



FLORIDA HARDEST-HIT FUND

PROGRAM GUIDE

For

**Brevard, Clay, Duval, Hillsborough,
Orange, Osceola, Pasco, Pinellas, Polk,
St. Lucie and Volusia Counties ONLY!**

Florida Housing Finance Corporation's

Government Loan Program

IMPORTANT PROGRAM UPDATES ON PAGE 3



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IMPORTANT PROGRAM UPDATES

Effective Date	Update	Page #
7/13/15	New guide created for HHF DPA Program	
7/23/15	Updated contact directory	4 - 7
9/3/15	Revised homebuyer education providers	17 & 22
9/28/15	Added statement regarding proper disclosure for HHF second mortgage	11
9/28/15	Revised name of eHousingPlus Fee	19
9/28/15	Added GFE & HUD-1	11, 23, 31
9/29/15	Revised SHIPPING to include Closing Disclosure	31
9/30/15	Added US Bank training link	5
9/30/15	Revised US Bank Funding Fee Effective	19
12/01/15	Added flood coverage language	16
12/01/15	Added – <i>Who Must Attend</i> – to homebuyer education	17
12/01/15	Revised minimum FICO effective with new loan reservations 12/01/15 and after	14 & 16
12/01/15	Added – Special Instructions for Title Companies	24
01/11/16	Revised minimum FICO effective with new loan reservations 01/11/16 and after	14, 16 & 22
01/11/16	Added <i>Allowable Borrower Costs Covered with the HHF DPA Second Mortgage</i> section.	21
03/14/16	Revised language regarding second mortgage settlement charges	24
06/09/16	Revised income and purchase price limits effective with 1003 loan applications dated 06/13/16 and after.	13
07/13/16	Clarified language regarding the use of MCC's	15
9/1/16	Updated guide to reflect additional 6 HHF counties- Clay, Osceola, Pasco, Pinellas, Polk & St. Lucie	22
9/13/16	Removed dates at income and purchase price limit chart	15
01/23/17	Revised POA language	32
03/22/17	Revised US Bank tax service fee effective 04/17/17	21

04/10/17	Revised Purchase Price Limits	16
06/01/17	Added spouse to Household Income definition	12
	Revised Income Limits	16
	Revised Cash Back to Borrower	18
	Added Non-Purchasing Spouse to Term Sheet	20
	Added second mortgage maximum settlement fee	26
	Added important information regarding eHP Wire payments	33
	Revised US Bank Web Site link throughout guide	
06/21/17	Revised who must attend homebuyer education	19 & 24
	Added Program Participation Restriction	18 & 24
	Added Realtor Commission and Realtor Transaction Fees	22
09/15/17	Added language to Cash Back policy	18
10/02/17	Revised MCC bullet point	17

INTRODUCTION TO THE FLORIDA HOUSING FINANCE CORPORATION, eHousingPlus AND US BANK HOME MORTGAGE PARTNERSHIP

Florida Housing Finance Corporation (FL Housing) (EIN 59-3451366) offers first mortgage products and a down payment and closing cost assistance second mortgage program to eligible First Time Homebuyers through a network of approved Participating Lenders.

Participating Lenders originate, underwrite, close, fund in their loan origination systems, and deliver all closed Program loans to US Bank Home Mortgage for purchase. In addition, Program loans (both first mortgage and the Hardest Hit Fund second mortgage) are reserved/locked, underwriter certified, and final Program closing documents pulled from the eHousingPlus online reservation system.

eHousingPlus (eHousing)

- Provides the online reservation system utilized by Participating Lenders in Florida Housing's Homebuyer Programs.
- Offers reservation system training for all Participating Lenders, assistance with the reservation system and assists Participating Lenders with Program questions and requirements.
- Reviews all Program loan files for compliance with eligibility requirements as set forth in this HHF DPA Program Guide.
- Notifies Participating Lenders of any compliance file exceptions on delivered loans.

US Bank Home Mortgage (US Bank)

- Serves as master servicer of all first and second mortgage loans originated in Florida Housing's Homebuyer Program.
- Provides training to Participating Lenders regarding the delivery and purchase requirements of all first and second mortgage loans.
- Offers assistance with loan delivery requirements to Participating Lenders.
- Notifies Participating Lenders of any collateral file exceptions on delivered loans.

Please direct any questions or concerns to the appropriate party listed below.

Question	Direct Questions to:	Contact Information
How to become an approved Lender	FL Housing	Charles.White@floridahousing.org Sandy.Smith@floridahousing.org
How individual staff members of an approved Participating Lender can sign up to participate in the First Time Homebuyer Program	eHousingPlus	Click on this link to attend Program Training . Or contact: Jennifer Jennifer@ehousing.cc 813-579-6295 Vicki Vicki@ehousing.cc 813-579-6283 Joe joe@ehousing.cc 813-579-6294
Where to attend training for FL Housing's First Time Homebuyer Program	eHousingPlus	Click on this link to attend Program Training . Or contact: Jennifer Jennifer@ehousing.cc 813-579-6295 Vicki Vicki@ehousing.cc 813-579-6283 Joe joe@ehousing.cc 813-579-6294
Where to attend US Bank training for Closers and Shippers	US Bank	Call US Bank HFA Division 800-562-5165
Where to attend training for the online reservation system	eHousingPlus	Click on this link to register for the once weekly Webinar: http://www.ehousingplus.com/ehp-system-trainings/ Or contact: Jennifer Jennifer@ehousing.cc 813-579-6295 Vicki Vicki@ehousing.cc 813-579-6283 Joe joe@ehousing.cc 813-579-6294
Where to check Program rates	eHousingPlus	Click on this link to view the current rate http://www.ehousingplus.com/available-programs/florida/florida-housing-finance-government/ Then click on the RATES tab.

