

Reservation Request

North Carolina Housing Finance Agency

Choose program:

NC Home Advantage

MCC

Borrower	1. Name: (Last) (First) (MI)			2. Social Security #	1 st Time Home Buyer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	3. Date of Birth / /	4. Sex <input type="checkbox"/> M <input type="checkbox"/> F	5. Race		6. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried	
Co-Borrower/ Co-Occupant	7. Name: (Last) (First) (MI)			8. Social Security #	1 st Time Home Buyer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	9. Date of Birth / /	10. Sex <input type="checkbox"/> M <input type="checkbox"/> F	11. Race		12. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried	
Property Data	13. Street Address:					
	14. City:			15. State: NC	16. County	17. Zip Code:
	18. Dwelling Type (eligibility varies by loan type): <input type="checkbox"/> SF Detached <input type="checkbox"/> Townhome <input type="checkbox"/> Manufactured Home			19. Property Type: <input type="checkbox"/> Existing (Previously Occupied) <input type="checkbox"/> New (Never Occupied) <input type="checkbox"/> Condo <input type="checkbox"/> Duplex		
	20. Sales Price: \$			21. Acquisition Cost: \$		
	22. Appraised Value: \$			23. REO Property?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Loan Data	24. 1st Mortgage Loan Amount: \$		25. Interest Rate on 1 st Mtg: _____ %		26. Annual Income: \$	
	27. DPA Loan Amount (if applicable): \$		28. # of People in Household _____		29. Anticipated Closing Date:	
	30. Loan Type: <input type="checkbox"/> FHA <input type="checkbox"/> USDA <input type="checkbox"/> VA <input type="checkbox"/> Conventional		31. DTI Ratio (max 45%): _____ %		32. Credit Score (list middle or lowest): (all buyers must have 2 credit scores) _____ Borrower _____ Co-Borrower	
Contact Info	33. Company (Lender) Name:			34. Loan Officer Name:		
	35. Loan Officer Branch Address:			36. Processor Name (cannot be Loan Officer):		
	37. Telephone #:		38. LO e-mail Address:		39. Processor Contact e-mail Address:	

All reservations for NCHFA programs should be made via our on-line OLS system. However, this form may be used only when reserving a loan if the borrower(s) had previously been registered with NCHFA (social security match).

E-mail this completed form to ratelocks@nchfa.com. *Note: Manual entry of a reservation does not guarantee approval or acceptance by NCHFA that borrower, property, or loan meets our guidelines for the requested program.*

Notice: NCHFA cannot guarantee that lock requests will be made on day of request. All requests after 4:00pm will be entered the following business day. If Lender (you) do not get a Confirmation e-mail, your lock request was not accepted. It is your responsibility to confirm lock Confirmations same day.

By signing here _____, lender agrees and acknowledges that lock requests NOT confirmed by e-mail from NCHFA before 4:00pm (M-F) were not entered and interest rate was NOT locked. You must submit a new lock request by 9:00am the following day and be subject to rates in effect the following day.