

NCHFA Training Session: Introduction to the Community Partners Loan Pool (CPLP) April 2020

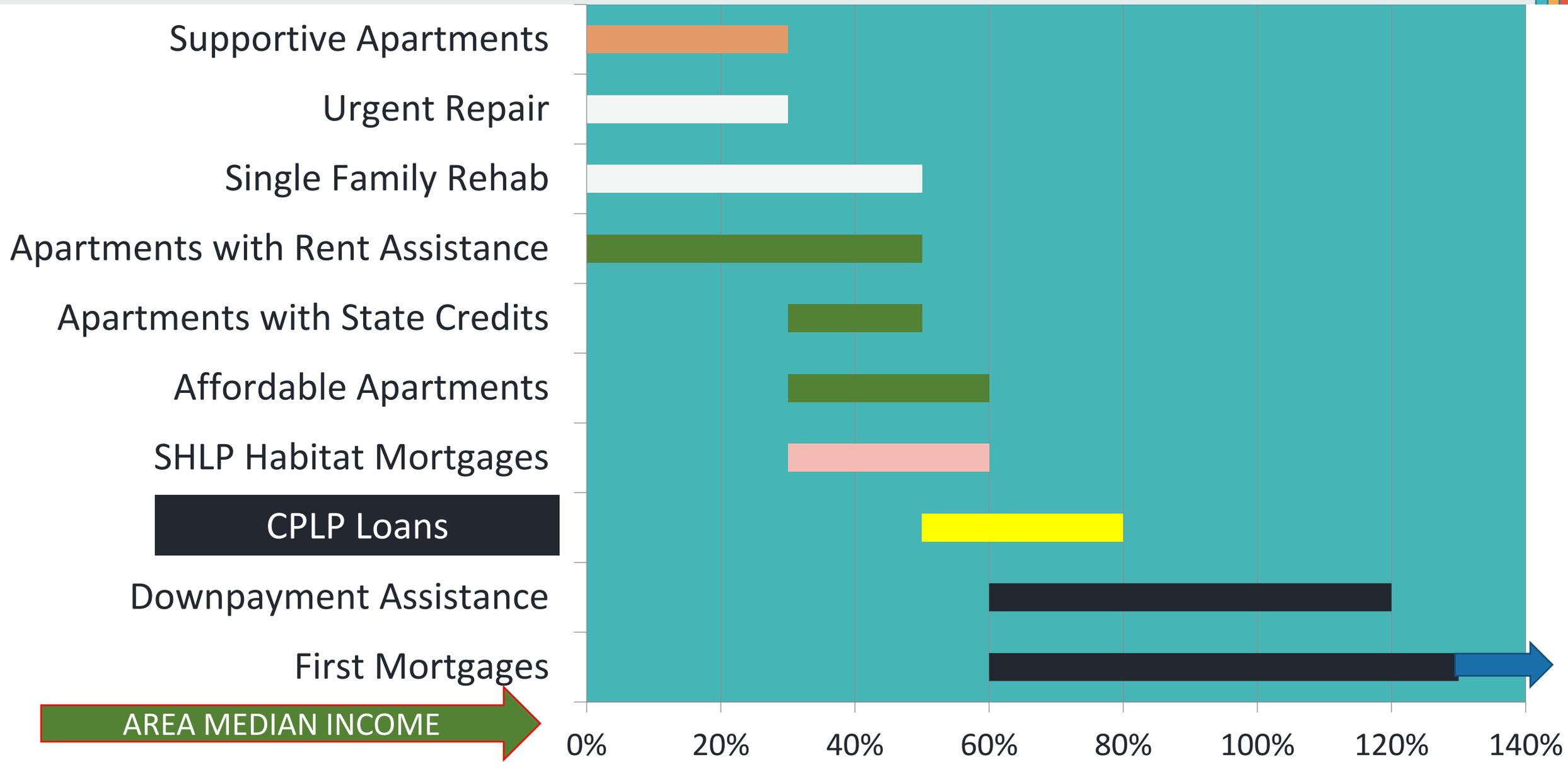
NORTH CAROLINA

HOUSING
FINANCE
AGENCY

A self-supporting public agency.
HousingBuildsNC.com



NCHFA Range of Program & Income Targeting



NCHFA Home Ownership Programs

NORTH CAROLINA

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NC Home Advantage Mortgage™

- Amortizing 30 year Mortgage
- Fixed Rate Financing w/ market rates
- All eligible borrowers are eligible for:
 - 3% (Conv, FHA, VA, or USDA) or
 - 5% (FHA or VA)in DPA provided as a 0%, 15 yr., deferred 2ND Mortgage forgiven in years 11 to 15
- **NO** Sales Price Limits
- Annual Income (APPLICANT) cannot exceed \$89,500
- For < 80% AMI conventional loans, PMI coverage is reduced (50%)
- <https://www.nchfa.com/home-buyers/income-limits>

NC Home Advantage Mortgage™ Eligibility

- **43% Debt-To-Income ratio** (back end)
- **NO** Housing Ratio (front end)
- **NO** borrower contribution requirement
- **NO** First Time Buyer Requirement
- Middle credit score of **640** or higher
- **Automated Underwriting System (AUS)** approval required
- Streamlined Underwriting (4 forms, required for loan application)
- New/Existing Single Family Homes, Townhomes, Condos, Duplexes (not Conv), & New Manufactured (not Conv)
- Generally Follows Insurer (FHA, VA, Conv, or USDA) Guidelines

\$8,000 NC 1st Home Advantage™ Option

- **30** year Amortizing Mortgage with \$8,000 DPA (forgiven yrs. 11 to 15)
- Participants must be 1st time home buyers or buy in eligible census tract
- Sales Price Limit same as MCC: **\$275,000 Statewide**
- Annual **HOUSEHOLD income limits** same as MCC; Differs by County & HH Size: www.nchfa.com/home-buyers/income-limits

Wake County Limits

	NC Home Advantage Mortgage™ with 3%/5% Down Payment Help	NC Home Advantage Mortgage™ with NC 1 st Home Advantage Down Payment Help	NC Home Advantage Tax Credit (Mortgage Credit Certificate)
1 Person	\$89,500.00	\$89,500.00	\$89,500.00
2 Persons	\$89,500.00	\$89,500.00	\$89,500.00
3+ Persons	\$89,500.00	\$89,500.00	\$89,500.00

Finding a Preferred Loan Officer

Visit: www.nchfa.com/home-buyers/find-lender

Preferred Loan Officer = closed 5 or more loans in the last 12 months

Finding a Participating Lender:



A SELF-SUPPORTING
PUBLIC AGENCY



<https://www.nchfa.com/home-buyers/find-lender>

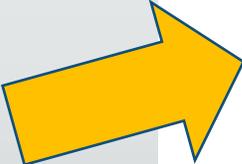
Find a Lender

> Español

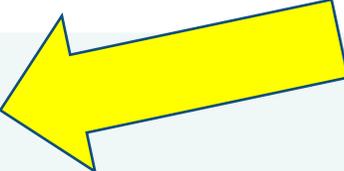
We offer our [home buyer programs](#) and [mortgage products](#) through participating lenders statewide. In addition, we work with a number of preferred loan officers, who are recognized for having reserved at least five of our loans in the last 12 months. Use the search below to find lending partners who offer our products in your area. Lending institutions and loan officers are listed in each geographic area according to the number of Agency loans they have originated in the past year.

Enter Your Information and Select Apply for Results

Postal code 27705	Search Radius 15 miles	Spanish Speaking? - Any -	Apply
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Top Producing Loan Officers



Evette Carpenter Truist Bank (919) 687-6865	4011 University Drive Durham, NC 27707	Programs NC Home Advantage Mortgage™ and NC 1 st Home Advantage Down Payment Assistance (\$8,000), or 3%/5% Down Payment Help NC Home Advantage Tax Credit (Mortgage Credit Certificate)	Contact
Davis Orebaugh Homeside Financial, LLC (919) 740-7049	8081 Arco Corp Drive, Ste 100 Raleigh, NC 27617	Programs NC Home Advantage Mortgage™ and NC 1 st Home Advantage Down Payment Assistance (\$8,000), or 3%/5% Down Payment Help NC Home Advantage Tax Credit (Mortgage Credit Certificate)	Contact



Finding a Preferred Loan Officer

COVID-19 Crisis Impact on Participating NC Home Advantage™ Lenders

Due to market uncertainty caused by the COVID-19 Crisis, a substantial number of lenders have temporarily suspended their participation in NCHFA's first mortgage program.

If you are having a problem finding a NC Home Advantage™ lender to work with your home buyer, please contact:

Josh Burton (jdburton@nchfa.com / 919-877-5678) or

Rich Lee (rylee@nchfa.com / 919-877-5688)

NC Home Advantage™
Tax Credit
(Mortgage Credit Certificates)
for First-Time Buyers

What is a Mortgage Credit Certificate (MCC)?

- **Federal Tax Credit** on a borrower's federal income tax return
- **For 1st time home buyers***
- Tax credit of **30%** (existing homes) or **50%** (newly constructed) of total mortgage interest paid annually not to exceed **\$2,000/yr**
- **Requires borrower have taxable income** to receive value of the credit (not a refundable tax credit)
- Must be applied for **BEFORE** closing
- Available **life of the loan** as long as home is owner-occupied
- Can be re-issued 1 time w/n 12 months of refinancing when refinanced from a fixed rate loan to another fixed rate loan
- Income Limits vary by County & Household size:
<https://www.nchfa.com/home-buyers/income-limits>

What is a Mortgage Credit Certificate (MCC)?

- Only available through lenders working with the Agency:
www.nchfa.com/home-buyers/buy-home/mortgage-credit-certificate
- Income & Sales Price Limits:
www.nchfa.com/home-buyers/income-limits

Introduction to the Community Partners Loan Pool (CPLP)

**Income-Targeted Down Payment Assistance
to combine with NC Home Advantage Mortgage™**

When More Assistance is Needed

NC Home Advantage Mortgage™

NC Home Advantage Mortgage™ +
Community Partners Loan Pool
(CPLP)

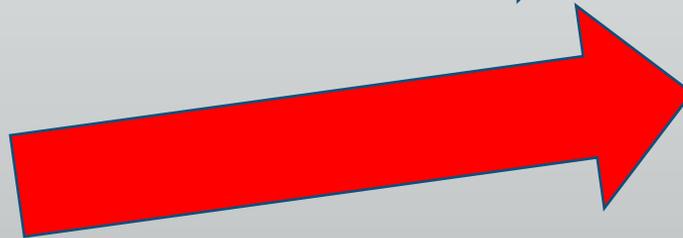
Without DPA

OR

With DPA of 3% or 5%

OR

With DPA of \$8K



**Special DPA for
Low- and
Moderate
Income
Households**

Community Partners Loan Pool (CPLP)

Down Payment Assistance + Gap Funding:

- **Up to 20%** of Sales Price, not to exceed **\$30,000.00**, when combined with a **NC Home Advantage Mortgage™**
- **0%**, deferred (**no payment until end of term*) **2nd** mortgage
- Term matches **1st** Mortgage (30 yrs.)

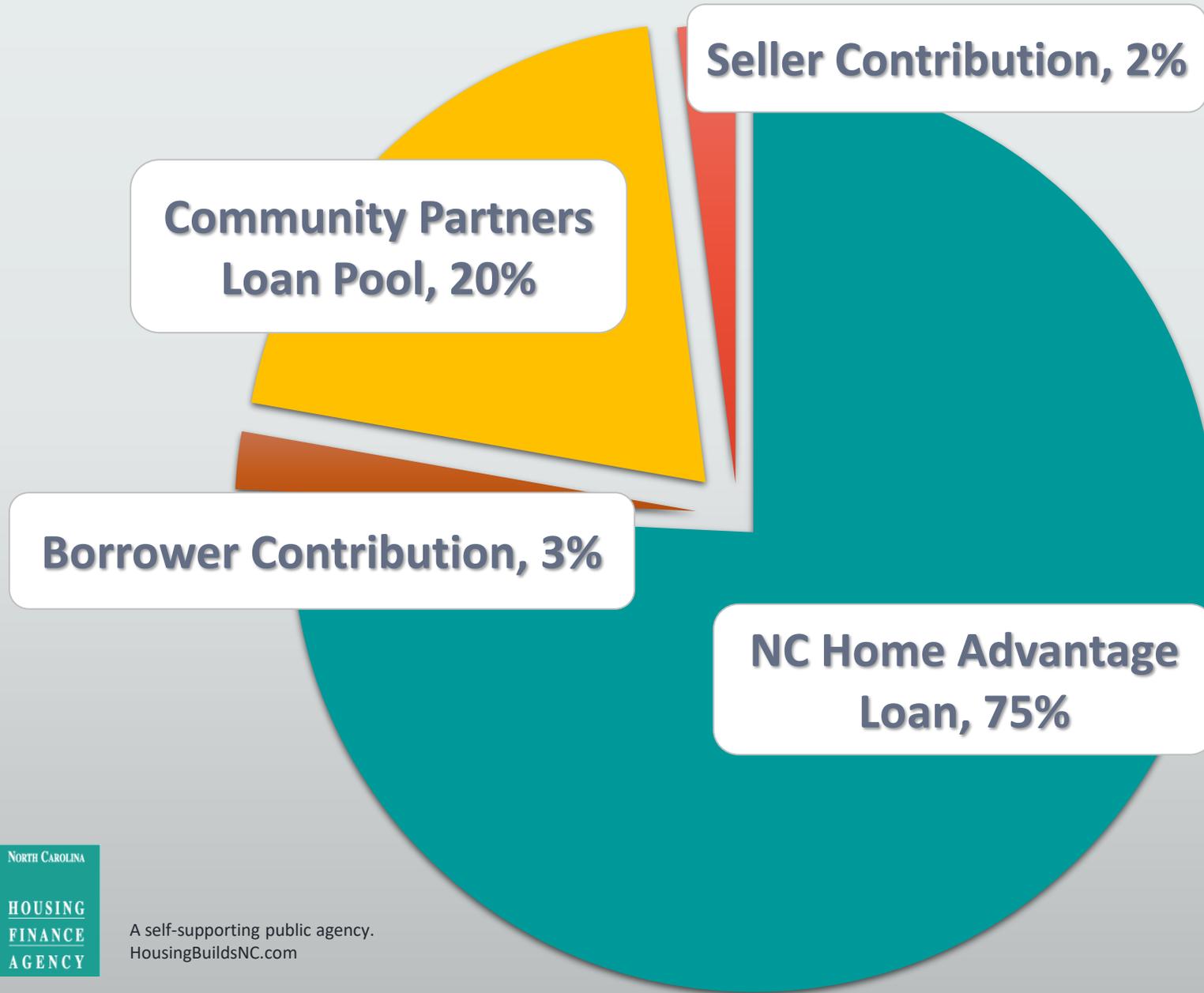
**Designed to make
monthly payment
affordable long-term,
not just to cover
closing costs**

Community Partners Loan Pool (CPLP)

Down Payment Assistance & Gap Financing:

- **Up to 10%** of the Sales Price when paired with a **USDA Section 502 Loan** (*Direct, Construction-to-Permanent or Mutual Self-Help*)
- **0%, deferred, no payment 2nd mortgage**
- Term matches 1st Mortgage up to **33** yrs.
- For Construction-to-Perm, CPLP closes at time of loan conversion not initial closing

CPLP: Benefits & How This Might Work



- **Reduces Monthly Mortgage Payment by up to 20%***
- **No Private Mortgage Insurance** for Conventional loans with < 80% LTV
- **No payments due*** until 1ST Mortgage paid off (typically 30 years)

Community Partners Loan Pool (CPLP)

CPLP uses federal HOME funds from HUD to serve eligible Low- to Moderate-income Home Buyers:

- Maximum **Household Income Limits** $\leq 80\%$ of Area Median Income (AMI)
- All Borrowers must complete approved **home buyer education & housing counseling**
- Maximum **Sales Price Limits** varies by County and House Type (New vs. Existing)
- **Best fit:** New Homes & **Existing Homes ≤ 10 Yrs. Old or with an Effective Life < 10 Years old** (*i.e. roof, HVCA, water heater replaced*)
- Must apply for assistance thru a **CPLP Member**

Who are our CPLP Members?

