

# ORIGINATING AGENTS GUIDE REVISION 125

August 1, 2017

Remove and discard:	Replace with enclosed:
Page v (Revised 07/28/17)	
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		
and its successors and assigns (individually their agents (individually and collectively, "Tr with each other public and non-public person Mortgage Loan of the Borrower. This informumber, social security number, credit s mitigation application status, account balar understand and consent to the disclosure of	r (if any) (individually and collectively, "Borrower" or "I"), authorized and collectively, "THDA") and the U.S. Department of the Treasury are easury") to obtain, share, release, discuss, and otherwise provide to the information contained in or related to the 1st Mortgage Loan are mation may include (but is not limited to) the name, address, teleptore, credit report, income, government monitoring information ances, program eligibility, and payment activity of the Borrower.  It is programs to Treasury in connection with their responsible Act.	and/o o and ohond lose I also have
when providing such information, but THDA I verifying such identity. THDA shall have no way with the 1 <sup>st</sup> Mortgage Loan and the 2 <sup>nd</sup> herein. THDA also shall have no responsibil This Authorization is valid when signed by al	identity of any person purporting to be acting in the name of Treasures no responsibility or liability for failure to verify or for improperly responsibility or liability to Borrower or anyone else connected in an Mortgage Loan with respect to any release of the information descrity or liability for use of the information described herein by Treasury I borrowers and co-borrowers named on the 1st Mortgage Loan and THDA receives a written revocation signed by all borrowers and co-	ny ribed
	ERMS OF THIS THIRD-PARTY AUTHORIZATION:	
Borrower	Co-Borrower	
Printed Name	Printed Name	
Signature	Signature	
Date	Date	

#### **Tennessee Housing Development Agency (THDA) Underwriting Submission Checklist** OA Number: \_\_\_\_ \_\_\_ Primary Applicant: OA Name: Property Address: \_\_\_ OA Address: Applicant's Email\_ Program Type: DU/LP Recommendation Loan Type: Property Type: ☐ Great Choice-1st Mortgage ☐ Approve/Eligible ☐ FHÂ ☐ Single Family Detached ☐ Great Choice Plus-2<sup>nd</sup> Mortgage ☐ Refer/Eligible ■ VA □ Condo ☐ Homeownership for the Brave ☐ Manual No Score ■ USDA/RD Manufactured Home ☐ HHF DPA Conventional Other PLEASE ASSEMBLE PACKAGE IN ORDER LISTED BELOW THDA PROGRAM ELIGIBILITY 2. Original Application Affidavit(s), Veteran Exemption Application Affidavit 3 Original Seller Affidavit (notarized) 4. Notice to Applicants Federal Recapture Requirements (signed copy) 5. Homebuyer Education Certification, HHF-DPA Combo Certificate 6. Disclosure of Loan Terms for Great Choice Plus second mortgage (if applicable) 7. Disclosure of Loan Terms for HHF-DPA second mortgage (if applicable) 8. HHF-DPA Program: $\square$ Program Certification; $\square$ Third-Party Authorization Form (if applicable) 9. Initial Good Faith Estimate for Great Choice Plus mortgage loan or HHF-DPA mortgage loan CREDIT PACKAGE FHA Loan Underwriting and Transmittal Summary with condition sheet, AND Form 92900A p3, signed by DE Underwriter and DU or LP findings ☐ 11. USDA/RHS #3555-18 ☐ 12. Typed Transmittal Summary (1008) signed by underwriter with DU or LP findings within 90 days of AUS or run date ☐ 13. VA/Loan Analysis Worksheet Approval OR VA Certificate of Commitment/DD-214 or DD-4 (if applicable) ☐ 14. Initial Loan Estimate ☐ 15. Final Loan Application (Typed URLA) 1003 (3 year residency should be stated) ☐ 16. Initial Interviewer's Signed Loan Application 1003 (3 year residency should be stated) 17. Credit Report and credit explanation letters (if applicable) 18. Final Divorce Decree/Marital Dissolution (if applicable) 19. Verification of Court Ordered Child Support/Parenting Plan 20. Verification of SSI or Other Assistance 21. Verifications of Employment (verbal is unacceptable) 22. Most Recent Pay Stub (within past 30 days) 23. Signed and Dated Tax Returns with all schedules and W-2s for the most recent tax year including non-qualifying spouse 24. IRS Non-Filing Confirmation for most recent tax year including non-qualifying spouse 25. Verifications of Prior Employment (telephone verification is acceptable) 26. Self-Employment Cash Flow Worksheet, P & L, 2 years Business Tax Returns (corp. or partnership or sole prop.) 27. Verification of Deposit OR Borrower's Bank Statements for the previous two months 28. Gift Letter 29. Sales Contract and Addendum (Copy) 30. Title Commitment 31. Appraisal Report (URAR) and Condition Sheet with VC Sheet/USDA-RD Conditions, and executed conditional commitment (928005.b), VA CRV 32. Final Inspection and Legible Photos of Subject Property (front, rear, street) and Photos or Photocopies of comparable sales 33. Flood Notification (if applicable, signed by Applicant or certified date mailed to Applicant) (Copy) 34. Grant/Down payment assistance approval letters 35. Original Certificate of Title or Original Manufactured Certificate of Origin (Mobile/Manufactured Homes) 36. FHA 203(h) Proof of permanent residence (if applicable) 37. FHA 203(h) Proof of destruction of residence (if applicable) THDA RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION TO EVALUATE THIS LOAN APPLICATION. The undersigned, an authorized representative of the OA referenced above, hereby certifies and warrants as follows: (i) the information accompanying this submission has been verified and corroborated as required by THDA; (ii) all requirements of applicable federal and/or state law have been met, including, without limitation, all disclosures and requirements in the Federal Reserve Board "Rule" and the Dodd-Frank Act; (iii) the Applicant referenced above and the property proposed for purchase by the Applicant meet all applicable THDA mortgage loan eligibility and program guidelines; and (iv) to the extent this submission is electronic, all documents and affidavits required to be originals or with original signature were obtained. Originating Agent Authorized Signature Print Name and Title Date Phone No. (\_ Fax No. (\_ Email address \_\_\_ Loan Originator Email Loan Originator Name

HO-0549 (08.17)