



Welcome to the 2016 NCHFA Program Information Session

Community Partners Loan Pool



Agenda & Announcements



Today's Agenda

- CHECK-IN from 8:30 – 9:30 AM
- TRAINING STARTS @ 9:30 AM
- NCHFA Update from 9:30 – 9:50 AM
 - Welcome & Staff Intros
 - Overview of Training
 - How to Handle Questions
 - Program Update
 - Funding Update
- Loan Pool Portal from 9:50 to 12:30 PM
 - Logins - who is working in the portal
 - Messaging
 - Reservation & Environmental Review
 - Unit Financing
 - Underwriting & Income Documentation
 - Request closing date
- LUNCH (*on-site) from 12:30 – 1:30 PM
- Closing a Loan Pool Loan from 1:30 - 2:30
 - Tips and Common Mistakes to Avoid
- Member Management from 2:30 – 4:00 PM
 - Member Agreements / Renewals
 - Fair Housing / Affirmative Marketing
 - LAPs / Conflict of Interest
 - SystemVision™ & Resispeak
 - Getting Paid & Timing
 - Inspections
 - If Time Allows, NC Home Advantage, MCC, & Housing Counseling
- TRAINING ENDS @ 4:00 PM



Logistics

- Welcome
- Staff Introductions
- Bathrooms & Exits
- WIFI
- LUNCH!
- Refreshments
- How to handle Questions



Overview of Training

- Brief update on program
- Lots of time practicing together in the portal
- Focused time on legal issues and member management items
- Share laptops with your neighbor
- Ask questions
- Make mistakes
- If all else fails, bribe Deborah Hamilton with cookies.



Introduction to NCHFA

NORTH CAROLINA

HOUSING
FINANCE
AGENCY

www.nchfa.com



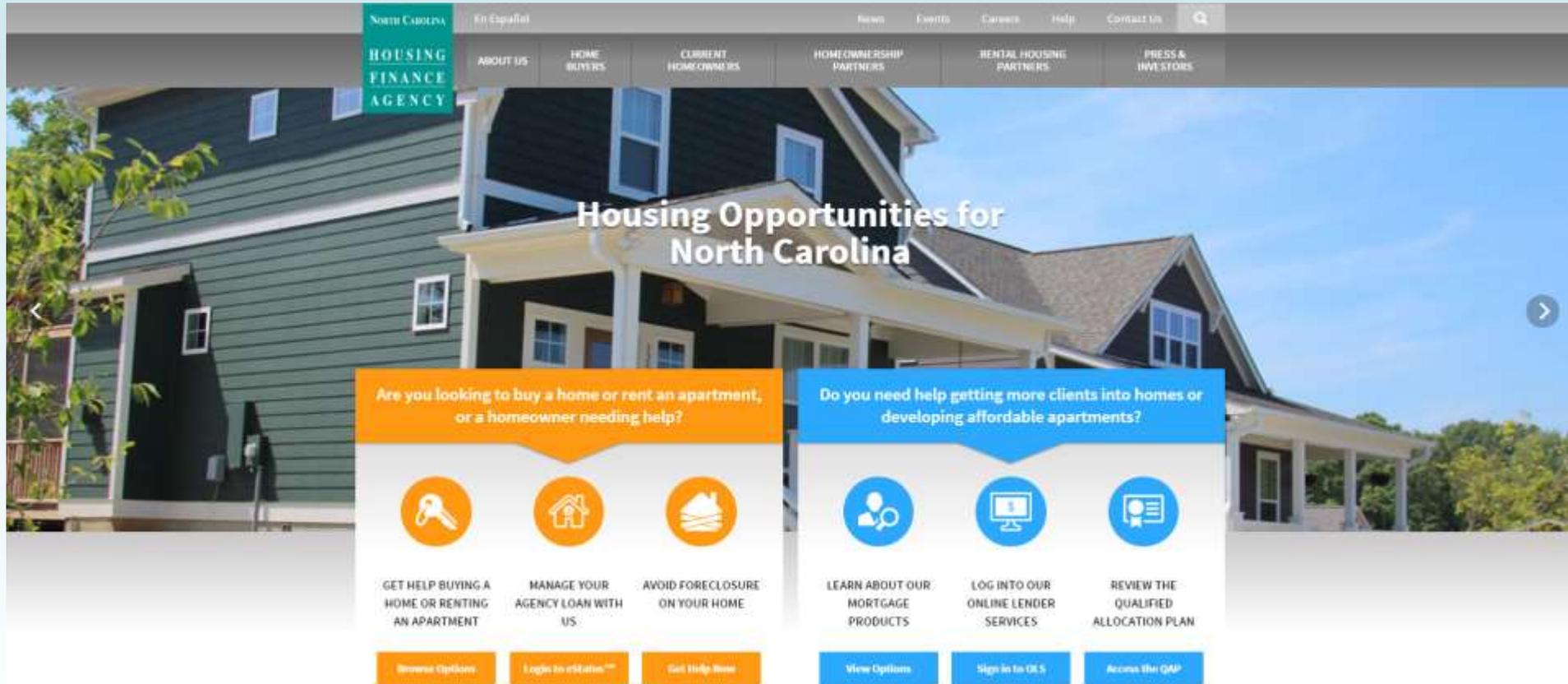
Civil Rights Act & Fair Housing

- 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.



Our Mission

To create affordable housing opportunities for North Carolinians whose needs are not met by the market.



What are we?

- A SELF-SUPPORTING public agency
 - No Operational Funding From State
- Created by the General Assembly in 1973
- Facilitate funding for first mortgages & mortgage credit certificates
- Administer programs and funding
 - Primarily Federal: LIHTC, HOME, HHF
 - Limited state funding: HTF



With our partners around the state, NCHFA has helped

More than 241,960 households

By providing

\$17.4 billion in financing for affordable homes and
apartments

Helping

100,070 families buy their home



With our partners around the state, NCHFA has helped

Supporting Local Efforts

More than \$77.5 million in all-time financing
For more than 2,750 Habitat for Humanity borrowers
\$271 million of supportive housing for North Carolinians
with mental illness and disabilities

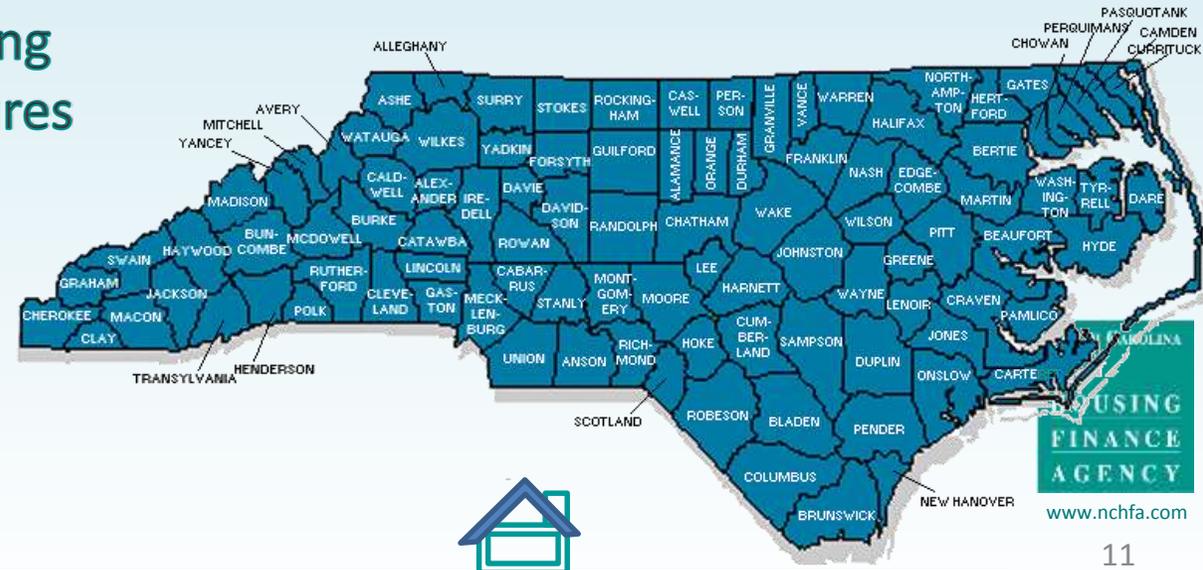


Preserving

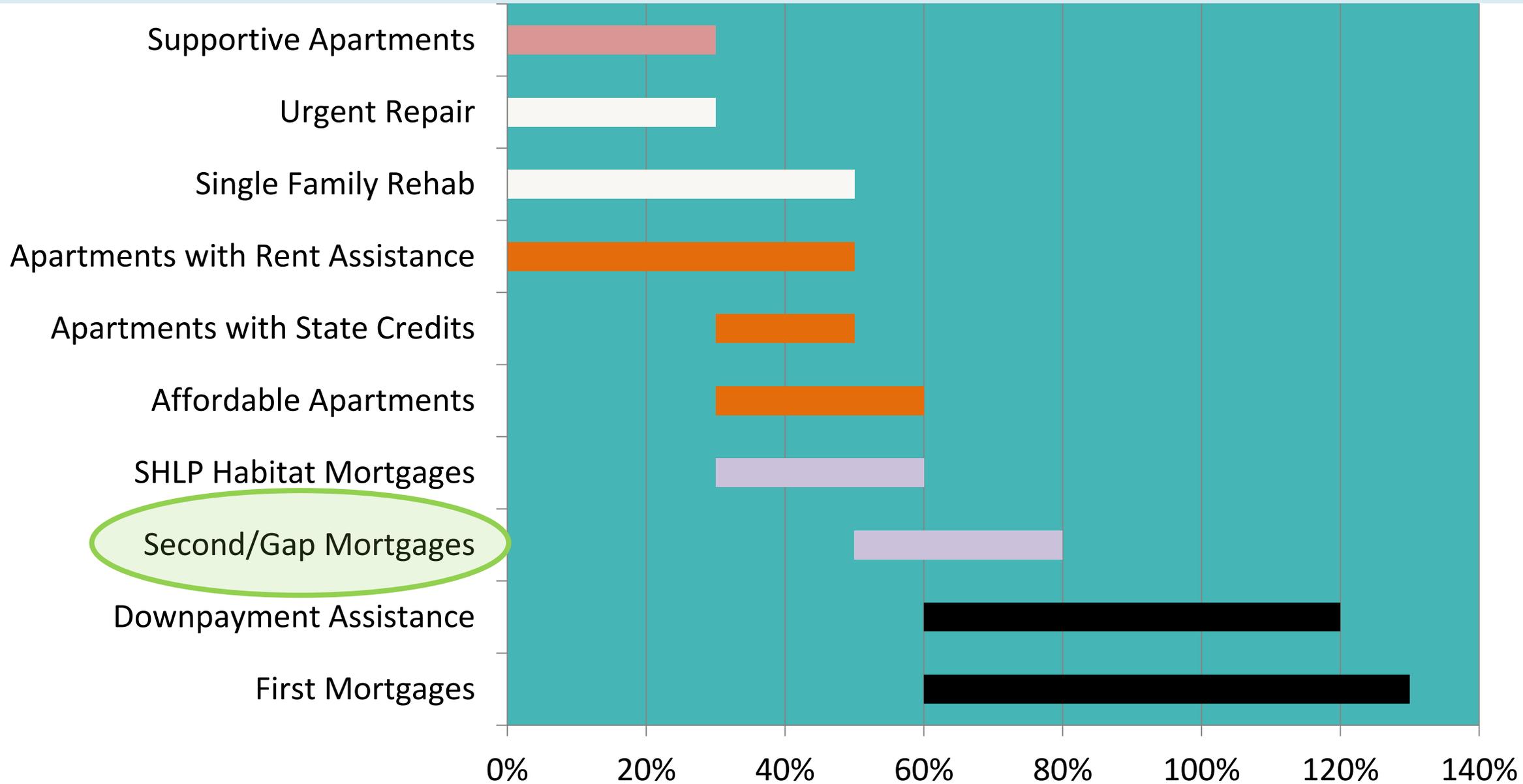
Over 21,104 loans to families facing foreclosure saving
\$3.8 Billion in property and preventing 98% foreclosures

31,460 homes rehabilitated with \$331.8 Million
and made accessible for elderly homeowners

All 100 Counties in NC



NCHFA Range of Program & Income Targeting



Updates on the Community Partners Loan Pool (CPLP)