- **Non-profit Developers** of homes
- **Non-profit Agencies** that provide Home Buyer Education & Counseling
- **Public agencies** which offer a homeownership program
- Fee paid to Members for loan packaging, education, & counseling
- To identify Other CPLP Members in your area:
- www.nchfa.com/homeownership-partners/community-partners/current-community-partners

How is CPLP Funded?

NCHFA uses **federal HOME Investment Program \$** from the U.S. Department of Housing & Urban Development (HUD)
and
Program Income
(CPLP loan payoffs)

CPLP Stats for Last Three Years

	2019	2018	2017
# loans closed	319 (+8.5%)	294 (+16.7%)	252
Avg. HH Income	***	\$36,896 (+6.25%)	\$34,749
Avg. HH Size	***	2.7	2.8
Avg. Sales Price	***	\$170,557 (+3.4%)	\$164,879**
Avg. Loan Amount	***	\$28,606 (-20.8%)	\$36,103**

CPLP Stats for Last Three Years

	2019	2018	2017
USDA Loans	34 (11% of total)	35 (12% of total)	29
New Units	***	199* (+ 22.1%)	163
Existing Units	***	95* (+14.5%)	83
Avg. Property Age	***	> 14 yrs. (Median = 10)	n/a
Avg. Credit Score	***	691 (Median = 681)	688 (Median = 683)

CPLP Funding Availability

For **2020**, Up to **\$10 Million** = \$ for *at least* 333 loans

- Max. Loan: **\$30,000** or **20% of Sales Price**, whichever is lower
- CPLP Loan + any Forgivable Loans & Grants **cannot** exceed **40%** of Sales Price
- Member fee = **\$2,000** for each loan closed

LOAN CAPS for Members:

Up to **60** loans per year + Quarterly Caps:

18 for 1st Q + **15** for 2ND Q + **15** for 3RD Q + **12** for 4TH Q

CPLP Funding Availability

Use of Funds	New Construction	Existing	USDA 502
Maximum Loan Amount	Up to 20%; max of \$30,000	Up to 20%; max of \$30,000	Up to 10%; max of \$30,000
SystemVision™ Fee	\$4,000 / \$5,000	\$5,000 / \$6,000	New: \$4 to \$5,000 Existing: \$5 to \$6,000
Green Building Certification Fee	\$1,000 (Max w/SV)	n/a	New <u>only</u> : \$1,000 (Max w/SV)
Member Fee for Service	\$2,000	\$2,000	\$2,000
TOTAL (maximum)	Up to \$38,000	Up to \$38,000	New: Up to \$38K Existing: Up to \$38K

Eligible Home Buyers

Eligible Home Buyers

Cannot exceed **80% AMI** (Area Median Income)

- Household Income from all occupants > 18 yrs.
- Adjusted by HH size / 1 to 8 person (on chart by default)
- 2019 Limits in effect until 2020 Limits released

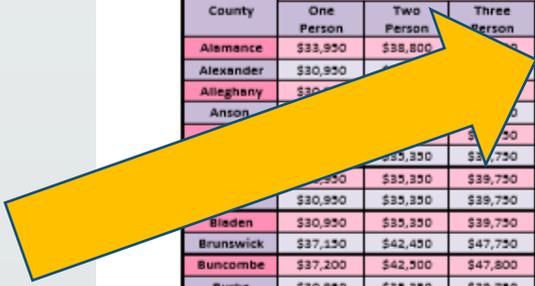
Minimum Credit Score of **640***

Total Mortgage Payment (Front End or Housing Ratio) cannot exceed **32%** of gross monthly income

Total Debt-to–Income (Back End Ratio or DTI) cannot exceed **43%*** of gross monthly income

CPLP Household Income Limits

County	80% Area Median Income Limit by Number of Household Members for 2019								2019 Sales Price Limits	
	One Person	Two Person	Three Person	Four Person	Five Person	Six Person	Seven Person	Eight Person	Existing Properties	Newly Constructed
Albemarle	\$33,950	\$38,800	\$43,650	\$48,500	\$53,350	\$58,200	\$63,050	\$67,900	\$134,000	\$227,000
Alexander	\$30,950	\$35,800	\$40,650	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Alleghany	\$30,950	\$35,800	\$40,650	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Anson	\$30,950	\$35,800	\$40,650	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Ashe	\$30,950	\$35,800	\$40,650	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Avery	\$30,950	\$35,800	\$40,650	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Beaufort	\$30,950	\$35,800	\$40,650	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Bladen	\$30,950	\$35,800	\$40,650	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Brunswick	\$37,150	\$42,450	\$47,750	\$53,050	\$57,300	\$61,550	\$65,800	\$70,050	\$209,000	\$227,000
Buncombe	\$37,200	\$42,500	\$47,800	\$53,100	\$57,350	\$61,600	\$65,850	\$70,100	\$232,000	\$252,000
Burke	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Cabarrus	\$44,250	\$50,600	\$56,950	\$63,200	\$68,300	\$73,350	\$78,400	\$83,450	\$192,000	\$227,000
Caldwell	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Camden	\$42,200	\$48,200	\$54,250	\$60,250	\$65,100	\$69,900	\$74,750	\$79,550	\$204,000	\$227,000
Carteret	\$37,650	\$43,000	\$48,400	\$53,750	\$58,050	\$62,350	\$66,650	\$70,950	\$221,000	\$227,000
Caswell	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Catawba	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Chatham	\$47,500	\$54,300	\$61,100	\$67,850	\$73,300	\$78,750	\$84,150	\$89,600	\$240,000	\$261,000
Cherokee	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Chowan	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Clay	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$166,000	\$227,000
Cleveland	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Columbus	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Craven	\$36,200	\$41,400	\$46,550	\$51,700	\$55,850	\$60,000	\$64,150	\$68,250	\$132,000	\$227,000
Cumberland	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Currituck	\$44,450	\$50,800	\$57,150	\$63,450	\$68,550	\$73,650	\$78,700	\$83,800	\$235,000	\$273,000
Dare	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$285,000	\$295,000
Davidson	\$33,800	\$38,600	\$43,450	\$48,250	\$52,150	\$56,000	\$59,850	\$63,700	\$132,000	\$227,000
Davie	\$34,650	\$39,600	\$44,550	\$49,500	\$53,500	\$57,450	\$61,400	\$65,350	\$168,000	\$227,000
Duplin	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Durham	\$47,500	\$54,300	\$61,100	\$67,850	\$73,300	\$78,750	\$84,150	\$89,600	\$232,000	\$261,000
Edgecombe	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Forsyth	\$34,650	\$39,600	\$44,550	\$49,500	\$53,500	\$57,450	\$61,400	\$65,350	\$134,000	\$227,000
Franklin	\$31,950	\$39,350	\$46,750	\$54,150	\$61,500	\$68,900	\$76,300	\$83,700	\$227,000	\$237,000
Gaston	\$44,250	\$50,600	\$56,900	\$63,200	\$68,300	\$73,350	\$78,400	\$83,450	\$192,000	\$227,000
Gates	\$33,850	\$41,000	\$48,100	\$55,200	\$62,300	\$69,400	\$76,500	\$83,600	\$132,000	\$227,000
Graham	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Granville	\$33,500	\$40,550	\$47,600	\$54,650	\$61,700	\$68,750	\$75,800	\$82,850	\$180,000	\$227,000
Greene	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Guilford	\$34,350	\$39,250	\$44,150	\$49,050	\$53,000	\$56,900	\$60,850	\$64,750	\$139,000	\$227,000
Halifax	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Harnett	\$33,950	\$41,100	\$48,250	\$55,350	\$62,450	\$69,500	\$76,550	\$83,600	\$138,000	\$227,000
Haywood	\$32,850	\$37,550	\$42,250	\$46,900	\$50,700	\$54,450	\$58,200	\$61,950	\$179,000	\$227,000
Henderson	\$37,200	\$42,500	\$47,800	\$53,100	\$57,350	\$61,600	\$65,850	\$70,100	\$242,000	\$242,000
Hertford	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Hoke	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Hyde	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$261,000	\$261,000
Iredell	\$39,600	\$45,250	\$50,900	\$56,550	\$61,100	\$65,600	\$70,150	\$74,650	\$185,000	\$231,000



Download current HH Income & Sales Price Limits on the CPLP **Forms & Resources** page on NCHFA website:

- <https://www.nchfa.com/home-ownership-partners/community-partners/community-programs/community-partners-loan-pool/forms-and-resources>

NOTE: 2020 HH Income Limits expected late spring/early summer

What kinds of income count?

- **Interview** Borrower to confirm who **will** be living in the home. Do NOT assume information from another Lender is correct.
- **Verify** borrower's marital status. If no legal separation or divorce exists, spouse's income **must** be included.
- Include Income of all household members over 18 (**except full-time enrolled college students*)
- But not Foster Care Support

Documenting Income

Income is supported by third party documentation:

- W2 forms,
- verification of employment (VOE's)/income forms,
- pay stubs, (minimum **60 days YTD earning / no more than 90 days old**)
- child support decrees,
- divorce decrees,
- separation agreements,
- documentation from child support enforcement authorities,
- award letters for Social Security,
- award letters for Social Security Disability,
- award letters for Supplemental Security Income,
- documentation of full-time student status (transcripts, acceptance letters, etc.)

Borrower Ratios

Housing Ratio (Front-End)

- Minimum Front-End Ratio of **25%***
- Maximum Housing Ratio of **32%**

Debt Ratio (Back-End)

- No Minimum Back-End Ratio
- Maximum Back-End Ratio of **43%**

Income is
NOT
Grossed
Up

What counts in total monthly debt?

- Credit Cards (Consumer Debt)
- Car Loans & Other loans
- Non-Garnished Child Support
- Student Loan Debt

Borrower Ratios

Modification to Minimum Housing Ratio **(NEW for 2020):**

- Current minimum is 25% of HH's gross monthly income
- However, if HH < HUD's Median Income for NC of **\$66,200**
- Ratio can be as low as **20%** if Member can show need

Student Loan Debt

What to include in monthly debt?

- The **Monthly Payment** Amount if the interest rate is fixed and the loan will fully amortize within the term of the loan or **1%** of the remaining loan balance reflected on the credit report if the borrower(s) cannot provide a fixed monthly payment amount, or
- If the borrower's first mortgage product allows use of income driven payments in lieu of the monthly payment and only if the borrower(s) is actively enrolled in a Federal Income Driven Repayment Plan, then the **Income Driven Payment** may be used. Proof that the borrower(s) is on a Federal Income Driven Repayment Plan must be provided.
- Any student loan deferments or forbearance require use of the amortizing monthly payment or 1% of the remaining loan balance if a monthly payment cannot be provided.

What is Payment Shock?

- Not a requirement for most mortgages, but CPLP Members should absolutely evaluate **Payment Shock**.
- What is the difference between Borrower's new mortgage payment and their previous rent / house payment?
- If significantly higher, is the borrower(s) ready for this increase in their monthly housing payment? Are there other life choices that will help them make this transition after closing?

Required Home Buyer Education & Pre-purchased Counseling

HOME BUYER REQUIREMENT

All CPLP borrowers must complete Home Buyer Education & Pre-purchase Counseling requirements

- **Approved home buyer education course** (*in-person or online*)
- **At least 2 hrs. of Pre-purchasing counseling** from a certified housing counselor

Both must be provided within 12 months of the anticipated closing date. If not, additional education &/or counseling will be required.

- Document Supplemental HB Education Completed using **RECERTIFICATION FORM (NEW for 2020)**



- **HUD-approved** online home buyer education course
- Meets **National Industry Standards** for home buyer education
- Takes estimated **4-5 hours** to complete course
nchfa.homebuyerexpress.org
- Certificate of Completion **EMAILED**
- \$50.00 less \$15 Discount Code = **\$35.00**
- Members can demo online class for free
- For **Guest Code**, please contact:
Rich Lee (919-877-5688 or rylee@nchfa.com)



**Homebuyer
Express**



TIME TO ACTIVATE YOUR ACCOUNT

Before you can start the course, you'll need to make a one-time payment.

Pay Now

Welcome to Homebuyer Express!

You will work through 15 course chapters in which you will learn about the homebuying process from start to finish, including protecting your investment. Let's get started!

Community Partners Loan Pool (CPLP) Applications

CPLP provides second mortgages to eligible home buyers through partnerships with nonprofit and local government agencies. Before starting Homebuyer Express, please contact a CPLP member to determine your eligibility. Click on the link below to find a local CPLP member:

<http://www.nchfa.com/homeownership-partners/community-partners/current-community-partners>

30% off coupon

The cost for registration normally is \$50; however, the NC Housing Finance Agency offers a 30% discount coupon for prospective borrowers which reduces your final cost to \$35. Just enter the following Discount Coupon Code when you pay for the course: **p89fgs**

Option for taking course in Spanish

NORTH CAROLINA

**HOUSING
FINANCE
AGENCY**

Sign in

You've successfully registered but still need to pay. Get started by clicking the 'Pay Now' button on the left.

Username or Email

 jdburton

Password

 Password

[Forgot Your Password?](#)

Login

Remember Me

North Carolina Housing Finance Agency

Since 1974, the North Carolina Housing Finance Agency has assisted thousands of North Carolinians in purchasing a home either through our mortgages or down payment assistance offered through [preferred lenders](#) or through [nonprofit and local government Community Partners](#).

Our home buyer programs offered by Community Partners include:

- The [Community Partners Loan Pool \(CPLP\)](#) offers second mortgages that can reduce overall mortgage payments by up to 20%

Step 1: Register new account [Already Registered?](#)



Step one is create your personal Homebuyer Express account. Once you create your account, you can pay for the course and access the homebuying course.

[Register Now](#)

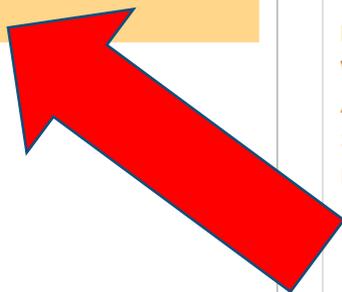
Step 2: Make Payment [Already paid?](#)



Your second step is to make a single payment of \$50. As soon as we have received notice that the payment has gone through, you will have the opportunity to begin the Homebuyer Express course.

30% off coupon

The cost for registration normally is \$50; however, the NC Housing Finance Agency offers a 30% discount coupon which reduces your final cost to \$35. Just enter the following Discount Coupon Code when you pay for the course: **p89fgs**



Course: **Homebuyer Express**

Price: \$50.00

Enter coupon code (optional)

[Redeem](#)

[Pay Now](#)

Step 3: Get certified



Your last step will be to work through each of the 15 chapters on the homebuying experience. When you complete the final chapter, you will receive your Homebuyer certificate of completion.

Stuck? We can help.

Payment and Technical Support

Having trouble logging in or registering?

Email: help@ehomenetwork.org

mortgage financing in partnership with North Carolina nonprofits like Habitat for Humanity who offer affordable homes through sweat equity with affordable mortgages to home buyers. The SHLP loan is only available to eligible borrowers who are directly buying a home through a nonprofit like Habitat for Humanity.

Our home buyer programs offered by lenders include:

- The **NC Home Advantage Mortgage™** which offers 30 year first mortgages with optional down payment assistance of up to 5% of the loan amount and is available through more than 100 **participating lenders** and their branches statewide.
- The **Mortgage Credit Certificate (MCC)** which allows eligible first-time buyers to take a federal tax credit of up to \$2,000 each year they occupy their home.

Email: homebuyerexpress@nchfa.com

Website: <http://www.nchfa.com/>

Address:

3508 Bush Street
Raleigh, NC 27609

Welcome to Homebuyer Express!

LET'S GET STARTED

Welcome to Homebuyer Express. This online homebuyer education program combines knowledge, skills and actions to help you successfully achieve homeownership. Built around the major steps involved in the homebuying process, this 15-module course will help you decide whether homeownership makes sense for you, create a realistic spending plan, get your finances in order, know what's affordable for you, find the best loan product, select the right home and prepare for the responsibilities of homeownership. At the end of each module is a learning check to test your knowledge gained.





