

# CPLP Member Training: Intro to the NCHFA Loan Pool Portal

July 2021

CREATING  
OPPORTUNITIES



# CPLP Loan Review & Approval Process

1. Submit Reservation
2. Submit Underwriting Package
3. Set Closing Date
4. Submit Post-Closing Docs
5. Get Paid: NCHFA Disbursements



# Timeline for CPLP Applications & Closings

## STEP 1: Reservation Submission

No more than **60** 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 **7** business days notice needed



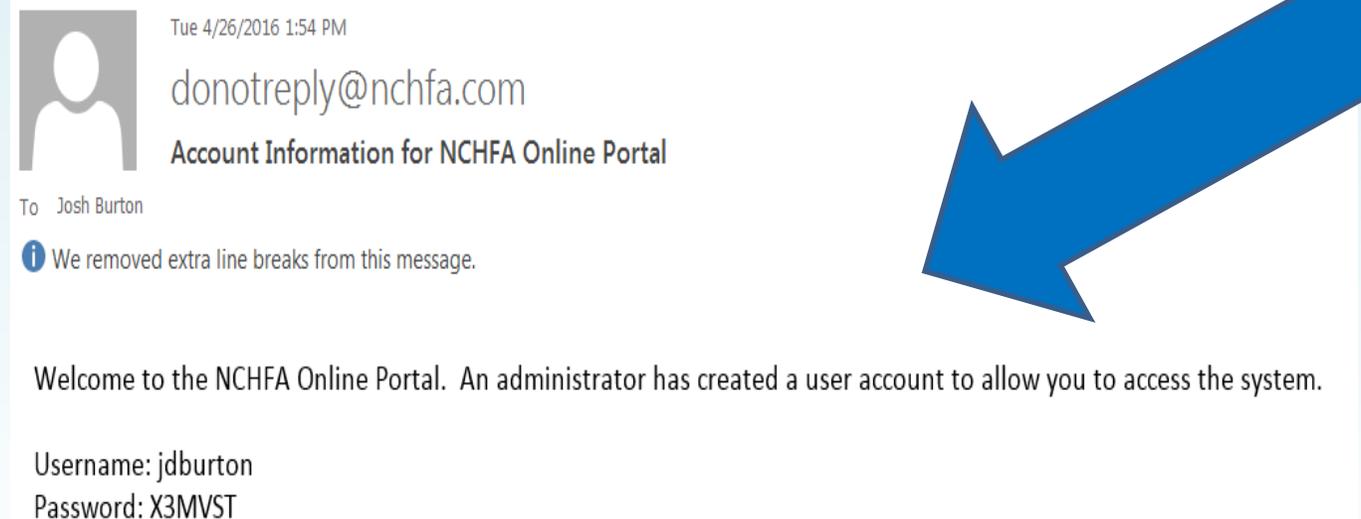
# How do I get a LP Portal Login?

- 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 info on setting up a Portal account, contact: **Rich Lee** → [rylee@nchfa.com](mailto:rylee@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>



## 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.

NORTH CAROLINA

HOUSING  
FINANCE  
AGENCY

NC  
*Foreclosure  
Prevention*  
FUND

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

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Accept Decline

**Read & Accept  
1<sup>ST</sup> Time  
logging into  
the Portal**

Update Your Account Information here ...  
including Changing Your Password

NCHFA|Online

dschrute ▼

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 Schrote 

- NCHFA Online Subscriptions
- Log Out



# Loan Pool Portal

Announcements

Inbox

Important Dates

### Subscriptions (Active Projects)

9203887 (CPLP 2016)

Unit 001   
Bruce Banner

**Click here to change  
subscriptions.  
Green check = Subscribed**

9203888 (SHLP 2016)

No units exist for this project.





## 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](mailto:jdburton@nchfa.com) or 919-877-5678,  
Deborah Hamilton at [dmhamilton@nchfa.com](mailto:dmhamilton@nchfa.com) or 919-877-5709,  
or Mark Lindquist at [mwlindquist@nchfa.com](mailto:mwlindquist@nchfa.com) or 919-501-4263.

**General  
Announcements  
will appear in the  
bottom left of the  
screen. Click to  
enlarge & read.**

## 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 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»

Showing 1 to 1 of 1 entries Previous Next

## Inbox

Show 1 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

**Inbox will contain messages regarding files submitted, including those about the status of approvals, pended items, or general questions about the file.**





# Loan Pool Portal

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

**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
- Completed Units
- New Reservation

Click on UNITS & select **New Reservation** to start one.  
Can also see Active Units ...

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

Announce

No announcements ri



- Active Units
- Completed Units
- New Reservation

# Loan Pool Portal

... to see list of **CLOSED LOANS**, click on **Completed Units**

## Completed Projects

Show **10** entries

Search:

Project Number	Project Name	Agency Project Number	Project Manager	
SHLP0322	Roseland Farms	11463	Bill Bunting	
SHLP0422	Roseland Farms	11573	Bill Bunting	
SHLP0522	Roseland Farms	11736	Bill Bunting	
SHLP0622	Roseland Farms	11845	Bill Bunting	
SHLP0722	Scattered Site	12020	Bill Bunting	
SHLP0822	Scattered Sites	9002884	Bill Bunting	
SHLP0922	NC Sandhills, HFH of	9103172	Bill Bunting	

## Announcements

No announcements right now...

# STEP 1: Submit Reservation

Reservation simply holds funds for SHLP Borrower

What's Needed includes:

- Basic Borrower & Property Info
- Sales Price & 1ST Mortgage Info  
*(\*NC Home Advantage™ or USDA 502 Direct)*
- **Flood Map** of Property only attachment

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



# Starting a New CPLP Reservation

New Reservation

Must enter info in every box with a **RED** asterisk

Program \*

CPLP

Program Cycle \*

2021

Project \*

Enter Member Name

Borrower First Name \*

I

Borrower Middle Name

Borrower Last Name \*

Borrower Name Suffix

Select...

Property Address \*

Project Cycle = Current Program Year

Project = CPLP Member Name

Notice the Drop Down Boxes



Program \* CPLP

Program Cycle \* 2018

Borrower First Name \* Marty

Borrower Middle Name Seamus

Borrower Last Name \* McFly

Borrower Name Suffix Select...