NORTH CAROLINA

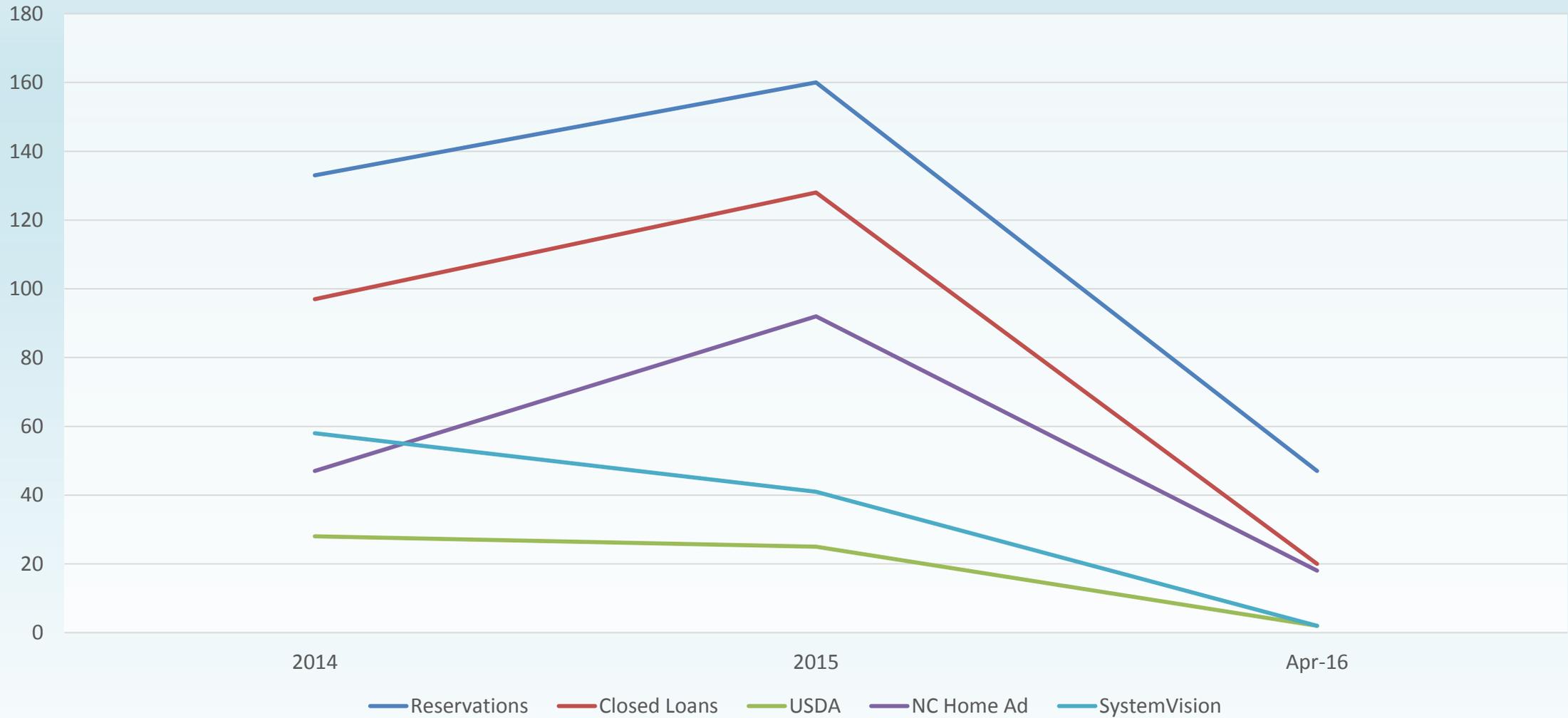
HOUSING
FINANCE
AGENCY

www.nchfa.com



Community Partners Loan Pool Production

Program Assistance

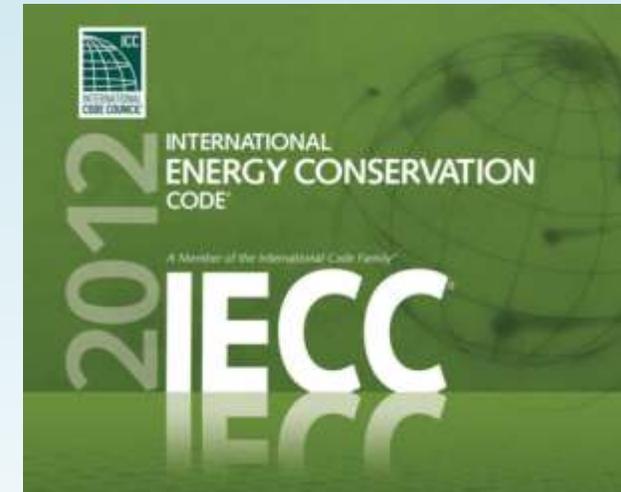


CPLP Production

Year	Reservations	Closed	USDA	NC Home Ad	SV	\$
2014	133	97	28	47	58	\$2M
2015	160	128	25	92	41	\$2.5M
Apr 16	47	20	2	18	2	\$4.5 M

Historic: 2013 CPLP Changes

- At the time, program was NHLP or IDALP
- Energy Star 3.0 – Now treated as a green program
- Language Access Plans (late 2011)
- HOME Agreements (Cycle every two years)
 - This will continue to happen every 2 years.
- Conflict of Interest Policies (late 2011)
- Underwriting – NCHFA looking at ratios and stability of income (not new, but now much more consistent)
- Existing units < 10 years old added as eligible
- New NC Energy Code & Residential Building Code (March 2012)
- First Home or USDA 502 Required



Historic: 2014 CPLP Changes

- Higher funding levels (Up to 15% w/ NC Home Advantage)
- NC Home Advantage or USDA 502 required
- MCC & DPA can be combined with CPLP
- New Minimum Property Standard Coming (or so we thought)!



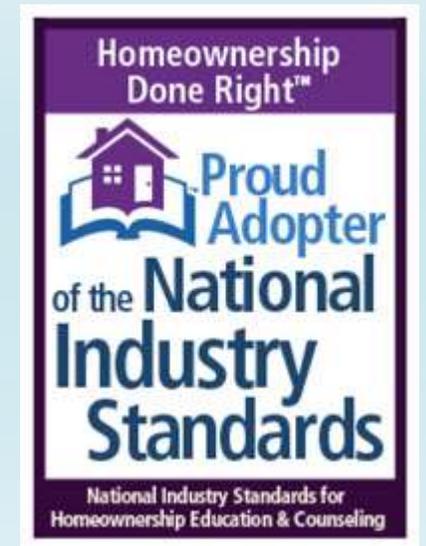
Historic: 2015 CPLP Changes

- SystemVision for Existing Homes (May)
 - ResiSpeak Required
- SystemVision for New Homes updated Standard November)
 - ResiSpeak Required
- New HOME Agreements to allow higher SV funding levels (Cycle every two years with no changes)
- New Minimum Property Standard Coming! (said this last year)
- Housing Counseling and homebuyer education
 - New Agency policy for minimum
 - Housing Counseling Rule is coming (tentative)
 - HUD certified housing counseling may be required (tentative)
 - HUD recognized online home buyer education allowed
- Appraisals or CMAs must be per address and no more than 6 months old & underwriting
- 90 Day Reservations (vs 150 Days)
- 10 Business Days for Closing Notifications (vs 5 Days) – Due to TRID



2016 CPLP Changes

- 6 Business Days Notice needed for Closing
- New Member Agreement Coming (Replacing Renewal Form)
 - Updated renewal process (including fair housing and membership information)
- New Minimum Property Standard Coming.... On hold indefinitely
- Housing Counseling and homebuyer education
 - Housing Counseling Rule is coming (very likely)
 - HUD certified housing counseling may be required (very likely)
- Updated Guidelines. Worth reviewing, but more clarification than substantive changes
- SystemVision Certifications must be completed prior to closing
- New online portal for loan pool submissions



The Portal



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

Who Should Be Logging In?

- The Portal is replacing the workbooks fully + payments + closings + file related messaging. Staff that should be informed about any part of this process will want a login.
- Messages come to everyone with a login by default.
- Normal website: <https://www.nchfa.org/LPPortal>
- Usernames and Passwords will be emailed to you some time after training.
- We won't know your password, but can reset it.



Tue 4/26/2016 1:54 PM

donotreply@nchfa.com

Account Information for NCHFA Online Portal

To Josh Burton

 We removed extra line breaks from this message.

Welcome to the NCHFA Online Portal. An administrator has created a user account to allow you to access the system.

Username: jdburton

Password: X3MVST

TO FURTHER ACCESS NCHFA ONLINE, PLEASE READ AND ACCEPT THE TERMS OF USE.

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By using NCHFA Online, you agree to follow and be bound by these terms of use and agree to comply with all applicable laws and regulations. It is your responsibility to review these Terms of Use periodically, and if at any time you find these Terms of Use unacceptable or if you do not agree to these terms of use, please do not use this Site. We may revise these terms of use at any time without notice to you. If you have any questions about these terms of use, please contact us. YOU AGREE THAT BY USING THIS SERVICE YOU ARE AT LEAST 18 YEARS OF AGE AND YOU ARE LEGALLY ABLE TO ENTER INTO CONTRACT. Information contained on the Site is not to be considered error-free. These terms of use are a legally binding agreement between you and NCHFA that will be enforceable against you. Please also refer to North Carolina Housing Finance Agency's [Privacy Policy](#), [Terms of Service](#) and [Disclaimers](#), which are each incorporated by reference herein.

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Accept Decline

Read & Accept

Key Dates

- **May 23rd** – Last day to submit reservations via workbook
- You can start using portal as soon as you receive a login
- **June 1st** – Last day to use workbooks for underwriting packages
- You can finish any reservation in portal as soon as you receive a login.
- The only reason to finish a reservation in the portal is if the borrower agreements and attachments are already signed. Otherwise, finishing the file in the portal is quicker.



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>



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.



Update Your Account Information

- My Account
- Change Password
- Home
- Log Out

Enter the Portal Here

System List

SYSTEMS LIST

Loan Pool Portal



Loan Pool Portal

Start a New Loan File

**Awaiting Action
Worklist**

Announcements

Show entries

Welcome Loan Pool Portal Pilot Users

Thank you very much for your help.

Until all of the portal features are added, you will need to closely work with Deborah Hamilton on the submission of documents and scheduling closings and

Inbox

No unread messages right now...

Messages About Your Org's Files

Important Dates

Coming Soon!

Change Your Message Subscriptions

Loan Pool Portal Units



Dwight Schrute 

- NCHFA Online Subscriptions
- Log Out



Loan Pool Portal

Announcements

Inbox

Important Dates

Subscriptions (Active Projects)

9203887 (CPLP 2016)

Unit 001 ←
Bruce Banner

9203888 (SHLP 2016)

No units exist for this project.

Click here to change subscriptions. Green check = Subscribed





LO

Welcome to the Loan Pool Portal

The last day to use the workbooks for new reservations is **May 18th**.

The last day to use the workbooks for underwriting package submissions is **June 1st**.

Please watch the announcements for any enhancements added to the portal over the next few months.

If you encounter errors and problems in the portal, please contact:
Josh Burton at jdburton@nchfa.com or 919-877-5678,
Deborah Hamilton at dmhamilton@nchfa.com or 919-877-5709,
or Mark Lindquist at mwlindquist@nchfa.com or 919-501-4263.

Announcements will appear in the bottom left of the screen. Click on them to enlarge and read the announcement.

Announcements

Show 1 entries

No unread messages right now...

Coming Soon!

Welcome to the Loan Pool Portal

The last day to use the workbooks for new reservations is **May 18th**.



Child Support for McFly Mark Unread

Please include documentation of child support received for Marlene McFly. — Josh Burton
4/27/16 11:38 AM

Message *

Save Cancel

Announcements

Show entries

Welcome to the Loan Pool Portal

The last day to use the workbooks for new reservations is May 18th.

The last day to use the workbooks for underwriting package submissions is June 1st.

Please watch the announcements for any enhancements added to the portal over «click for more»

Showing 1 to 1 of 1 entries Previous Next

Inbox

Show entries

Child Support for McFly

Please include documentation of child support received for Marlene McFly. — Josh Burton
4/27/16 11:38 AM

Showing 1 to 1 of 3 entries Previous Next

Messages regarding files will appear under box. These will include messages about the status of approvals, pended items, or general questions about the file.



- Awaiting Reservation Submission 1
- Awaiting UW Package Submission 1
- Awaiting Closing Date Selection 0



Loan Pool Portal

All files Awaiting Action Will Appear in Your Work List

Announcements

Show 1 entries

Welcome to the Loan Pool Portal

The last day to use the workbooks for new reservations is May 18th.

The last day to use the workbooks for underwriting package submissions is June 1st.

Please watch the announcements for any enhancements added to the portal over [«click for more»](#)

Inbox

Show 1 entries

Reservation Accepted

Your reservation has been accepted. The next step is to complete and submit the Underwriting package for review.

— Josh Burton
4/27/16 12:07 PM

Showing 1 to 1 of 3 entries Previous Next

Important Dates

Coming Soon!