How to reserve a loan	eHousingPlus	View the System Training Video Library http://university.ehousingplus.com/login.aspx?page=/default.aspx Or contact: Jennifer Jennifer@ehousing.cc 813-579-6295 Vicki Vicki@ehousing.cc 813-579-6283 Joe joe@ehousing.cc 813-579-6294
Where to reserve a loan	eHousingPlus	View the System Training Video Library http://university.ehousingplus.com/login.aspx?page=/default.aspx Or contact: Jennifer Jennifer@ehousing.cc 813-579-6295 Vicki Vicki@ehousing.cc 813-579-6283 Joe joe@ehousing.cc 813-579-6294
How to modify a loan	eHousingPlus	View the System Training Video Library http://university.ehousingplus.com/login.aspx?page=/default.aspx Or contact: Jennifer Jennifer@ehousing.cc 813-579-6295 Vicki Vicki@ehousing.cc 813-579-6283 Joe joe@ehousing.cc 813-579-6294
How to pull Program documents from the online reservation system	eHousingPlus	View the System Training Video Library http://university.ehousingplus.com/login.aspx?page=/default.aspx Or contact: Jennifer Jennifer@ehousing.cc 813-579-6295 Vicki Vicki@ehousing.cc 813-579-6283 Joe joe@ehousing.cc 813-579-6294

<p>Questions regarding income for the First Time Homebuyer Program</p>	<p>eHousingPlus</p>	<p>Please contact: sue@ehousing.cc 813-579-6293 Jennifer@ehousing.cc 813-579-6295 joe@ehousing.cc 813-579-6294</p>
<p>Credit underwriting questions</p>	<p>Participating Lenders should refer to their internal Underwriting Department/Manager or US Bank</p>	<p>US Bank does not re-underwrite loans. For general questions, contact US Bank at hfa.programs@usbank.com or 800-562-5165 Option 2 (<i>for general questions</i>)</p>
<p>Questions regarding the shipping of closed loan files</p>	<p>eHousingPlus (for questions regarding Program compliance files) US Bank (for questions regarding the first and second mortgage closed loan files)</p>	<p>services@eHousingPlus.com 954-217-0817 hfa.programs@usbank.com 800-562-5165 Option 1 (<i>for questions regarding exceptions</i>)</p>
<p>Questions regarding exceptions</p>	<p>eHousingPlus (for questions regarding exceptions on Program compliance files) US Bank (for questions regarding exceptions on the first and second mortgage closed loan files)</p>	<p>services@eHousingPlus.com 954-217-0817 hfaeastcommunications@usbank.com 800-562-5165 Option 1</p>

UNDERSTANDING THE PROCESS

All government first mortgages and second mortgage loans must adhere to a 115-day delivery timeline.

Loans purchased after the maximum delivery date will be charged 25 bps late fee and this fee will be deducted from the Participating Lender's SRP at loan purchase.

Loans that are not delivered or purchased by the maximum delivery date are subject to cancellation.

Reservation to Underwriter Certification = 45 days

Reservation to Purchase = 115 days

The Program timeline is determined by date loan is reserved in the eHousing reservation system, NOT by date loan is locked in a Lender's origination system.

Step 1	Once Lenders have attended training online and have been given system access, Lenders can then qualify borrowers for the first and second mortgage based on all applicable Agency, US Bank and FL Housing Program requirements. Lenders should confirm borrower(s) have attended and completed an approved homebuyer education course.
Step 2	Lenders collect all necessary documentation from borrower(s) for confirmation of eligibility to participate in the First Time Homebuyer Program.
Step 3	Once a fully executed sales contract is obtained and Lender has taken loan application in their origination system, provide Program disclosures to borrower(s). In order to meet loan delivery/purchase timelines it is recommended that lenders do not lock the first and second mortgages in the online reservation system until their underwriter is ready to certify the loan.
Step 4	Loans are certified by the Lender's underwriter for compliance with all Program requirements and data consistency. Underwriter Certification should be completed no later than 45 days from reservation.

Step 5	Program closing documents and the HHF DPA Downpayment Assistance Program Mortgage and Note are pulled from the online reservation system for forwarding to the closing company along with all lender generated first mortgage loan documents.
Step 6	Loan closes and lenders submit a Program compliance file to eHousing for review/approval and a closed first and second mortgage loan file to US Bank for purchase review and approval.
Step 7	eHousing issues exceptions (if any) to Lenders for loan files that are non-compliant with Program requirements. US Bank issues exceptions (if any) to Lenders for loan files that are deficient in loan documentation and/or do not satisfy Agency or US Bank requirements.
Step 8	Lenders submit necessary documentation or "cures" to clear loan for purchase to eHousing and/or US Bank. Eligible loans are then purchased by US Bank and Lenders are paid a SRP. Reservation to Purchase = 115 days.
Step 9	Lenders submit any final trailing documentation to US Bank.

DEFINITIONS

Agency means FHA (Federal Housing Administration of the United States Department of Housing and Urban Development), VA (Veteran's Affairs) or USDA/RD (Rural Development Service of the United States Department of Agriculture).

Current Gross Annual Income means gross monthly income multiplied by twelve (12). Gross monthly income is the sum of monthly gross pay; any additional income from overtime, part-time employment, bonuses, dividends, interest royalties, pensions, Veterans Administration (VA) compensation, net rental income, etc.; and other income (such as alimony, child support, sick pay, social security benefits, unemployment compensation, income received from trusts, and income received from business activities or investments.)

Documentary Stamp Tax and Intangible Tax Exemption means under Section 420.513(1), Florida Statutes, first and second mortgages and notes given to secure the repayment of a loan issued in connection with the financing of housing under Florida Housing's Homebuyer Programs are exempt from documentary stamp tax and intangible tax. Deeds are not exempt.

Federally Designated Targeted Area means those areas within the State identified as Qualified Census Tracts and Areas of Chronic Economic Distress (if any) which are set forth in this HHF DPA Program Guide.