Property Address \*

Property Address 2

Property City \*

Property State \* NC

Property Zip \* 27609

Property County \* Wake

Funding Package \* Standard

**Select CORRECT Funding Package:**

**STANDARD = DPA**

*\*with or without SystemVision™ & Green Building fees*

OR

SystemVision™ Only = SV + Green fees

OR

IDA Match Only = Grant Funds

**Click Next**

Next Cancel



# Starting a Reservation

## New Community Partners Loan Pool Reservation

Site Name \*

Loan Amount \*

Site Name =  
Neighborhood,  
Community, Project

**CPLP Loan Amount Requested  
= Up to \$30,000 or 20% of 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 ?
  - Property 8
  - 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 \$30,000  
Assigned Contact Mary Moore

**Important Dates**

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

Loan Status updates as File progresses thru Review & Approval Process

**MENU BOX: Lists the Portal File Sections**

- # in Blue Circle = Required Questions To Be Answered
- Check Mark = All required Questions Have Been Answered

Work from Top Down Answering All Questions Until You Have No #'s Showing

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

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

#### Borrower Address

<b>Address</b>	E 1955 Avenue
<b>Address 2</b>	--
<b>City</b>	Raleigh
<b>State</b>	NC
<b>Zip</b>	27609

Click Pencil to Edit Fields and Complete all Red Asterisk Fields

Current Mailing Address for Disclosure Documents

First Name \*

Middle Name

Last Name \*

Name Suffix

Date of Birth

Gender

Ethnicity

SSN

Marital Status

Credit Score

Email

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

Exclude from loan application \*

Co-Borrower

No Co-Borrower has been added to this reservation.

**EMAIL Address MUST be for borrower. Disclosures are sent here.**

**Click Green + to Add a Co-Borrower**

**Select YES ONLY if co-borrower is Spouse and will not be part of the loan application. They must be included as part of the household income & sign loan pool deed of trust & deed restrictions.**



Menu



- 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



If the location on the map is not correct, please adjust it in edit mode.

Check map for Accuracy & if needed, Select Blue Edit Pencil to Correct

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

Enter Property Information

Menu

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

**NOTE:**  
 Choosing Energy/Green Standard does not automatically add SystemVision™ & Green Building fee(s) to the Funding Section. Member must ADD fee(s) requested.

### 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>.

Click here to open  
**Flood Risk Information System (FRIS)**

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 location.
3. Once the marker shows the correct location, click on the map to zoom in to the immediate area.
4. On the right side of the web page, click on the print icon to print the map.
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".

<https://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, enter a nearby  
existing address & drag YELLOW  
INDICATOR to property location.**