- Active Units
- New Reservation



Loan Pool Portal

Click Units to EITHER start a New Reservation or see a list of all active files

Active Units

Show 10 entries

Search:

	Project Number	Agency Project Number	First Name	Last Name	Property Address	City	County	Loan Status	Program
	CPLP16109	9203887-001	Bruce	Banner	2501 Mid Pines Rd	Raleigh	Wake	In Underwriting	CPLP
	SHLP1667	9203888-001	Martin	McFly	123 Back in Time Street	Raleigh	Wake	Reserved	SHLP
	CPLP16109	9203887-002	Jessica	Jones	307 Smith Farm Rd	Raleigh	Wake	Approved	CPLP
	CPLP16109	9203887-003	Neo	Anderson	1234 Matrix Way	Raleigh	Wake	Pending Setup	CPLP

Showing 1 to 4 of 4 entries

Previous 1 Next

New Reservation

Program * SHLP

Program Cycle * 2016

Borrower First Name * Marty

Borrower Middle Name

Borrower Last Name * McFly

Borrower Name Suffix Select...

Site Name * Hill Valley Hills

Property Address * 123 Back in Time Street

Property Address 2

Property City * Hill Valley

Property State * NC

Property Zip * 27609

Property County * Wake

Funding Package * Standard

Loan Amount * 30,000

Complete every field with a red asterisk

Notice the dropdown boxes

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

Site Name = Neighborhood, Community, Project

Select Funding Package

Click Add New Twice

Add New Cancel





9203651-001 (CPLP)
CPLP16109
Pending Setup

Logan James Howlett
12345 X Manor
Raleigh, NC 27615 - Wake County

Menu

- Dashboard
- Borrower ✓
- Co-Borrower ?
- Property 7
- Household 10
- Environmental Review 1
- Funding 2
- Income ?
- Analysis ?
- Education ?
- Closing Attorney ?
- Documents 1
- Messages

Actions

- Submit Reservation
- Cancel Reservation Setup

Dashboard

Loan Status

Pending Setup

General

Loan Amount	\$20,000
Assigned Contact	Jane Beaman

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

Menu 

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

Actions

-  Submit Reservation
-  Cancel Reservation Setup

Borrower

Borrower Information 

First Name	Martin
Middle Name	Seamus
Last Name	McFly
Name Suffix	--
Date of Birth	1/1/1968
Gender	Male
Ethnicity	Nonhispanic
SSN	123-45-6789
Marital Status	Single
Credit Score	720
Email	biffwashesmycar@email.com

Borrower Address 

Address	E 1955 Avenue
Address 2	--
City	Raleigh
State	NC
Zip	27609

Click Pencil to Edit Fields and Complete all Red Asterisk Fields

Current Mailing Address for Disclosure Documents

Co-Borrower Information

First Name * Jennifer

Middle Name

Last Name * McFly

Name Suffix Select...

Date of Birth 04/01/1968

Gender Female

Ethnicity Nonhispanic

SSN 345-78-9645

Marital Status Married

Credit Score 715

Email calvinkleinjeans@email.com

Relationship **Select yes if the co-borrower is a co-occupant and is not included in the loan application.**

Exclude from loan application * No

Save Cancel

Co-Borrower



No Co-Borrower has been added to this reservation.

Click Green + to Add a Co-Borrower

If Co-Occupant is a Spouse and not on loan application, select yes.





- Dashboard
- Borrower ✓
- Co-Borrower ✓
- Property ✓
- Household 11
- Environmental Review 1
- Funding 2
- Income ?
- Analysis ?
- Education ?
- Closing Attorney ?
- Documents 1
- Messages

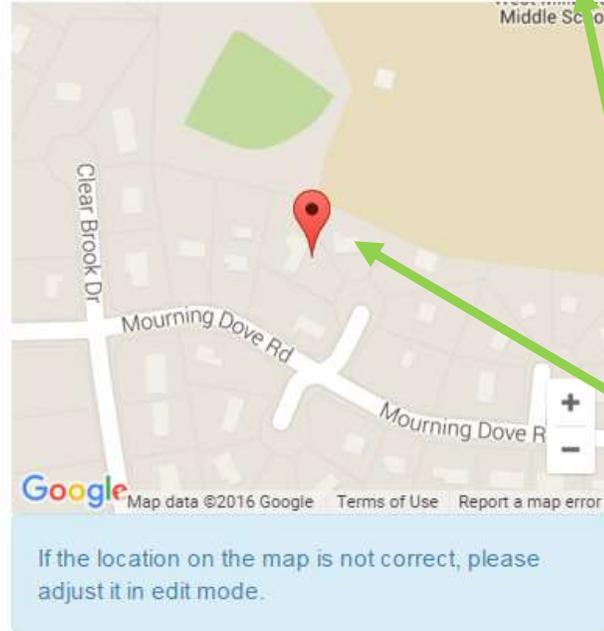
Actions

- Submit Reservation
- Cancel Reservation Setup

Property

Address

Address 12345 X Manor
 Address 2 --
 City Raleigh
 State NC
 Zip 27615
 County Wake



Check map for address accuracy & update

Property Information

Unit Status New
 Year Built 2016
 # of Bedrooms 4
 # of Baths 2 Baths
 Unit Size (SF) 1,400
 Lot Size (SF) 10,000
 Dwelling Type Single Family Detached

Update Property Information



- Dashboard
- Borrower ✓
- Co-Borrower ?
- Property ✓
- Household** 1
- Environmental Review 1
- Funding 2
- Income ?
- Analysis ?
- Education ?
- Closing Attorney ?
- Documents 1
- Messages

Actions

- Submit Reservation
- Cancel Reservation Setup

Household

Residents



Household Racial Identity	White
Household Size	4
IDA Participant	No
From Subsidized Housing	No
First Time Buyer	Yes
Head of Household Disabled	No
Head of Household Veteran	--
Conflict of Interest	No

Home

Anticipated Closing Date	5/28/2016
Repairs Required Before Sale	No
Energy/Green Standard	Energy Star 3.0, System Vision-New Homes Crawl
Site	Hill Valley Hills
Builder	--
Electric	Duke Energy Carolinas
Gas	Piedmont Natural Gas Company
Water	Publicly-Owned Water
Sewer	Publicly-Owned Sewer

Click & Complete the Required Fields

This does not automatically add a fee for SystemVision or Green Building

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 of the property boundaries within the context of the immediate area.
4. On the right side of the web page, click to open up "Map Export". Leave Current View and 8.5 x 11 selected. Click Print.
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 FRIS

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? *



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

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.

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

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

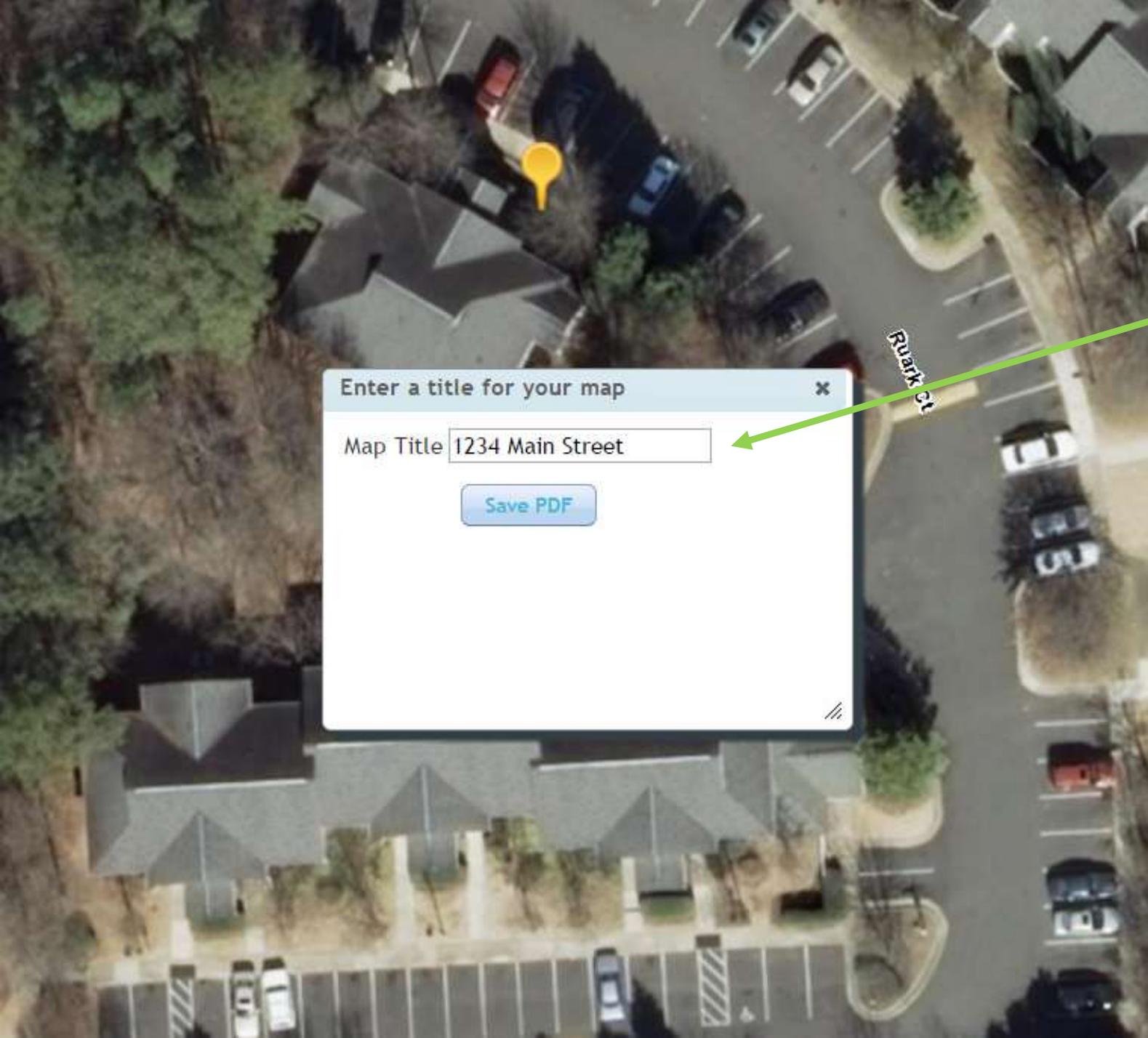
Print

Data Export

CITY OF
RALEIGH
370243

Rutherford

1715



**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

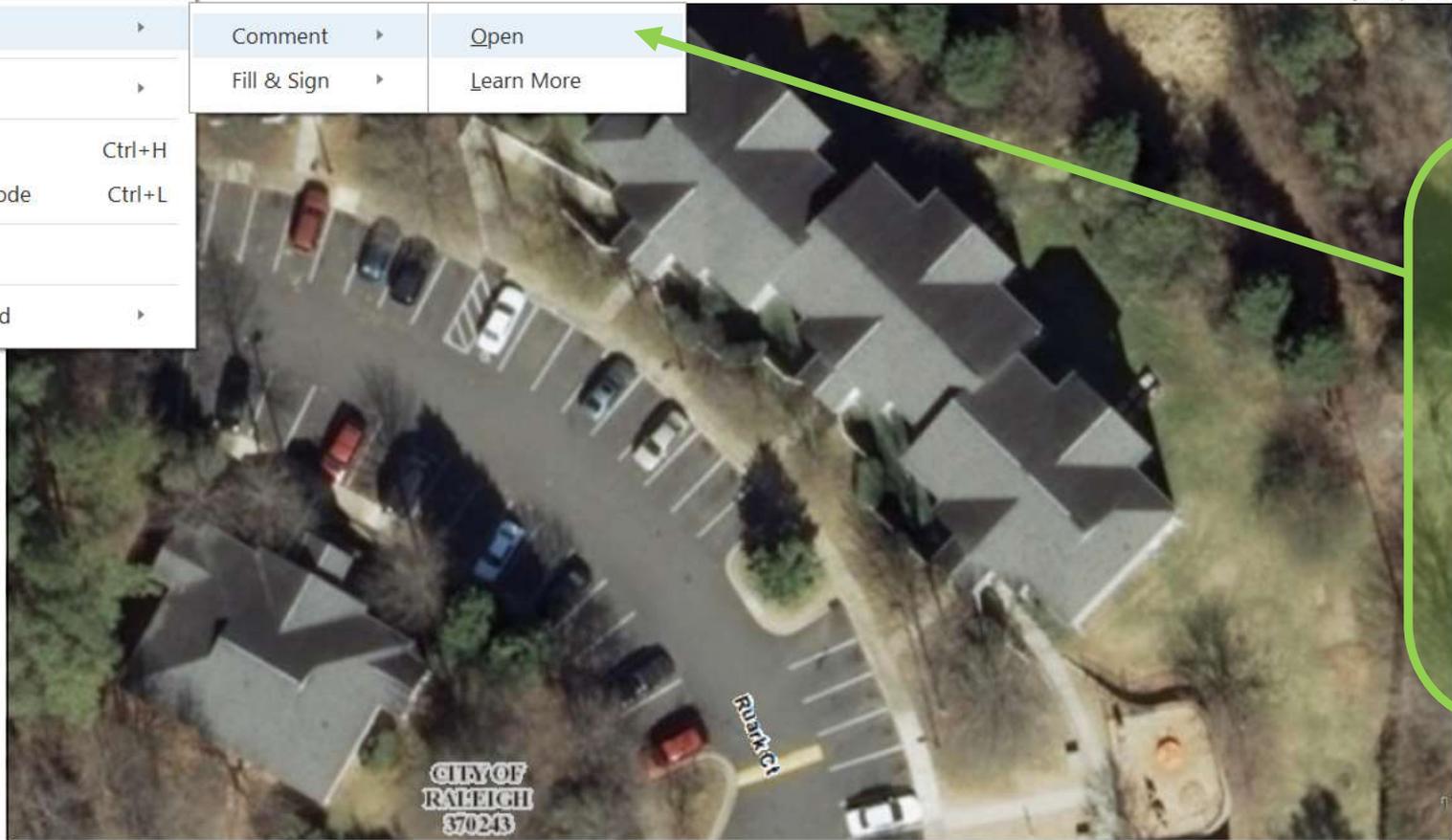


Home

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

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

- Comment
- Fill & Sign
- Open
- Learn More



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 floodmap.

