGE

Program: NEXT STEP GOVERNMENT - CAL

Loan No: 990155006734

Lender Loan No:

Loan Type: Uninsured

Loan Amount: \$9,520.92

Term: 120 months

Interest Rate: 0.0000%

Servicer Name:

PROPERTY ADDRESS

recht

Troy, MO 633792621

County: LINCOLN

STAGE/STATUS/DATE

- File Review / Pending on 12/22/2020 by Rachel R. Davis
- File Assigned / Approved on 12/22/2020
- File Rec'd / Approved on 01/05/2021
- Reserved on 11/12/2020

HFA's CONDITIONS/EXCEPTIONS

1. Full third party VOE for both borrowers

REJECTION REASONS

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.

RECEIVING A DEFICIENCY NOTICE




- 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.

PROPERTY ADDRESS	STAGE/STATUS/DATE
205 SAINT MAURICE LN Florissant, MO 630310000 County: ST LOUIS	<ul style="list-style-type: none">• File Review / Pending on 03/20/2015• File Assigned / Approved on 03/20/2015• File Rec'd / Approved on 03/19/2015• Reserved / Approved on 01/26/2015
HFA's CONDITIONS/EXCEPTIONS	REJECTION REASONS
<ol style="list-style-type: none">1. Proof of Marias Pension Income2. HUD-1 overcharged the settlement fee refund seller \$45.00	

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 01:35 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

Form #520

Lender's Certificate


LENDER CONTACT INFORMATION:

Lender Name: _____

File Contact-For Approval & Defi. 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

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

SECOND MORTGAGE

Program:

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

The screenshot displays a web application interface for loan management. At the top, there are navigation tabs: NEW RESERVATION, AVAILABLE FUNDS, PRE-QUALIFICATIONS, LOAN STATUS, REPORTS, and USER. Below the tabs, the user is identified as 'User: AOD TEST'. The main area is titled 'Select Documents' and shows a list of documents for Reservation/Loan No: 133074000047 - MOORE, KENNETH. The 'Form #195 - Commitment Letter [Commitment Letter]' is selected with a checkmark. Other documents listed include Form #530 - Certification of Cost, Form #545 - Mortgage Interest Exception, Form #323 - MCC Certification of Zero Income for Child, Form #315 - MCC Application Affidavit, Form #385 - MCC Mobile Home Certification, Form #375 - Co-Signor Affidavit, Form #345 - MCC Home Mortgage Interest Exception, Form #330 - MCC Certification of Cost, Form #340 - MCC Non-Filing Status, Form #350-1 and #350-2 - Marital Waivers, and Form #322 - MCC Certification of Zero Income for Adult. At the bottom, there are 'Generate Documents' and 'Cancel' buttons. A status bar at the bottom right indicates 'Showing 1-16 of 16'.

NEW RESERVATION AVAILABLE FUNDS PRE-QUALIFICATIONS LOAN STATUS REPORTS USER

User: AOD TEST

Status ?

Select Documents

Reservation/Loan No: 133074000047 - MOORE, KENNETH

<input type="checkbox"/>	Document Name
<input type="checkbox"/>	Form #530 - Certification of Cost
<input type="checkbox"/>	Form #545 - Mortgage Interest Exception
<input checked="" type="checkbox"/>	Form #195 - Commitment Letter [Commitment Letter]
<input type="checkbox"/>	Form #323 - MCC Certification of Zero Income for Child
<input type="checkbox"/>	Form #315 - MCC Application Affidavit
<input type="checkbox"/>	Form #385 - MCC Mobile Home Certification
<input type="checkbox"/>	Form #375 - Co-Signor Affidavit
<input type="checkbox"/>	Form #345 - MCC Home Mortgage Interest Exception
<input type="checkbox"/>	Form #330 - MCC Certification of Cost
<input type="checkbox"/>	Form #340 - MCC Non-Filing Status
<input type="checkbox"/>	Form #350-1 and #350-2 - Marital Waivers
<input type="checkbox"/>	Form #322 - MCC Certification of Zero Income for Adult

Showing 1-16 of 16

Generate Documents **Cancel**

Generate a document with the pending loan information, at least one document in the list and then click on "Generate Documents". If you don't wish to generate a document, click on the "Cancel" button.

You will need **Adobe Acrobat** to view and/or print the document(s). The software is available for download at www.adobe.com.

THE LOAN CLOSES NOW WHAT!



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.

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.**

UPLOADING DOCUMENTS PROCESS

PREPARING YOUR LOAN PACKAGE

- 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

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 according to U.S. Bank checklist 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



- **Master Servicer will pay the lender when the loan is approved by both MHDC and master servicer.**
- **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 on FHA loans.**
- **US Bank requires a credit score of at least 660 for manufactured housing.**
- **Reach out to US Bank for their Conventional Loan Product Guide and Government Loan Product Guides.**

MHDC WEBSITE

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

- **Christopher Hendrickson**
 - Homeownership Manager

christopher.hendrickson@mhdc.com
816-759-6812

- **Rachel Hollinberger**
 - Lender Relations Manager

rachel.hollinberger@mhdc.com
816-759-7318

- **Roxie Weaver**
 - Homeownership Officer

roxie.weaver@mhdc.com
816-759-6830

- **Hailey Wilkins**
 - Homeownership Officer

hailey.wilkins@mhdc.com
816-759-6893

- **Mandy Gosney**
 - Homeownership Officer

mandy.gosney@mhdc.com
816-648-0538

Loan Officer Certification Test

- A passing score for the Loan Officer Certification Test is 70% or better.
 - Individuals who did not attend 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, May 17, 2023.
- This link will include a password for the Loan Officer Certification Test.
 - This test must be started no later than 5/18/2023 at 4pm.
 - 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 upon completion.
 - MHDC will send Certificate of Passing Score via email no later than May 24, 2023.

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

THE END!