FHA/VA/USDA-RD Loans means Mortgage Loans which are FHA insured, U.S. Department of Veterans Affairs (VA) Guaranteed, or U.S. Department of Agriculture Rural Development (USDA-RD) Guaranteed.

First Time Homebuyer means, except for borrowers purchasing in Federally Designated Targeted Areas and for certain veterans eligible for the Veteran's Exception, the borrower and spouse of a borrower, if applicable, must have had no present Ownership Interest in a principal residence at any time during the three-year period prior to the date on which the Mortgage Loan is executed.

Government Loan Program means any FHA, VA or USDA-RD Mortgage Loans originated in Florida Housing's Homebuyer Program.

GSE means the Government Sponsored Enterprises which includes Fannie Mae and Freddie Mac.

Hardest Hit Funds (HHF) means the U.S. Treasury's Housing Finance Agency Innovation Fund for the Hardest Hit Housing Markets in which Florida Housing Finance Corporation is a participant.

Homebuyer Programs or Program means Florida Housing's homeownership assistance programs the requirements of which are set forth in this HHF DPA Program Guide.

Household Income means the combined Current Gross Annual Income of the borrower(s) and all occupants, over the age of 18, that will be residing in the property purchased through the Program. If married, the income of a spouse must be included whether or not they will occupy the property. (Revised 06/01/17)

Income Limit means the federally adjusted income limits for a household, adjusted for household size and county, which are set forth in this HHF DPA Program Guide.

Lender or Participating Lender means a home mortgage lending institution approved by Florida Housing for the Program.

Mortgage means the written instrument creating a lien on real property to provide security for the payment of a Mortgage Loan.

Mortgage Loan means a qualified loan originated by a Lender under the Program with respect to real property, which is evidenced by a Mortgage Note and secured by a Mortgage that creates a first or second lien.

Mortgage Note means the promissory note evidencing the obligation to repay a Mortgage Loan.

Ownership Interest means a person(s) who has owned and occupied a primary residence and appear on the deed to such property.

Purchase Price Limit or Acquisition Limit means the Homeownership Program limits on the maximum purchase price of a home, by county, which are set forth in this HHF Program Guide.

Reasonable and Customary Closing Costs means reasonable and customary fees determined to satisfy all Agency guidelines such that those fees will not impact the insurability or the guarantee of mortgage loans by the Agencies.

State means the State of Florida.

Veterans Exception refers to the Congressional Act that permanently exempts qualified veterans from the Internal Revenue Code 143 requirement of being a First Time Homebuyer when utilizing loan programs that rely on mortgage revenue bond financing as its funding source.



THE HHF DPA SECOND MORTGAGE PROGRAM

Florida Housing offers a second mortgage program that provides eligible borrower(s) with funds that can be used for down payment, closing costs and prepaids, mortgage insurance premiums, or as a principal reduction to the first mortgage. This second mortgage program offers the following benefits to qualified borrower(s):

- Borrower(s) qualifying for the FL First or Military Heroes First Mortgage Program in for Brevard, Clay, Duval, Hillsborough, Orange, Osceola, Pasco, Pinellas, Polk, St. Lucie, and Volusia Counties automatically qualify. This is not a stand-alone second mortgage program.
- A five-year, deferred loan that is **forgiven** at the rate of 20% per year, over the term of the second mortgage loan provided the borrower is not in default.
- 0% interest rate.
- Up to \$15,000 in assistance.

PLEASE NOTE:

The new TRID disclosures are not acceptable for second mortgages originated in the FL Housing First Time Homebuyer Program. The source of funding requires that FHFC adhere to disclosure requirements under RESPA, the standard GFE and HUD-1 will continue to be required on all second mortgages originated in the FHFC Program. Do NOT disclose any FHFC second mortgage on the TRID required documents. The Loan Estimate and Closing Disclosure are not applicable to FHFC second mortgages. Second mortgage loans submitted to US Bank with the TRID disclosures will not be eligible for purchase.

THE FIRST MORTGAGE PROGRAMS

Florida Housing offers two first mortgage government loan programs to eligible First Time Homebuyers. Borrower(s) are required to qualify as a First Time Homebuyer as defined below and satisfy the following requirements to be eligible to participate in the first mortgage programs that offer down payment assistance.

- **The Florida First (FL First)** offers eligible borrowers a 30-year, fixed-rate mortgage. Borrowers who qualify for this mortgage program will automatically qualify for down payment assistance through the HHF DPA Program.
- **The Military Heroes** offers eligible borrowers a 30-year, fixed-rate mortgage with a rate that is 25 bps less than the Florida First. To be eligible to participate in the Military Heroes Program, borrowers must be a veteran whose discharge status is anything other than dishonorable, or active duty personnel from the military (Air Force, Army, Coast Guard, Marine Corps, Navy, National Guard, or the Reserves). Borrowers qualifying for this mortgage program will automatically qualify for downpayment assistance through the HHF DPA Program. Verification of eligibility may include discharge papers for non-active duty personnel, a current military photo ID for active duty personnel, or alternative documentation that supports eligibility.

Program Requirements

1) First Time Homebuyer Requirement - unless meeting one of the exceptions below, the borrower and spouse, if applicable, must not have had an Ownership Interest in a principal residence at any time during the three-year period prior to the date on which the Mortgage Loan is executed.

Veterans Exception

- Veterans need not be First Time Homebuyers if he or she served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.
- Borrower(s) qualifying under the Veterans Exception must certify that they meet the requirements on the Mortgagor Affidavit.

Federally Designated Targeted Area Exception

- Borrower(s) purchasing in a Federally Designated Targeted Area are exempt from the First Time Homebuyer Requirement. See the eligible Census Tracts below.

2016 Federally Designated Targeted Areas
(Borrowers Purchasing in Federally Designated Targeted Areas are Exempt from the First Time Homebuyer requirement.)