North Carolina Floodplain Mapping Program

Legend

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

Airport Runway Clear Zones and Clear Zones Disclosures

Please navigate to <https://www.hudexchange.info/environmental-review/airport-hazards/> here to read HUD's guidance on determining airport hazards.

To show that the property is not in close proximity to an airport runway, please attach a map showing the property is not within 15,000 feet (approximately 2.84 miles) of a military airport or within 2,500 feet (approximately 0.47 miles) of a civilian airport. Private runways are excluded unless that house many planes and have airfields the size of commercial or military airports. The map is required to be uploaded if the property is within 2 miles of any civilian airport OR 4 miles of a Military Airport.

1. Navigate to <http://maps.google.com> to open up the map for the property
2. Zoom out until the map shows the nearest airport (military or civilian).
3. Right click on the airport on the map and select "Measure distance" at the bottom of the option list. Click back on the property address and a measurement will be provided. Right click again, and select Print. Print the map. This map and measurement will need to be uploaded as a document under "Documents".

Answer the Remaining Environmental Review Questions and Click Save

Is the property within 15,000 feet (approximately 2.84 miles) of a military airport or within 2,500 feet (approximately 0.47 miles) of a civilian airport? *

No

Report Prepared By? *

Doc Brown

Prepared Date? *

4/25/16

Save

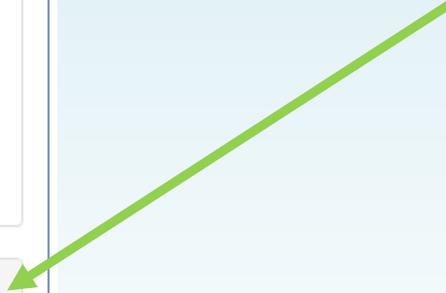
Cancel

Unit Financing Summary 			
Sales Contract Date:	04/12/2016		
LTV Calculation		Expense	Amount
Total Loans	\$138,000.00	Sales Price	\$140,000.00
Appraised Value	\$145,000.00	Plus Closing Costs	\$1,200.00
LTV	95.17 %	Plus Prepaid Items	\$800.00
		Total Cost To Buyer:	\$142,000.00
Name	Type	Lien Position	Amount
Habitat for Humanity (Habitat for Humanity)	Loan	1	\$100,000.00
SHLP Loan	Loan	1	\$30,000.00
Habitat for Humanity (Habitat for Humanity)	Loan	2	\$8,000.00
City Homebuyer Grant	Other Funding		\$3,000.00
Seller Paid Closing Costs	Other Funding		\$1,000.00
		Total Funding:	\$142,000.00
		Funds Needed at Closing:	\$0.00

Add Unit Financing Data Here



Change Lien Position and Term Here



SHLP Loan Amount 	
Amount	\$30,000
Lien Position	1st
Loan Term	360 Months



Mortgages



	Amount	Lender	Loan Info	Lien Position	Payment Details
 	\$100,000	Habitat for Humanity (Habitat for Humanity)	0.0% HABITAT 30 Year Fully Amortizing	1st	
 	\$8,000	Habitat for Humanity (Habitat for Humanity)	0.0% HABITAT 30 Year Deferred	2nd	

Add any LOANS here

Other Funding



	Amount	Description	Funding Source
 	\$3,000.00	City Homebuyer Grant	Loc Govt
 	\$1,000.00	Seller Paid Closing Costs	Private Funds

Add any non-Agency grants or other gift funds here

Fees & Grants



	Amount	Type
 	\$1,000	Member Fee
 	\$3,500	System Vision for New Home Slab
 	\$1,000	Green Building Initiative

Add any Agency member fees, IDA match, and Energy Certification fees here



Edit Unit Financing

Sales Price Limit: \$202,000

Sales Price

140,000.00

Sales Contract Date

04/12/2016

Appraised Value

145,000.00

Closing Costs

1,200.00

Prepaid Items

800.00

Save

Cancel

Sales Price Limit
(based on county &
new vs existing)

Total Sales Price
Must be <
Appraised Value



Household Members



	Name	Household Member Type
	Martin McFly	Borrower
	Jennifer McFly	Co-Borrower
	Marty Jr McFly	Full-time Dependent Student
	Marlene McFly	Dependent under the age of 18

Add a household member, then Save

Add, Edit, or Delete Income Sources

Select Household Member Type

Edit Household Member

First Name *

Last Name

Household Member Type *

Select...

Save Cancel

Household Member Type *

Select...
Select...
Dependent 18 years old or older
Dependent under the age of 18
Full-time Dependent Student

Income for Marlene McFly

Income Type *

Select...

Income Time Period *

Income Per Time Period *

Additional Info/Notes

- Select...
- Asset/Investment Income
- Child Support Received
- Food and Nutrition Assistance
- Foster Care Received
- Other Income
- Pension/Retirement Income
- Public Assistance (transportation, childcare, etc.)
- Self-employed/Business Income
- Spouse Support Received
- SSI or SSID
- Wages/Earned Income

Select Income Type

Income for Marlene McFly

Income Type *

Select...

Income Time Period *

Select...

Income Per Time Period *

Additional Info/Notes

- Select...
- Hourly
- Weekly
- Bi-Weekly
- Semi-Monthly
- Monthly
- Annual
- Year To Date

Select Time Period
& add Income per
Period



Income Limit (based on County & Household size)

Household Income

Income Details highlighted in yellow have an associated comment.
Income Limit: \$63,050.00

Income

Household Members +

			Name	Household Member Type
\$	✉	🗑	Martin McFly	Borrower
\$	✉	🗑	Jennifer McFly	Co-Borrower
\$	✉	🗑	Marty Jr McFly	Full-time Dependent Student
\$	✉	🗑	Marlene McFly	Dependent under the age of 18

		Name	Income Type	Annual Household Income	Annual Qualifying Income	Income Details
✉	🗑	Martin McFly	Wages/Earned Income	\$30,000.00	\$30,000.00	ⓘ
✉	🗑	Jennifer McFly	Wages/Earned Income	\$10,705.88	\$10,705.88	ⓘ
✉	🗑	Marty Jr McFly	Wages/Earned Income	\$0.00	\$0.00	ⓘ
✉	🗑	Marlene McFly	Child Support Received	\$1,800.00	\$0.00	ⓘ
				\$42,505.88	\$40,705.88	

As you add income, it will automatically add here

Note: This is not the final underwriting calculation, but an estimate.



Underwriting Ratios

Item	Amount (Entered)	Amount (Calculated)
1st Mortgage P&I (0.0% HABITAT 30 Year Fully Amortizing)	\$500.00	\$277.78
2nd Mortgage P&I (0.0% HABITAT 30 Year Deferred)	--	\$22.22
SHLP Repayment Amount	--	\$83.33
Property Taxes	\$50.00	
Homeowner's Insurance	\$50.00	
Homeowners' Assn Dues	--	
Minus Subsidy	--	
Total Mortgage Payment:	\$683.33	
Monthly Qualifying Income:	\$3,392.16	
Payment to Income Ratio (Front-End):	20.14 %	✔
Other Monthly Debt	\$235.00	
Total Monthly Debt:	\$918.33	
Debt to Income Ratio (Back-End):	27.07 %	✔

Additional Analysis Data

Current Monthly Rent	\$600.00
Cash Reserve After Closing	\$1,450.00

Add Additional Analysis Data

Edit Additional Analysis Data

Current Monthly Rent

Cash Reserve After Closing

Other Monthly Debt

Monthly Housing Subsidy

Use Monthly Housing Subsidy for Vouchers or MCC

Homebuyer Education and Counseling Information



Education Hours Completed	4
Education Provider	DHIC
Education Certificate Date	04/20/2016
Counseling Hours Completed	4.5
Counselor Name	Shelia Porter

Edit Homebuyer Education and Counseling Information

Education Hours Completed *

Education Provider *

Education Certificate Date *

Counseling Hours Completed

Counselor Name

Save

Cancel

Add Homebuyer Education & Counseling Information



Search Not in List?

First Name * Alan Ferguson
Attorney at Law - 612 Sharing Terrace, Greensboro, NC 27405

Last Name * Alison Drummond
Arnall Golden & Gregory, LLP - 171 17th Street, Suite 2100, Atlanta, GA 30363

Law Firm * Allen Wellons
Wilkins Wellons and Coats - 141 E. Market Street, Smithfield, NC 27577

Address * Allison Mitkish
The O'Brien Law Firm Co. LPA - 101 S. Elm Street, Greensboro, NC 27401

City *

State *

Zip *

Phone *

Fax

Email

Tax ID

Start Typing Closing Attorney's Name.

Only Click "Not in List" if attorney is not listed



Law Firm * Attorney at Law

Address * Attorney at Law

City * Greensboro

State * North Carolina ▼

Zip * 27405

Phone * Attorney at Law

Fax Attorney at Law

Email Attorney at Law

Tax ID Attorney at Law

Contact First Name Sally

Contact Last Name James

Contact Email Paralegal@email.com

After selecting attorney, add Paralegal contact if Paralegal is working the closing.



Menu 

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

Actions

-  Submit Reservation
-  Cancel Reservation Setup

Documents 

Please fill the following slots in order to provide the necessary documentation to process this reservation.

You can fill a slot two ways:

- Use the  button to browse for a file
- Drag-and-drop files onto the dotted, colored area

Flood Map
(Required)

Acorn Park Lane.pdf - 0.3 MB



Airport Clear Zone Map
(Optional)



Coastal Barrier Map
(Optional)



Required & Optional Documents for Reservation

Upload, View, & Delete

Menu

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

Actions

- Submit Reservation
- Cancel Reservation Setup

Review and Submit

This reservation is not ready for submission.

Borrower **11**

- ⚠ - Borrower Date of Birth is required
- ⚠ - Borrower Gender is required
- ⚠ - Borrower Ethnicity is required
- ⚠ - Borrower Social Security Number is required
- ⚠ - Borrower Marital Status is required
- ⚠ - Borrower Address is required
- ⚠ - Borrower City is required
- ⚠ - Borrower State is required
- ⚠ - Borrower Zip is required
- ⚠ - Borrower Credit Score is required
- ⚠ - Borrower Email Address is required

Property **7**

- ⚠ - Property Dwelling Type is required
- ⚠ - Property Year Built is required

If you submit before required information is provided for reservation.

of Required Questions Remaining

Review and Submit

This reservation has passed all checks and is ready for submission

 Borrower 

 Co-Borrower 

 Property 

 Household 

 Environmental Review 

 Funding 

 Documents 

 Submit

Attention! Once submitted, you will not be able to modify the data or supporting documents without first contacting NCHFA.

OK

Cancel

If you submit after required information is provided for reservation.



Please fill the following slots in order to provide the necessary documentation to process this reservation.

You can fill a slot two ways:

- Use the button to browse for a file
- Drag-and-drop files onto the dotted, colored area

Flood Map

(Required)



Airport Clear Zone Map

(Optional)



Coastal Barrier Map

(Optional)



Paystub

(Required)

Verification of Income for Logan James Howlett's Wages/Earned Income



Employment Verification or Status Letter

(Required)

Verification of Income for Logan James Howlett's Wages/Earned Income



W-2

(Required)

Verification of Income for Logan James Howlett's Wages/Earned Income



Public Assistance Verification

(Required)

Verification of Income for Logan James Howlett's Food and Nutrition Assistance



SSI or SSDI Award Letter

(Required)

Verification of Income for Jean Grey's SSI or SSID



After reservation is submitted, underwriting document slots are added based on household income information



Employment Verification or Status Letter

(Required)
Verification of Income for Jean Grey's Wages/Earned Income



W-2

(Required)
Verification of Income for Jean Grey's Wages/Earned Income



HOME Buyer Written Agreement

(Required)

Pre-Filled Template Available



HOME Buyer Written Agreement

(Required)



Reservation Confirmation Letter

(Required)
Bank of Metropolis Mortgage Lock Confirmation



Borrower Affidavit

(Required)



Property Appraisal

(Required)
Must be from the past 6 months



Sales Contract

(Required)



Addendum to Sales Contract

(Required)



IDA Enrollment/Participation Agreement

(Required)



Certificate of Occupancy

(Optional)



There are 3 documents that must be generated, signed, and uploaded.