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

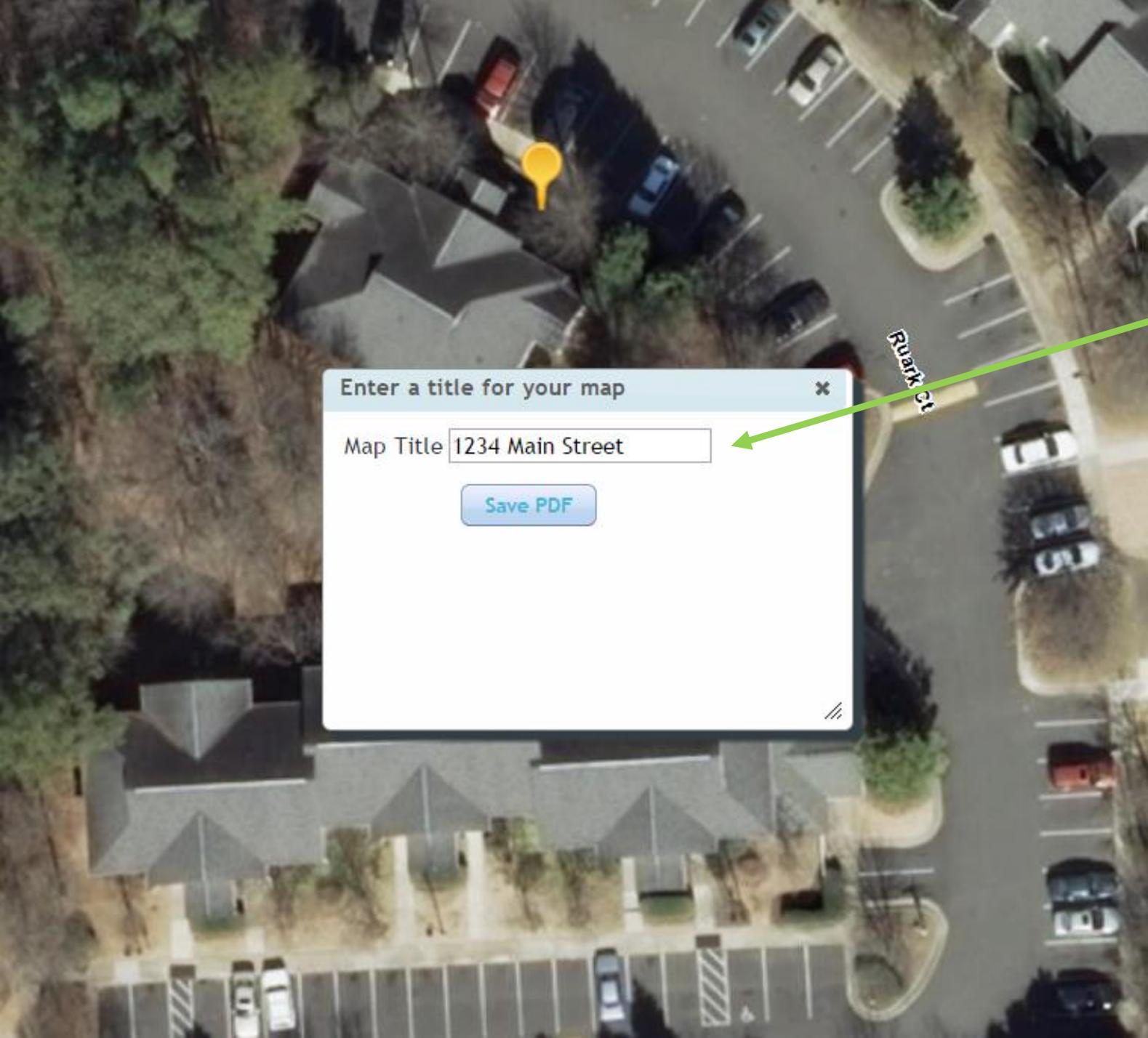
- Current View
- Regulatory

Select PDF paper size

- 8.5 x 11
- 11 x 17

Print

Data Export

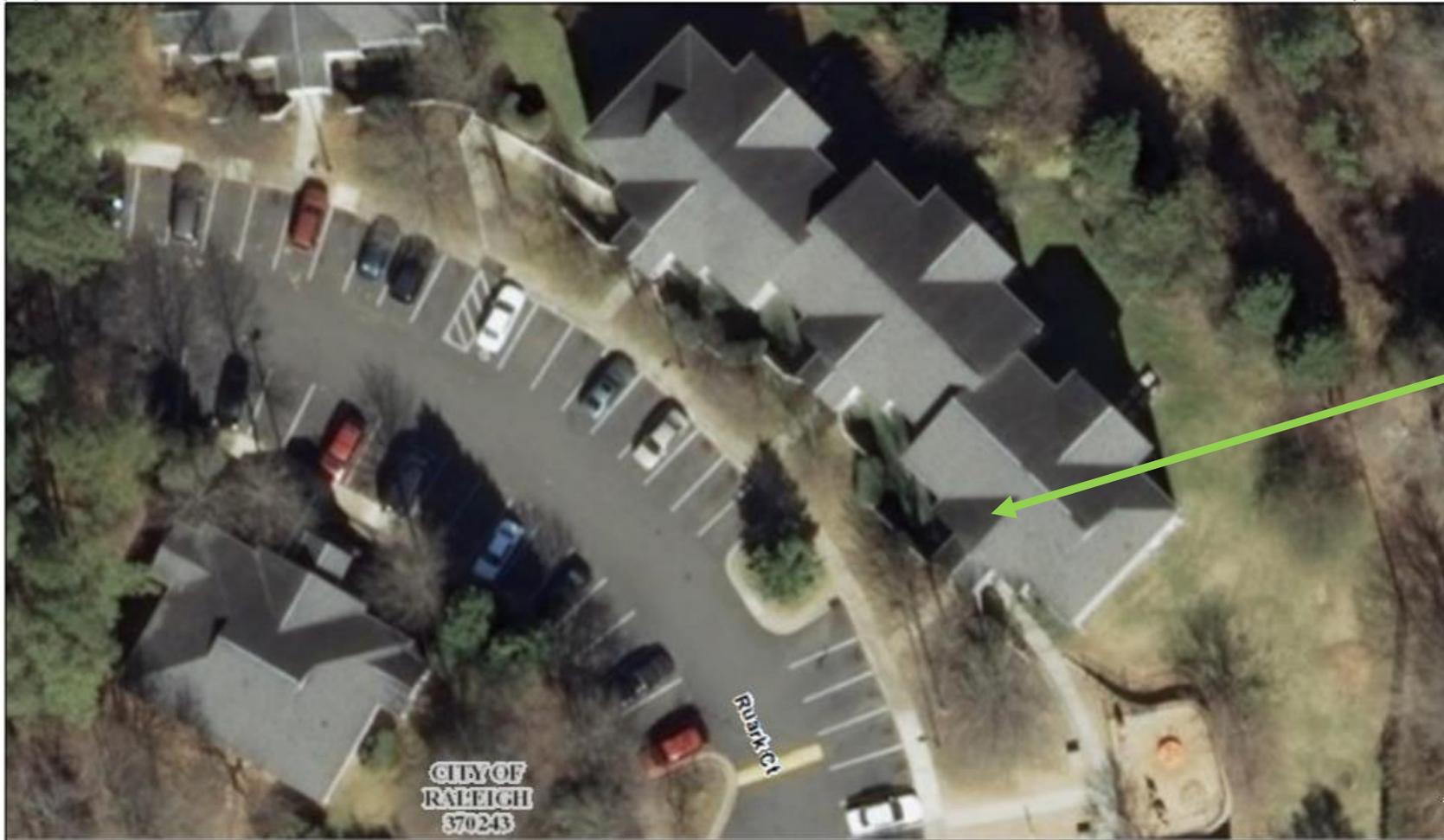


For the Map Title,  
enter the  
**HOME ADDRESS**



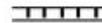
# MAP TITLE = HOME ADDRESS

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



- Rotate View
- Page Navigation
- Page Display
- Zoom

Tools

Show/Hide

Read Mode Ctrl+H

Full Screen Mode Ctrl+L

Tracker...

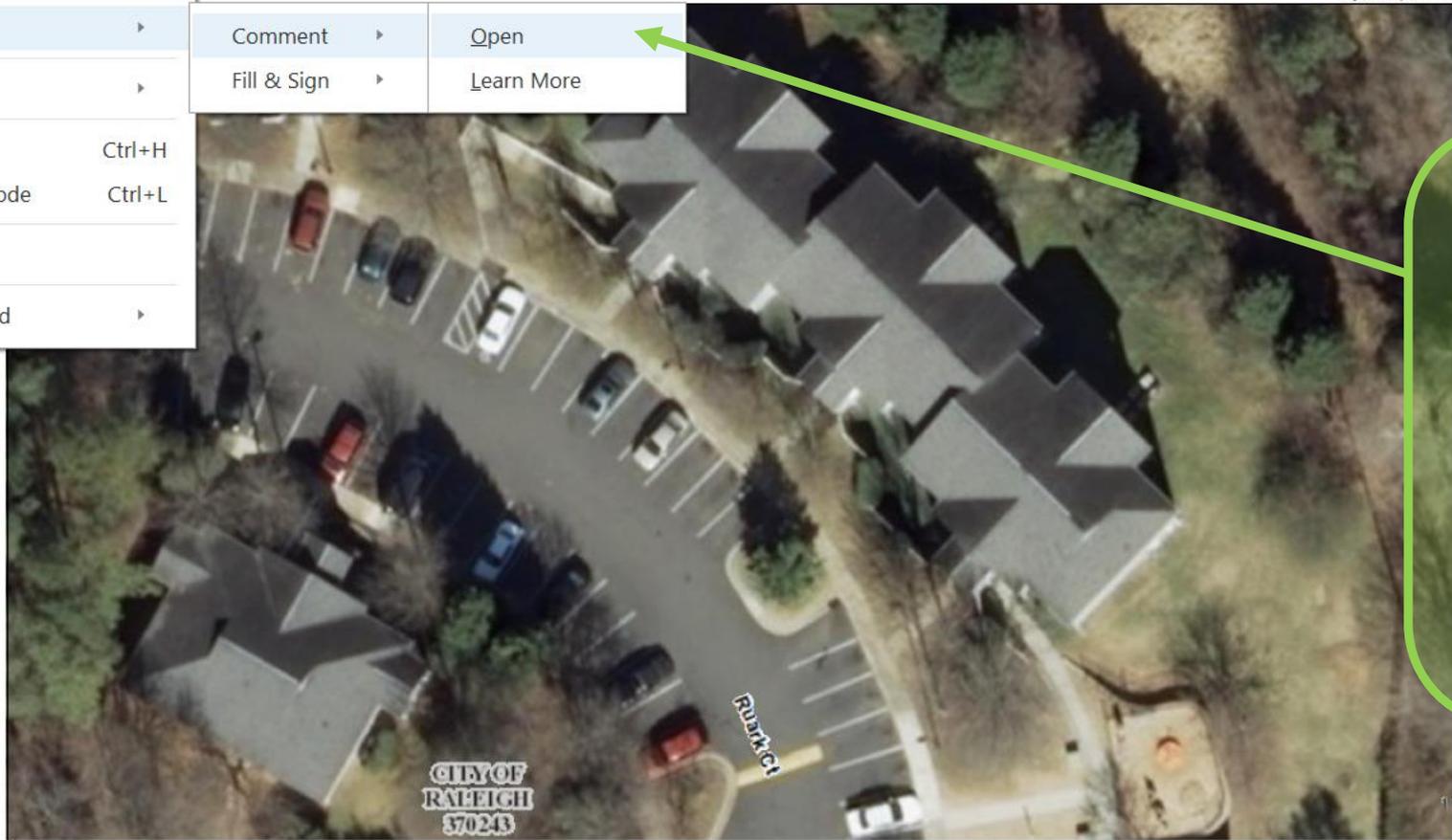
Read Ot Loud



Map Title = HOME ADDRESS

Apr 25, 2016

- Comment
- Fill & Sign
- Open
- Learn More



**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

**In Adobe Acrobat Reader, click VIEW, then Tools, then Comment, then Open**

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

Navigation and editing toolbar with icons for back, forward, search, and drawing tools.

