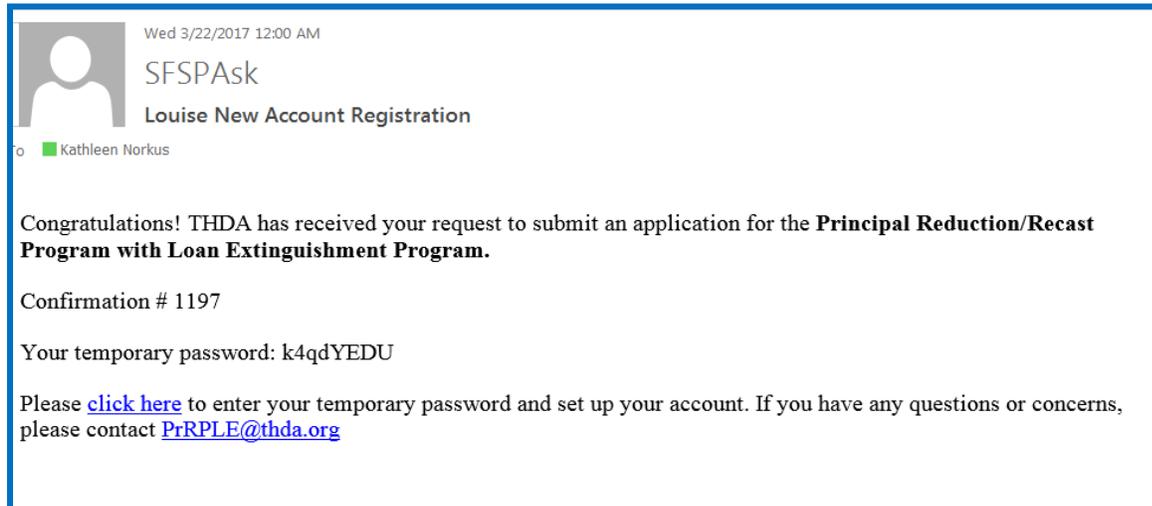


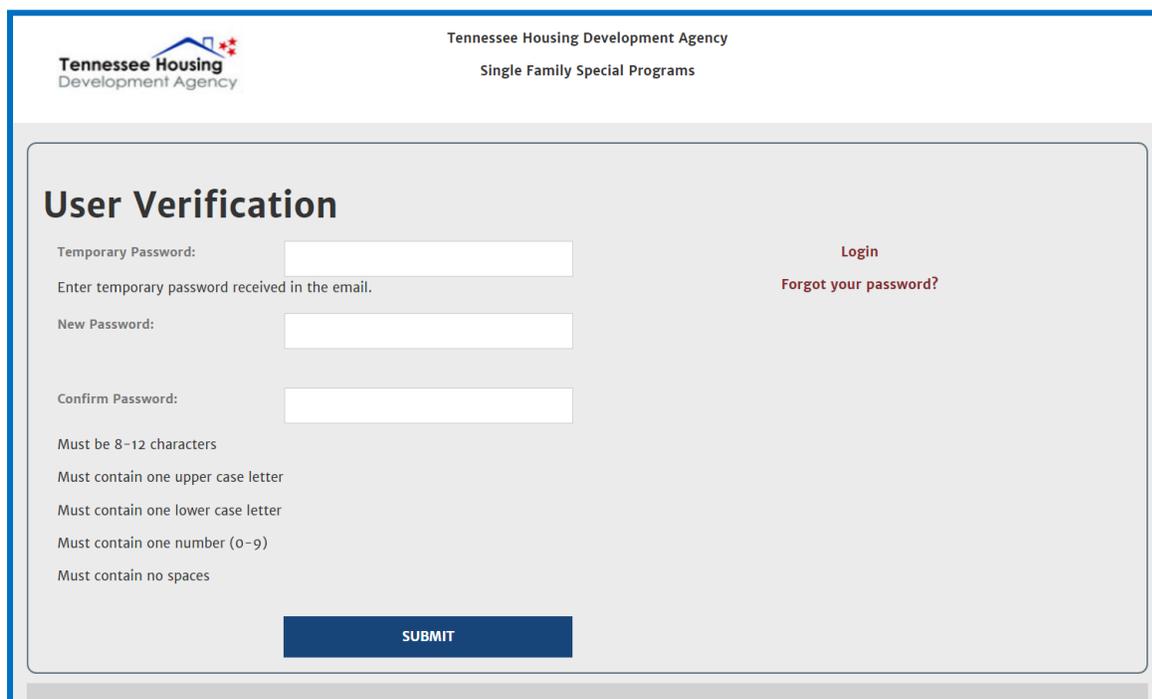
Logging into the Application Portal

All eligible applicants will receive an e-mail within 2 Days with a temporary password and link to the application portal. **You must** reset your password within 5 days or you will not be able to continue with the application process.