Certificate of Occupancy is REQUIRED before closing for new units, but not before underwriting is submitted.



Menu ⚙️

- [Dashboard](#)
- [Borrower](#) 🔒
- [Co-Borrower](#) 🔒
- [Property](#) 🔒
- [Household](#) 🔒
- [Environmental Review](#) 🔒
- [Funding](#) ✓
- [Income](#) ✓
- [Analysis](#) ✓
- [Education](#) ✓
- [Closing Attorney](#) ✓
- [Documents](#) ✓
- [Messages](#)

Actions

- [⚡ Submit UW Package](#)

Documents +

Please fill the following slots in order to provide the necessary documentation to process this reservation.

You can fill a slot two ways:

- Use the ... button to browse for a file
- Drag-and-drop files onto the dotted, colored area

Flood Map
(Required) ⋮ 👁 🗑

Airport Clear Zone Map
(Optional) ⋮ 👁 🗑

Coastal Barrier Map
(Optional) ⋮ 👁 🗑

Paystub
(Required)
Verification of Income for Logan James Howlett's Wages/Earned Income ⋮ 👁 🗑

Employment Verification or Status Letter
(Required)
Verification of Income for Logan James Howlett's Wages/Earned Income ⋮ 👁 🗑

When all required documents have been uploaded, you will see a check mark and have the ability to Submit UW package



Review and Submit

This UW package has passed all checks and is ready for submission

\$ Funding



Income



Analysis



Education



Closing Attorney



Documents



Submit

**The Underwriting Package
is ready for submission.**

Underwriting Package Submitted

Your underwriting package has been submitted for review.

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, submit closing date will be available.

VERIFY all unit financing details are still correct. If not, click "Update Underwriting" and 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

CLOSINGS



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 loan is approved a closing date can be scheduled in the portal with at least 6 business days notice.
- You should review the Unit Financing Summary before you select a closing date.
- If the Unit Financing Summary is incorrect you will need to update underwriting before you select a closing date.
- *****If you schedule the closing and the Unit Financing Summary is incorrect, it may delay your closing.*****



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

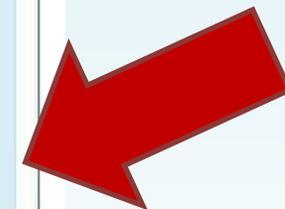
Make certain that all unit financing details listed above are accurate. If changes need to be made, click Update Underwriting and make any corrections. These amounts will be verified against the closing documents, and errors may cause unnecessary delays.

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 *

 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.
- The system is set up so you cannot accidentally select a date that is not available.
- Once you have selected a date the screen will change to show that your closing has been scheduled. You will not receive any further confirmation of closing.



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

If accurate, enter in the Confirmed Closing closing date.

By clicking Submit, you are acknowledging

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 Pre-Closing Instructions are sent to 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 business days prior to closing.
- *****Closing 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: 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

- **PROPERTY INSURANCE:** The following mortgagee clause must be used to show NCHFA as 2nd mortgagee.

North Carolina Housing Finance Agency
 ISAOA/ATIMA
 P.O. Box 28066
 Raleigh, NC 27611-8066
 Loan # 9200000-003



- **RIGHT TO CANCEL:** This loan does not have a three day right to cancel.
- **HUD-1/HUD-1A:** All CPLP loans should have a HUD-1/HUD-1A that includes all recording and attorney fees for the CPLP loan only and the GFE comparison page. Recording and attorney fees should be shown under the "Charges That in Total Cannot Increase More than 10%" section of the GFE comparison. The HUD-1/HUD-1A should also show that the loan has a balloon payment of \$24,750.00 due in 30 years **from the date of closing**.
- **POWER OF ATTORNEY:** Prior written approval must be obtained from the North Carolina Housing Finance Agency if the Borrower wishes to close using a Power of Attorney. The Power of Attorney must be submitted for approval **at least 3 business days** prior to closing
- **LOAN DOCUMENTS:** Upon receipt and approval of the pre-closing due diligence items listed above, Supplemental Closing Instructions will be issued, accompanied by a closing authorization number and the following loan documents:
 1. Promissory Note
 2. Deed of Trust, to be signed by Borrower(s) and any spouse(s), to be filed with the Mecklenburg County Register of Deeds. **(Recording Fee: \$56)**
 3. Borrower Affidavit
 4. Declaration of Restrictive Covenants to be signed by Borrower(s) and any spouse(s), to be fully completed by your office and filed with the Mecklenburg County Register of Deeds. Please note, the first page **must** have the recording information for NCHFA's Deed of Trust added before recording. **(Recording fee: \$26)**
 5. Request for Notice(s) for all senior lien(s). Any Request for Notice is to be fully completed and executed by your office and filed with the Mecklenburg County Register of Deeds. **(Recording fee: \$26 for each senior lien)**
 6. W-9 for all Borrower(s)
- **CORRECTIONS AND/OR CHANGES:** If there are any changes to this transaction, including but not limited to loan amount, fees or closing date, you must notify our office immediately. Failure to notify the Agency of any changes could delay closing.
- **CONFIRMATION OF CLOSING:** Upon closing the loan, please fax or e-mail the recording receipt to Liz Hair at 919-877-5701 or call (919) 877-5712 to confirm that the closing took place as scheduled.
- **LOAN PROCEEDS:** In the event that the closing does not take place as scheduled and you are in receipt of the loan proceeds, said monies must be returned to the Agency immediately. If the funds are held for any reason longer than ten (10) days without the prior written consent of the Agency, you may be charged interest by the Agency.

You are not authorized to close this loan without receiving a loan package and authorization to close from the Agency. You shall be deemed to have accepted and to be bound by these Pre-Closing Instructions if you fail to notify us to the contrary within 48 hours of receipt hereof, or if you disburse funds to or on behalf of the Borrower(s).

I hereby acknowledge receipt of these Pre-Closing Instructions and agree to be bound by the terms contained herein.

Closing Attorney

Date

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 HUD-1 Settlement Statement for the CPLP Loan
- Final Loan Closing Disclosure for First Mortgage
- 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 approve 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 at least 3 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, the documents NCHFA requires before closing are a copy of the title commitment and the HUD-1/HUD-1A.
- All required documents, should be submitted for review to NCHFA's assigned paralegal at least 3 business days prior to closing.
- Once the title commitment and HUD-1/HUD-1A are received and 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 loan has closed within 24 hours of closing with assigned paralegal.
- Return loan documents to Deborah Hamilton within 5 business days of closing.
- All loan documents, including recorded documents must be received and approved prior to receiving member fee.



Common Issues

- Proof of homeowner's insurance submitted does not have NCHFA listed as a mortgagee.
- Copies of Promissory Notes or Loan Closing Disclosure for all other financing not submitted.
- Closing date being postponed without notice to the assigned paralegal.
- Documents submitted less than 3 business days before closing.
- Incorrect closing attorney contact information.
- Spouses not at closing. Unless a separation agreement or free trader agreement has previously been approved by the Agency, any non borrowing spouse must sign our Deed of Trust and Deed Restrictions.



Menu

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

Actions

- Submit UW Package

Edit Closing Attorney

Search **Search List**

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 name

Use this section for firm contact. (i.e paralegal, legal assistant)

QUESTIONS?

???



Inspections: New vs. Existing
Property Standards

80% AMI

Sales price limits (95% of median sales)

Environmental Reviews

Lead-Based Paint

Market Studies (appraisals)

Underwriting BEFORE approval

Affordability Period

CPLP: Program Management



Community Partners Loan Pool (CPLP)

A maximum 15% of sales price at 0% interest, deferred, subordinate mortgage

- Credit scores 640 or greater
- Incomes Below 80% Area Median Income
- Must apply with participating nonprofit or local government member
- Must complete and 8-hour Home Ownership Readiness Course and possible counseling
- First Mortgages: NC Home Advantage Mortgage, USDA Section 502 Mortgage, or other if approved
- ONLY Available through partner local governments and nonprofits

NOTE: More information and Participating Partners can be found at <http://www.nchfa.com/Nonprofits/HPcommunitypartnersloan.aspx>



CPLP Key Program Design Points

- 80% AMI INCOME LIMITS (by county & household size)
- HUD Sales Price Limits (New vs Existing and by county)
- Used with NC Home Advantage First Mortgage or USDA 502 D loans, generally follow insurer guidelines
- SystemVision & Green Building – Not Require or Mandated
- Borrower Ratios - 32/41 (higher with cashflow but not > 45)
- 640+ Credit Score
- New Homes – Need CO, like a lender
- Existing Homes – Need 2 inspections, < 10 years old highly recommended – Repairs & follow up inspections possible
- 8 Hours Homebuyer Education & Counseling
- CPLP not reserved by lenders and funding is sent to closing
- No cash out of closing – no enforced minimum contribution



Who is eligible for CPLP?

- Borrowers at or below 80% of Area Median Income
- Sufficient income to afford the home and current household debts (32/41 with a cash flow analysis above 41)
- Generally a 640 middle credit score
- ALL borrowers must complete at least 8 hours of homebuyer education & counseling
- IDA Participants: Eligible for up to \$2,000 in matching of their savings (2:1)



Inspections: New vs. Existing
Property Standards

80% AMI

Sales price limits (95% of median sales)

Environmental Reviews

Lead-Based Paint

Market Studies (appraisals)

Underwriting BEFORE approval

Affordability Period

HOME Funding, what does it mean?



What funds the Community Partners Loan Pool?

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



What funds the Community Partners Loan Pool?

- Lead based paint
 - 3 authorities: HUD, EPA, and NC (RRP)
- Market Studies (changes based on what is funded)
 - For homebuyer assistance: appraisals satisfy
- Sales Price Limits
 - 95% of Median sales price
 - Differs by county and new vs. existing

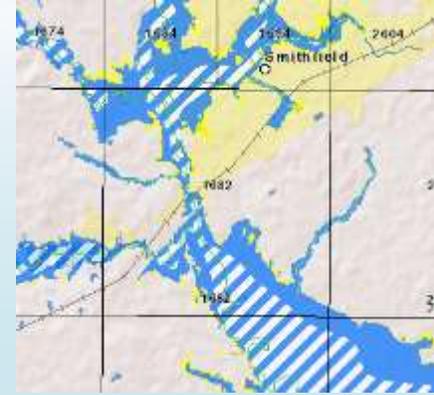


What funds the Community Partners Loan Pool?

- Income Eligibility: 80% AMI
 - By Household, By County, Changes Annually
 - But not with the calendar year... later Feb – May
- To verify, must underwrite and authorize before commitment
- Long-Term Affordability (“Affordability Period”)
 - Recapture or resale (we use recapture)
- Minimum Property Standards & Inspections
- Environmental Review (changes based on what is funded)



Environmental Reviews



- Flood Maps
 - Must be in color and legible
 - Must mark the location of the property
 - Flood insurance **MUST** be maintained if the 100 year floodplain touches the property, and **SHOULD** be strongly recommend if the 500 year floodplain touches the property.... Particularly if near to the 100 year floodplain.
 - Zone X (yellow) = 0.2% chance or 500 year floodplain.
 - Zone AE (blue or blue & white stripe) = 1% chance or 100 year floodplain.
- Coastal Barrier Act
 - Applies to Counties with Coastal Barriers. Check the map to verify before answering.
- Airport Runway Zones & Clear Zones
 - A distance map must be produced if the home is < 4 miles from a military airport OR < 2 miles from a civilian airport
 - If < 15,000 ft (2.84 miles) from a military airport OR < 2,500 ft (0.47 miles) from a civilian airport, then the AIRPORT must provide documentation that the home is outside of the Civil Airport's Runway Clear Zone, Approach Protection Zone or a Military Installation's Clear Zone.



Fair Housing Plans & Activities



- Fair Housing Planned Activities (part of annual member agreement)
- Affirmative marketing **must** consist of actions that provide information and otherwise attract eligible persons to available housing without regard to race, color, national origin, sex, religion, familial status (persons with children < 18 years of age, including pregnant women), or disability.
- The marketing of Agency programs must include a broad audience over a period of time. Not just repeatedly one faith-based group, or one business, or one neighborhood...