Map Title = HOME ADDRESS



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

**Legend**

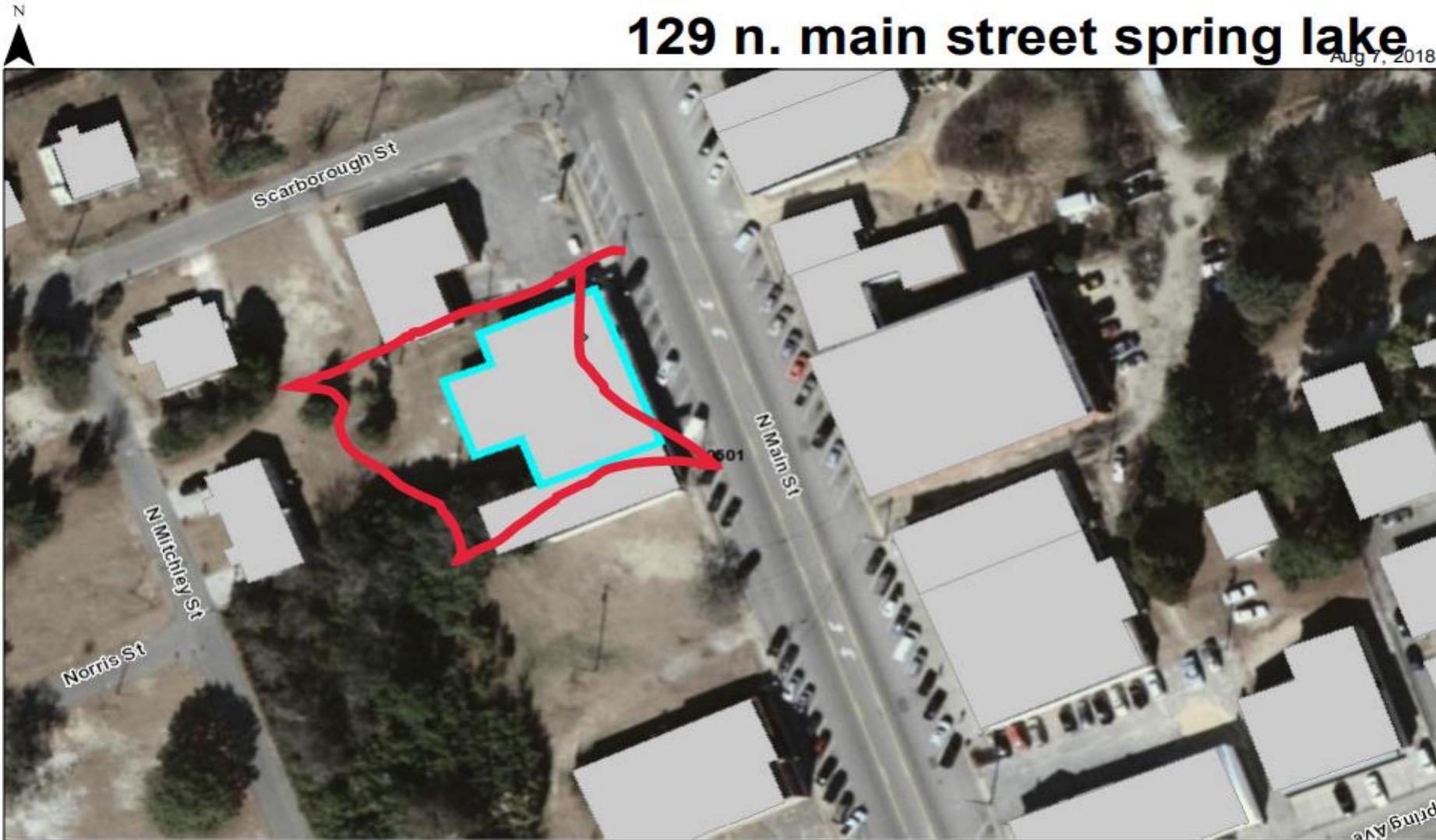
Panels	Flood Hazard Areas
Political Areas	AE
Stream Centerline	Floodway (AE)
Cross Sections	0.2 % Chance Annual Flood Hazard
Levee	Future Conditions 1% Annual Chance Flood Hazard

North Carolina Floodplain Mapping Program



# 129 n. main street spring lake

Aug 7, 2018



Sample  
Flood Map  
with lot  
boundaries  
drawn

**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



## 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: 02/10/2018

LTV Calculation		Expense	Amount
Total Loans	\$145,000.00	Sales Price	\$150,000.00
Appraised Value	\$151,000.00	Plus Closing Costs	\$1,200.00
LTV	96.03 %	Plus Prepaid Items	\$800.00
		<b>Total Cost To Buyer:</b>	<b>\$152,000.00</b>

Name	Type	Lien Position	Amount
NC Advantage Lender (NCHFA NC Home Advantage)	Loan	1	\$115,000.00
CPLP Loan	Loan	2	\$30,000.00
		<b>Total Funding:</b>	<b>\$145,000.00</b>
		<b>Funds Needed at Closing:</b>	<b>\$7,000.00</b>

CPLP Loan Details



Amount \$30,000  
Lien Position 2nd  
Loan Term 360 Months

Add Unit Financing Data Here

CPLP Lien Position should be relative to other subordinate loan(s).



Mortgages



Amount	Lender	Loan Info	Lien Position	Payment Details
\$115,000	NC Advantage Lender (NCHFA NC Home Advantage)	4.0% CONV 30 Year Fully Amortizing	1st	
\$4,000	City of Hill Valley (City Deferred Homebuyer Loan)	0.0% OTHER 30 Year Deferred	3rd	

Add ALL LOANS here. If there is a promissory note, it MUST be listed as a loan.

Other Funding



Your non-NCHFA funding sources appear here.