COMPLETE THIS GOAL TO UNLOCK YOUR NCHFA HOMEBUYER EXPRESS CERTIFICATE REWARD

Decide if Now Is the Right Time to Buy a Home



6 more steps to complete

Est. 30 minutes



1

NCHFA Requirements for Homebuyer Education

Learn more about the education requirements for North Carolina Housing Finance Agency.

Start

Est 5 min.

2

Learn about the homebuying process

Find out if you have the time, energy and money to become a successful homeowner.

Start

Est 5 min.

3

Weigh the pros and cons of owning a home

Take a realistic look at what to expect and what owning a home really means to you.

Start

Est 5 min.

4

Understand the timeline

Find out how long the homebuying process normally takes.

Start

Est 5 min.

5

Meet your housing counselor

Learn about a neutral professional that can guide you through your home purchase process.

Start

Est 5 min.

6

Decide if Now Is Right - Post-Assessment

It's time to test what you've learned! Take this short post-assessment related to how to decide when to purchase a home.

Start

Est 5 min.

About this goal

Discover whether you want to own a home.

Why am I seeing this goal?

Decide if Now Is the Right Time to Buy a Home was unlocked when you registered because it is one of the first steps to understand and improve your financial health.

This goal affects your Financial Health



COMPLETE THIS GOAL TO IMPROVE YOUR HOMEBUYER HEALTH

0/6 Steps Completed
Est. 30 minutes

Decide if Now Is the Right Time to Buy a Home

69% OF MY PEERS
Have completed this goal

Step 1: NCHFA Requirements for Homebuyer Education

Home ownership is both a great opportunity and a big responsibility. The Agency wants you to not just buy a home but to be a successful homeowner. That's why the Agency requires every borrower using one of its [community-based home buyer programs](#) to complete at least 8-hours of home buyer education and counseling before their application can be submitted for consideration.

Most borrowers complete an 8-hour, in-person home buyer education class or series of classes offered by a [CPLP member](#), [SHLP member](#) or agency partnering with the member.

You can also satisfy a portion of the home buyer education requirement by completing **Homebuyer Express**, an online pre-purchase education course from Community Ventures Corporation that takes an estimated 4-5 hours to complete.

Homebuyer Express is based on NeighborWorks America's acclaimed "Realizing the American Dream" curriculum and exceeds the National Industry Standards for Homeownership Education and Counseling.

Taking this online course may be more convenient for you. However, before starting Homebuyer Express, please be sure to contact your CPLP or SHLP Member to make sure Homebuyer Express is part of your education plan, and you are eligible to apply for assistance.

Please note you must also complete additional hours of in-person education or counseling provided by a CPLP member, SHLP member or agency partnering with the member, to assess your readiness for buying a home. This includes a review of your household budget and credit history as well as answering questions you may have about your specific situation.



ABOUT THIS STEP



Learn more about the education requirements for North Carolina Housing Finance Agency.



1/6 Steps Completed
Est. 30 minutes

69% OF MY PEERS
Have completed this goal

COMPLETE THIS GOAL TO IMPROVE YOUR HOMEBUYER HEALTH

Decide if Now Is the Right Time to Buy a Home

Step 2: Learn about the homebuying process



Owning a home takes a lot of time, money and energy, and is not for everyone. Maybe you do not want the responsibility or are unwilling to change your spending habits to afford monthly house payments.

The more you know about buying a home, the easier it will be for you to reach your goal of homeownership. Do you have what it takes? Taking this online class is a good start for any first-time homebuyer. More information about the homeownership process is provided throughout the course.

I HAVE COMPLETED THIS STEP



ABOUT THIS STEP



Find out if you have the time, energy and money to become a successful homeowner.



HUD Housing Counseling Rule

EFFECTIVE AUGUST 1, 2020

Resources and assistance to support HUD's community partners

NEED HOUSING ASSISTANCE?

Email Updates



HUD EXCHANGE

Secretary Ben Carson

Programs ▾

Resources ▾

Trainings

Program Support ▾

Grantees ▾

Housing Counseling: New Certification Requirements Final Rule

Overview of the Housing Counseling: New Certification Requirements Final Rule

HUD published the Final Rule for Housing Counseling Certification in the Federal Register on December 14, 2016. This rule implements statutory requirements that housing counseling required under or provided in connection with all HUD programs will be provided by HUD Certified Housing Counselors. With the new certification requirements, the benefits to the renter, the prospective homebuyer, or the existing homeowner are increased assurance of a more knowledgeable housing counselor providing more effective housing counseling services. HUD expects that more knowledgeable housing counselors will lead to better identification of housing issues, more knowledgeable referrals and resolution of barriers, and a greater ability to avoid scams. The rule provides guidance for agencies who are required to have housing counseling certified staff as well as new regulations prohibiting the distribution of HUD Housing Counseling Program grant funds to agencies convicted of election law violations or misusing those funds in a manner that constitutes a material violation of HUD requirements. ***Some of the requirements are in effect 30 days after the rule publication. Counselors have up to 36 months after the date that the HUD housing counselor certification examination becomes available, which was published in a separate Federal Register Notice to comply with the Certification requirement.***

The following includes the *key provisions* of the Final Rule and the timing associated each provision:

Resources

The following are links to additional information about the Housing Counseling: New Certification Requirements Final Rule:

[Press Release](#)

[Federal Register Notice](#)

[List of programs covered by the Final Rule](#)

[HUD Housing Counseling Agency Approval Process](#)

[Chart of Key Provisions and Dates](#)

NORTH CAROLINA

HOUSING
FINANCE
AGENCY



3

Prep for HUD Rule: Important Deadlines

Effective AUGUST 1, 2020, all CPLP applications must include the following documentation:

- **Home Buyer Education course** completed is HUD-approved or provided by a HUD-approved agency
- **Pre-purchase Counseling Session** provided by a HUD-certified counselor that is employed by a HUD-approved housing counseling agency

***NOTE: Underwriting packages submitted prior to August 1st but **not** approved by **JULY 24TH** must also include this documentation before they can be approved.*

Eligible Homes to Purchase w/ CPLP Funds

NORTH CAROLINA

HOUSING
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A self-supporting public agency.
HousingBuildsNC.com

CPLP Sales Price Limits

Homes purchased with CPLP funds **cannot** exceed the Maximum Sales Price Limits set for the HOME Program

Different limits for New Constructed and Existing Homes

Limits updated annually by HUD

2020 Maximum Sales Price Limits released by HUD took effect: **APRIL 1ST**



CPLP Sales Price Limits

County	80% Area Median Income Limit by Number of Household Members for 2019								2019 Sales Price Limits	
	One Person	Two Person	Three Person	Four Person	Five Person	Six Person	Seven Person	Eight Person	Existing Properties	Newly Constructed
Alamance	\$33,950	\$38,800	\$43,650	\$48,500	\$52,400	\$56,300	\$60,150	\$64,000	\$132,000	\$227,000
Alexander	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Alleghany	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Anson	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Ashe	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Avery	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Beaufort	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Bertie	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Bladen	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Brunswick	\$37,150	\$42,450	\$47,750	\$53,050	\$57,300	\$61,550	\$65,800	\$70,050	\$209,000	\$227,000
Buncombe	\$37,200	\$42,500	\$47,800	\$53,100	\$57,350	\$61,600	\$65,850	\$70,100	\$252,000	\$232,000
Burke	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Cabarrus	\$44,250	\$50,600	\$56,900	\$63,200	\$68,300	\$73,400	\$78,400	\$83,450	\$192,000	\$227,000
Caldwell	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Camden	\$42,200	\$48,200	\$54,250	\$60,250	\$65,100	\$69,900	\$74,750	\$79,550	\$204,000	\$227,000
Carteret	\$37,650	\$43,000	\$48,400	\$53,750	\$58,050	\$62,350	\$66,650	\$70,950	\$221,000	\$227,000
Caswell	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Catawba	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Chatham	\$47,500	\$54,300	\$61,100	\$67,850	\$73,300	\$78,750	\$84,150	\$89,600	\$240,000	\$261,000
Cherokee	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Chowan	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Clay	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$166,000	\$227,000
Cleveland	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Columbus	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Craven	\$36,200	\$41,400	\$46,550	\$51,700	\$55,850	\$60,000	\$64,150	\$68,250	\$152,000	\$227,000
Cumberland	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Currituck	\$44,450	\$50,800	\$57,150	\$63,450	\$68,550	\$73,650	\$78,700	\$83,800	\$235,000	\$273,000
Dare	\$37,950	\$43,350	\$48,750	\$54,150	\$58,300	\$62,850	\$67,150	\$71,500	\$295,000	\$295,000
Davidson	\$33,800	\$38,600	\$43,450	\$48,250	\$52,150	\$56,000	\$59,850	\$63,700	\$132,000	\$227,000
Davie	\$34,650	\$39,600	\$44,550	\$49,500	\$53,300	\$57,450	\$61,400	\$65,350	\$168,000	\$227,000
Duplin	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Durham	\$47,500	\$54,300	\$61,100	\$67,850	\$73,300	\$78,750	\$84,150	\$89,600	\$232,000	\$261,000
Edgecombe	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Forsyth	\$34,650	\$39,600	\$44,550	\$49,500	\$53,300	\$57,450	\$61,400	\$65,350	\$134,000	\$227,000
Franklin	\$51,950	\$59,350	\$66,750	\$74,150	\$80,100	\$86,050	\$91,950	\$97,900	\$227,000	\$237,000
Gaston	\$44,250	\$50,600	\$56,900	\$63,200	\$68,300	\$73,400	\$78,400	\$83,450	\$192,000	\$227,000
Gates	\$35,350	\$41,000	\$46,100	\$51,200	\$55,300	\$59,400	\$63,500	\$67,600	\$132,000	\$227,000
Graham	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Granville	\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800	\$62,850	\$66,900	\$180,000	\$227,000
Greene	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Guilford	\$34,250	\$39,250	\$44,150	\$49,050	\$53,000	\$56,900	\$60,850	\$64,750	\$139,000	\$227,000
Halifax	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Harnett	\$35,950	\$41,100	\$46,250	\$51,350	\$55,300	\$59,600	\$63,700	\$67,800	\$138,000	\$227,000
Haywood	\$32,850	\$37,550	\$42,250	\$46,900	\$50,700	\$54,450	\$58,200	\$61,950	\$179,000	\$227,000
Henderson	\$37,200	\$42,500	\$47,800	\$53,100	\$57,350	\$61,600	\$65,850	\$70,100	\$242,000	\$242,000
Hertford	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Hoke	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$132,000	\$227,000
Hyde	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300	\$261,000	\$261,000
Iredell	\$39,600	\$45,250	\$50,900	\$56,550	\$61,100	\$65,600	\$70,150	\$74,650	\$185,000	\$231,000



Download current HH Income & Sales Price Limits from the CPLP **Forms & Resources** page on NCHFA website:

- <https://www.nchfa.com/homeownership-partners/community-partners/community-partners-loan-pool/forms-and-resources>

Required Property Inspections

NEWLY CONSTRUCTED HOMES:

- Certificate of Occupancy

EXISTING HOMES:

- Home Inspection by a N.C. Licensed Inspector
- Local Minimum Housing Code Inspection *NOTE: Housing Quality Standards (HQS) Inspection can be substituted if no Local Code*

Requirements for New Homes

- **Certificate of Occupancy (CO)** → Meets Property Standard for HUD
- Must be built to current North Carolina building code & local zoning regulations
- Newly constructed homes that have been *unoccupied* for less than 12 months are eligible. If CO = > 12 months, the property is considered an existing home (per HUD)
- No existing manufactured homes or manufactured homes not on permanent foundation
- Road access must be via a public road or a private road with HOA for maintenance

Existing Home Inspections: Property Condition

Licensed Home Inspection

- Evaluation of condition of home & major building systems by a **N.C. Licensed Home Inspector**
- Goal: to identify deferred maintenance issues and major or moderate deficiencies (*moisture penetration, structural, non-functioning systems, etc.*)
- Fix threats to the property &/or the borrower
- Homes > 10 yrs. old: Major systems must have **5 yrs. Usable Life** (HUD requirement)

1. Threats to Occupants
2. Threats to Structure
3. Major systems w/ < 5 years of Usable Life

Existing Home Inspections: Homes > 10 Yrs. Old

Major systems (**roof, hot water heater & HVAC*) must have ***at least*** 5 years of usable life

GOAL: To avoid major repair expenses in first 5 yrs. of ownership

Existing Home Inspections: Health & Safety

Minimum Housing Code Inspection

- To identify health & safety threats to living in property (trip hazards, peeling paint, absence of railings, shock threats, pest access, mold, ability to heat food, etc.).
- Home must **pass** the Inspection.
- **NOTE: IF no Minimum Housing Code, a *Housing Quality Standards (HQS) Inspection* can be substituted using HUD form 52580-A or 52580**

What will kill the occupants of this home?
Does everything present actually work?

Inspection Form
Housing Choice Voucher Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169 (exp. 04/30/2018)

Public reporting burden for this collection of information is estimated to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the name and address of both the family and the owner is mandatory. The information is used to determine if a unit meets the housing quality standards of the section 8 rental assistance program. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family participation.

Assurances of confidentiality are not provided under this collection. This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to determine if a unit meets the housing quality standards of the section 8 rental assistance program.

PHA		Tenant ID Number	Date of Request (mm/dd/yyyy)
Inspector		Date Last Inspection (mm/dd/yyyy)	Date of Inspection (mm/dd/yyyy)
Neighborhood/Census Tract		Type of Inspection <input type="checkbox"/> Initial <input type="checkbox"/> Special <input type="checkbox"/> Reinspection	Project Number

A. General Information

Street Address of Inspected Unit

City	County	State	Zip
------	--------	-------	-----

Name of Family _____ Current Telephone of Family _____

Current Street Address of Family _____

City	County	State	Zip
------	--------	-------	-----

Number of Children in Family Under 6 _____

Name of Owner or Agent Authorized to Lease Unit Inspected _____ Telephone of Owner or Agent _____

Address of Owner or Agent _____

Housing Type (check as appropriate)

- Single Family Detached
- Duplex or Two Family Row
- House or Town House
- Low Rise: 3-4 Stories, Including Garden Apartment
- High Rise: 5 or More Stories
- Manufactured Home
- Congregate
- Cooperative
- Independent Group Residence
- Single Room Occupancy
- Shared Housing
- Other:(Specify) _____

Existing Homes: Required Inspections

Allow enough time to schedule required Inspections & to make Needed Repairs:

- **Home Inspection** by a N.C. licensed Home inspector (\$)
- **Minimum Housing Code Inspection**, *if* available, by City/County Inspectors
- *If no Min. Hsg. Code available*, a HQS Inspection by a N.C. licensed Home Inspectors or Qualified Others (\$)
- Proof necessary repairs Completed
- Documentation Major Systems have *at least* 5 yrs. of usable life required for home > 10 yrs. old

Repairs: Use Common Sense

- Holes in the exterior siding could cause a potential _____ problem.
- Broken windows should be repaired because they are a _____ concern.
- Excessive moisture in the crawlspace would require a _____ .
- Damaged shingles on the roof with exposed nails are a sign of _____ .
- A missing gutter or downspout may cause excessive _____ flow around the home and into the crawlspace.
- Exposed wiring in the unit should be repaired by an _____ .

Homes Built Pre-1978

- Require **EPA Pamphlet** be provided to home buyer
- Require **Lead Based Paint Visual Assessment form be completed**, even if there is no lead.
- Recommend Lead Assessment by XRF Scan for homes not formally remediated
- Require LBP Clearance Report *if* lead-based paint was remediated from home

Homes Built Prior to 1978

Lead-Based Paint Visual Assessment: Introduction

For Homes Constructed Before 1978

As a potential **purchaser** of a home constructed before **1978**, you must know:

1. The **seller must provide** all known records and documents of the presence of lead-based paint on the property. Any knowledge of lead-based paint hazards **MUST** be disclosed by the seller.
2. You are required, for your health, to review the EPA Pamphlet entitled “*Protect Your Family From Lead in Your Home*” which can be downloaded at: www.epa.gov/lead/protect-your-family-lead-your-home.
3. The seller must allow **at least a 10-day period**, usually as part of the due diligence period, to conduct a lead-based paint visual assessment, inspection, or a full lead-based paint risk assessment to identify both the presence of lead-based paint and/or the location of lead-based paint hazards currently in the home.