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 for free public service announcements,
- Partner with faith-based and community organizations that serve newly arrived immigrants, and
- Conduct marketing activities at adult-education training centers or during "English as a Second Language" classes.



Member Agreements (Renewal)
HOME Written Agreement
Member Agreement (coming in 2016)
SystemVision Agreement for new homes
SystemVision Agreement for existing homes
Borrower Agreements
Buyer Written Agreement
Sales Contracts
Language Access Plans
Conflict of Interest Policies

Agreements & Compliance



Member Agreements

- HOME written agreement (2 year max)
 - Discloses the HOME-related responsibilities for receiving HOME funds, including SystemVision, Green Building, and the fee for services for housing counseling, documentation, buyer preparation
- Annual Renewal Forms → New Annual Member Agreement
 - Contacts, capacity, service area, goals, fair housing activities, homebuyer education process, etc.



Member Agreements

- SystemVision for New Homes 3 party agreement
 - Governs the fees, the Agency's incentive, and the responsibilities for Advanced Energy, the Agency, and the Member
- SystemVision for Existing Homes 3 party agreement
 - Same, but different program design and somewhat different responsibilities
- Resispeak - <https://www.resispeak.com/advancedenergy>
 - After the utility is in the borrower's name
 - Borrowers need an online login to setup Resispeak
 - Do not need online billing



Member Documents

- Language Access Plan for Limited English Proficiency
 - Four Factor Analysis
 - Must be updated with Census
 - NCHFA will be collecting policies again in late 2016
- Conflict of Interest Policy
 - NCHFA will be collecting policies again in late 2016
- Signatory Authority Policy
- ACH (auto-draft & accounts)



Borrower Agreements

- HOME Buyer Written Agreement (*portal*)
 - Discloses affordability provisions and period = principle occupancy or recapture
- Satisfaction affidavit (*portal*)
 - For existing homes, buyer states they are satisfied with the condition of the home
- Sales Contracts
 - income qualification can be dated with the sales contract
- Addendum to Sales Contract (*portal*)



Green Building
SystemVision

Building Certification Incentives



Greening Affordable Housing

- Five Options
 - Home Innovation Research Labs' National Green Building Standard (NGBS) certification www.homeinnovation.com
 - UGBC's LEED for Homes Program <http://www.usgbc.org/cert-guide/homes#introduction>
 - Enterprise Foundation's Green Communities Program <http://www.greencommunitiesonline.org/>
 - Green Built North Carolina <http://www.wncgbc.org/programs/green-built>
 - ENERGY STAR for New Homes (3.0) under the program of the US EPA and the US DOE https://www.energystar.gov/index.cfm?c=new_homes.hm_index
- Must be in addition to SystemVision (not standalone)
- \$1,000 Maximum



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



www.systemvision.org

Maria Mauceri –
mmauceri@advancedenergy.org
David Treleven -
dtreleven@advancedenergy.org



Welcome to the Advanced Energy account registration page!

Get Started Easily!

First Name

Last Name

Email

email@email.com

Select Your Option

System Vision for New Homes

Password

Confirm Password

Terms of Use

ResiSpeak Terms of Use

This agreement sets forth the terms of use that apply to your access and use of the website, features, applications, and associated products and services ("Services") located at www.resispeak.com ("ResiSpeak"). By accessing and using ResiSpeak, you agree to all the terms and conditions in this agreement ("Agreement"). This Agreement constitutes a legally binding agreement between you and Terracel Energy LLC ("Terracel Energy"), owner and operator of ResiSpeak.

Use of the Services

The Services constitute an energy and resource information management service that enables users to consolidate and track their energy and

I have read and agree to the Terms of Use

Resispeak

- Utility Needs to Be in Borrower's Name
- Borrower needs online utility profile

- <https://www.resispeak.com/advancedenergy>
- <https://youtu.be/2lWm5FjIJ6o>



ResiSpeak

- “Add a Home”
- Then Add a Utility
 - Username/email
 - Password

Add a Home

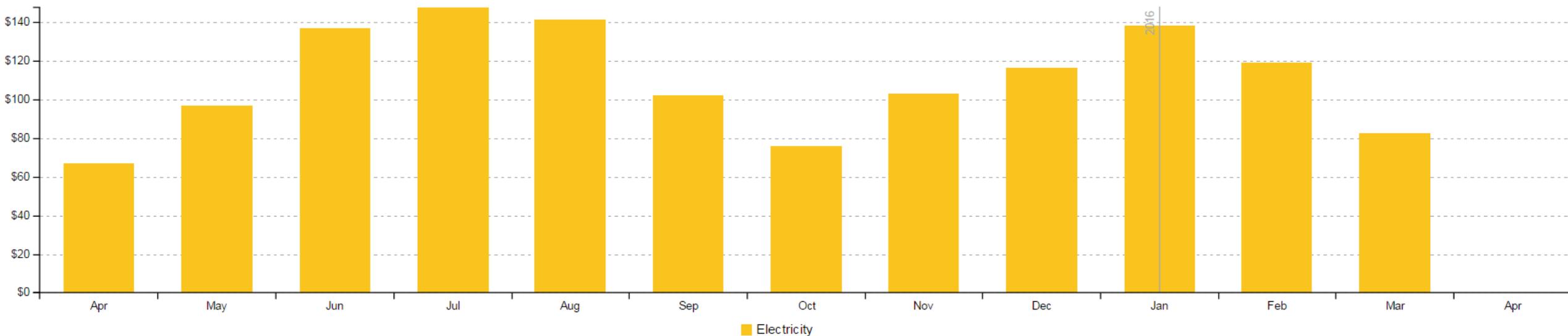
Electricity



Utility Name

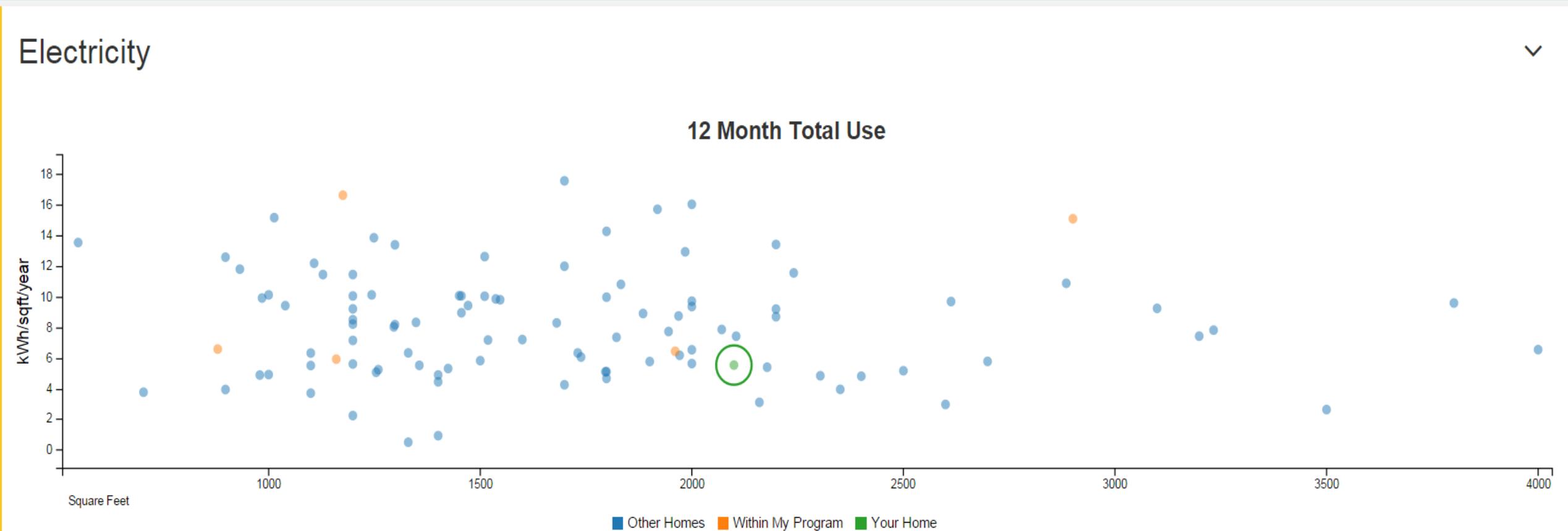


Monthly Costs



ResiSpeak

- Compare your Energy Consumption to Other Buildings



Getting Paid & Timing



Getting Reimbursed

- So you successfully closed your first CPLP loan... now what?
- Make sure the Agency has the requisition forms (normally sent in with underwriting package)
- We need recorded loan docs to issue payment:
 - Final Closing Disclosure/HUD 1 Settlement Statement
 - Proof of Insurance
 - Copy Promissory Note
 - Copy of Recorded Deed of Trust
 - Recorded Declaration of Restrictive Covenants
- Fee for service and green incentives
 - Are held until certificates are supplied – max 45 days after closing
 - SV must be certified prior to closing



Key Timing Summary

- Reservation
 - Up to 90 Days prior to closing to 18 Business Days before closing
 - Offer to Purchase/Sales Contracts help secure for income changes
- Underwriting
 - 15 Business Days prior to closing
 - Updated Compliance Analysis may be needed
 - 60 days of paystubs needed not more than 3 months old
- Closings
 - Minimum of 6 Business Days notice needed to confirm closing
 - Be aware there are delays (state holidays, fiscal year end close, etc.)
- Requisitions
 - With Underwriting Package
 - Fee Disbursements made only after we receive recorded loan documents
- Closeout Documents
 - Copies of closing documents within 5 business days of closing and copies of recorded documents within 30 days of Closing (including green cert)



Who to call with questions

Program Questions or When There is an Emergency

- Josh Burton – 919-877-5678 or jdburton@nchfa.com
- Donna Coleman – 919-981-5006 or djcoleman@nchfa.com
- Sonia Joyner – 919-877-5630 or sbjoyner@nchfa.com
- Kim Hargrove – 919-877-5682 or kchargrove@nchfa.com
- Rich Lee – 919-877-5688 or rylee@nchfa.com

Reservation and Where's My Money Questions

- Deborah Hamilton – 919-877-5709 or dmhamilton@nchfa.com

Underwriting Questions

- Kim Hargrove – 919-877-5682 or kchargrove@nchfa.com

Closing Documents

- Liz Hair – 919-877-5712 or echair@nchfa.com
- Ronda Moore – 919-875-3621 or rgmoore@nchfa.com

Payment Questions

- Mary Moss - 919-877-5697 or mgmoss@nchfa.com

Potential Foreclosures and Servicing

- Hal Wright- 919-877-5690 or hewright@nchfa.com

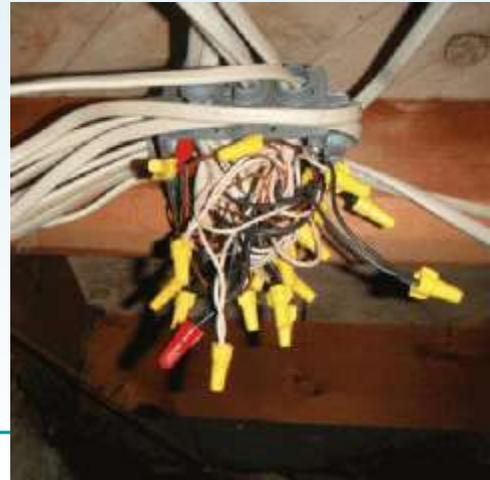
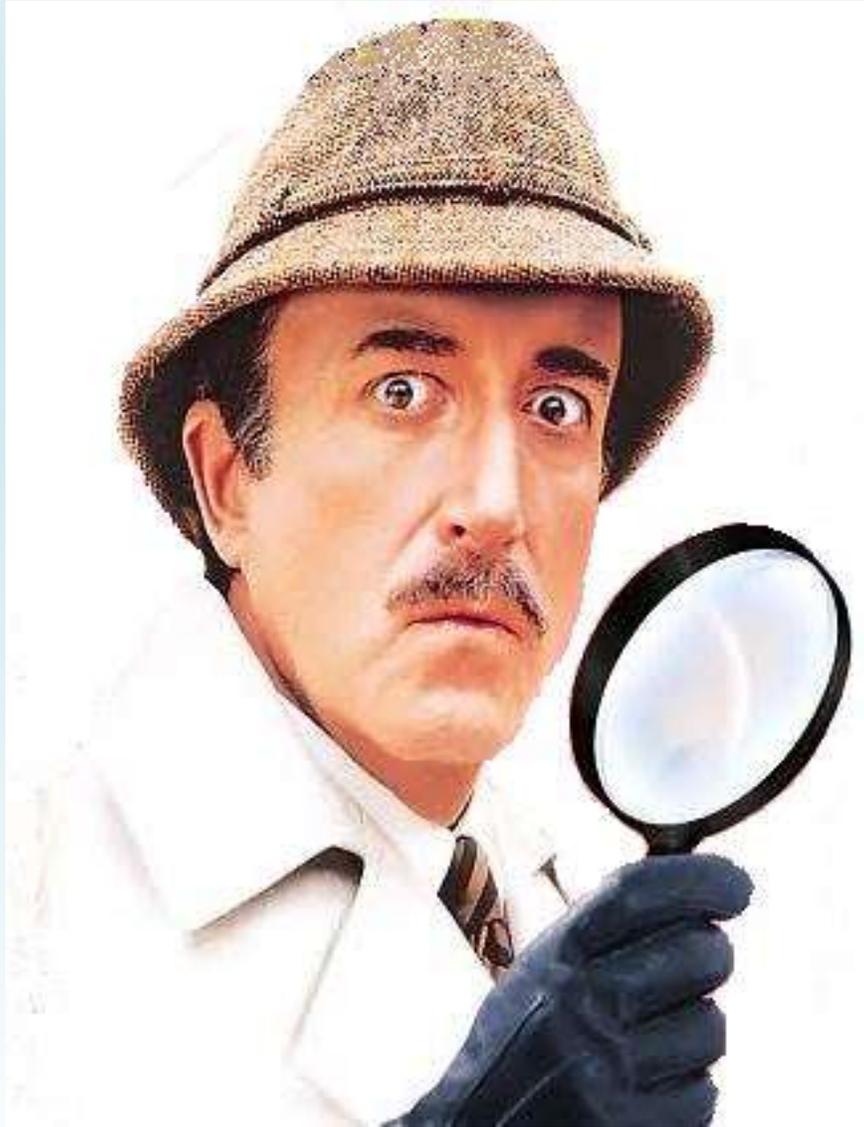