County	Census Tracts by County
Brevard	0607.00, 0623.01, 0626.00, 0649.02
Duval	0002.00, 0003.00, 0010.0, 0013.00, 0015.00, 0016.00, 0025.01, 0026.00, 0027.02, 0029.02, 0122.00, 0132.00, 0155.02, 0163.00, 0174.00
Hillsborough	0003.00, 0007.00, 0009.01, 0012.00, 0014.00, 0018.00, 0019.00, 0020.00, 0026.00, 0030.00, 0033.00, 0034.00, 0037.00, 0040.00, 0041.00, 0043.00, 0044.00, 0050.00, 0070.02, 0108.13, 0108.15, 0108.16, 0108.17, 0108.18, 0119.04, 0120.02, 0139.14
Orange	0104.00, 0105.00, 0116.00, 0117.02, 0120.00, 0124.01, 0135.03, 0145.02, 0145.03, 0150.01, 0165.10, 0169.07, 0185.00 0187.00
Osceola	0419.00, 0422.00, 0432.01
Pasco	0304.10, 0305.01, 0308.00, 0310.09, 0314.08, 0318.07, 0324.02, 0326.01, 0330.09, 0330.12
Pinellas	0205.00, 0208.00, 0216.00, 0245.10, 0246.02, 0247.03, 0255.05, 0262.00, 0268.18
Polk	0112.04, 0114.00, 0117.04, 0120.02, 0123.05, 0131.03, 0133.00, 0134.00, 0136.00, 0139.01, 0141.04, 0143.01, 0154.05, 0158.01, 0164.00
St. Lucie	3801.00, 3802.00, 3803.00, 3804.00
Volusia	0815.00, 081.448.00, 0819.00, 0820.00, 0821.00, 0822.01, 0825.11

- 2) Income Limit requirements** - Borrower(s) must not exceed the maximum Income Limit requirements, adjusted for household size, for the county in which the property is being purchased. Please see section for “Determining Income” later in this guide. See eligible Income Limits below.
- 3) Purchase Price Limits** - requires that the contracted purchase price does not exceed the Purchase Price Limits in the county in which the property is being purchased. See eligible limits below. (Purchase Price limits effective with new loans reservations dated 04/17/17 and after).

2017 Income & Purchase Price Limits
Florida First OR Military Heroes with HHF Second Mortgage
(Effective with new loan reservations dated 06/12/17 and after) Rev 06/01/17

County	Non-Targeted 1-2 Persons	Non-Targeted 3+Persons	Targeted 1-2 Persons	Targeted 3+ Persons	Acquisition/ Purchase Price Limit Non-Targeted	Acquisition/ Purchase Price Limit Targeted
Brevard	\$61,700	\$70,955	\$74,040	\$86,380	\$253,809	\$310,211
Clay	\$70,278	\$80,820	\$77,280	\$90,160	\$303,882	\$371,411
Duval	\$70,278	\$80,820	\$77,280	\$90,160	\$303,882	\$371,411
Hillsborough	\$59,800	\$68,770	\$71,760	\$83,720	\$253,809	\$310,211
Orange	\$59,000	\$67,850	\$70,800	\$82,600	\$255,176	\$311,881
Osceola	\$59,000	\$67,850	\$70,800	\$82,600	\$255,176	\$311,881
Pasco	\$59,800	\$68,770	\$71,760	\$83,720	\$253,809	\$310,211
Pinellas	\$59,800	\$68,770	\$71,760	\$83,720	\$253,809	\$310,211
Polk	\$59,000	\$67,850	\$70,800	\$82,600	\$253,809	\$310,211
St. Lucie	\$67,641	\$77,787	\$72,240	\$84,280	\$291,176	\$355,881
Volusia	\$59,000	\$67,850	\$70,800	\$82,600	\$253,809	\$310,211

4. Other Requirements

- Borrower(s) must have a minimum FICO score of 640 for all loans (FHA, USDA-RD and VA).
- Borrower(s) maximum debt-to-income ratio cannot exceed 45% or ratio deemed acceptable by US Bank.
- Borrowers must satisfy all Agency requirements as well as any requirements imposed by US Bank.

Florida First Government And Military Heroes First Mortgage Loan Program TERM SHEET	
Florida Housing's Tax Identification Number	<ul style="list-style-type: none"> 59-3451366
Features of Florida First	<ul style="list-style-type: none"> Borrowers eligible for this first mortgage product are also eligible to receive down payment and closing cost assistance through one of Florida Housing's second mortgage programs.
Features of Military Heroes	<ul style="list-style-type: none"> Borrowers eligible for this first mortgage product are also eligible to receive down payment and closing cost assistance through one of Florida Housing's second mortgage programs. Borrower(s) must be a veteran, active duty military personnel or honorably discharged from the military (Air Force, Army, Coast Guard, Marine Corps, Navy, National Guard, or the Reserves.) This Program offers a 25 bps lower rate than the Florida First.
Mortgage Credit Certificates not allowable (Rev 10/02/17)	<ul style="list-style-type: none"> FL Housing's Mortgage Credit Certificate (MCC) Program CANNOT be used with a first mortgage funded with mortgage revenue bond (MRB) proceeds which means, you CANNOT combine FL Housing's MCC with the Florida First Government or the Military Heroes First Mortgage Loans. If you combine the MCC with the Florida First or the Military Heroes, the MCC may not be issued and/or the Florida First or the Military Heroes First Mortgage Loan may not be purchased. No exceptions will be granted.
Loan Delivery Purchase Timeline	<ul style="list-style-type: none"> Reservation to Underwriter Certification = 45 days. Reservation to PURCHASE by US Bank = 115 days.
Pricing and Rate	<ul style="list-style-type: none"> The Military Heroes offers a rate 25 bps lower than the FL First. Lenders should confirm rate in reservation system as it is subject to change daily.
First Time Homebuyer (FTHB) Requirement	<ul style="list-style-type: none"> Borrower(s), including non-borrower spouse, must not have had an Ownership Interest in their primary residence for the past 3 years unless purchasing in a Federally Designated Targeted Area or if they qualify under the Veteran's Exemption.

