




Missouri Housing
Development Commission

LENDER TRAINING: Accessing Loan Program Documents




MHDC.com

First Place MRB

Next Step TBA

Mortgage Credit Certificate

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.

The screenshot shows the Lender Online (LOL) interface for the Missouri Housing Development Commission. The navigation menu includes: NEW RESERVATION, AVAILABLE FUNDS, PRE-QUALIFICATIONS, LOAN STATUS, REPORTS, USER ACCOUNTS, and ADMINISTRATION. The 'LOAN STATUS' menu item is circled in red. The 'Program Documents' link in the top navigation bar is also circled in red. The search results table is as follows:

Actions	Reservation	Lender Loan No.	Borrower Name	Co-Borrower Name	Stage	Status	Date	HFA User
View Reprint PDF Docs eDocs Delete	179237019797		BORROWER JACKSON ***-**-5566	BORROWER JANE ***-**-5432	Reserved		01/20/2023	
View Reprint PDF Docs eDocs Delete	183183020262		BORROWER ABBY A ***-**-0001		Reserved		11/29/2022	
View Reprint PDF Docs eDocs Delete	185237019424		BORROWER SALLY ***-**-9678		Reserved		10/19/2022	

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AUTO FILLING DOCUMENTS

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

The screenshot displays the Missouri Housing Development Commission (MHDC) Lender Online interface. The top navigation bar includes links for NEW RESERVATION, AVAILABLE FUNDS, PRE-QUALIFICATIONS, LOAN STATUS, REPORTS, USER ACCOUNTS, and ADMINISTRATION. The user is logged in as 'Lender: American Pacific Mortgage Corp.'. The search results are filtered by 'Borrower Name: borrower'. A table lists three reservations, with the 'PDF Docs' icon for the second reservation (183183020262) circled in red.

Actions	Reservation	Lender Loan No.	Borrower Name
View Reprint PDF Docs eDocs Delete	179237019797		BORROWER, JACKSON ***-**-5566
View Reprint PDF Docs eDocs Delete	183183020262		BORROWER, ABBY A ***-**-0001
View Reprint PDF Docs eDocs Delete	185237019424		BORROWER, SALLY ***-**-9678

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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 'American Pacific Mortgage Corp.'. The 'Loan Status' section is active, displaying a reservation/loan number of 179237019797 for 'BORROWER, JACKSON'. A list of documents is available for selection, including Form #594, Form 555, 2nd Note and DOT, Form #593, Form #515, and 2023 Government Closing Documents. A red arrow points to the 'Generate Documents' button at the bottom of the interface.

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

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

Lender: American Pacific Mortgage Corp.

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: 179237019797 - BORROWER, JACKSON

<input type="checkbox"/>	Document Name
<input type="checkbox"/>	Form #594 Commitment Letter for FHA CAL
<input type="checkbox"/>	Form 555 - Recapture Tax Notification (Non Targeted)
<input type="checkbox"/>	2nd Note and DOT
<input type="checkbox"/>	Form #593 - Award Letter for FHA CAL Loans Only
<input type="checkbox"/>	Form #515 - Application Affidavit
<input type="checkbox"/>	2023 Government Closing Documents

Showing 1-6 of 6

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.

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

Quick Search
Reservation No. [] Go
12 characters

Advanced Search
 Reserved by Lender: Academy Mortgage Corp.
 Lender Loan No: []
 Borrower Name/SSN: [] SSN: []
 Co-Borrower Name/SSN: [] SSN: [] Go

Options
Purge Process

Loans Show Active Loans Show Archived Loans
Last Updated on Wednesday, August 9, 2023, at 03:48 PM

Results for Borrower Name: borrower
Reset Search

Actions	Reservation	Lender Loan No.	Borrower Name	Co-Borrower Name	Stage	Status	Date	HFA Use
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- 2. Hit the “PDF Docs” Icon for the correct file on the left hand side.

Missouri Housing Development Commission
Lender Online
For All Your Client Needs

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




Quick Search
Reservation No. [] Go
12 characters

Advanced Search
 Reserved by Lender: Academy Mortgage Corp.
 Lender Loan No: []
 Borrower Name/SSN: [] SSN: []
 Co-Borrower Name/SSN: [] SSN: [] Go

Options
Purge Process

Loans Show Active Loans Show Archived Loans
Last Updated on Wednesday, August 9,

Results for Borrower Name: borrower
Reset Search

Actions	Reservation	Lender Loan No.	Borrower Name	Co-Borrower Name	Stage	Status	Date
	179237019797		BORROWER, JACKSON ***-**-5566	BORROWER, JANE ***-**-5432	Reserved		01/20/
	183183020262		BORROWER, ABBY A ***-**-0001		Reserved		11/29/
	185237019424		BORROWER, SALLY ***-**-9678		Reserved		10/19/

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

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

Lender: American Pacific Mortgage Corp.

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.

Get Adobe Reader

Select Documents

Reservation/Loan No: 185237019424 - BORROWER, SALLY

Document Name
<input type="checkbox"/> Form 555 - Recapture Tax Mitigation (Non Targeted)
<input checked="" type="checkbox"/> 2nd Note and DOT
<input type="checkbox"/> Form #515 - Application Affidavit
<input type="checkbox"/> 2023 Conventional Closing Documents

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Generate Documents Cancel

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

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

Lender: American Pacific Mortgage Corp.

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.

Get Adobe Reader

Generated Documents

PDF 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, **times, 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

CONCLUSION

- Lender Online can be found at lenderonline.mhdc.com.
- Documents access through Lender Online will be fillable.
- The system will generate the majority of forms required for closing the type of loan for which you have the reservation.
- Please review each document to ensure it is both accurate and completed with information that was not available to auto-fill from the reservation data.