Home Inspections
Minimum Property Inspections
Repairs
Age of Properties

Property Standards & Inspections



What is Different About Existing Housing



Inspections: Health & Safety



Photo courtesy ASHI home inspector David Grudzinski, Advantage Home Inspections, Cranston, R.I. and American Society of Home Inspectors, www.ashi.org

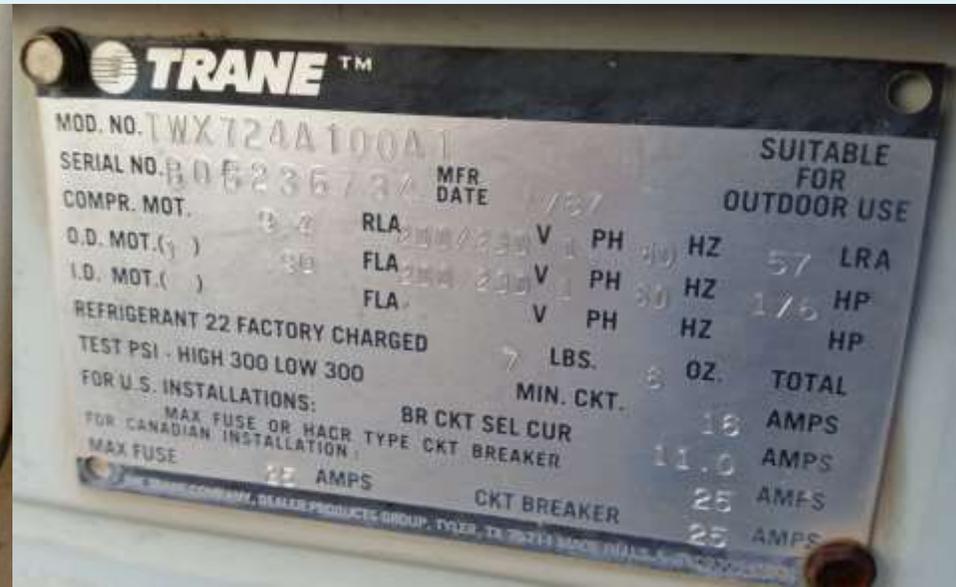
Photo courtesy ASHI home inspector Stephen P. Tyler, STAT Home Inspections, Garnerville, N.Y. and American Society of Home Inspectors, www.ashi.org

www.HouseLogic.com



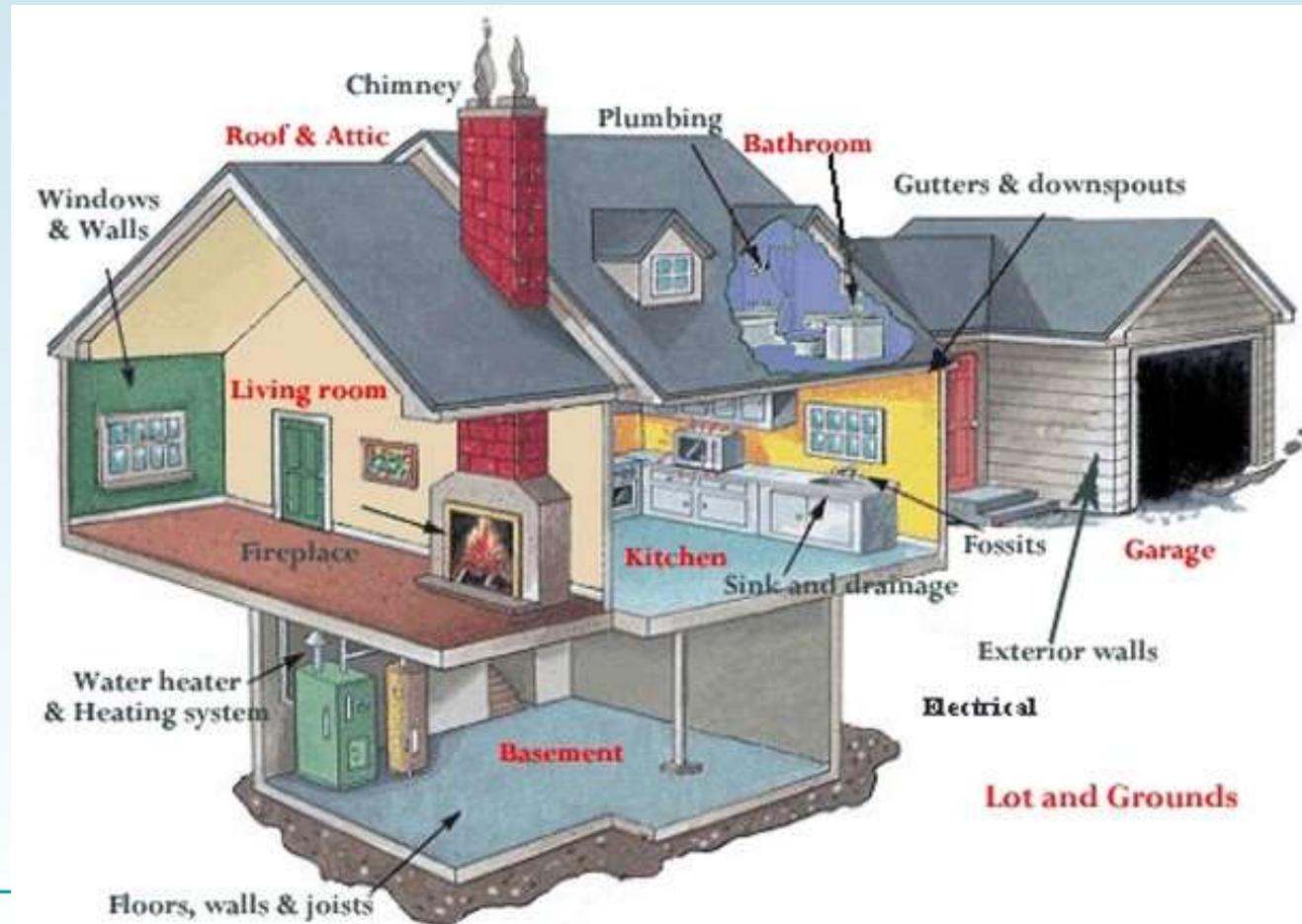
Inspections: Property Condition & Health / Safety

- 5 years of likely maintenance free housing for major systems
 - What is a major system?
 - Roof, HVAC, Exterior finishes, Water Heater, & anything identified by the home inspector that will threaten the home or household
 - Have the inspector provide the manufacturing & install dates on the HVAC, Water Heater, and Roof (if known)



Inspections: Property Condition

- Two types:
 1. Licensed Home Inspection = Property Condition
 - Evaluation of condition of current building systems by a licensed NC home inspector
 - Goal: to identify deferred maintenance issues and major/moderate deficiencies (moisture penetration, structural, non-functioning systems, etc.)
 - Fix threats to the property & threats to the borrower



Inspections: Health & Safety

- Two types: (This might change)
 2. Health and Safety: Goal: to identify major threats to living in property (trip hazards, peeling paint, absence of railings, shock threats, pest access, mold, ability to heat food, etc.)
 - Evaluation of potential threats to occupancy
 - Local minimum housing code (sometimes called minimum property code/standard)
 - or Housing Quality Standard if no code is applicable (HUD form 52580-A or 52580) ...Eventually UPCS
 - Pass/Fail – the home must pass BEFORE closing
- Who? City/County Officials, Housing Authority Inspectors, Licensed Home Inspectors

Inspection Form		U.S. Department of Housing and Urban Development		OMB Approval No. 2577-0169 (exp. 04/30/2018)	
Housing Choice Voucher Program		Office of Public and Indian Housing			
<p>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.</p>					
<p>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.</p>					
<p>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.</p>					
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)					
<input type="checkbox"/> Single Family Detached					
<input type="checkbox"/> Duplex or Two Family Row					
<input type="checkbox"/> House or Town House					
<input type="checkbox"/> Low Rise: 3,4 Stories, including Garden Apartment					
<input type="checkbox"/> High Rise: 5 or More Stories					
<input type="checkbox"/> Manufactured Home					
<input type="checkbox"/> Congregate					
<input type="checkbox"/> Cooperative					
<input type="checkbox"/> Independent Group Residence					
<input type="checkbox"/> Single Room Occupancy					
<input type="checkbox"/> Shared Housing					
<input type="checkbox"/> Other (Specify)					

Inspections: Plan Your Approach

- Plan & Schedule

- NC Home Inspection (any licensed NC Home inspector)
- Local Minimum Housing Code (likely city inspectors if applicable)
- Housing Quality Standards (Local housing authority staff or city/county/council of government staff that work with CDBG or Section 8 – same inspection used)
- Final inspections or invoices needed for moderate/major deficiencies

FUNDAY MORNING.COM _____ by Brad Diller



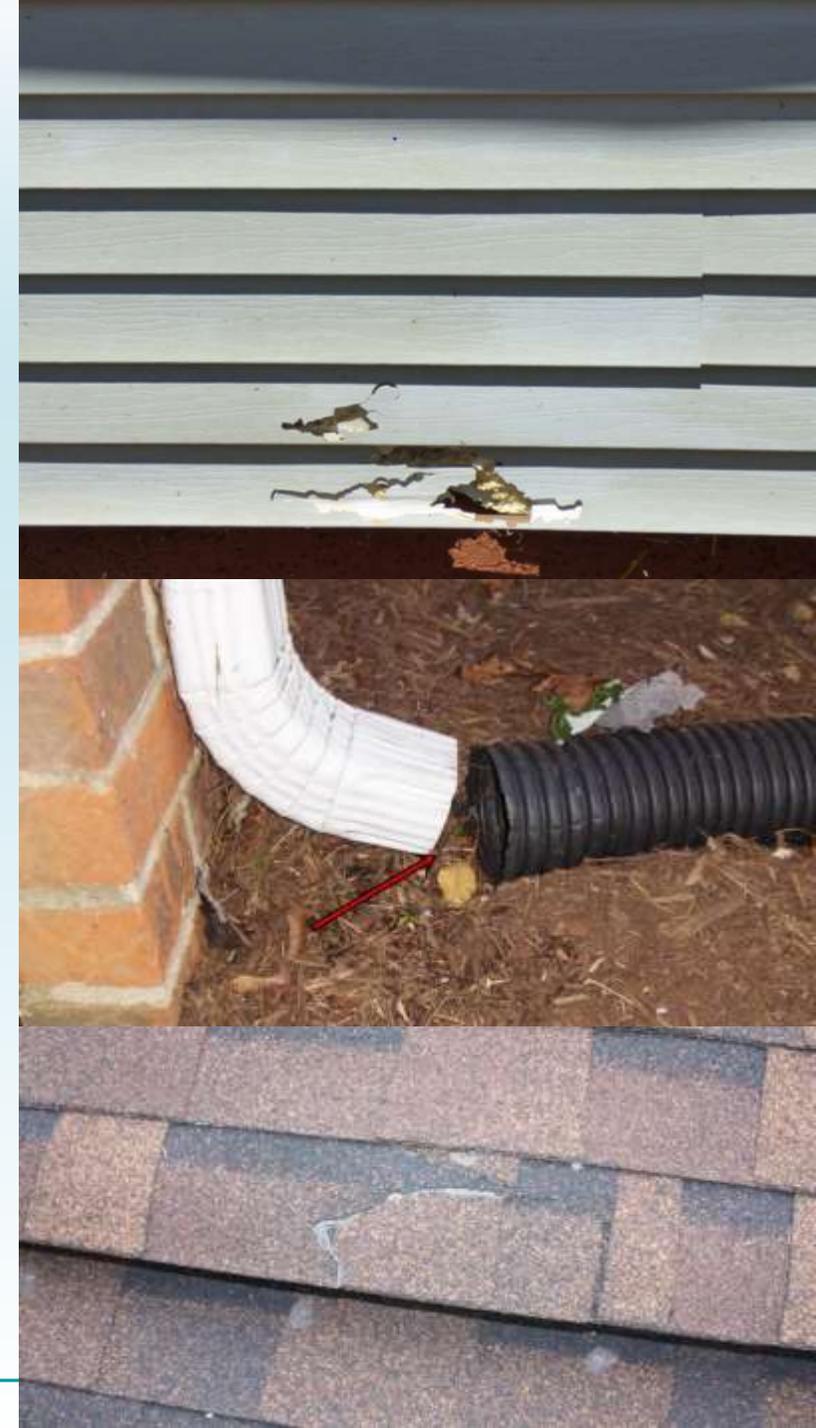
COPYRIGHT © B&L CAPITAL

"WHY... I BELIEVE IT IS HUMP DAY.
WHY DO YOU ASK?"