<p>Exemptions to First Time Homebuyer (FTHB) Requirement</p>	<ul style="list-style-type: none"> Veterans or borrowers purchasing in a Federally Designated Targeted Area are exempt from the FTHB Requirement. For the Government Loan Program, a Veteran is defined as “a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.”
<p>Program Participation Restriction (Added 06/21/17)</p>	<ul style="list-style-type: none"> All borrowers are restricted to a one-time participation in Florida Housing’s Homebuyer Program. This includes all first and second mortgage programs.
<p>Documentation Required to Verify FTHB Requirement</p>	<ul style="list-style-type: none"> Last 3 years’ tax returns OR tax transcripts for all borrowers AND spouse. This includes non-purchasing spouse. Tax returns/transcripts should NOT reflect any mortgage interest or any credits claimed for homeownership. If they do, further investigation is required by the Participating Lender to determine FTHB eligibility. <p><i>Tax returns/transcripts are not required for borrower(s) qualifying under the Veteran’s Exception or purchasing in a Federally Designated Targeted Area.</i></p>
<p>Minimum Borrower Contribution</p>	<ul style="list-style-type: none"> N/A.
<p>Cash Back to Borrower (Rev 09/15/17)</p>	<ul style="list-style-type: none"> Any potential cash back to borrower should be applied as a principal reduction to the first mortgage unless the cash back is from gift funds. GIFT FUNDS may be used for down payment, closing costs, debt payment, to establish reserves for the borrower(s), or any other Agency allowed purpose. Since this is not the borrower(s)’ own funds, a refund of any excess gift funds is not considered “cash back” for Program purposes and therefore, is permitted. When refunding gift funds, include a copy of the Agency required Gift Letter in the compliance file. Adhere to GSE guidelines when applying a principal reduction for cash back other than those received from gift funds. Borrowers are not permitted to receive a refund of their EMD even if the EMD was provided through gift funds.
<p>Assets</p>	<ul style="list-style-type: none"> Borrowers are not required to utilize assets for participation. Adhere to Agency guidelines.
<p>FICO Score Requirements</p>	<ul style="list-style-type: none"> Minimum 640 on FHA, USDA-RD and VA loans.
<p>Ratios</p>	<ul style="list-style-type: none"> Maximum debt-to-income ratio cannot exceed 45% or ratio deemed acceptable by US Bank.

Co-signers	<ul style="list-style-type: none"> • Not permitted.
Manual Underwriting	<ul style="list-style-type: none"> • Not permitted.
Citizenship Requirements	<ul style="list-style-type: none"> • All loans must adhere to Agency (FHA, USDA-RD, and VA) guidelines.
Homeowner's Insurance Deductible	<ul style="list-style-type: none"> • Refer to US Bank's maximum deductible requirement.
Flood Coverage (if applicable)	<ul style="list-style-type: none"> • Refer to US Bank's guidelines specific to flood insurance at https://hfa.usbank.com/HFA_Division.html. US Bank's policy regarding flood coverage may vary from standard flood requirements in the State of Florida a Lender's own requirements & loans submitted for purchase without sufficient coverage may be at risk of non-purchase.
Homebuyer Education (HBE)	<p>First-Time Homebuyers, unless qualifying under a Veteran's Exception or those who are exempt by purchasing a home in a Federally Designated Targeted Area as specified in this Program Guide, must complete a Program-approved pre-purchase homebuyer education course. We will accept face-to-face homebuyer education if provided by a HUD approved counseling agency, a unit of local government that provides pre-purchase homebuyer education in FL, or a counseling agency designated by a unit of local government to provide homebuyer education on their behalf. Refer to www.hud.gov for a list of approved education providers by county.</p> <p>Online HBE is permitted if provided by a HUD approved agency, a unit of local government that provides pre-purchase homebuyer education in FL, a mortgage insurance provider, or an Agency or GSE sponsored course.</p> <p><i>Certificates of Completion are acceptable for 2 years from date of completion.</i></p>
Who Must Attend HBE (Rev 06/21/17)	<ul style="list-style-type: none"> • All borrower(s) and spouse, even if the spouse is not on the loan. Any party appearing on the deed would need to attend.
Loan Type	<ul style="list-style-type: none"> • Government ONLY (FHA, USDA-RD, VA). <p><i>Please note that veterans do not have to use a VA loan to participate.</i></p>
Loan Purpose	<ul style="list-style-type: none"> • Purchase only. Refinances are not eligible. Construction to permanent loans are not permitted.

Term	<ul style="list-style-type: none"> 30-year fixed only.
LTV/CLTV	<ul style="list-style-type: none"> As permitted by the Agencies (FHA, USDA-RD, VA).
Assumptions	<ul style="list-style-type: none"> Currently allowed. Check Program and Agency guidelines in effect at the time of the assumption request.
Prepayments	<ul style="list-style-type: none"> Permitted at any time without penalty.
Minimum Loan Amount Requirement	<ul style="list-style-type: none"> N/A. <p><i>Follow Agency requirements and Lender's guidelines specific to minimum loan amounts. Lenders may impose a minimum loan amount.</i></p>
Origination / Discount Points	<ul style="list-style-type: none"> 1% Origination permitted and payable to Participating Lender. No discounts points permitted.
Federal Disclosure Requirements	<ul style="list-style-type: none"> Lenders are required to adhere to all federal disclosure requirements. Failure to comply will deem loan ineligible for purchase by US Bank. Please refer to US Bank's website at https://hfa.usbank.com/HFA_Division.html for more specific information regarding TRID. <p><i>Please Note: All FL Housing second mortgages require separate disclosure. Please refer to term sheet for second mortgage in this Program Guide.</i></p>
Tax Exempt Rider	<ul style="list-style-type: none"> Required.
Occupancy	<ul style="list-style-type: none"> Owner occupied only with borrower's intent to occupy property as their primary residence within 60 days of closing.
Non-Purchasing Spouse (NPS)	<ul style="list-style-type: none"> A NPS appearing on the deed must be a first time homebuyer.