Amount	Description	Funding Source
\$1,000.00	City Homebuyer Grant	Loc Govt
\$1,000.00	Borrower Deposit	Private Funds
\$1,000.00	Seller Contribution to Closing Costs	Private Funds

Add any non-Agency grants or other gift funds here. Borrower contributions (deposits), seller contributions, grants, gift funds

NCHFA Fees & Grants



Amount	Type
\$2,000	Member Fee

Member fee auto populated but must ADD any SystemVision™ & Green Building fees here!



# Edit Unit Financing

Sales Price Limit: \$224,000

Sales Price

150,000

Sales Price Limit  
(based on County  
& Type of home)

Sales Contract Date

02/10/2018

Appraised Value

151,000.00

Total Sales  
Price **Cannot**  
Exceed  
Appraised  
Value

Closing Costs

1,200.00

Prepaid Items

800.00

Save

Cancel



Lien Position *	1st
Lender	NC Advantage Lender
Loan Product Type	NCHFA NC Home Advantage
Amount	115,000.00
Interest Rate	4.00
Term (in months)	360
Amortization Type	Fully Amortizing
Mortgage Type	Conventional
P&I Payment Amount *	549.03
Property Tax Amount	50
Homeowners Insurance Amount	50
HOA Dues Amount	
Loan Officer	
Loan Officer Phone	
Loan Officer Email	
Additional Info/Notes	

Always Select “Fully Amortizing” for Amortizing Loans

Select **Deferred** if loan is Deferred. In Additional Info/Notes add Terms of Forgiveness, if loan is forgiven

Do NOT add a P&I Payment for Deferred or Forgivable Loans



# Required & Optional Documents for Reservation

If you accidentally upload the **WRONG** document, click the orange button again & upload the correct document.

Upload, View, & Delete

## 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)

Menu 

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

Actions

- Submit Reservation
- Cancel Reservation Setup

Menu ⚙️

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- Co-Borrower ?
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- Household 10
- Environmental Review 1
- Funding 2
- Income ?
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- 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

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

OK

Cancel

 Borrower



 Co-Borrower



 Property



 Household



 Environmental Review



 Funding



 Documents



If you submit after required information is provided for reservation.

 Submit

# STEP 2: Submit Underwriting Package

Information needed to make loan decision & commit funds

What's Needed:

- Documentation for Household Income
- Property Inspections & Proof of Required Repairs/Replacements
- Documentation for Home buyer Education & Counseling
- **Three (3) Documents To Be Signed by Borrower**
- Other documents

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



# 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

**Missing HH Members = Wrong Income Limits**

**Add EVERY household member one at a time, then Save**

**Add, Edit, or Delete Income Sources**

**Select Household Member Type**

### Edit Household Member

First Name \*

Last Name

Household Member Type \*

Household Member Type \*

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

# Income for Marty Seamus McFly

Income Type *	Wages/Earned Income
Income Time Period *	Year To Date
Income Per Time Period *	42,000
Begin Date *	01/01/2017
End Date *	02/28/2018
Additional Info/Notes	Car Dealership: Last Year + YTD
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

For Income that varies over time (hours, overtime, bonuses), Select Year To Date

Add Previous Year + Year to Date  
Example: 2017 (30,000) + YTD (12,000) = 42,000

Input Income Period Start & End Date  
Example: All of 2017 to February 2018

### 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 of  
Property &  
Household size)**

**See how Year-to-Date  
Income Averaged  
Income. \$42,000  
over 14 months =  
\$35,803**

### 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

#### Household Income

Income Details highlighted in yellow have an associated comment.  
**Income Limit:** \$49,050.00 for 4 person household

	Name	Income Type	Annual Household Income	Annual Qualifying Income	Income Details
 	Marty McFly	Wages/Earned Income	\$35,803.28	\$35,803.28	
 	Jennifer McFly	Wages/Earned Income	\$5,114.75	\$5,114.75	
 	Doc Brown	SSI or SSID	\$7,200.00	\$0.00	
			<b>\$48,118.03</b>	<b>\$40,918.03</b>	

**As you add income, it  
will automatically add  
here & split between  
household & qualifying**

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



# Resource: Compliance vs. Qualifying Income

## What is compliance Income?

Income of the borrower and any person(s) who is expected to occupy the subject property, including any household member who is 18 years old (except a full-time student), even if they will not be secondarily liable on the mortgage.

## Different types of income used in calculating compliance income?

<b>Types of Income</b>	<b>How to calculate income</b>	<b>Required documentation</b>
<b>Annual gross income</b>	<i>Multiply the applicant's hourly, weekly or monthly rate by the appropriate number of pay periods to project annual gross base income.</i>	<i>This income should be supported with a current pay stub, Verification of employment and most recent W-2.</i>
<b>Bonus and Overtime income</b>	<i>Average past year and year-to-date to project overtime income.</i>	<i>This income should be supported with a current pay stub, Verification of employment and most recent W-2.</i>
<b>Self-Employed income</b>	<i>Average the reported net income for previous two years and current year-to-date from Profit &amp; Loss statement.</i>	<i>Most recent 2 years federal tax returns with schedule C's and current P&amp;L statement.</i>
<b>Part-Time income</b>	<i>Multiply the applicant's hourly, weekly or monthly rate by the</i>	<i>Base pay from part-time employment should be</i>



**ADD Additional Analysis Data**

Item	Amount (Entered)	Amount (Calculated)
1st Mortgage P&I (4.0% CONV 30 Year Fully Amortizing )	\$596.77	\$596.77
CPLP Repayment Amount	--	--
Property Taxes	\$50.00	
Homeowner's Insurance	\$50.00	
Homeowners' Assn Dues	--	
Minus Subsidy		
<b>Total Mortgage Payment:</b>	<b>\$696.77</b>	
<b>Monthly Qualifying Income:</b>	<b>\$3,409.84</b>	
<b>Payment to Income Ratio (Front-End):</b>	<b>20.43 %</b>	
Other Monthly Debt	\$235.00	
<b>Total Monthly Debt:</b>	<b>931.77</b>	
<b>Debt to Income Ratio (Back-End):</b>	<b>27.33 %</b>	

Edit Additional Analysis Data

Current Monthly Rent

Cash Reserve After Closing

Other Monthly Debt

Monthly Housing Subsidy

**Monthly Housing Subsidy = Any Section 8 Assistance secured**

**TOTAL Monthly Debts = Student Loans, Car Loans, Credit Cards, & Child Support Paid**

Additional Analysis Data

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



# Required Property Inspections

## NEW CONSTRUCTED HOMES:

- Certificate of Occupancy

## EXISTING HOMES:

- **Home Inspection by NC licensed Inspector**
  - Five Yrs. of Usable Life Assessment for homes > 10 yrs. Old
  - LBP Visual Assessment Form for homes built prior to 1978
- **Minimum Housing Code or HQS Inspection**