A lead-based paint **Visual Assessment** examines the condition of the painted surfaces on the property. It must be conducted by a certified **Visual Assessor** who documents if there is evidence of deteriorated paint that exceeds the HUD **de minimis** (minimum) levels. The HUD de minimis levels are calculated differently for interior and exterior paint. A visual assessment does not determine the presence or absence of lead.

Download Lead Based Paint Visual Assessment form from the **Forms & Resources** page on NCHFA website:

<https://www.nchfa.com/homeownership-partners/community-partners/community-programs/community-partners-loan-pool/forms-and-resources>

If interested in developing energy efficient homes:



Website: www.systemvision.org

Contact: Lisa Manuel, Program Specialist

Phone: 919-857-9053

Email: lmanuel@advancedenergy.org

Trainings: <http://www.advancedenergy.org/portal/systemvision/>



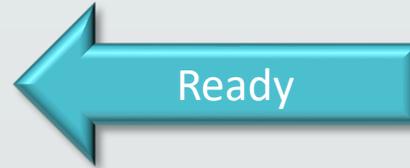
Roles of CPLP Member

CPLP Member Roles:

- **Verifies** Borrower & Home Eligibility
- **Provides** required Home Buyer Education & Pre-purchase Counseling
- **Submits required information** via **NCHFA Loan Pool Portal**:
 1. Reservation Request
 2. Underwriting Package
 3. Schedule Closing Date
- **Coordinates Communication** with First Mortgage Lender, Closing Attorney and as needed, with Inspectors, Realtors, &/or Contractors

Lender & CPLP Member Referrals

NC Home Advantage Lender refers borrower to CPLP Member for Education, Counseling & Down Payment Assistance or Credit Repair



CPLP Member refers CPLP eligible borrower to NC Home Advantage Lender for 1st Mortgage & counsels, educates, & helps borrower(s) become ready for homeownership

Loan officers & CPLP Members who support layered financing are a gift to their community. What a fantastic way to make a difference in the lives of your borrowers!

Working with Lenders

While lenders may make referrals to a CPLP Member, the Member's responsibility is to **counsel and prepare** the Borrower.

- Is the borrower(s) ready for home ownership? What is their current rent payment? What is the difference?
- Do the borrower(s) have a budget that allows them to have enough cash to pay for other expenses?
- What are the household's goals in the near future? How might those be impacted by home ownership? For example, the borrower(s) tells you they plan to have their aging mother move into the house. If they maximize their 43% back-end ratio, will there be \$ to provide care for the parent?

Working with Lenders

While most lenders request the maximum amount of CPLP assistance when they refer a borrower, the Member makes the **final determination** of how much is needed to make the monthly payment affordable for that home buyer.

- What is the borrower's front-end and back-end ratios?
- Was there any income that the lender excluded from their qualifying income?

Working with Lenders

As per our Guidelines, Lenders should refer a borrower to the CPLP Member **BEFORE** signing a sales contract.

If referral made **AFTER** signing a sales contract, the Member *may* proceed if they feel there is enough time to complete the sale OR if all parties agree to extend the due diligence period.

Members should only start applications when there is sufficient time to complete the entire process by the anticipated closing date.

Working with Lenders

Upon initial contact, the CPLP member **MUST** evaluate the strategy for helping the borrower complete the required home buyer education & pre-purchase counseling.

- Is Online or In Person Classes a better fit?
- Is English the first language of the household? Will alternate language materials or translation be necessary?

Lender, Realtor, & Inspector Relationships

NCHFA *recommends* Members host an annual **CPLP Info Session** for area loan officers, realtors, and home inspectors interested in working with your CPLP clients.

- **Lenders:** When to make referrals & what makes a good referrals, how to best work with you
- **Realtors:** Refer clients before signing a Sales Contract; discuss required inspections for existing homes, especially those > 10 yrs. old
- **Inspectors:** Inspector should include date of installation of HVAC, hot water heater & roof for homes > 10 yrs. old; Ask if they can also do a HQS Inspection, if needed.

Working with Participating NC Home Advantage Mortgage™ Lenders

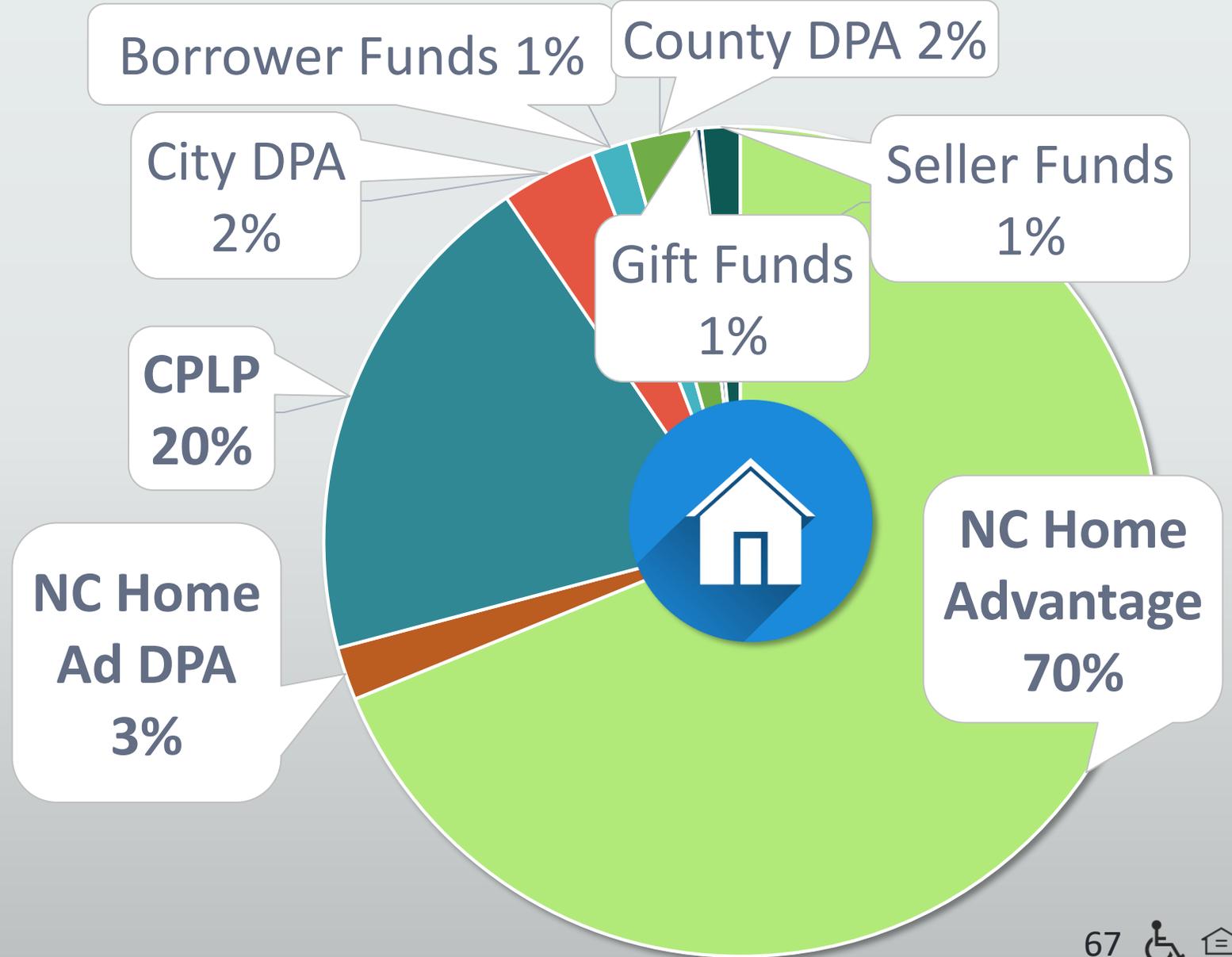
NORTH CAROLINA

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A self-supporting public agency.
HousingBuildsNC.com

CPLP can be combined w/ Other DPA Programs

- NC Home Advantage
- NC Home Ad DPA
- CPLP
- City DPA
- Borrower Funds



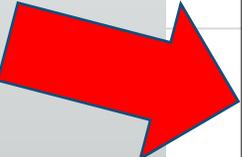
Which NC Home Advantage™ Rate to Use?

	NC Home Advantage without DPA	NC Home Advantage with \$8,000 DPA	NC Home Advantage with 3% DPA	NC Home Advantage with 5% DPA
Interest Rate: <i>*as of 2/19/19</i>	Most Competitive Rate <i>(Interest Rate APR)</i>	Next Most Competitive Rate <i>(Interest Rate APR)</i>	Next to Highest Rate <i>(Interest Rate APR)</i>	Highest Rate <i>(Interest Rate APR)</i>
Conventional	4.75 (5.0103)	5.25 (5.3412)	5.625 (6.1994)	N/A
FHA	4.375 (5.7133)	5.25 (5.5018)	5.5 (5.7557)	6 (6.2637)

Most Common: NC Home Ad w/o DPA
Avg. CPLP Loan Amt. = **\$28,606 (2018)**

NCHFA Comparison Chart of Home Buyer Prgs.

NC Housing Finance Agency Programs for Home Buyers					
FINANCIAL ASSISTANCE					
<i>All Down Payment Assistance (DPA) options are loans, not grants</i>					
Program	Max Assistance	Terms	NC Home Advantage Rate	Funding Source	Who determines funding amount?
NC Home Ad w/ 3% DPA	3% of first mortgage amount	Forgiven Yrs. 11 - 15 @ 20% per yr.	Rate for 3% DPA on NCHFA website	MBS (Lender funded at closing)	Lender; % based on 1st Mtg.
NC Home Ad w/ 5% DPA	5% of first mortgage amount	Forgiven Yrs. 11 - 15 @ 20% per yr.	Rate for 5% DPA on NCHFA website	MBS (Lender funded at closing)	Lender; % based on 1st Mtg.
NC 1st Home Ad DPA	\$8,000	Forgiven Yrs. 11 - 15 @ 20% per yr.	Rate for NC 1st Home Ad DP on NCHFA website	MRB (Lender funded at closing)	All approved borrowers receive \$8,000
NC Home Ad Tax Credit	Up to \$2,000 a year as a federal tax credit	Individual Tax Credit - Requires Tax Liability	Rate based on NC Home Ad or Lender Product	IRS Authorized Federal Tax Credit	30% credit existing home; 50% for new homes
Community Partners Loan Pool (CPLP) DPA	Up to 20%* of Sales Price when used with NC Home Ad	Balloon; deferred for the life of the 1st Mortgage	Rate based on NC Home Ad daily rates on NCHFA website	HUD - HOME (NCHFA sends funds to closing)	NCHFA - based on Underwriting & Other DPA funds leveraged
*Potentially eligible CPLP home buyers MUST contact a CPLP Member , a participating nonprofit or local government, to determine how much CPLP assistance they may be eligible to apply for and to apply for assistance. The maximum CPLP loan is \$30,000 or 20% of the Sales Price, whichever is less, when used with a NC Home Advantage Mortgage™ .					



SUBMISSION AND PROCESSING					
Program	Loan Products Allowed	Who Reserves Funds and Submits Package?	Underwriting Turnaround Time	Income Underwriting	Who funds at closing?
NC Home Ad w/ 3%	Conv. FHA, or VA	Lender via OLS	Initial Review	Loan Applicant(s)	Lender funds 1st

Comparing NCHFA's Products: Submission and Processing

Program	Loan Products Allowed	Who Reserves Funds and Submits Package?	Underwriting Turnaround Time	Income Underwriting	Who funds at closing?
3% DPA w/ NC Home Ad	FHA, Conv, USDA, VA	Lender	Generally < 24 hours	Loan Applicant / Qualifying	Lender
5% DPA w/ NC Home Ad	FHA, VA	Lender	Generally < 24 hours	Loan Applicant / Qualifying	Lender
MCC	FHA, Conv, USDA, VA	Lender	Allow 2 weeks prior to closing	Household / Compliance	n/a - fee paid at closing for borrower
 CPLP	FHA, Conv, USDA, VA, & USDA 502D	Participating Nonprofits & Local Governments	Allow 3 weeks prior to closing / 45 days = preferred from reservation	Qualifying & Compliance	NCHFA - 6 business days notice needed (CPLP Loan Docs!)

CPLP sends funds to closing & loan documents. Disclosures for CPLP provided by NCHFA.

Timing Chart: Combining NC Home Ad™ with CPLP

Timing: How to Combine NC Home Advantage & Community Partners Loan Pool

Pre-Application & Home Buyer Readiness		Timing
Lender Pre-Qualifies Home Buyer	CPLP Member starts home buyer counseling & education. Refers to NC Home Ad Loan Officer if not already working with one	45 to 90 Days Before Closing
Lender Evaluates Home Buyer's Eligibility for Qualifying Income, Credit, & Insurer/Product Guidelines	CPLP Member Evaluates Home Buyer's Household Income < 80% AMI , CPLP Ratios, Minimum Credit Score, Household Budget, & Readiness <i>CPLP Member determines needed \$ of CPLP</i>	
If ready & eligible for financing, Home Buyer works with Realtor enter into sales contract for CPLP & NC Home Adv eligible property <i>NOTE: See age & condition requirements</i>		

Due Diligence: Property Inspections		Timing
NC Home Advantage	Lender Follows Insurer Guidelines: Reviews Appraisal, Home Inspection(s), & if New Construction: Certificate of Occupancy	30 to 60 Days Before Closing
Community Partners Loan Pool	For NEW properties: Certificate of Occupancy	
	For EXISTING properties: (1) Licensed Home Inspection & (2) Minimum Housing Code <u>or</u> HQS Inspection, whichever is applicable	
For existing properties > 10 years old : additional building system inspections & Lead Based Paint Risk Assessments (for pre-1978) as needed based on age of property & deficiencies in home inspection report		
Repairs/replacements must be made & documented to satisfy Lender & NCHFA requirements NOTE: For CPLP, NCHFA may require additional repairs & will REQUIRE replacement before closing if < 5 years of usable life for any major system		30 to 45 Days Before Closing
Inspector(s) issues inspection report(s) for property		

Loan Application		Timing
CPLP Member & Lender confirm on CPLP Member's Loan Request		20 to 45
Lender reserves NC Home Advantage loan < 60 Days Prior to Closing	CPLP Member reserves CPLP funds < 90 Days Prior to Closing	
Lender collects loan application documents from	CPLP Member collects CPLP loan	

CPLP APPLICATION SUBMISSION CHECKLIST

Forms Provided by Lender &/or CPLP Member:

- ___ Final 1003 (first mortgage loan application)
- ___ Copy of the Offer to Purchase and Contract, all pages
- ___ Most recent credit report
- ___ First Mortgage Lender's Approval Letter
- ___ Written VOE(s) from current Employer(s) and previous employers in 2018
- ___ Current pay stubs covering 60 days (**no more than 3 months old*) & all 2018 W-2's
- ___ Two most recent bank statements, all pages
- ___ Other Household Income Verifications (SSI, Child support, Alimony, etc.)
- ___ Copy of Appraisal
- ___ NC Home Advantage Mortgage Lock Confirmation

Best Lender Referrals

After Pre-qualifying the Borrower

- Borrower is either Mortgage Ready or Need additional Education/Counseling to become Mortgage Ready
- Borrower is eligible to apply for CPLP assistance

Before the Borrower(s) signs a sales contract

- CPLP Members provide Pre-purchase counseling to the Borrower & reviews required inspections and program standards home must meet

Before locking the NC Home Advantage Mortgage™

- Locking the loan begins 60 day clock to close & sell it to ServiceSolutions

Why CPLP Requires Early Referrals?

- All borrowers must completed an *approved* **Home Buyer Education course** & receive *at least 2 hrs. of Pre-purchase counseling* ... *more* may be necessary
- Buyer should understand required inspection(s) and program standards *before* **starting or completing their housing search.**

Compliance Issues

What funds the Community Partners Loan Pool?

