

**ORIGINATING AGENTS
GUIDE REVISION 125**

August 1, 2017

Remove and discard:

Replace with enclosed:

Page v (Revised 07/28/17)	Page v (Revised 07/28/17)
Page 50 (Revised 07/28/17)	Page 50 (Revised 07/28/17)
Page 53 (July 28, 2017)	Page 53 (Revised 08/01/17)

Forms

HHF DPA Third Party Authorization Form (*new*)..... HHF-DPA-1002 (07.17)

Underwriting Submission Checklist	
HO-0549 (07.17)	HO-0549 (08.17)

EFFECT OF CHANGE

Effective immediately, all applicants applying for the Hardest Hit Fund DPA must sign the Hardest-Hit Fund Down Payment Assistance Third Party Authorization HHF-DPA-1002.



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SECTION 9: THDA FORMS AND INSTRUCTIONS

As a result of Tax Code requirements, THDA must require certain forms. Application files or closed loan packages that do not contain fully executed THDA forms, as required, will not be accepted by THDA. These forms must be included in THDA application files and in THDA closed loan packages as indicated in this Guide. THDA forms are in addition to the typical forms utilized in the mortgage industry. These forms are to be considered part of this Guide.

THDA forms may not be altered.

THDA forms may not be distributed to a lender who is not an Originating Agent or to any other unauthorized individual or entity.

Detailed instructions for completion of each THDA form follows in the order that they are typically encountered in the lending process:

- Application Affidavit HO-0450 (03/11)
- Veteran Exemption Application Affidavit HO-0460 (02/07)
- Notice to Applicants Federal Recapture Requirements HO-0448 (07/17)
- Seller Affidavit HO-0451 (09/99)
- Buyer Profile HO-0439 (02/15)
- Underwriting Submission Checklist HO-0549 (07/17)
- Affidavit of Affixation HO-0453 (12/06)
- Legally Enforceable Obligation Letter HO-0476
- Closed Loan Submission Checklist HO-0541 (07/17)
- THDA Rider HO-0440 (08/03)
- Request for Loan Purchase with Acknowledgement and Certification HO-0444 (10/14)
- Good Faith Estimate for Second Mortgage HO-0575 (07/17)
- Disclosure of Loan Terms for Great Choice Plus Second Mortgage Loan HO-0574 (02/17)
- Disclosure of Loan Terms for HHF-DPA HO-0574-HHF (07/17)
- Good Faith Estimate for HHF-DPA HO-0575-HHF (07/17)
- Program Certification for HHF-DPA HO-0580-HHF (03/17)
- Third Party Authorization for HHF-DPA HHF-DPA-1002 (07/17)

APPLICATION AFFIDAVIT HO-0450 (03/11)

VETERAN EXEMPTION APPLICATION AFFIDAVIT HO-0460 (02/07) (If Applicable)

The Application Affidavit or Veteran Exemption Application Affidavit (if applicable Application Affidavit) must be executed by each applicant and non-qualifying spouse. The household income figure to be provided in item #4 is the maximum allowable income for the size of the applicant's household and location of property. The acquisition cost figure for Great Choice is to be provided in item #5 is the maximum THDA acquisition cost for the county in which the property is located. The original Application Affidavit or Veteran Exemption Application Affidavit is required by THDA. All changes or whiteouts must be initialed by the Applicant(s).

Each Application Affidavit or Veteran Exemption Application Affidavit, must be executed and notarized within the State of Tennessee; however, in rare circumstances, an Application Affidavit or Veteran Exemption Application Affidavit may be executed and notarized outside the State of Tennessee, such as when a person is a member of the armed forces, is stationed outside the state and is unable to be present while the application is being processed.

Provide all information indicated. Check the appropriate box indicating whether the loan file is complete in all respects or not. Sign and date where indicated, print name and title, and provide telephone number. Omitted information may cause the loan file to be returned to the Originating Agent.

GOOD FAITH ESTIMATE FOR SECOND MORTGAGE HO-0575 (07.17)

This form must be provided to the borrower by the originating agent before settlement. Recording fees are the only allowable fees.

DISCLOSURE OF LOAN TERMS FOR GREAT CHOICE PLUS SECOND MORTGAGE LOAN HO-0574 (03/03/17)

This disclosure is required to be presented to the Borrower by the Originating Agent before settlement. This disclosure meets the exemption requirements under Secretary of HUD's special notice "Exemptions from Coverage Under Sections 4 and 5 of RESPA for Certain Subordinate Loans Provided by Assistance Programs for Low to Moderate Income People" dated October, 2010. This disclosure is required if a LE/CD is not provided on the subordinate second mortgage loan.

DISCLOSURE OF LOAN TERMS FOR HHF-DPA HO-0574-HHF (07.17)

This disclosure is required to be presented to the Borrower by the Originating Agent before settlement. This disclosure meets the exemption requirements under Secretary of HUD's special notice "Exemptions from Coverage Under Sections 4 and 5 of RESPA for Certain Subordinate Loans Provided by Assistance Programs for Low to Moderate Income People" dated October, 2010. This disclosure is required if a LE/CD is not provided on the subordinate second mortgage loan.

GOOD FAITH ESTIMATE FOR HHF-DPA HO-0575-HHF (07/17)

This form must be provided to the borrower by the originating agent before settlement. Recording fees are the only allowable fees.

PROGRAM CERTIFICATION FOR HHF-DPA HO-0580-HHF (03/17)

This disclosure is required by the Department of Treasury on all HHF-DPA loans.

THIRD PARTY AUTHORIZATION FORM FOR HHF-DPA HHF-DPA-1002 (07/17)

This form is required by the Department of Treasury on all HHF-DPA loans.

HARDEST HIT FUND – DOWN PAYMENT ASSISTANCE (HHF-DPA)
Third-Party Authorization Form

Borrower's Name

Co-Borrower's Name

Property Address

The undersigned Borrower and Co-Borrower (if any) (individually and collectively, "Borrower" or "I"), authorize THDA and its successors and assigns (individually and collectively, "THDA") and the U.S. Department of the Treasury and/or their agents (individually and collectively, "Treasury") to obtain, share, release, discuss, and otherwise provide to and with each other public and non-public personal information contained in or related to the 1st Mortgage Loan and 2nd Mortgage Loan of the Borrower. This information may include (but is not limited to) the name, address, telephone number, social security number, credit score, credit report, income, government monitoring information, loss mitigation application status, account balances, program eligibility, and payment activity of the Borrower. I also understand and consent to the disclosure of my personal information and the terms of any agreements I may have with THDA with respect to THDA **Hardest Hit Fund Programs** to Treasury in connection with their responsibilities under the Emergency Economic Stabilization Act.

THDA will take reasonable steps to verify the identity of any person purporting to be acting in the name of Treasury when providing such information, but THDA has no responsibility or liability for failure to verify or for improperly verifying such identity. THDA shall have no responsibility or liability to Borrower or anyone else connected in any way with the 1st Mortgage Loan and the 2nd Mortgage Loan with respect to any release of the information described herein. THDA also shall have no responsibility or liability for use of the information described herein by Treasury.

This Authorization is valid when signed by all borrowers and co-borrowers named on the 1st Mortgage Loan and the 2nd Mortgage Loan and remains valid until THDA receives a written revocation signed by all borrowers and co-borrowers.

I UNDERSTAND AND AGREE WITH THE TERMS OF THIS THIRD-PARTY AUTHORIZATION:

Borrower

Co-Borrower

Printed Name

Printed Name

Signature

Signature

Date

Date