Write down your temporary password that's in the email so you have it ready to reset your password. Click on the "click here" link in the email which will take you to the website to begin the application process.

You will then be taken to this User Verification screen where you will enter your temporary password that was in your email and create your new password. Make sure your password meets the criteria listed on the screen.



Tennessee Housing Development Agency
Single Family Special Programs

User Verification

Temporary Password: Login
Enter temporary password received in the email. [Forgot your password?](#)

New Password:

Confirm Password:

Must be 8-12 characters
Must contain one upper case letter
Must contain one lower case letter
Must contain one number (0-9)
Must contain no spaces

When you select submit you will be redirected to the login screen. Here you will enter your email address and your new password you just created. Click on “*LOGIN*”.

The screenshot shows the login interface for the Tennessee Housing Development Agency. At the top left is the agency logo, and at the top right is the text "Tennessee Housing Development Agency" and "Single Family Special Programs". The main content area contains a login form with two input fields: "Email/Username" (with a sub-label "Email") and "Password". A "Forgot your password?" link is located to the right of the email field. Below the fields is a dark blue "LOGIN" button. A grey informational box below the form contains text about browser compatibility and provides a link for "Minimum Browser Requirements" and contact information for further assistance: "E-mail: prple@thda.org". The footer of the page displays "Tennessee Housing Development Agency".

Once you are logged into the system you will click on the “*APPLY*” button to begin your application process.

The screenshot shows the application page for the Tennessee Housing Development Agency. At the top left is a "HOME" link. The main heading is "Tennessee Housing Development Agency". Below this is a section titled "Special Program Descriptions" with a sub-heading "SINGLE FAMILY SPECIAL PROGRAMS". The text describes the need for assistance and the services provided by the agency's Single Family Special Programs (SFSP), including foreclosure prevention, legal assistance, mortgage assistance, and repairs. It also states that the agency helps eligible homeowners avoid foreclosure. Below the text is a section titled "Available Programs" which contains a form with the following information: "NAME: PRRPLE" and "CONFIRMATION #: 1197". A dark blue "APPLY" button is positioned to the right of the form. At the bottom of the page, there is contact information: "For general questions or online application assistance please contact SFSPask@THDA.org or call customer service at 615-815-2200."

You will be directed to the Applicant information screen. Some information will pre-populate for you on this screen. You must fill out all of the other information to continue.

Applicant Information

Number in Household

2

First Name: Jane Middle Initial: Last Name: Smith Suffix:

Subject Property Address Line 1: 1504 Main Street Subject Property Address Line 2:

City: Disney State: TN Zip: 37072 Year Built: 2007

Social Security Number: 123-45-6789 Date Of Birth: 07/25/1963 Home Phone: 615-865-9326 Years of School: 10

Ethnicity: Not Hispanic or Latino Race: White Gender: Female

Marital Status: Single Relationship: Self Number of Dependents: 1 Age(s): 15

Employment Information

Employment Information

ALL FIELDS ARE REQUIRED

Not Currently Employed

Name of Employer: Arby's Years on the Job: 3

Employer Address Line 1: 243 Center Street Years employed in this line of work: 6

Employer Address Line 2:

City: Goodlettsville State: TN Zip: 37072

[ADD ADDITIONAL EMPLOYMENT](#)

Your Assets and Liabilities

Assets

Applicant

ALL FIELDS ARE REQUIRED

Account Type

Checking ▼

Account Name

Checking

Account Number

126598

REMOVE ASSET

Account Type

401K ▼

Account Name

401 K

Account Number

956002|

ADD ASSET

REMOVE ASSET

Liabilities

Applicant

ALL FIELDS ARE REQUIRED

Mortgage Holder Name

BANK OF AMERICA ▼

Mortgage Holder Phone Number

615-859-6321

Mortgage Loan Number

758201

Principal Balance

68000

Payment Amount

432

Is this payment escrowed?