- **HOME** funds through HUD
- Frequently asked question:
Can I get a waiver?
 - Our most frequent response:
No.
- Federal Regulations
- 24 CFR 92
- <https://www.hudexchange.info/home/>

Civil Rights Act & Fair Housing

- Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988 apply to all housing in the US
- The Federal Fair Housing Act & NC Fair Housing Act prohibit discrimination on the basis of: (protected class)
 - Race
 - Color
 - Religion
 - Sex
 - National Origin
 - Disability
 - Familial Status (Having children or being pregnant)
- The NC Fair Housing Act also includes low income housing as a protected class.

UNLESS YOU REPORT HOUSING DISCRIMINATION, IT WON'T STOP.



Discrimination isn't always this obvious. But it is just as hurtful and illegal. Here are possible signs you might hear from a landlord:

"There's a lot of traffic. It isn't safe for kids."

"The apartment I told you about on the phone has already been rented."

"My insurance won't cover a ramp if you get hurt."

"We only take English speaking people."

"The ad is wrong. The rent is really \$75 higher per month."

"Steps are what we have. We can't accommodate a walker."

IF YOU SUSPECT HOUSING DISCRIMINATION, PLEASE REPORT IT.

Visit www.hud.gov/fairhousing or call the HUD Hotline
1-800-669-9777 (voice) **1-800-927-9275** (TTY)



A public service message from the U.S. Department of Housing and Urban Development in partnership with the National Fair Housing Alliance. The federal Fair Housing Act prohibits discrimination because of race, color, religion, national origin, sex, family status or disability. For more information, visit www.hud.gov/fairhousing.

NFHA
National Fair Housing Alliance

Fair Housing Training & Logo

Staff who describe CPLP or work with potential borrowers to assemble an application or prepare people for home ownership **MUST** attend a fair housing training *before* working with CPLP.

Post the equal housing opportunity logo in a visible location that clients can see.



Fair Housing Complaints & Records

Records should be kept for:

- **Any** Fair Housing Complaints Filed Against the Member's Organization
 - If the complaint pertains to NCHFA programs, please notify NCHFA promptly.
- Affirmative Marketing Efforts
- Limited English Proficiency requests for accommodation and compliance with Member Organization's Language Access Plan
- Record retention is recommended for **5 to 6** years from closing or denial for complaints or audits

Fair Housing Plans & Affirmative Marketing

Affirmative Marketing Recommendations from HUD:

- Translate marketing materials to serve Limited English Proficiency (LEP) population,
- Work with the language minority-owned print media, radio and television stations,
- Place marketing material at movie theaters that provide free public service announcements,
- Partner with faith-based & community organizations that serve newly arrived immigrants
- Conduct marketing activities at adult-education training centers or during "English as a Second Language" classes.

Affirmative Marketing & Outreach

- CPLP Members must consistently & openly communicate about home buyer opportunities in their designated service area.
- If you recently updated your service area, did you update your handouts & website to show the new counties as well?
- Plan & openly advertise borrower events. Affirmative marketing = intentional effort to outreach to protected classes & those how might have barriers

Fees Charged to Borrowers

- HOME does **not** allow servicing fees or origination charges for a HOME-funded loan to be passed on to assisted borrowers
- There is not a similar restriction for other loans the borrower may be receiving
- Normal Fees that are Allowed include (and must be modest):
 - Attorney's fees
 - Recording fees
 - Home buyer education and counseling fees
 - Expenses for inspections, surveys, appraisals, and other reports
 - Insurance and other pre-paid expenses

Subsidy Layering Review

NCHFA evaluates the amount of HOME funds being provided to justify it is necessary & to avoid **Over-Subsidizing** any Borrower(s)

- Minimum Housing Ratio = **25% / 20%**
- CPLP does *not* forgive over life of loan
- Total of CPLP funds + any Forgivable Loans & Grant Funds cannot exceed **40%** of sales price

Market Studies (Appraisals)

- HOME requires that a study be performed to demonstrate that HOME funds are being invested in a viable project.
- For home buyer programs, that means an **appraisal** must be performed.
- Appraisals must be performed w/n **6 months of closing**
- Construction appraisals or old appraisals (> 6 mo. old) need an update or final appraisal.

Uniform Residential Appraisal Report File # _____

The purpose of this summary appraisal report is to provide the lender/client with an accurate, and adequately supported, opinion of the market value of the subject property.

Property Address	City	State	Zip Code
Borrower	Owner of Public Record		County
Legal Description			
Assessor's Parcel #	Tax Year	R.E. Taxes \$	
Neighborhood Name	Map Reference	Census Tract	
Occupant <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant	Special Assessments \$	<input type="checkbox"/> PUD	HOA \$ <input type="checkbox"/> per year <input type="checkbox"/> per month
Property Rights Appraised <input type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Other (describe)			
Assignment Type <input type="checkbox"/> Purchase Transaction <input type="checkbox"/> Refinance Transaction <input type="checkbox"/> Other (describe)			
Lender/Client	Address		
Is the subject property currently offered for sale or has it been offered for sale in the twelve months prior to the effective date of this appraisal? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Report data source(s) used, offering price(s), and date(s).			
I <input type="checkbox"/> did <input type="checkbox"/> did not analyze the contract for sale for the subject purchase transaction. Explain the results of the analysis of the contract for sale or why the analysis was not performed.			
Contract Price \$ _____ Date of Contract _____ Is the property seller the owner of public record? <input type="checkbox"/> Yes <input type="checkbox"/> No Data Source(s) _____			
Is there any financial assistance (loan charges, sale concessions, gift or downpayment assistance, etc.) to be paid by any party on behalf of the borrower? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, report the total dollar amount and describe the items to be paid.			
Note: Race and the racial composition of the neighborhood are not appraisal factors.			
Neighborhood Characteristics		One-Unit Housing Trends	
Location <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural	Property Values <input type="checkbox"/> Increasing <input type="checkbox"/> Stable <input type="checkbox"/> Declining	One-Unit Housing PRICE AGE	Present Land Use %
Built-Up <input type="checkbox"/> Over 75% <input type="checkbox"/> 25-75% <input type="checkbox"/> Under 25%	Demand/Supply <input type="checkbox"/> Shortage <input type="checkbox"/> In Balance <input type="checkbox"/> Over Supply	\$ (000) (yrs)	One-Unit %
Growth <input type="checkbox"/> Rapid <input type="checkbox"/> Stable <input type="checkbox"/> Slow	Marketing Time <input type="checkbox"/> Under 3 mths <input type="checkbox"/> 3-6 mths <input type="checkbox"/> Over 6 mths	Low	Multi-Family %
Neighborhood Boundaries		High	Commercial %

Marital Status

If the prospective borrower is **separated but not divorced**, at least one of the following documents must be submitted with the underwriting package:

- A **recorded separation agreement with free trader language** that addresses future real estate transactions.
- A **recorded standalone free trader agreement** is acceptable if borrower doesn't want to record personal details in separation agreement.

Legally divorced individuals must provide a recorded divorce decree. A copy of the applicable agreement or decree must be submitted with the underwriting package.

Oh, that
?!

Marital Status

- If documentation **cannot** be provided regarding marital status, the spouse **must sign** the deed of trust and deed restrictions.
- If documentation cannot provided **OR** if the borrower can **only** supply a free trader agreement, the spouse's **income will be included** in the household income for eligibility purposes.
- If the borrower provide(s) a **recorded** separation agreement **OR** a **recorded** divorce decree, the spouse's income is **excluded**.
- NCHFA reserves the right to withdraw approval for a potential borrower(s) who cannot adequately document martial status.

Application Process & Timeline

Timeline for Application & Scheduling Closing

STEP 1: Reservation Submission

No more than 90 days but at least 18 business days before expected closing

STEP 2: Underwriting Package Submission

At least 15 business days prior to expected closing

STEP 3: Scheduling the Closing Date

At least 6 business days notice needed

STEP 1: Submit Reservation

Reservation simply holds funds for SHLP Borrower

What's Needed includes:

- Basic Borrower & Property Info
- Sales Price (Final or Estimate) & HFH Mortgage Info
- **Flood Map** of Property only attachment

NOTE: Homes > 10 yrs., more info will be needed for Underwriting submission

Typically turn around time **1-2** business days

The Flood Disaster Protection Act of 1973

While you may access FEMA maps other ways if needed, we recommend using the North Carolina Flood Risk Information System by navigating to <http://fris.nc.gov/fris/Index.aspx>.

1. Open the North Carolina Flood Risk Information System by clicking the link above.
2. Check the map to verify your address was found and that the yellow marker is showing the correct location for the property. If not either drag the map to show the correct property location OR navigate to <http://fris.nc.gov/fris/Home.aspx?ST=NC> and search within the county to find the correct address.
3. Once the marker shows the correct location, zoom in or out to show all immediate area.
4. On the right side of the web page, click to open up "Map Export". Leave
5. Assuming your web browser allowed the popup window to open with the map, type the property address into the Map Title. Then click print. If your map did not open, you need to allow "fris.nc.gov" to open a popup window in your current browser. You may need to reopen the map by navigating <http://fris.nc.gov/fris/Home.aspx?ST=NC> if the popup window was blocked from opening initially.
6. Save the .PDF file of the color map to your computer in an easy location for you to find later as you will need to upload the map as part of the reservation under "Documents".

Click here to open
Flood Risk Information System (FRIS)

<http://fris.nc.gov/fris/Home.aspx?ST=NC>

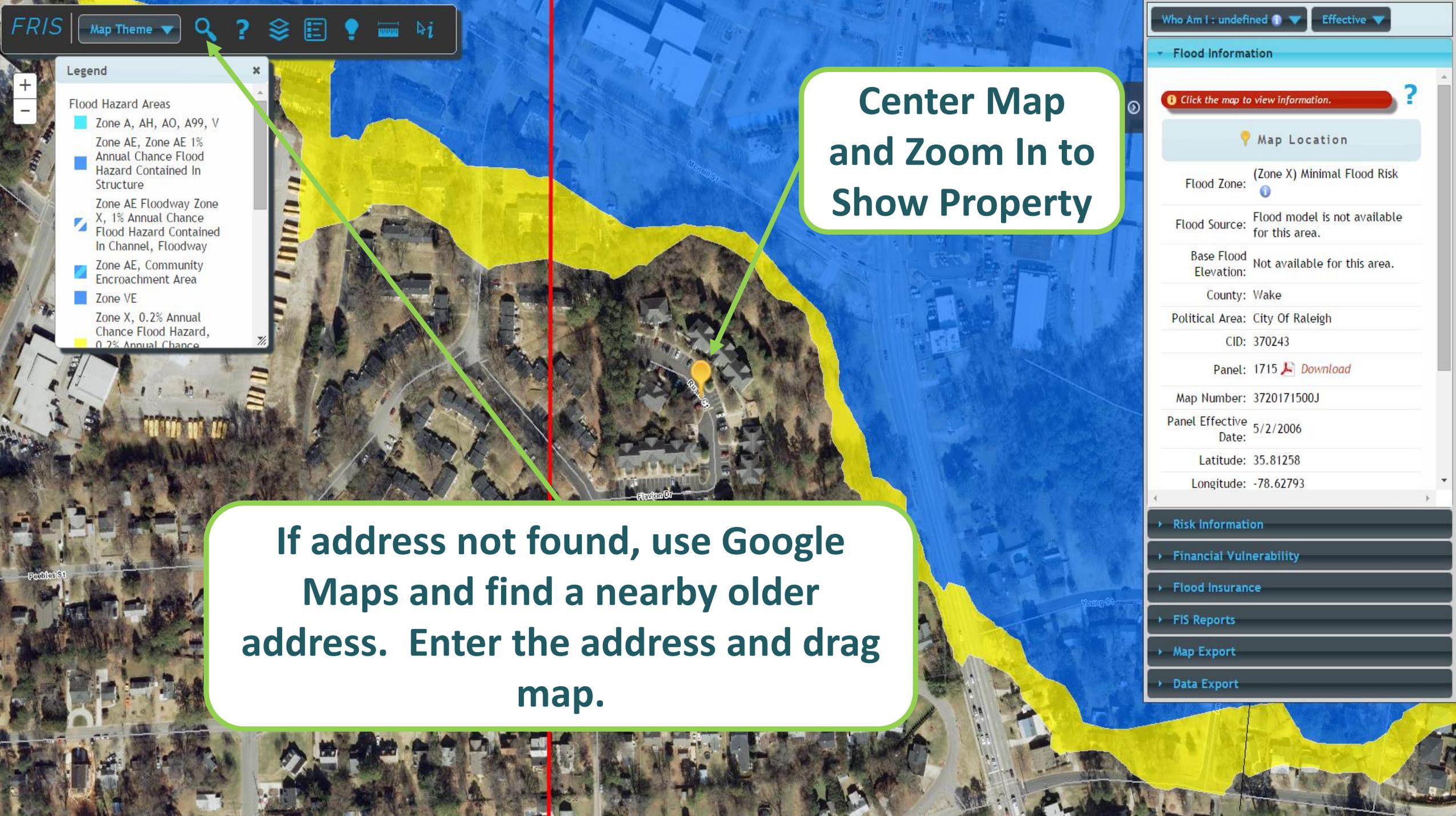
Is the property located in a special flood-hazard area designated on a current FEMA flood map? *

Coastal Barriers Resources Act

Please Navigate to <https://www.hudexchange.info/environmental-review/coastal-barrier-resources/> to read HUD's guidance on recognizing coastal barrier resources.

Then navigate to <http://www.fws.gov/CBRA/Maps/Mapper.html> to verify if the property is in a coastal barrier unit if the property is in a county with coastal barriers.

Is the property located in a 'coastal barrier resource' designated on a FEMA or US Fish and Wildlife Services Map? *



**Center Map
and Zoom In to
Show Property**

**If address not found, use Google
Maps and find a nearby older
address. Enter the address and drag
map.**

Legend

Flood Hazard Areas

- Zone A, AH, AO, A99, V
- Zone AE, Zone AE 1% Annual Chance Flood Hazard Contained In Structure
- Zone AE Floodway Zone X, 1% Annual Chance Flood Hazard Contained In Channel, Floodway
- Zone AE, Community Encroachment Area
- Zone VE
- Zone X, 0.2% Annual Chance Flood Hazard, 0.2% Annual Chance

Who Am I : undefined | Effective

Flood Information

Click the map to view information.

Map Location

Flood Zone: (Zone X) Minimal Flood Risk

Flood Source: Flood model is not available for this area.

Base Flood Elevation: Not available for this area.

County: Wake

Political Area: City Of Raleigh

CID: 370243

Panel: 1715 [Download](#)

Map Number: 3720171500J

Panel Effective Date: 5/2/2006

Latitude: 35.81258

Longitude: -78.62793

- Risk Information
- Financial Vulnerability
- Flood Insurance
- FIS Reports
- Map Export
- Data Export

Legend

Flood Hazard Areas

- Zone A, AH, AO, A99, V
- Zone AE, Zone AE 1% Annual Chance Flood Hazard Contained In Structure
- Zone AE Floodway Zone X, 1% Annual Chance Flood Hazard Contained In Channel, Floodway
- Zone AE, Community Encroachment Area
- Zone VE
- Zone X, 0.2% Annual Chance Flood Hazard, 0.2% Annual Chance

**Click Map
Export and
Print**

Check that your “Pop Up” blocker is off. Otherwise, you may not be able to generate the required flood map PDF.