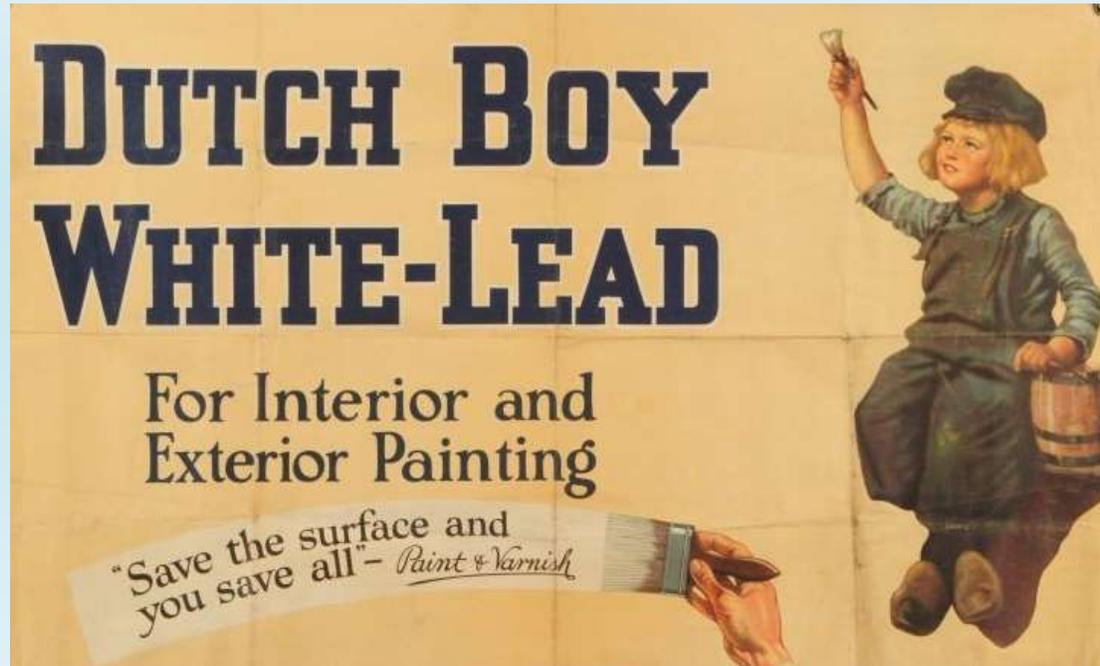
Repairs: Use Common Sense

- 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 _____.



Age of Properties

- Pre-1978?



- Pamphlet is required.
- Best if there is other money that requires LBP actions
- Disclosure form is required, even if there is no lead.
- Required to submit a lead based paint clearance report or risk assessment



**Protect
Your
Family
From
Lead In
Your
Home**

 **EPA** United States Environmental Protection Agency

 United States Consumer Product Safety Commission

 United States Department of Housing and Urban Development

Age of Properties

- No rehabbing the property, then the rule of thumb is < 10 years old
- Why?



- Avoid major repair expenses in first 5 years of ownership



NC Home Advantage First Mortgage Program



NC Home Advantage Mortgage

- Amortizing 30 year First Fixed Rate Financing w/ market rates
- All eligible borrowers are eligible for a 3% (Conv, FHA, VA, or USDA) or 5% (FHA or VA) forgiving DPA (years 11 to 15)
- No Sales Price Limits
- Streamlined Underwriting (4 forms, required for loan application)
- Annual Income (applicant income) cannot exceed \$87,500
- Middle credit score of 640 or higher
- Automated Underwriting System (AUS) approval required
- 45% debt-to-income (back end) ratio, no front end ratio
- No borrower contribution requirement
- New/Existing Single Family Homes, Townhomes, Condos, Duplexes (not conv), and New Manufactured (not Conv)

The screenshot shows the top navigation bar with 'NORTH CAROLINA' and 'En Español' on the left, and 'Home', 'Home Buyers', 'Buy a Home', and 'NC Home Advantage Mortgage™' in the breadcrumb trail. The main content area features a sidebar with links to 'NC Home Advantage Mortgage™', 'Mortgage Credit Certificate (MCC)', 'Community Home Buying Programs', and 'Home Ownership Calculators'. The main heading is 'NC Home Advantage Mortgage™' with a sub-heading 'Purchasing a home can be overwhelming and complicated. It is our goal to make it simpler by offering affordable mortgage options and connecting you with experienced home buying partners. For both first-time and move-up home buyers, our NC Home Advantage Mortgage™ provides qualified individuals with stable, fixed-rate mortgages and down payment assistance up to 5% of the loan amount. Even better, repayment of the down payment is required only if you sell, refinance or transfer your home before year 15—the down payment assistance is forgiven at 20% per year after 10 years in the home. As an added bonus, if you are a first-time buyer or a military veteran, you may also be eligible to combine this program with a Mortgage Credit Certificate (MCC) to increase your savings even more! We offer these products statewide through participating lenders.' Below the text are buttons for 'HOME MATTERS BLOG' and 'LIVE HELP OFFLINE'.

The screenshot shows the 'Find a Lender' page. The breadcrumb trail is 'Home > Home Buyers > Find a Lender'. The main heading is 'Find a Lender' with a sub-heading '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.' Below the text is a search form with the heading 'Enter Your Information and Select Apply for Results'. The form includes a 'Postal code' field, a 'Search Radius' dropdown set to '10 miles', a 'Spanish Speaking?' dropdown set to '- Any -', and an 'Apply' button. At the bottom of the page, the heading 'Top Producing Loan Officers' is visible.

Conventional Mortgage Insurance Coverage

With a 15% CPLP Second if LTV is less than 85%



Loan to Value	NC Home Advantage	Street Conventional Loan
95.01-97.00%	18%	NA
90.01-95.00%	16%	30%
85.01-90.00%	12%	25%
80.00-85.00%	6%	12%

MI can be split or pre-paid.

When the conventional first mortgage is originated at or < 80% LTV = no MI.
It may be possible to combine other downpayment resources to avoid MI.



Mortgage Credit Certificates



NORTH CAROLINA

HOUSING
FINANCE
AGENCY

www.nchfa.com

What is a Mortgage Credit Certificate (MCC)?

- Federal Tax Credit on a borrower's federal income tax return for 1st time homebuyers (or requalifying as 1st time homebuyers)
- Provides a tax credit equal to 30% (existing homes) or 50% (new homes) of total interest paid annually not to exceed \$2,000
- Available for life of the loan as long as property 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
- Only available through lenders working with the Agency:
- <http://www.nchfa.com/home-buyers/buy-home/mortgage-credit-certificate>

The screenshot shows the NCHFA website page for Mortgage Credit Certificate (MCC). The page has a navigation menu at the top with links for 'ABOUT US', 'HOME BUYERS', 'CURRENT HOMEOWNERS', 'HOMEOWNERSHIP PARTNERS', 'RENTAL HOUSING PARTNERS', and 'PRESS & INVESTORS'. The main content area is titled 'Mortgage Credit Certificate (MCC)' and includes an introduction and a 'How Does an MCC Work?' section. The introduction states: 'At the NC Housing Finance Agency, we provide loan products to make home ownership more affordable for North Carolinians. The Mortgage Credit Certificate (MCC) enables eligible first-time buyers and military veterans to save up to \$2,000 a year on their federal taxes. This leaves you with more money to put toward your mortgage payment. If you qualify, you can claim a federal tax credit for 30% of the interest you pay on an existing home (50% on new construction)—up to \$2,000 per year for every year you live in your home. You may also be eligible for our NC Home Advantage Mortgage™ with down payment assistance to boost your savings, even more! We offer these products statewide through participating lenders.' The 'How Does an MCC Work?' section includes an example: 'Here's an example. On a \$248,000 mortgage with an interest rate of 4.5%, you might pay \$6,660 in interest the first year. The MCC would allow you to take a federal income tax credit of \$1,998 (\$6,660 x 30%) for that year. Please note that you can still claim a mortgage interest deduction for the remaining 70% of the mortgage interest you paid.' Below the example, there is a note: 'You don't have to wait until tax time to reap the benefits of an MCC! Once you calculate your annual tax credit, you can rebate your W-4 with your employer to reduce the amount of federal taxes withheld from your pay check. That \$1,998 tax credit could then translate into an additional \$167 in your monthly paycheck—money you can put toward your mortgage!'

What must be covered?

What is different Between Counseling & Education?

How Much?

Online?

Housing Counseling & Homebuyer Education Minimum



Homebuyer Education Minimum

Homebuyer Education (not the same thing as counseling, but related)

What MUST be covered as part of EVERY homebuyer education process:

1. Assessing Readiness to Buy a Home
 2. Budgeting
 3. Credit
 4. Financing a Home
 5. Home Purchase Process
 6. Home Selection
 7. Home Maintenance and Home Improvements
 8. Financial Planning and Sustaining Home Ownership
 9. Avoiding Delinquency and Foreclosure
- National Industry Standards for Homeownership Education and Counseling
 - <http://www.homeownershipstandards.com/Home/Home.aspx>



What is Housing Counseling?

- Education = Just the Information (9 areas on previous slide minimum)
- Counseling = Interviewing and Applying the Information to a Particular Home Buyer's situation
- Situational: Your budget, this loan, this home, this appraisal, this inspection, these fees, these loan documents, your plan, your maintenance schedule, your credit, etc. This should not be a classroom discussion.



How Much Housing Counseling?

- Should be tailored to client needs.
- Very difficult to evaluate a household's situation, budget, and readiness in less than 2 hours. Plan on more as needed.
- Homebuyer education & housing counseling must be at least 8 hours combined. This is a minimum. More may be necessary.
- When you submit a borrower file, that is your endorsement that you believe the situation is good for borrower and the borrower is ready for homeownership.
- This is required, first-time homebuyer or not.



Online Education

- Nationally certified/recognized online home buyer education programs are allowed
- At least 4 hours to complete, completed modules are tracked and documented as part of the online education process
- The potential borrower receives a minimum of 4 hours of one-on-one housing counseling.
- This policy may evolve in the future.
- If you are planning to use an online program, check with your community partner coordinator first, and particularly if this will be a regular part of your strategy.



Proposed Housing Counseling Rule

- What does it mean?
 - There will be a national standard and national certification for housing counseling.
 - All HUD funded homeownership activities will likely require HUD-certified housing counseling.
 - As written, HUD-certified counselors must be employed by HUD-certified housing counseling agencies.
 - At the moment, this appears to include HUD funded homeownership activities.



Compliance income VS Qualifying Income

What counts?

Documenting Income

Calculating Income

Underwriting



Qualifying vs. Compliance Income

- **Lender** will use qualified income based on industry guidelines (FHA, VA & USDA).
- Industry guidelines require this income to be guaranteed or likely to continue for a specific time period (usually 3 yrs).
- Qualifying income will be used only for the person(s) on the loan application and Note.
- **Member** will include **all** income from anyone who is expected to occupy the property with exception of a full-time dependent student.
- Member will provide copies of income documentation for all household occupants regardless of whether they will be responsible on the Note or not.



What kinds of income count?

- Interview the household to understand who will occupy the property at closing
- Earned income from household members over 18 (except full-time enrolled college students)
- Not:
 - Foster Care Support



Documenting Income

Income is supported by third party documentation:

- W2 forms,
- verification of employment/income forms,
- pay stubs, (60 days worth, not more than 3 months 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, etc.



Wrap up

Questions?



Thank you