# Resource: Major Systems Life Expectancy Chart

## Life Expectancy & Replacement Cost of Major Building Systems

Approximate Total Useful Life

- Water Heater:
  - 8 to 12 Years
- Heat Pump:
  - 14 to 16 Years
- Roof:
  - 3 Tab: 15 to 18 Years
  - Architectural: 24 to 30 Years
- Siding:
  - Wood: 20 to 40 years (if maintained)
  - Vinyl: 25 to 50 years
  - Hardi/Cement: 45 to 50 years
- Water Supply Lines:
  - Copper/Galv: 50 to 70 years
  - Polybutylene: REPLACE! Common in 70's and 80's era homes, but recalled. Gray pipe w/ copper or plastic fittings
  - PEX: 40 years
- Rewiring A House:
  - Aluminum: REPLACE! 55 times more likely to have an electrical fire
  - Copper: 100 years for wire, but insulation will deteriorate



The collage includes three images: a row of water heaters, a close-up of a shingled roof, and a close-up of a white polybutylene water supply pipe with a red arrow pointing to it. The text 'PEX = 4P - 1/2\"

Download from **CPLP Forms & Resources** page on NCHFA website:

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



## Homebuyer Education and Counseling Information



Education Hours Completed	6.0
Education Provider	DHIC
Education Certificate Date	04/20/2020
Counseling Hours Completed	2.5
Counselor Name	Shelia Porter

Education needs to be completed within 12 months of anticipated closing. Must be **RECERTIFIED** if Education Certificate > 12 months old

## Edit Homebuyer Education and Counseling Information

Education Hours Completed \*

Education Provider \*

Education Certificate Date \*

Counseling Hours Completed

Counselor Name

Save

Cancel

ADD Info on Home Buyer Education & Counseling provided

**\*REMINDER: HUD Rule Takes Effect AUG. 1, 2021\***



# NEW Recertification form for Supplemental Education Completed can be downloaded from NCHFA website:

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

## Recertification Form: Supplemental Home Buyer Education Completed

Loan pool borrowers who completed an approved Home Buyer Education course more than 12 months ago must receive Supplemental Home Buyer Education provided by a certified housing counselor.

\*\*\*\*\*

Loan Pool Borrower: \_\_\_\_\_

Anticipated Closing Date: \_\_\_\_\_

Certified Housing Counselor: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Closing Attorney



**First Name** Alan  
**Last Name** Ferguson  
**Law Firm** The Firm at Fisher Park  
**Address** 314 North Church Street  
**City** Greensboro  
**State** NC  
**Zip** 27401  
**Phone** (336) 333-9229  
**Fax** (336) 333-1789  
**Email** aef@fisherpark.com  
**Tax ID** 56-2149567

Closing Contact



**Contact First Name** --  
**Contact Last Name** --  
**Contact Phone** --  
**Contact Phone Ext** --  
**Contact Email** --  
**Contact Organization** --

Law Firm W9



**W9** No

Select attorney by clicking blue pencil.  
Make sure attorney information is correct

Closing Contact is almost ALWAYS the paralegal handling the closing

Is there a W9 on file for attorney?  
If not, one must be uploaded.



Search  

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 not listed**

**ONLY ONLY ONLY click "Not in List" if attorney is truly not listed or address is incorrect**



Search

**Not in List?**

**First Name \***

**Last Name \***

**Law Firm \***

**Address \***

**City \***

**State \***

**Zip \***

**Phone \***

**Fax**

**Email**

**Tax ID \***

## VERIFY ADDRESS!

If attorney's office has moved,  
send message Portal Message  
with new address.

However, if this is a secondary  
location, select "Not in List"  
and enter address.



## 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

**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 SSDI



Click the **GREEN PLUS** button to add any documents not already requested (divorce decrees, letters of explanation) or to create additional slots for things like paystubs

After reservation is submitted, underwriting document slots are **AUTO POPULATED** based on household income information



**Add Document** [X]

Document Type	Description
Select...	
1040	
1065 Partnership Tax Return	
Addendum to Sales Contract	
Airport Clear Zone Map	
Appraisal Report	
Bank Statement	
Bankruptcy Discharge or Dismissal	
Borrower Affidavit	
Certificate of Occupancy	
Child Support or Alimony Verification	
Coastal Barrier Map	
Comparable Market Analysis	
Credit Report	
Death Certificate	
Divorce or Separation Papers	
Documentation/Proof of Repairs	
Employment Offer Letter	
Employment Verification or Status Letter	
Enrollment Verification Letter	
Environmental Review	
Federal Tax Return with Schedules	
Fee Commitment Letter	
Flood Map	
Foster Income Agreement	
Home Buyer Education Certificate	
HOME Buyer Written Agreement	
IDA Enrollment/Participation Agreement	
Income Statement	
Inspection Reports	

Select the relevant document type and add a description for the underwriter

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**Actions**

- Submit UW Package

Please fill the following information to process this reservation.

- You can fill a slot by:
  - Use the dropdown menu
  - Drag-and-drop

<b>Flood Map</b> (Required)	[...]	[Eye]	[Trash]
<b>Airport Clear Zone Map</b> (Optional)	[...]	[Eye]	[Trash]
<b>Coastal Barrier Map</b> (Optional)	[...]	[Eye]	[Trash]
<b>SSI or SSDI Award Letter</b> (Optional) 2017 SSDI Letter	[...]	[Eye]	[Trash]
<b>1040</b> (Optional)	[...]	[Eye]	[Trash]

**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 portal generated documents that must be signed & uploaded.

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



# Required Borrower Documents to be Signed

## 1. HOME BUYER AGREEMENT

- Discloses affordability provisions including home must remain a one-family residence, may not operate a business out of home & cannot rent out any part of the residence.
- Violations trigger recapture = **CPLP Loan Must Be Repaid by Borrower.**

**NOTE:**

*Home must remain  
**PRINCIPAL RESIDENCE**  
of Borrower even  
beyond affordability  
period.*

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

# Required Borrower Documents to be Signed

## Community Partners Loan Pool Borrower Affidavit

I, \_\_\_\_\_ and I, \_\_\_\_\_  
"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 Address: \_\_\_\_\_  
\_\_\_\_\_

I attest that the following statements is accurate and will be true about my household as of the date of closing.

### Homebuyer Education & Housing Counseling

*To be completed by the Loan Pool Member:*

The Applicant(s) have completed \_\_\_\_\_ hours of formal homebuyer education within  
12 months.