Flood Information

Risk Information

Financial Vulnerability

Flood Insurance

FIS Reports

Map Export

Select a map template

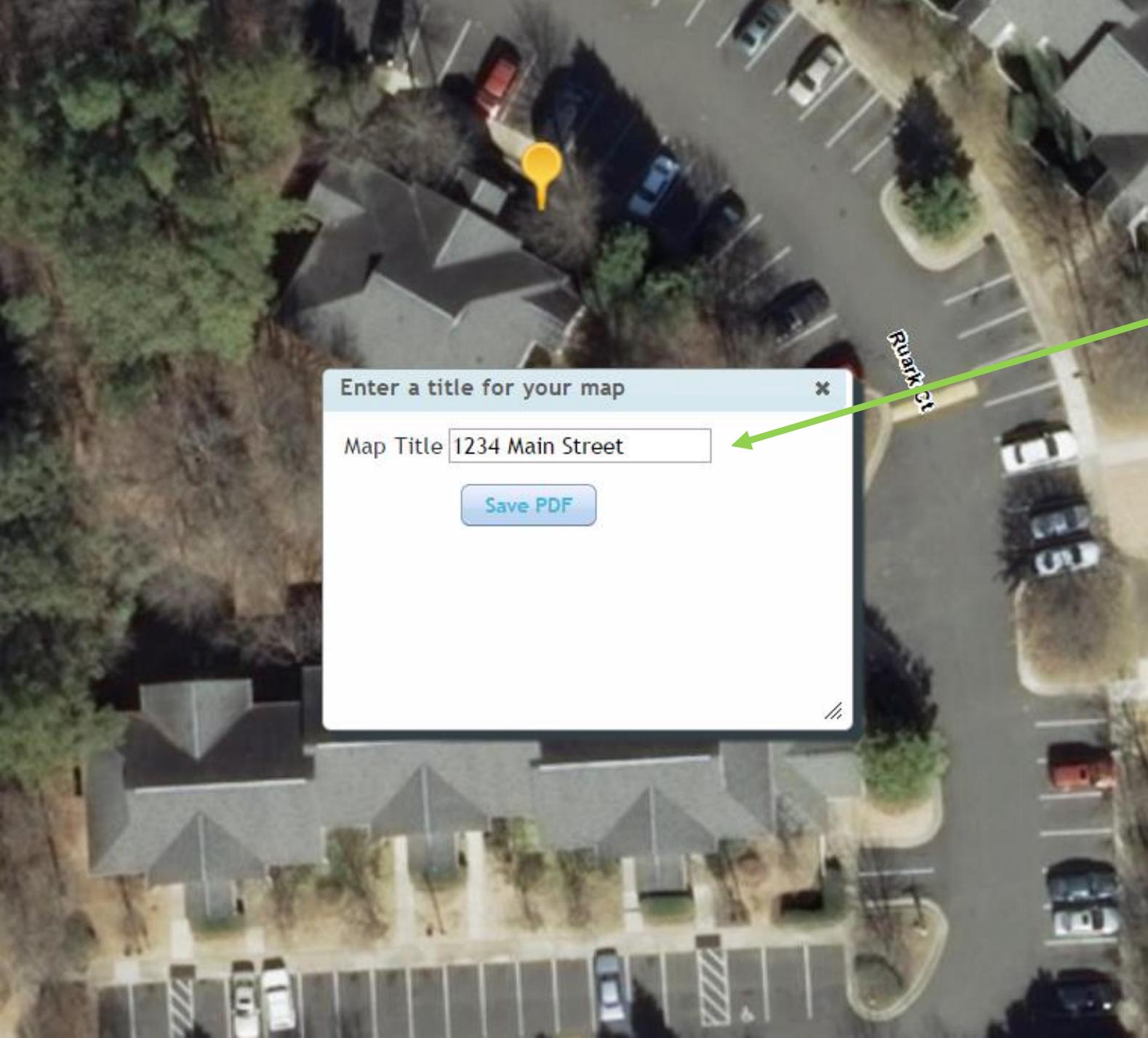
- Current View
- Regulatory

Select PDF paper size

- 8.5 x 11
- 11 x 17

Print

Data Export



**Name The Map After
the Address**

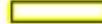


Apr 25, 2016



Save the Map where you can find it later. Close the browser map and re-open it from where you saved the file.

Legend

- | | |
|--|---|
|  Panels |  Flood Hazard Areas |
|  Political Areas |  AE |
|  Stream Centerline |  Floodway (AE) |
|  Cross Sections |  0.2 % Chance Annual Flood Hazard |
|  Levee |  Future Conditions 1% Annual Chance Flood Hazard |

North Carolina Floodplain Mapping Program

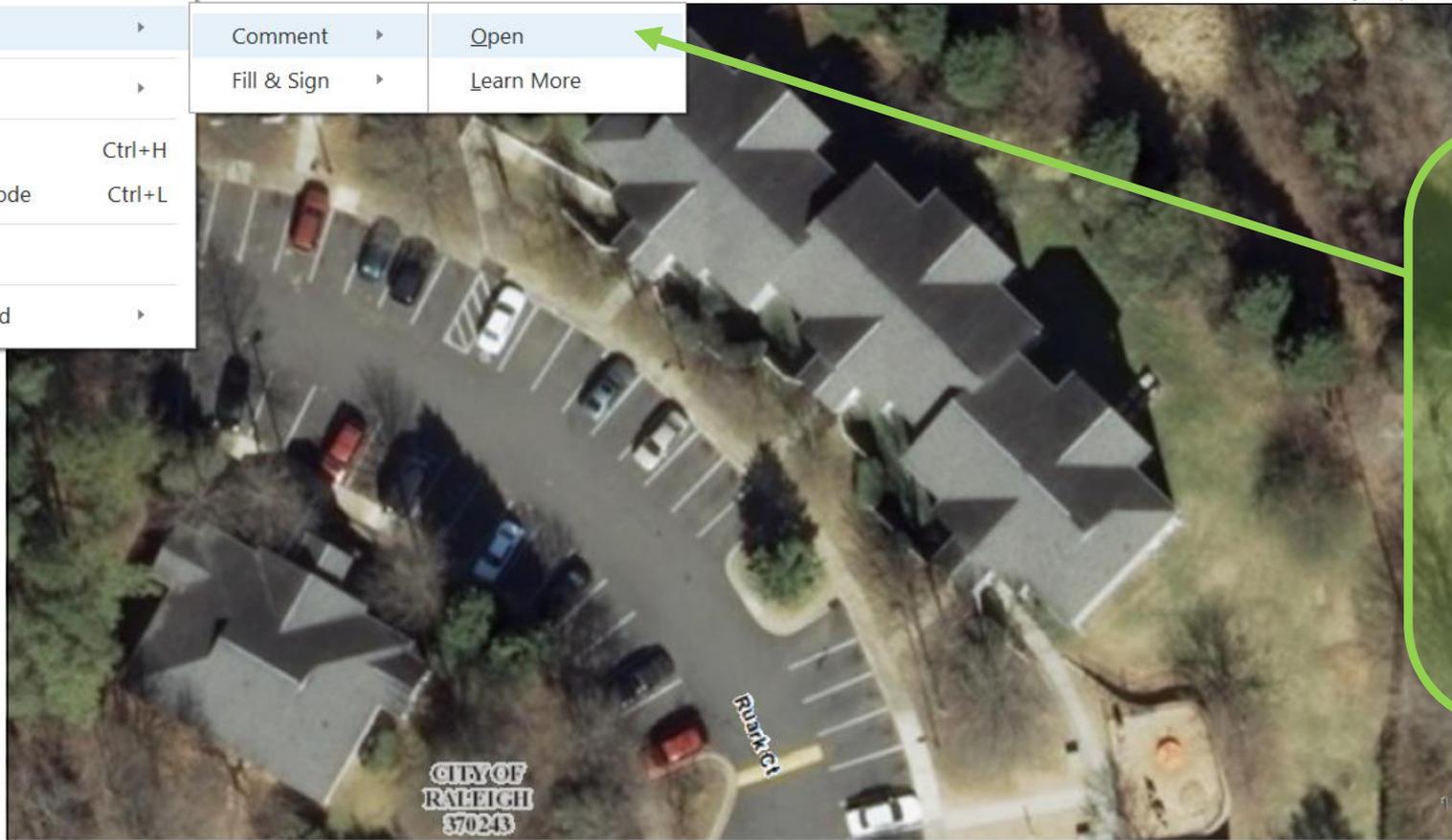


Home

- Rotate View
- Page Navigation
- Page Display
- Zoom
- Tools
- Show/Hide
- Read Mode Ctrl+H
- Full Screen Mode Ctrl+L
- Tracker...
- Read Out Loud

- Comment
- Fill & Sign
- Open
- Learn More

Navigation icons: envelope, Adobe logo, undo, redo, cut, copy, paste, print, search, zoom in, zoom out, page 1 / 1, comment, pencil



In Adobe Acrobat Reader, click View, then Tools, then Comment, then Open

Legend

Panels	Flood Hazard Areas
Political Areas	AE
Stream Centerline	Floodway (AE)
Cross Sections	0.2 % Chance Annual Flood Hazard
Levee	Future Conditions 1% Annual Chance Flood Hazard

North Carolina Floodplain Mapping Program



Comment

Fill & Sign

Store and share files in the Document Cloud

[Learn More](#)

File Edit View Window Help

- Open... Ctrl+O
- Save** Ctrl+S
- Save As... Shift+Ctrl+S
- Save as Other
- Attach to Email...
- Revert
- Close Ctrl+W
- Properties... Ctrl+D
- Print... Ctrl+P
- 1 C:\Users\jdburton\...\1234 Main Street.pdf
- 2 W:\...\ml2014 08 lender ...final template.pdf
- 3 C:\...\Product Informati...Guild for CPLP.pdf
- 4 W:\HOPD\AHOP\...\CPLP-DeedOfTrust.pdf
- 5 W:\HOPD\AHOP\...\CPLP-PromissoryNote.pdf
- View All Recent Files...
- Exit Ctrl+Q

1 / 1



Apr 25, 2016

Click the Red Pencil, Draw the Property Boundaries, and then Save. It's now ready to upload as your flood map.

Legend

Panels	Flood Hazard Areas
Political Areas	AE
Stream Centerline	Floodway (AE)
Cross Sections	0.2 % Chance Annual Flood Hazard
Levee	Future Conditions 1% Annual Chance Flood Hazard

North Carolina Floodplain Mapping Program



STEP 2: Submit Underwriting Package

Information needed to make loan decision & commit funds

What's Needed:

- Documentation for Household Income
- Documentation for Home buyer Education & Counseling
- **Three (3) Documents To Be Signed by Borrower**
- Other documentation

Typical turn around time: **2-3** business days

HOME Buyer Written Agreement

- Discloses affordability provisions and period. If home is not principle place of occupancy, **Recapture is triggered = CPLP loan \$ must be REPAID by Borrower**
- Does not restrict *who* can purchase home
- Homes may not be rented or used for businesses during affordability period (DEFAULT)

Amount of Assistance:	Affordability Period:
More than \$40,000	15 years
More than \$15,000	10 years
Less than \$15,000	5 years

Borrower Affidavit

«Program.ProgramName» Borrower Affidavit

I, «Borrower.FullName» and I, «CoBorrower.FullName», “the Applicant(s)”, have applied for homebuyer assistance offered by the North Carolina Housing Finance Agency, “NCHFA”, for the purchase of the property located at:

«Property.FullAddress»

I attest that the following statements will be true about my household as of the date of closing:

Homebuyer Education & Housing Counseling

The Applicant(s) have completed «LPUnit.EducationHoursFormatted» hours of formal homebuyer education within the past 12 months.

Homebuyer Education Provider: «LPUnit.EducationProvider»

Completed On: «LPUnit.DateEducationComplete»

In addition, the Applicant(s) completed «LPUnit.CounselingHoursFormatted» hours of one-on-one counseling provided by: «LPUnit.HousingCounselorName»

Select which below is applicable **if** it applies to your situation:

- I have already paid \$ _____ to _____ and/or
- I will pay at closing \$ _____ to _____ or
- I have **not** paid fees|

for homebuyer education, housing counseling services, and/or credit review as needed for application for financing.

Verification of Homebuyer Education & Counseling completed.

FEES! If not disclosed, they **cannot** be charged.

Borrower Affidavit

- Child Support must be accurate to what is received & show **correct # of children** (from **INCOME** section of portal)
- Marital Status (**Must be Accurate**)
 - Property that is acquired during marriage by one or both spouses, and owned on the date of separation, may be defined as marital property subject to the equitable distribution law of North Carolina.

Child Support

The Applicant(s) have «LPUnit.ChildSupportCount» Child(ren) and receive «LPUnit.ChildSupportAmount» per year.

Marital Status

I, «Borrower.FullName», am currently «Borrower.MaritalStatusDesc».

I, «CoBorrower.FullName», am currently «CoBorrower.MaritalStatusDesc».



Addendum to Sales Contract

- The primary protections granted in the document are for the **benefit of the seller.**
- The seller has a right to know the **fair market value** (appraised value) for any home being purchased with federal funds.
- Both parties acknowledge that the transaction is **voluntary** and both parties are aware of the value.
- **NO** requirements that the sales price be adjusted based on the fair market value.
- The seller, upon being informed of the value, may choose to terminate the contract.
- Because the transaction is voluntary for both parties, **no** relocation protections are granted.

Buyer's Certification:

I, (the Buyer), am using federal funds through the HOME program to assist me in acquiring your property.

Please be informed of the following:

1. I do not have the right of eminent domain and, therefore, will not acquire the property that you (the Seller) have offered for sale if negotiations fail to result in an amicable agreement; and,
2. The property you (as Seller) have for sale is estimated to have a fair market value of [REDACTED] and,
3. Even though federal funds will be used in the acquisition of your property, you (the Seller) WILL NOT be entitled to any relocation benefits.

STEP 3: Scheduling Closing Date

Once loan conditionally approved, Member can select closing date and NCHFA paralegal will send **Pre-closing Instructions** to Closing Attorney

NCHFA requires *at least* **6 agency business days** notice ... time needed to process closing documents

**NOTE: Please be aware of holidays & black out periods at the end of the fiscal and calendar years.*

Member selects desired closing date based on availability on the **Portal Closing Calendar**

**NOTE: Maximum 10 loan closings per day for NCHFA Paralegals*

Unit Financing Summary

Sales Contract Date:	04/04/2016		
LTV Calculation	Expense	Amount	
Total Loans	\$138,000.00	Sales Price	\$140,000.00
Appraised Value	\$160,000.00	Plus Closing Costs	\$2,000.00
LTV	86.25 %	Plus Prepaid Items	\$2,000.00
		Total Cost To Buyer:	\$144,000.00
Name	Type	Lien Position	Amount
Bank of Metropolis (NCHFA NC Home Advantage)	Loan	1	\$100,000.00
CPLP Loan	Loan	2	\$20,000.00
City of Raleigh (HOME First Time Home Buyer)	Loan	3	\$18,000.00
Xmen Homebuyer Grant	Other Funding		\$4,000.00
		Total Funding:	\$142,000.00
		Funds Needed at Closing:	\$2,000.00

Make certain that all unit financing details listed above are accurate. If changes need to be made, click Update Underwriting and make any corrections. These amounts will be verified against the closing documents, and errors may cause unnecessary delays.

If accurate, enter in the Confirmed Closing Date. Days that are greyed out in the calendar are unavailable to request as a closing date.

By clicking Submit, you are acknowledging that the unit financing has been reviewed and is accurate.

Update Underwriting

Confirmed Closing Date *

06/01/2016

Submit

After underwriting approval, Member can select closing date.

VERIFY unit financing is **CORRECT**. If not, click **“Update Underwriting”** & resubmit **PRIOR** to scheduling closing.

Unavailable dates will appear gray on the calendar.