Yes No

Your Monthly Income and Housing Expenses

Gross Monthly Income		Combined Monthly Housing Expense	
	Applicant		Applicant
Base Employment Income	<input type="text" value="10000"/>	First Mortgage (P&I)	<input type="text" value="432"/>
Overtime	<input type="text" value="2500"/>	Other Financing (P&I)	<input type="text" value="0"/>
Bonuses	<input type="text" value="0"/>	Hazard Insurance	<input type="text" value="0"/>
Commissions	<input type="text" value="0"/>	Real Estate Taxes	<input type="text" value="230"/>
Dividends/Interest	<input type="text" value="0"/>	Mortgage Insurance	<input type="text" value="0"/>
Net Rental Income	<input type="text" value="0"/>	Homeowner Association Dues	<input type="text" value="0"/>
Social Security	<input type="text" value="0"/>	Total	<input type="text" value="662"/>
Other	<input type="text" value="0"/>		
Total	<input type="text" value="12500"/>		

Declarations		Applicant	
	Yes	No	
Are there any outstanding judgements against you?	<input type="radio"/>	<input checked="" type="radio"/>	
Have you been declared bankrupt in the past 7 years?	<input type="radio"/>	<input checked="" type="radio"/>	
Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?	<input type="radio"/>	<input checked="" type="radio"/>	
Are you party to a lawsuit?	<input type="radio"/>	<input checked="" type="radio"/>	
Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgement?	<input type="radio"/>	<input checked="" type="radio"/>	
Are you presently delinquent or in default on any federal debt or any other loan, mortgage, financial obligation, bond, or loan guarantee?	<input type="radio"/>	<input checked="" type="radio"/>	

The system will then take you to a review page. Carefully review your information and make any changes necessary before clicking submit.

Uploading Documents

The next step is to upload your files and documents. Review the screens and make a note of all of the documents you must have to complete your application. You do not have to upload all of your documents at once. Each document will be saved as soon as you upload it. You can log out by clicking on the little arrow next to your name.

Welcome Jane Smith 

Gather all of your documents and then log back in once you are ready to upload again.

Files and Documents

All listed documents **must** be uploaded before your application can be submitted. The THDA documents/forms can be found at www.keepmyhome.org.

Please note: **Only .pdf documents will be accepted!** Click Choose File next to each document, find the appropriate document, select it and click upload. Repeat these steps for each document.

If you do not have all of the documents, you may save what you have and logout until you are ready to complete the application.

This system will automatically log you off if there is no activity after 30 minutes!

Review

THDA Documents

<input type="radio"/> Third Party Authorization	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD DOCUMENT"/>
<input type="radio"/> Credit Authorization	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD DOCUMENT"/>
<input type="radio"/> Borrower's Affidavit	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD DOCUMENT"/>
<input type="radio"/> Hardship Affidavit	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD DOCUMENT"/>

To upload a document, click on “*CHOOSE FILE*”, then find the document from where you saved them on your computer, select the correct document you are trying to upload and click “*UPLOAD DOCUMENT.*” Once the document has been uploaded, the name of the document turns green with a check mark next to the document.

Note: All documents must be a pdf file to be uploaded.

Review			
THDA Documents			
<input checked="" type="checkbox"/>	Third Party Authorization	View Document	<input type="button" value="Choose File"/> HBAMT Chili Cookoff2016.pdf <input type="button" value="UPLOAD DOCUMENT"/>
<input checked="" type="checkbox"/>	Credit Authorization	View Document	<input type="button" value="Choose File"/> Power Point-2 ...r_STAPLED.pdf <input type="button" value="UPLOAD DOCUMENT"/>
<input type="checkbox"/>	Owner's Affidavit		<input type="button" value="Choose File"/> No file chosen <input type="button" value="UPLOAD DOCUMENT"/>

You must upload all documents listed under THDA Documents and Borrower’s Documents and at least one of the hardship documents before you can submit the application. The hardship documents are based on the hardship you choose in your application.

There are two documents you will need for underemployment.

THDA Documents:

These are on the www.keepmyhome.org website and have to be printed off, signed, notarized if applicable, and scanned to your computer to upload.

- PRRPLE 4506 T Request for Transcript of Tax Return (Must be signed even if you didn’t file taxes)
- PRRPLE Credit Authorization
- PRRPLE Third Party Authorization
- PRRPLE Owners Affidavit
- PRRPLE Hardship Affidavit

Borrowers Personal Documents:

- Last Mortgage Statement
- Last two months Income documentation (paystubs, disability statement, SSI award, Unemployment)
- Last two month’s bank statements
- Last filed tax returns
- Declaration page for homeowner insurance
- Copy of Mortgage Promissory Note

Hardship Documents:

- Divorce Decree
- Death Certificate
- Underemployment- Separation Notice
- Underemployment- proof of previous income