<p>Property Type</p>	<p><u>ATTACHED / DETACHED 1-UNIT DWELLINGS</u> (includes townhomes). <u>2-4 UNIT PROPERTIES</u></p> <ul style="list-style-type: none"> • Borrower(s) must occupy one of the units as their primary residence. • Property must be at least 5 years old. <p><u>CONDOS</u></p> <ul style="list-style-type: none"> • Follow Agency guidelines. Condos must be approved by US Bank. Please refer to their website at https://hfa.usbank.com/HFA_Division.html for specific guidance or call 952-876-5318 or email projectapprovaldept@usbank.com. <p>Manufactured housing is not permitted. Modular housing is permitted.</p> <p>Please note that no more than 15% of the square footage of the property may be used for business purposes.</p>
<p>Income Limits</p>	<ul style="list-style-type: none"> • Limits determined by household size and county and change annually.
<p>Documentation Required to Verify Income Eligibility</p>	<ul style="list-style-type: none"> • Underwriter Certification. • Mortgagor Affidavit. <p>For income calculation guidance, please refer to "Determining Income" in this Program Guide. Please note that program eligibility is determined by Household Income.</p>
<p>Purchase Price Limits</p>	<ul style="list-style-type: none"> • Limits determined by county and change annually.
<p>Documentation Required to Verify Purchase Price Eligibility</p>	<ul style="list-style-type: none"> • Closing Disclosure (CD). • Final URLA or 1003.

<p>Doc Stamp Tax and Intangible Tax Exemption</p>	<ul style="list-style-type: none"> • All first and second mortgages and notes must reflect the following verbiage: <p>Notes: <i>“This note and the mortgage securing this note arise out of or are given to secure the repayment of a loan issued in connection with the financing of housing and are exempt from documentary stamp tax and intangible tax pursuant to section 420.513(1), F.S.”</i></p> <p>Mortgages: <i>“This mortgage and the note secured by this mortgage arise out of or are given to secure the repayment of a loan issued in connection with the financing of housing and are exempt from documentary stamp tax and intangible tax pursuant to section 420.513(1), F.S.”</i></p>
<p>Recapture Tax</p>	<ul style="list-style-type: none"> • Borrower(s) may be subject to recapture tax upon resale if borrower(s) have a gain resulting from the sale or disposition of the property purchased under this Program within the first nine years of ownership and the initial qualifying annual Household Income increases above specified levels at the time of sale or disposition of the residence.
<p>Florida First and Military Heroes Program Fees</p>	
<p>Tax Service Fee</p>	<p>For Loan Reservations made on April 17, 2017, and later - \$58 will be deducted from wire by US Bank at time of loan purchase.</p> <p><i>Please note that FHA does not permit the tax service fee to be charged to borrower.</i></p>
<p>Compliance/Admin Fee</p>	<ul style="list-style-type: none"> • \$250 Compliance/Admin Fee payable to eHousing.
<p>Funding Fee</p>	<ul style="list-style-type: none"> • \$400 Funding Fee payable to US Bank and deducted from wire by US Bank at time of loan purchase.
<p>Lender Fees</p>	<ul style="list-style-type: none"> • 1% Origination Fee payable to Participating Lender. • Usual and customary origination fees are permitted.

<p>Realtor Commission and Realtor Transaction Fee (Added 06/21/17)</p>	<ul style="list-style-type: none"> • Realtor Commission is not permitted to be paid with the Florida Housing's down payment assistance funds. The buyer may pay using their own funds. Florida Housing funds are restricted to down payment and STANDARD closing costs. Realtor commission is not a standard buyer cost in the State of Florida. • Realtor Transaction Fee may be paid by the borrower but the fee cannot exceed \$400.
<p>Florida First and Military Heroes Program Documents</p>	
<p>First Mortgage Program Documents Available through Reservation System</p>	<ul style="list-style-type: none"> • Notice to Buyer (provided at application by loan officer). • Recapture Notice (informational, provided by loan officer at application with Notice to Buyer). • Mortgagor Affidavit (provided at closing for execution by borrowers). • Seller Affidavit (provided at closing for execution by seller). <p style="text-align: center;"><i>Please note that the Seller Affidavit is not required for foreclosures or real estate owned (REO) properties.</i></p> <ul style="list-style-type: none"> • DPA Obligation Letter (FHA Only). • DPA Borrower Gift Letter (FHA Only). • Tax Exempt Rider. • US Bank Privacy Form.