Actions

Submit Closing Date

May 2016

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

05/03/2016

Submit

Working In the NCHFA Online Portal

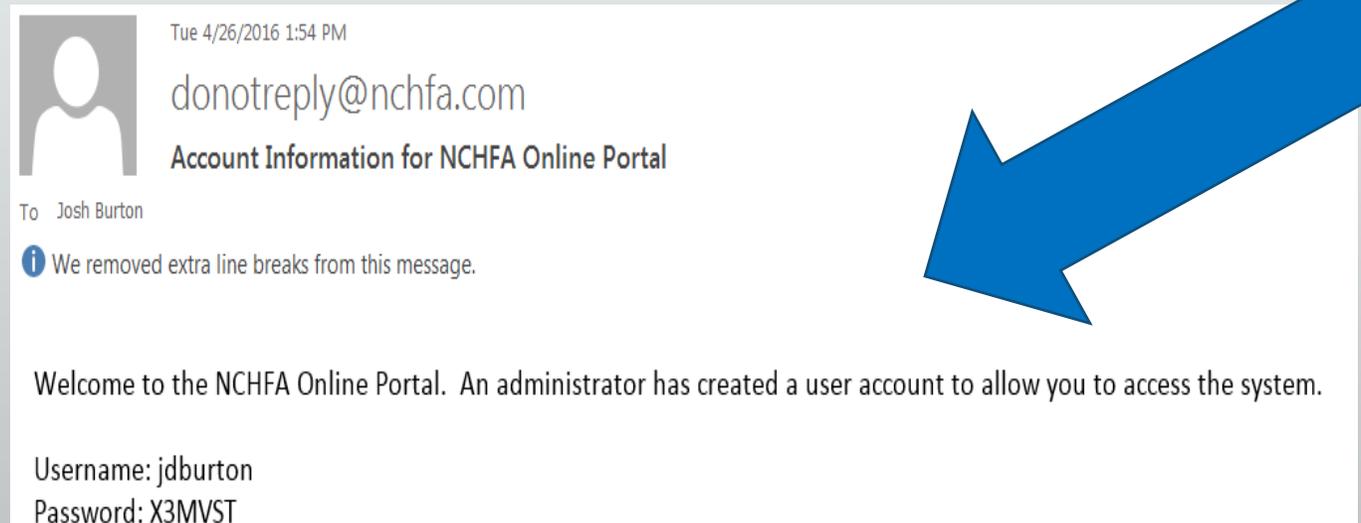
<https://www.nchfa.org/LPPortal>

How do I get a LP Portal Login?

- Partner must be an **ACTIVE** loan pool member (*i.e. renewed CPLP Membership for current year & submitted any required compliance docs*).
- User must complete training provided by **NCHFA staff** OR by **someone at your agency** who completed portal training & is an **active** portal user.
- For more information contact:
Rich Lee → rylee@nchfa.com or
Josh Burton → jdburton@nchfa.com

Who Should Be Logging In?

- The Portal is the **ONLY** way to request loan pool funding
- Messages come to each user with a login by default. You can unsubscribe, or subscribe per loan or per year.
- NCHFA LP Portal website: <https://www.nchfa.org/LPPortal>
- Username & Password emailed to you once NCHFA sets up your portal account.
- We can't see your password, but we can reset it.



What tools do you need to use the portal?

- An internet-connected computer with an up-to-date internet browser.
- A multiple page or high speed scanner
- Adobe Acrobat Reader (or another PDF reader that will allow you to mark a PDF) – This is the free PDF reader loaded on many computers by default.
- An email address to receive notifications.
- Key Websites Used:
 - <https://www.nchfa.org/LPPortal>
 - <http://fris.nc.gov/fris/Home.aspx?ST=NC>
 - <https://www.google.com/maps>

Three Portal Submissions

Reservation Request

No more than 90 days but at least 18 business days before expected closing

Underwriting Package

At least 15 business days prior to expected closing

Scheduling the Closing Date

At least 6 business days notice needed

SIGN IN

Username:

Password:

Keep me logged in

[Forgot Password?](#)

[Forgot Username?](#)

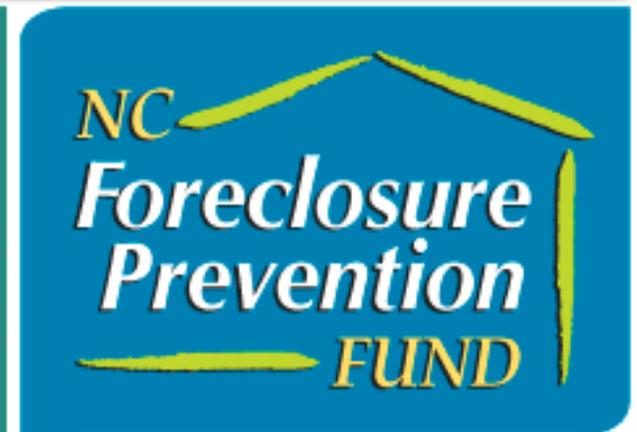
Log In

Login with Your Username & Password

NCHFA Online provides partners and individuals access to programs offered by the North Carolina Housing Finance Agency, including the N.C. Foreclosure Prevention Fund and various Loan Pool Programs.

You must have a valid login to access these services.

If you are a homeowner interested in the N.C. Foreclosure Prevention Fund, please visit the [N.C. Foreclosure Prevention Fund](#) website for information on how to apply.



Program *

Program Cycle *

Borrower First Name *

Borrower Middle Name

Borrower Last Name *

Borrower Name Suffix

Property Address *

Property Address 2

Property City *

Property State *

Property Zip *

Property County *

Funding Package *

Complete every field with a red asterisk

Program Cycle Matters
ONLY Select CURRENT Program Year

Notice the dropdown boxes

Select CORRECT Funding Package:
STANDARD = CPLP \$ + Optional SV/Green
SystemVision™ Only = SV + Green
IDA Match Only = Matching \$ Only

Click Next

Starting a Reservation

New Community Partners Loan Pool Reservation

Site Name *

Loan Amount *

Site Name =
Neighborhood,
Community, or
Project

Enter CPLP \$ Requested
Maximum = \$30,000 or
20% of the Sales Price,
whichever is less

Some fields reference a list of
previous entries. Please use the
existing entry and don't create
duplicate entries.

CPLP CPLP1817 9235490-003
Marty McFly 1234 Cool Valley Drive Hill Valley, NC 27609 - Wake County

Unit Settings
Pending Setup

- Menu**
- Dashboard
 - Borrower 11
 - Co-Borrower 7
 - Property 8
 - Household 10
 - Environmental Review 1
 - Funding 2
 - Income 7
 - Analysis 7
 - Education 7
 - Closing Attorney 7
 - Documents 1
 - Messages

- Actions**
- Submit Reservation
 - Cancel Reservation Setup

Dashboard

Loan Status

Pending Setup

General

Loan Amount	\$30,000
Assigned Contact	Mary Moore

Important Dates

Date Reserved	--
Date Approved	--
Anticipated Closing Date	--

Dashboard Updates as File Progresses Forward

of REQUIRED Remaining Questions to Answer

Work from Top Down Answering All the Questions You Can

NCHFA Loan Pool Portal: Available Resources

On-site or Remote Portal Training w/ NCHFA Staff

- Typically combined with New Member Training

Upcoming Portal Training Webinar for New Staff

- **Friday, May 1st from 10 AM - Noon**

Recorded 2018 webinar available on Using the LP Portal:

- <https://register.gotowebinar.com/recording/8960710096731691021>

NCHFA staff can also review your 1st Reservation and Underwriting Package for completeness **before** you officially submit them.

CPLP Closing Tips

Closings

1. Scheduling Closing
2. Pre-Closing Instructions
3. Required Documents Prior to Closing
4. Loan Documents and Authorization to close
5. SystemVision™ Only
6. Post Closing
7. Common Issues
8. Questions

Scheduling Closing

- Once the CPLP loan is approved **AND** the first mortgage has received NC Home Advantage Loan Approval a closing date can be scheduled in the portal with at least **6 agency business days** notice.
- **DO NOT SCHEDULE CLOSING UNTIL ALL FINANCING IS APPROVED**
- **REVIEW & UPDATE** the Unit Financing Summary before you select a closing date.
- If the Unit Financing Summary is incorrect you **MUST** update underwriting before you select a closing date.
- If you schedule the closing and the Unit Financing Summary is incorrect, it may **DELAY THE CLOSING**.

Unit Financing Summary 

Sales Contract Date: 04/04/2016

LTV Calculation

Total Loans \$138,000.00
 Appraised Value \$160,000.00
 LTV 86.25 %

Expense

Amount

Sales Price \$140,000.00
 Plus Closing Costs \$2,000.00
 Plus Prepaid Items \$2,000.00
Total Cost To Buyer: \$144,000.00

Name	Type	Lien Position	Amount
Bank of Metropolis (NCHFA NC Home Advantage)	Loan	1	\$100,000.00
CPLP Loan	Loan	2	\$20,000.00
City of Raleigh (HOME First Time Home Buyer)	Loan	3	\$18,000.00
Xmen Homebuyer Grant	Other Funding		\$4,000.00
Total Funding:			\$142,000.00
Funds Needed at Closing:			\$2,000.00

Make certain that all unit financing details listed above are accurate. If changes need to be made, click Update Underwriting and make any corrections. These amounts will be verified against the closing documents, and errors may cause unnecessary delays.

If accurate, enter in the Confirmed Closing Date. Days that are greyed out in the calendar are unavailable to request as a closing date.

By clicking Submit, you are acknowledging that the unit financing has been reviewed and is accurate.

 Update Underwriting

Confirmed Closing Date *

 Submit



Scheduling Closing

- The scheduling calendar will only show available dates for closing. If a date is shown in **GRAY**, that means it is **not** available.
- Once you select a date, the screen will change to show that your closing has been scheduled. You will not receive any further confirmation of closing.
- If the closing date changes **after** it has been scheduled, please send a portal message to request a **new** date.
- **Only** closings being re-scheduled should be requested through a portal message.

Make certain that all unit financing details are correct. Underwriting and make any corrections. This step is critical to avoid cause unnecessary delays.

If accurate, enter in the Confirmed Closing date.

By clicking Submit, you are acknowledging and accepting the closing date.

May 2016						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Confirmed Closing Date *

05/03/2016

Submit

Closing Date Scheduled

Your closing date has been scheduled for 4/29/2016.

Pre-Closing Instructions

- Once closing is scheduled, NCHFA will send **Pre-Closing Instructions** to the closing attorney and partner.
 - Pre-Closing Instructions will list all documents that need to be submitted prior to closing (1st page).
 - All required documents should be submitted for review to NCHFA's assigned paralegal **at least 3 Agency business days** prior to closing.
- *Closings will be re-scheduled if this deadline is not met.**



North Carolina Housing Finance Agency
 3508 Bush Street
 Raleigh, NC 27609
 (919) 877-5700

**COMMUNITY PARTNERS LOAN POOL (CPLP)
 SUBORDINATE MORTGAGE PRE-CLOSING INSTRUCTIONS**

To:
 Mort Gage, Esq.
 Gage & Smith, P.A.
 123 Real Estate Lane,
 Raleigh, NC 27609
 CC: Our Partner

Date: April 22, 2016

<p>Borrower: Micky Mouse Co-Borrower: Minnie Mouse</p> <p>Property Address: 456 Clubhouse Way, Raleigh, NC 27609</p>	<p>Loan Details:</p> <p>Loan Type: Purchase Sales Price: \$165,000.00 Loan Amount: \$24,750.00 Interest Rate: 0% Loan Terms: 30 years, Deferred Balloon Lien Position: 2nd Closing Date: April 27, 2016</p>
--	---

Our office has been advised that your firm has been chosen to close a subordinate loan for the borrower and property listed above. This document will contain the information necessary to assist you in preparing for this closing, and the requirements that must be met prior to receiving the closing documents, loan proceeds and/or authorization to fund the transaction. **ALL QUESTIONS CONCERNING THESE INSTRUCTIONS AND CLOSING PROCEDURES SHOULD BE DIRECTED TO LIZ HAIR AT (919) 877-5712 OR ECHAIR@NCHFA.COM.**

- **PRE-CLOSING:** The following documents must be submitted our office **at least 3 business days prior to closing:**

1. Copy of Title Commitment for 1st Lienholder
2. Final Loan Closing Disclosure for the 1st Mortgage
3. Proposed HUD-1/HUD-1A Settlement Statement for the NCHFA CPLP Loan
4. Loan Closing Disclosure or Promissory Note for all other financing
5. Proof of Homeowners Insurance with acknowledgement of NCHFA's loan interest(s)
6. Flood Insurance (if applicable)
7. Endorsement to Master Condo Policy (if applicable)
8. Endorsement to Master Flood Policy (if applicable)
9. Pre-Closing Instructions executed by closing attorney
10. Copy of signed Certificate of Occupancy

Required Documents Prior to Closing

At a minimum we require the following on every loan:

- Copy of Title Commitment for 1st Lienholder
- Loan Closing Disclosure or Promissory Note for all Other Secondary financing.
- Proposed GFE HUD-1 Settlement Statement for the CPLP Loan
- Final Loan Closing Disclosure for First Mortgage (must be the final CD, attorney draft CD or incomplete CDs are not accepted)
- Proof of Homeowner's insurance including NCHFA as mortgagee and Master Condo Policy, if applicable
- Pre-Closing Instructions executed by closing attorney

Loan Documents and Authorization to close

- Once all documents are received and approved, the loan documents and authorization to close will be sent to closing attorney. The first lender should never be providing documents for the CPLP loans.
- If a Power of Attorney (POA) is being used at closing, the POA must be submitted to NCHFA for review and approval as soon as it is disclosed that a POA will be used, but in any event, at least 3 Agency business days prior to closing.
- If any changes are made to the documents submitted for review, including closing date, the documents must be re-submitted to NCHFA for review and a new authorization to close.
- If closing does not close as scheduled the assigned paralegal must be notified immediately.

SystemVision™

- Pre-Closing Instructions will list all documents that need to be submitted prior to closing (1st page).
- For SystemVision™ Only loans, the documents NCHFA requires before closing are a copy of the Title Commitment & the HUD-1/HUD-1A.
- All required documents, should be submitted for review to NCHFA's assigned paralegal **at least 3 Agency business days** prior to closing.
- Once the title commitment and HUD-1/HUD-1A are received & approved the assigned paralegal will send the Promissory Note, Deed of Trust, Declaration of Restrictive Covenants and W-9 to closing attorney.

Post Closing

- **Confirm** that loan was closed to NCHFA assigned paralegal within **24 hours** of closing.
- **Return** copies of loan documents to **Laura Altimare**, NCHFA Program Documentation Specialist within **5 business days** of closing.
- All loan closing documents must be received & approved **before** the Member fee can be processed.
- CPLP loan documents should **never** be sent to the 1st mortgage.

RETURN OF DOCUMENTS: The following documents must be returned to NCHFA within **five (5) business days** of closing:

1. Original Promissory Note
2. **Recorded** Deed of Trust (original or copy)
3. **Recorded** Declaration of Restrictive Covenants (original or copy)
4. **Recorded** Request for Notice(s) (original or copy)
(originals to be completed, executed and recorded by your firm)
5. Original Borrower's Affidavit
6. ****Copy of executed Loan Closing Disclosure for the 1st Mortgage****
7. Original NCHFA CPLP HUD-1
8. Signed W-9 for all Borrower(s)
9. Supplemental Closing Instructions executed by closing attorney

All CPLP loan documents should be sent to:

North Carolina Housing Finance Agency
Attn.: Stacy Lewis
3508 Bush Street
Raleigh, North Carolina 27609-7509

Common Closing Issues

- Proof of homeowner's insurance provided does **not** have NCHFA listed as a mortgagee.
- Copies of Promissory Notes or Loan Closing Disclosure for all other financing was **not** submitted.
- Closing date is postponed **without** notifying NCHFA assigned paralegal.
- Documents submitted less than required 3 Agency business days before closing.
- Incorrect closing attorney contact information.
- Loan Amounts for the first mortgage or subordinate mortgages have **changed** and we were not notified.
- Spouses not at closing. Unless a Separation Agreement or Free Trader agreement has been approved by NCHFA, any non-borrowing spouse must sign our Deed of Trust and Deed Restrictions.

Funds Sent to Closing

Closing funds are sent via check to the closing attorney. The Agency's funds are state funds and are considered good funds in accordance with the Good Funds Settlement Act § 45A-4(a).

We cannot wire funds for closing.

§ 45A-4. Duty of settlement agent.