Homebuyer Education Provider: \_\_\_\_\_

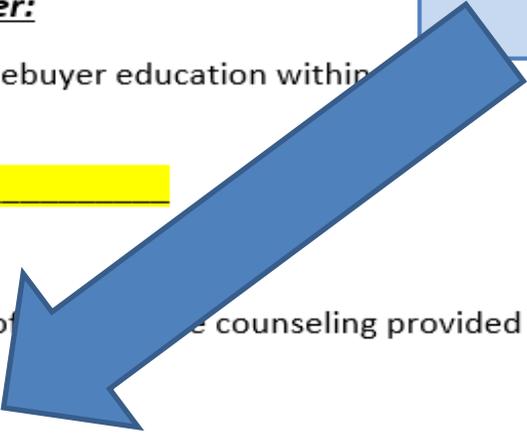
Completed On: \_\_\_\_\_

In addition, the Applicant(s) completed \_\_\_\_\_ hours of \_\_\_\_\_ counseling provided  
by: \_\_\_\_\_.

HUD Certified Counselor ID Number: \_\_\_\_\_

I certify that the homebuyer education and housing counseling provided meets the minimum HUD Housing  
Counseling Rule requirements, including:

**2. Borrower  
Affidavit  
Must Enter HUD  
Counselor ID  
Number**



# Required Borrower Documents to be Signed

## 2. BORROWER AFFIDAVIT

- Must disclose any **FEES PAID**. If not disclosed, they cannot be charged.

### Borrower Affidavit

I, «Borrower(s)», with assistance from «Borrower(s)», located at «Address»

«Applicant(s)», have applied for homebuyer financing through the Housing Finance Agency, "NCHFA", for the purchase of the property located at «Address»

I attest that the information provided is true and correct.

I am a member of the household as of the date of closing:

### Homebuyer Education and 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.EducationCompleteDate»

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

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.

# Required Borrower Documents to be Signed

## 2. BORROWER AFFIDAVIT

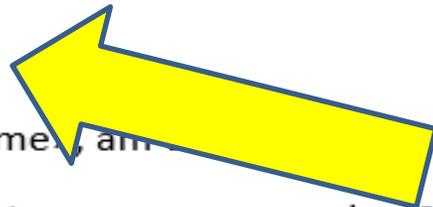
- Child Support must be accurate to what is received & show correct **# of children** (from **Income** section of portal)
- Marital Status (**must be Accurate**). Property that is acquired during marriage by one or both spouses, and owned on the date of separation, may be defined as marital property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

# Required Borrower Documents to be Signed

## 3. ADDENDUM TO SALES CONTRACT

- The primary protections covered are for the **benefit of the seller**.
- Seller has a right to know the **fair market value (FMV)** for any home being purchased with federal funds.
- Both parties affirm transaction **is voluntary**
- **NO** requirement sales price be adjusted based on FMV.
- Seller may terminate contract.
- **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.

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- 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 and you see Check Marks & No Numbers, you can click on "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.

# CPLP Member Resource:

## Best Practices & Tips

*Updated: June 2021*

### Borrower Affidavit

- **Homebuyer Education & Housing Counseling section** - must reflect minimum of 8 hours completed (6 hrs. education + 2 hrs. counseling), completion date, and dollar amount of any fees paid.
- Must check the box if any fees were paid or associated with the Home Buyer Education.
- Loans approved **after** July 31, 2021 must include Counselor ID Number.

### HOME Buyer Written Agreement

- **Amount of HOME funds (\*CPLP or SHLP funds) received** and the **Appraised Value** of the home should match what was entered in the Portal. Please reprint the document if Member updates any of this info in the Portal before submitting the Underwriting Package.
- Loan Pool Member and Borrower must sign and date the bottom portion of the HOME Buyer Written Agreement.

### Unemployment Income

- Borrower cannot use unemployment income to qualify for a mortgage loan (it's short-term income).



# CPLP Member Resource:

## NCHFA's Common Reasons for Returning Underwriting Files

### PORTAL GENERATED FORMS

- NCHFA requires **wet (handwritten) signatures** for the three (3) portal generated documents: HOME Buyer Written Agreement, Borrower Affidavit, and Addendum to Sales Contract
- Print documents only when data entered in the portal is complete/final because info is auto populated into these forms.
  
- **HOME Buyer Written Agreement (within 12 months)**
  - (1<sup>st</sup> page) Amount borrower is receiving and the number of months (term) doesn't match the Portal
  - (2<sup>nd</sup> page) Sales price, address, and affordability period fields don't match the portal.
  - Form not signed and dated by the Borrower as well as by the Member
  
- **Borrower Affidavit**
  - (1<sup>st</sup> page) Homebuyer Education & Housing Counseling section incomplete and/or not signed by Member
  - (3<sup>rd</sup> page) Borrower forgot to sign to confirm marital status, children, and child support received (if any)
  
- **Addendum to Sales Contract**
  - (1<sup>st</sup> page) Fair Market Value entered does not match portal and/or the bottom section not signed and dated by Buyer
  - (2<sup>nd</sup> page) Seller's Signature and the date for Acceptance OR Termination missing

### OTHER PORTAL DOCUMENTS/INFORMATION:

- **Flood Map**
  - Map should be in color with address listed and/or street labeled

## STEP 3: Scheduling Closing Date

Once loan Conditionally Approved, Member selects closing date via the Portal.

*NOTE: NCHFA requires at least 7 agency business days notice to process closing documents*

Member selects desired closing date based on availability on the **Portal Closing Calendar**. Unavailable dates\* will be greyed out.

*\*NOTE: This includes Holidays as well as Black Out Dates at the end of the fiscal and calendar years.*

After date set, NCHFA paralegal will send **Pre-closing Instructions** to Closing Attorney.



Review and Submit

Unit Financing Summary

Sales Contract Date:	04/04/2016		
<b>LTV Calculation</b>		<b>Expense</b>	<b>Amount</b>
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
		<b>Total Cost To Buyer:</b>	<b>\$144,000.00</b>
<b>Name</b>		<b>Type</b>	<b>Lien Position</b>
Bank of Metropolis (NCHFA NC Home Advantage)		Loan	1
CPLP Loan		Loan	2
City of Raleigh (HOME First Time Home Buyer)		Loan	3
Xmen Homebuyer Grant		Other Funding	
		<b>Total Funding:</b>	<b>\$142,000.00</b>
		<b>Funds Needed at Closing:</b>	<b>\$2,000.00</b>

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 are GRAYED OUT on 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

# Getting Paid, Resource Info & CPLP Program Contacts

CREATING  
OPPORTUNITIES



# CPLP Payment Schedule

**Member Fee w/o energy efficiency certification fee(s)** paid after **Post-Closing Docs** received (*\*due within 5 business days of closing*)

**Member Fee w/ energy efficiency certification fee(s)** processed after appropriate **Proof of Certification** received (*\*due 30 to 120 calendar days of closing*)

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



# Post-Closing Documents to be Sent to NCHFA

- Deed of Trust (Copy - Recorded)
- Hazard/Homeowners Insurance
- Final Closing Disclosure (Copy)
- Promissory Note (Copy - Signed)
- Restrictive Covenants (Recorded)