The Hardest Hit Fund (HHF) DPA Second Mortgage Program TERM SHEET													
Program Overview	<ul style="list-style-type: none"> This Down Payment Assistance (DPA) Program will provide an incentive to qualified First Time Homebuyers to purchase a primary residence in eleven targeted counties within Florida. 												
Allowable Borrower Costs Covered with the Hardest Hit Fund (HHF) DPA Second Mortgage	<ul style="list-style-type: none"> Borrowers' down payment. Any down payment exceeding minimum requirement to be applied to first mortgage principal. Reasonable and customary closing costs. <p><i>Please Note: The HHF second mortgage down payment assistance CANNOT be used to cover the cost difference between the sales price and appraised value and CANNOT be used to pay off borrower debt. The difference between appraised value and sales price or debt repayment must be paid with the borrowers' own funds.</i></p>												
Targeted Counties	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Brevard</td> <td style="width: 50%;">Pasco</td> </tr> <tr> <td>Clay</td> <td>Pinellas</td> </tr> <tr> <td>Duval</td> <td>Polk</td> </tr> <tr> <td>Hillsborough</td> <td>St. Lucie</td> </tr> <tr> <td>Orange</td> <td>Volusia</td> </tr> <tr> <td>Osceola</td> <td></td> </tr> </table> <p><i>This DPA Program is NOT available in other counties.</i></p>	Brevard	Pasco	Clay	Pinellas	Duval	Polk	Hillsborough	St. Lucie	Orange	Volusia	Osceola	
Brevard	Pasco												
Clay	Pinellas												
Duval	Polk												
Hillsborough	St. Lucie												
Orange	Volusia												
Osceola													
Features	<ul style="list-style-type: none"> This second mortgage is available to borrower(s) earning up to 140% of area median income (AMI). Up to \$15,000. 0% interest. 5-year term. Forgivable - this second mortgage will be forgiven at the rate of 20% per year over the five-year term of the loan provided the borrower is not in default. 												
Rate	<ul style="list-style-type: none"> 0% 												
Term	<ul style="list-style-type: none"> 5-year, forgivable - this second mortgage becomes due and payable if the borrower sells, transfers or disposes of the property, if borrower fails to occupy the property as the borrower's primary residence or if borrower refinances or satisfies the first mortgage loan. 												

<p>First Time Homebuyer (FTHB) Requirement</p>	<ul style="list-style-type: none"> Borrower(s) must not have had an Ownership Interest in their primary residence within the past 3 years unless purchasing in a Federally Designated Targeted Area or if they qualify under the Veteran’s Exemption.
<p>Exemptions to First Time Homebuyer (FTHB) Requirement</p>	<ul style="list-style-type: none"> Veterans or borrowers purchasing in a Federally Designated Targeted Area are exempt from the FTHB Requirement. For FL HFA Preferred Conventional Loan Program, a Veteran is defined as “a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.”
<p>Program Participation Restriction (Added 06/21/17)</p>	<ul style="list-style-type: none"> All borrowers are restricted to a one-time participation in Florida Housing’s Homebuyer Program. This includes all first and second mortgage programs.
<p>Homebuyer Education (HBE)</p>	<p>First-Time Homebuyers, unless qualifying under a Veteran's Exception or those who are exempt by purchasing a home in a Federally Designated Targeted Area as specified in this Program Guide, must complete a Program-approved pre-purchase homebuyer education course. We will accept face-to-face homebuyer education if provided by a HUD approved counseling agency, a unit of local government that provides pre-purchase homebuyer education in FL, or a counseling agency designated by a unit of local government to provide homebuyer education on their behalf. Refer to www.hud.gov for a list of approved education providers by county.</p> <p>Online HBE is permitted if provided by a HUD approved agency, a unit of local government that provides pre-purchase homebuyer education in FL, a mortgage insurance provider, or an Agency or GSE sponsored course.</p> <p><i>Certificates of Completion are acceptable for 2 years from date of completion.</i></p>
<p>Who Must Attend HBE (Rev 06/21/17)</p>	<ul style="list-style-type: none"> All borrower(s) and spouse, even if the spouse is not on the loan. Any party appearing on the deed would need to attend.

FICO Score Requirements	<ul style="list-style-type: none"> Minimum 640 for FHA, USDA-RD and VA loans. <p>Manual underwriting is not permitted.</p> <p><i>Minimum FICO requirement may apply per mortgage insurance provider.</i></p>
Ratios	<ul style="list-style-type: none"> Maximum debt-to-income ratio = 45% or ratio deemed acceptable by US Bank.
Citizenship Requirements	<ul style="list-style-type: none"> All loans must adhere to GSE (FNMA) guidelines.
Loan Type	<ul style="list-style-type: none"> Government Loan (FHA, USDA-RD & VA) Please note that veterans do not have to use VA loan to participate .
Loan Purpose	<ul style="list-style-type: none"> Purchase only. Refinances are not eligible. Construction to permanent loans are not permitted.
Assumptions	<ul style="list-style-type: none"> Not permitted.
Prepayments	<ul style="list-style-type: none"> Permitted at any time without penalty.
Origination / Discount Points	<ul style="list-style-type: none"> Not permitted.
Federal Disclosure Requirements Second Mortgage	<ul style="list-style-type: none"> A separate initial and final GFE and HUD-1 is required. TRID disclosures are NOT acceptable for second mortgages originated in the FL Housing First Time Homebuyer Program. <i>Please Note: Disclosing improperly or failure to disclose will deem the FL Assist second mortgage loan ineligible for purchase by US Bank. Non-purchase of the second mortgage loan will also result in non-purchase of the first mortgage loan.</i>

<p>Doc Stamp Tax & Intangible Tax Exemption</p>	<ul style="list-style-type: none"> • First AND FL Housing second notes and mortgages are exempt. Please note that all first and second mortgages and notes must reflect the following verbiage: <p>Notes: <i>“This note and the mortgage securing this note arise out of or are given to secure the repayment of a loan issued in connection with the financing of housing and are exempt from documentary stamp tax and intangible tax pursuant to section 420.513(1), F.S.”</i></p> <p>Mortgages: <i>“This mortgage and the note secured by this mortgage arise out of or are given to secure the repayment of a loan issued in connection with the financing of housing and are exempt from documentary stamp tax and intangible tax pursuant to section 420.513(1), F.S.”</i></p>
<p>Recapture Tax</p>	<ul style="list-style-type: none"> • N/A.
<p>Mortgagee Clause</p>	<ul style="list-style-type: none"> • Florida Housing Finance Corporation ISAOA/ATIMA 227 N. Bronough St., Suite 5000 Tallahassee, FL 32301
<p>Title Insurance</p>	<ul style="list-style-type: none"> • Title insurance is prohibited on the HHF DPA Second Mortgage.
<p>Special Instructions to Title Companies/Closing Agents</p>	<ul style="list-style-type: none"> • The HHF DPA Second Mortgage, the HHF DPA Second Mortgage Note, the DPA Acknowledgement Form (if applicable only) should be returned to the lender upon execution and upon recording of the HHF DPA Second Mortgage. Advise title companies and closing agents to return these documents to the originating lender. The HHF DPA Second Mortgage and Note reflect FL Housing’s name as Mortgagor and if not properly instructed, title companies and closing agents often forward these documents to FL Housing’s corporate office. DO NOT return these documents to FL Housing upon closing. <p><i>Please Note: Delays in loan delivery, including delays specific to title companies / closing agents forwarding recorded mortgages and other second mortgage documents to FL Housing, can delay loan purchase and Lenders may incur late delivery fees as a result.</i></p>