(a) The settlement agent shall cause recordation of the deed, if any, the deed of trust or mortgage, or other loan documents required to be recorded at settlement. The settlement agent shall not disburse any of the closing funds prior to verification that the closing funds used to fund disbursement are deposited in the settlement agent's trust or escrow account in one or more forms prescribed by this Chapter. A settlement agent may disburse funds from the settlement agent's trust or escrow account (to either the applicable register of deeds or directly to a private company authorized to electronically record documents with the office of the register of deeds) as necessary to record any deeds, deeds of trust, and any other documents required to be filed in connection with the closing, including excise tax (revenue stamps) and recording fees, but the settlement agent may not disburse any other funds from its trust or escrow account until the deeds, deeds of trust, and other required loan documents have been recorded in the office of the register of deeds. Unless otherwise provided in this Chapter, a settlement agent shall not cause a disbursement of settlement proceeds unless those settlement proceeds are collected funds. Notwithstanding that a deposit made by a settlement agent to its trust or escrow account does not constitute collected funds, **the settlement agent may cause a disbursement of settlement proceeds from its trust or escrow account in reliance on that deposit if the deposit is in one or more of the following forms:**

- (1) A certified check;
- (2) **A check issued by the State, the United States, a political subdivision of the State, or an agency or instrumentality of the United States, including an agricultural credit association;**

Menu

- Dashboard
- Borrower
- Co-Borrower
- Property
- Household
- Environmental Review
- Funding
- Income
- Analysis
- Education
- Closing Attorney** 1
- Documents
- Messages

Actions

- Submit UW Package

Edit Closing Attorney

Search

First Name*

Last Name*

Law Firm*

Address*

City*

State*

Zip*

Phone*

Fax

Email

Tax ID

Contact First Name

Contact Last Name

Contact Email

Should always have a attorney's name, never a firm or paralegal name

Should always be the attorneys direct email and not a generic firm email

Use this section for firm contact. (paralegal, legal assistant) Please don't put the name of anyone in your organization in this section

Getting Paid & Post Closing Docs

CPLP Payment Schedule

Payments usually processed **within 2 weeks** of receipt of appropriate docs

- Member Fee processed **after** post-closing docs received (**Due: 5 business days after loan closed*)
- Member Fee with energy efficiency fee(s) processed **after** certification(s) received (**Due: 30 to 120 calendar days after loan closed*)

What Documents Are Required Post-Closing?

- Borrower's Affidavit (Acknowledging the CPLP Loan Terms)
- Certificate of Occupancy (New Only, if not provided prior to closing)
- Deed of Trust (Original)
- Hazard Insurance
- HUD 1 (Final for CPLP Loan - Signed)
- Loan Closing Disclosure (Final)
- Promissory Note (Original - Signed)
- Request of Notice (on first mortgage - Recorded)
- Restrictive Covenants (Recorded)
- Supplemental Closing Instructions
- W-9 (for borrower(s))
- SystemVision™ Certification (**only if applicable*)
- Green Building Certification (**only if applicable*)

Closing related documents should be provided by attorney & are clearly detailed in closing instructions.

Pre- and Post-Closing Questions

NCHFA sends **Pre-closing Instructions** to Closing Attorney.

- Questions about Closing documents?

Contact **Liz Hair**, NCHFA paralegal

echair@nchfa.com or 919-877-5712

Partner payment(s) processed once Post-Closing Docs received.

- Questions about receipt of closing documents & payment?

Contact **Laura Altimare**, Program Document Specialist

lmaltimare@nchaf.com or 919-981-2649

CPLP Resources & NCHFA Loan Pool Contacts

CPLP Participation Guidelines

For more information, please refer to the current **CPLP Participation Guidelines**. Can download from the **CPLP Forms & Resources** page on the NCHFA website:

<https://www.nchfa.com/homeownership-partners/community-partners/community-programs/community-partners-loan-pool/forms-and-resources>

North Carolina Housing Finance Agency



COMMUNITY PARTNERS LOAN POOL PARTICIPATION GUIDELINES

NORTH CAROLINA HOUSING FINANCE AGENCY
Home Ownership Community (HOC) Programs/HOC Team

Sonia B. Joyner, Director of Home Ownership Programs, 919-877-5630

Joshua Burton, Team Leader HOC, 919-877-5678
Rich Lee, Senior Community Partner Coordinator, 919-877-5688

Kim Hargrove, Team Leader – Documentation & Compliance, 919-877-5682
Deborah Hamilton, Senior Program Documentation Specialist, 919-877-5709
Mark Lindquist, Senior Compliance Coordinator, 919-501-4263

Mailing Address: Post Office Box 28066 - Raleigh, NC 27611-8066
Delivery Address: 3508 Bush Street - Raleigh, NC 27609

Effective: January 1, 2020
Last Revised: March 2, 2020

These guidelines will be revised periodically. The most current version can be found on the NCHFA website:
<https://www.nchfa.com/homeownership-partners/community-partners/community-programs/community-partners-loan-pool/forms-and-resources>

NORTH CAROLINA

HOUSING
FINANCE
AGENCY

A self-supporting public agency.
HousingBuildsNC.com

13
3

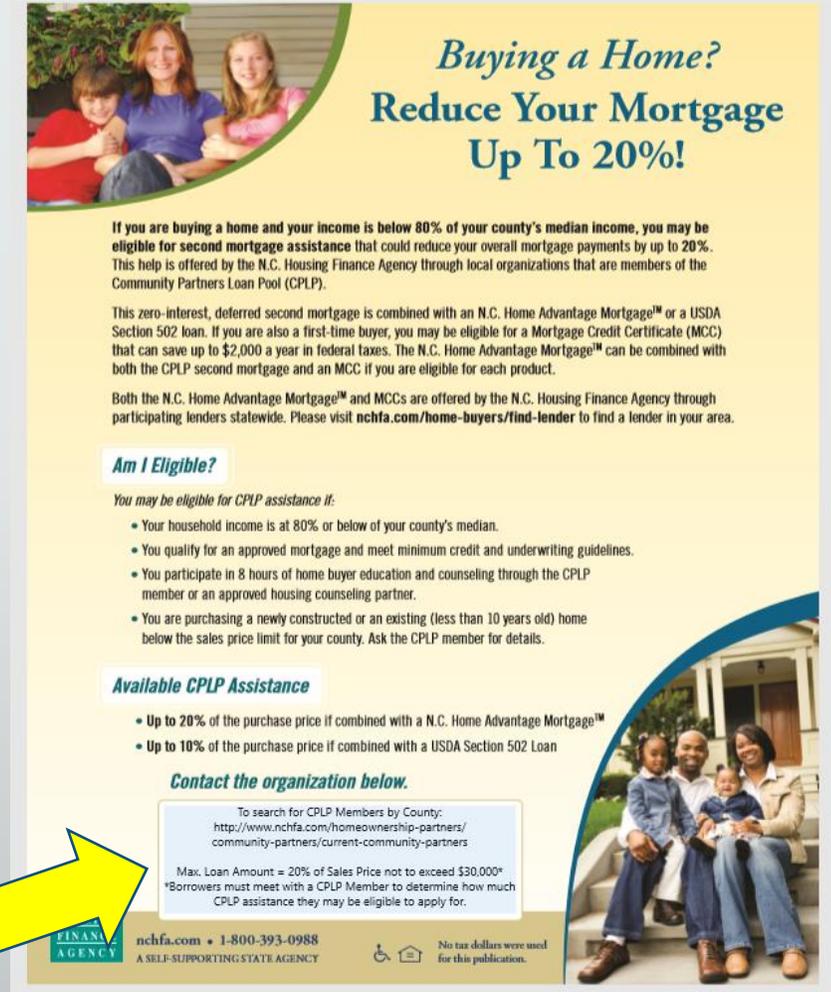


CPLP Marketing Flyers

Fillable PDF of CPLP Marketing Flyer available in English & in Spanish on the **CPLP Forms & Resources** page on the NCHFA website:

<https://www.nchfa.com/homeownership-partners/community-partners/community-programs/community-partners-loan-pool/forms-and-resources>

Can Edit Text
in Text Box



**Buying a Home?
Reduce Your Mortgage
Up To 20%!**

If you are buying a home and your income is below 80% of your county's median income, you may be eligible for second mortgage assistance that could reduce your overall mortgage payments by up to 20%. This help is offered by the N.C. Housing Finance Agency through local organizations that are members of the Community Partners Loan Pool (CPLP).

This zero-interest, deferred second mortgage is combined with an N.C. Home Advantage Mortgage™ or a USDA Section 502 loan. If you are also a first-time buyer, you may be eligible for a Mortgage Credit Certificate (MCC) that can save up to \$2,000 a year in federal taxes. The N.C. Home Advantage Mortgage™ can be combined with both the CPLP second mortgage and an MCC if you are eligible for each product.

Both the N.C. Home Advantage Mortgage™ and MCCs are offered by the N.C. Housing Finance Agency through participating lenders statewide. Please visit nchfa.com/home-buyers/find-lender to find a lender in your area.

Am I Eligible?

You may be eligible for CPLP assistance if:

- Your household income is at 80% or below of your county's median.
- You qualify for an approved mortgage and meet minimum credit and underwriting guidelines.
- You participate in 8 hours of home buyer education and counseling through the CPLP member or an approved housing counseling partner.
- You are purchasing a newly constructed or an existing (less than 10 years old) home below the sales price limit for your county. Ask the CPLP member for details.

Available CPLP Assistance

- Up to 20% of the purchase price if combined with a N.C. Home Advantage Mortgage™
- Up to 10% of the purchase price if combined with a USDA Section 502 Loan

Contact the organization below.

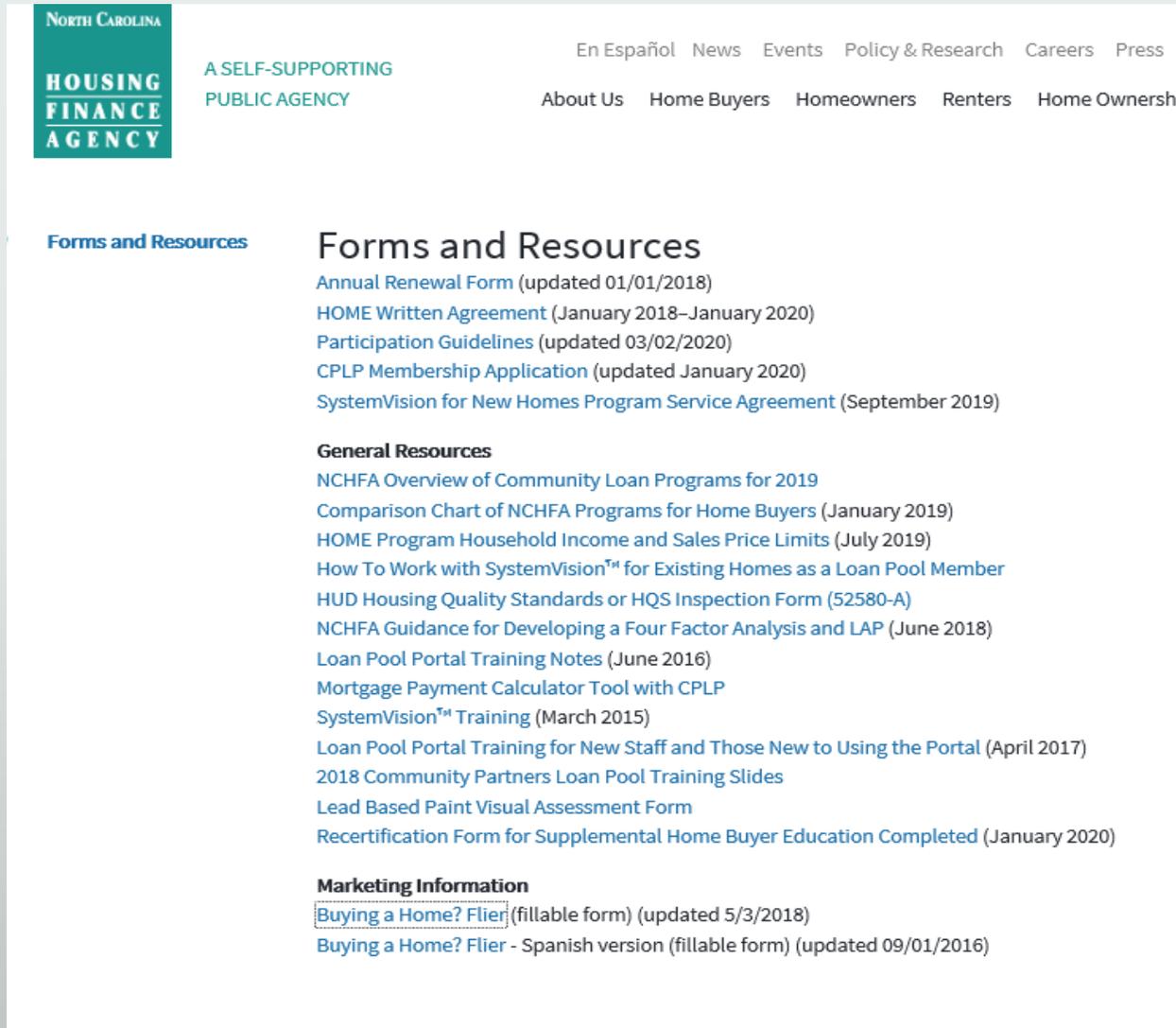
To search for CPLP Members by County:
[http://www.nchfa.com/homeownership-partners/
community-partners/current-community-partners](http://www.nchfa.com/homeownership-partners/community-partners/current-community-partners)

Max. Loan Amount = 20% of Sales Price not to exceed \$30,000*
*Borrowers must meet with a CPLP Member to determine how much CPLP assistance they may be eligible to apply for.

nchfa.com • 1-800-393-0988
A SELF-SUPPORTING STATE AGENCY

No tax dollars were used for this publication.

Other CPLP Resources:



The screenshot shows the website for the North Carolina Housing Finance Agency. The header includes the agency's name and logo, along with navigation links for 'En Español', 'News', 'Events', 'Policy & Research', 'Careers', 'Press', 'About Us', 'Home Buyers', 'Homeowners', 'Renters', and 'Home Ownershi'. The main content area is titled 'Forms and Resources' and lists various documents and guides, including an Annual Renewal Form, HOME Written Agreement, Participation Guidelines, CPLP Membership Application, SystemVision for New Homes Program Service Agreement, and a General Resources section with links to NCHFA Overview, Comparison Chart, HOME Program Household Income and Sales Price Limits, How To Work with SystemVision™, HUD Housing Quality Standards, NCHFA Guidance, Loan Pool Portal Training Notes, Mortgage Payment Calculator, SystemVision™ Training, Loan Pool Portal Training for New Staff, 2018 Community Partners Loan Pool Training Slides, Lead Based Paint Visual Assessment Form, and Recertification Form for Supplemental Home Buyer Education Completed. A Marketing Information section includes links for 'Buying a Home? Flier' and its Spanish version.

Additional resources on the **CPLP Forms & Resources** page include:

- HOME Program HH Income & Sales Price Limits
- HQS Inspection Form
- Recertification Form for Supplemental HB Education Completed

NCHFA Loan Pool Program Contacts

Program Questions & Emergencies

- Josh Burton, HOC Team Leader & Community Partner Coordinator
919-877-5678 or jdburton@nchfa.com
- Rich Lee, Senior Community Partner Coordinator
919-877-5688 or rylee@nchfa.com

***IF you cannot reach Josh or Rich:*

- Kim Hargrove, Team Leader – Documentation & Compliance
919-877-5682 or kchargrove@nchfa.com

NCHFA Loan Pool Program Contacts

Underwriting Questions

- Mark Lindquist, Senior Compliance Coordinator
919-501-4263 or mwlindquist@nchfa.com
- **Vedera Mimms**, Program Compliance Underwriter
919-877-5655 or vcmimms@nchfa.com

NCHFA Loan Pool Program Contacts:

Reservation & Payments

- Deborah Hamilton, Sr. Program Documentation Specialist
919-877-5709 or dmhamilton@nchfa.com

Closing Documents

- Liz Hair, NCHFA Paralegal
919-877-5712 or echair@nchfa.com

Review of Post Closing Docs & Energy Certifications

- **Laura Altimare**, Program Documentation Specialist
919-981-2649 or lmaltimare@nchfa.com

NCHFA Loan Pool Program Contacts

CPLP Loan Payoff Questions

- Mary Moss, Servicing Analyst – Reporting & Special Projects
919-877-5697 or mgmoss@nchfa.com

Potential Foreclosures & Servicing

- Hal Wright, Sr. Servicing Analyst – Collections & Special Projects
919-877-5690 or hewright@nchfa.com

Thank You

We appreciate your partnership

NORTH CAROLINA

HOUSING
FINANCE
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A self-supporting public agency.
HousingBuildsNC.com