## *IF APPLICABLE:*

- SystemVision™ Certification
- Green Building Certification

**Closing related documents are clearly detailed in Pre-Closing Instructions sent to the Closing Attorney.**



# Portal Enhancement

## Menu

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

## Post Closing Documents

Document	Needed?	Received	Approved
Hazard Insurance	Yes	01/06/2020	01/06/2020
Deed of Trust	Yes	12/30/2019	12/30/2019
Promissory Note	Yes	12/30/2019	12/30/2019
Restrictive Covenants	Yes	12/30/2019	12/30/2019
Repairs Report	Yes	11/21/2019	11/21/2019
Borrower's Affidavit	No	--	--
Certificate of Occupancy	No	--	--
Green Building Certification	No	--	--
HUD 1	No	--	--
Loan Closing Disclosure for 1st Mortgage	No	--	--
Loan Closing Disclosure for Participation Mortgage	No	--	--
Request of Notice	No	--	--
Supplemental Closing Instructions	No	--	--
System Vision Certification	No	--	--
W-9	No	--	--

**Track Closing Documents  
Needed for Payment**  
*You can now see what  
documents are required,  
received, and still awaiting  
receipt*

# Portal Enhancement

## Menu

- Dashboard
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- Documents
- Post Closing Documents
- Disbursements**

## Disbursements

Effective Date	Payee	Type	Status	Amount	Check Date	Check Number
01/06/2020	CHARLOTTE HFH	Loan	Complete	\$35,000.00	01/14/2020	a695040
01/06/2020	CHARLOTTE HFH	Fee	Complete	\$1,200.00	01/14/2020	a509826

**Track Disbursements After Closing**  
*You can now see when a payment was processed by NCHFA*

# Training Resources

NCHFA can provide additional Portal Training for your staff

Today's recorded session, if successful, will be posted 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>

NCHFA can also review your 1<sup>st</sup> Loan Pool Reservation and Underwriting Package for completeness *before* you officially submit them.



# Training Resources & Additional Program Info

## Forms and Resources

### Forms and Resources

Annual Renewal Form (updated 01/01/2018)

HOME Written Agreement (January 2018–January 2020)

CPLP Participation Guidelines for 2021 (effective June 2021)

CPLP Membership Application (updated January 2020)

SystemVision for New Homes Program Service Agreement (September 2019)

#### General Resources

Community Partners Loan Pool Introduction (April 2020)

NCHFA Overview of Community Loan Programs for 2019

Comparison Chart of NCHFA Programs for Home Buyers (June 2021)

HOME Program 2021 Household Income and Sales Price Limits (June 2021)

How To Work with SystemVision™ for Existing Homes as a Loan Pool Member

HUD Housing Quality Standards or HQS Inspection Form (52580-A)

NCHFA Guidance for Developing a Four Factor Analysis and LAP (June 2020)

Loan Pool Portal Training Notes (June 2016)

Mortgage Payment Calculator Tool with CPLP

SystemVision™ Training (March 2015)

Loan Pool Portal Training for New Staff and Those New to Using the Portal (April 2017)

2018 Community Partners Loan Pool Training Slides

Lead Based Paint Visual Assessment Form

Recertification Form for Supplemental Home Buyer Education Completed (January 2020)

Major Building Systems Life Expectancy & Replacement Costs (June 2020)

2020 CPLP Member Advanced Training (June 2020)

#### Marketing Information

Buying a Home? Flier (fillable form) (updated 5/3/2018)

Buying a Home? Flier - Spanish version (fillable form) (updated 09/01/2016)

Check out the **CPLP Forms & Resources** page:  
<https://www.nchfa.com/homeownership-partners/community-partners/community-programs/community-partners-loan-pool/forms-and-resources>



# Portal Reporting Features:

Loan Pool Portal

Units

Projects

Completed Units

Active Units

Completed Units

New Reservation

Show 10 entries

	Project Number	Agency Project Number	First Name	Last Name
	SHLP1435	9168348-001	fsat	kbubo
	SHLP1435	9168348-002	ivum	insas
	SHLP1435	9168348-003	dycaja	iysyq
	SHLP1435	9168348-004	rlugdob	wxyeb
	SHLP1435	9168348-005	febig	dmobi
	SHLP1435	9168348-006	suwlyku	vapk
	SHLP1435	9168348-007	susalo	sbupqyjr

**See completed and active loan pool units**  
*Five years of active and complete units available now*



# Portal Reporting Features

Loan Pool Portal

Units

Projects

SHLP

yqpbyre txekl and rfelpyh ppecd

Active Projects

Completed Projects

Charlotte, NC 2820

**Select active or completed projects, then click the printer symbol to generate a report of all loans closed by year**

## Completed Projects

Show 10 entries

Search:

Project Number	Project Name	Agency Project Number	Project Manager
SHLP1435	Habitat for Humanity of Charlotte	9168348	Josh Burton
SHLP1635	Habitat for Humanity of Charlotte	9200221	Josh Burton

Showing 1 to 2 of 2 entries

Previous

1

Next

# CPLP Program Contacts

## Program Questions & Emergencies

- Rich Lee, Senior Community Partner Coordinator  
919-877-5688 or [rylee@nchfa.com](mailto:rylee@nchfa.com)

*\*\*IF you cannot reach Rich:*

- Kim Hargrove, Team Leader – Documentation & Compliance  
919-877-5682 or [kchargrove@nchfa.com](mailto:kchargrove@nchfa.com)



# CPLP Program Contacts

## Underwriting Questions

- Vedera Mimms, Program Compliance Underwriter  
919-877-5655 or [vcmimms@nchfa.com](mailto:vcmimms@nchfa.com)

## Reservation & Payments

- Deborah Hamilton, Sr. Program Documentation Specialist  
919-877-5709 or [dmhamilton@nchfa.com](mailto:dmhamilton@nchfa.com)



# CPLP Program Contacts:

## Closing Documents

- Liz Hair, NCHFA Paralegal  
919-877-5712 or [echair@nchfa.com](mailto:echair@nchfa.com)

## Review of Post Closing Docs

- Renee Hebacker, Contract & Compliance Analyst  
919-981-2640 or [rwhebacker@nchfa.com](mailto:rwhebacker@nchfa.com)



# CPLP Program Contacts

## Review of Energy Certifications

- Laura Altimare, Program Documentation Specialist  
919-981-2649 or [lmaltimare@nchfa.com](mailto:lmaltimare@nchfa.com)

## Payoff Quotes & Other Servicing Questions

- Mary Moss, Servicing Analyst – Reporting & Special Projects  
919-877-5697 or [mgmoss@nchfa.com](mailto:mgmoss@nchfa.com)



**THANK YOU!**

**CREATING  
OPPORTUNITIES**