HHF DPA Second Mortgage Program Fees	
Funding Fee	<ul style="list-style-type: none"> • \$0
Application Fee	<ul style="list-style-type: none"> • \$0
Recording Charges	<ul style="list-style-type: none"> • Only fees to record the HHF DPA Second Mortgage should be charged on the HUD-1. Please note the HHF DPA Second Mortgage is the only second mortgage collateral document that requires recording. The HHF DPA Second Mortgage Note does not require recording.
Settlement Charges (Revised 6/1/2017)	<ul style="list-style-type: none"> • Effective with all new reservations made June 1, 2017, and later, the maximum allowable settlement fee is \$150.00. It is the lender's responsibility to monitor title companies to be sure they are not exceeding the maximum allowable fee.
HHF DPA Second Mortgage Program Documents	
Program Documents Available through Reservation System	<ul style="list-style-type: none"> • HHF DPA Second Mortgage. • HHF DPA Second Mortgage Note. • Dodd-Frank and HHF DPA Certification Form.

RESERVING FIRST AND SECOND MORTGAGE LOANS ONLINE

**Questions Regarding Loan Reservations
should be directed to eHousingPlus at
services@eHousingPlus.com or 954-217-0817.**

All loans must be registered or reserved through the eHousingPlus website (www.eHousingPlus.com). Reserving the first and second mortgage loans serve as a “lock” for the rate and the down payment assistance.

Please note that Lenders may also need to “lock” the loan in their own origination system or through their lending institution. Refer to your internal process or requirements specific to “locking” loans that are originated through the FL Housing First Time Homebuyer Program.

FL Housing offers a continuously-funded First Time Homebuyer Program. First and second mortgage funds are always available so do not reserve loans early within the 115-day purchase timeline. Mortgage Loans purchased beyond the 115-day purchase deadline are subject to a 25 bps late fee or cancellation. Late delivery fees will be deducted from a Participating Lender’s SRP at purchase by US Bank.

DETERMINING INCOME

An Underwriting Guide for Determining Borrower and Occupant Income for Household Income

Program qualifying income (or compliance income) is not the same as credit qualifying income. The calculation of Program qualifying income is different than the calculation of credit qualifying income, the income that is used for credit underwriting your borrower’s FHA, USDA-RD or VA loan.

Program qualifying income considers the income of borrowers and their spouses (regardless of spouse’s occupancy of the primary residence and whether or not a party to the loan) AND all household members 18 years of age or older (related or unrelated).

Unlike income that is averaged for credit underwriting, the FL First and the Military Heroes First Mortgage Loan Programs consider the actual **Current Gross Annual Income**. You should be reviewing the YTD income and the income shown on previous tax returns for consistency. If there are not inconsistencies in earnings, use the below for determining the actual Current Gross Annual Income for each occupant over 18. Current gross monthly income is generally determined first then it is multiplied by 12 months to determine the total Current Gross Annual Income. Upon the determination of Current Gross Annual Income for each occupant, the Household Income can then be determined and compared to the Income Limits and household

size for the county in which the borrower(s) are purchasing to determine if the borrower(s) are eligible.

Please note that this serves as a guide only. Underwriters and Lenders must determine the most accurate actual Current Gross Annual Income based on the pay documentation collected from borrower(s) and spouse(s) and other occupants over the age of 18. Underwriters and Lenders must exercise due diligence in determining Household Income and collect the appropriate pay documentation for each occupant over the age of 18 that supports and validates the Program qualifying income of each occupant. Please note that this documentation may vary from borrower or occupant depending on the borrower or occupant's profession, income source, work schedule or how often income is received. Just as a Lender would collect the necessary income documentation to support and validate credit qualifying income for a borrower, Lenders should collect the necessary income documentation to support and validate the Program qualifying income of the borrower(s) and/or occupant(s).

Gross monthly income considers the sum of monthly gross pay; any additional income from overtime, part-time employment, bonuses, income from self-employment, dividends, interest, royalties, pensions, VA compensation and net rental income, other income (such as alimony, child support, sick pay, social security benefits, unemployment compensation, income received from trusts, and income received from business activities or investments), and the continuation of which is probable for the next 12 months based on foreseeable economic circumstances determined at the time of application.

Household Income will be confirmed through the Reservation Form, Underwriter's Certification and Mortgagor Affidavit which is executed by the borrower(s) on the date of mortgage loan closing. Any income obtained from these Program documents that reflect a Household Income exceeding the income limit will result in the pending of the loan file and non-purchase of the loan until Lender resolves the discrepancy. Lenders can resolve by providing any necessary documentation to support income eligibility or, if it is determined through the review of additional documentation submitted by the Lender that the Household Income does exceed the Income Limit, the loan will be cancelled and the borrower will not be eligible for participation in the Program.

Use the information below as a general guide.
Please contact the eHousingPlus Compliance Team with any questions or concerns at services@eHousingPlus.com or 954-217-0817.

IMPORTANT! PLEASE READ.

Alternative pay or income documentation used to support Household Income should be retained by the Lender and any alternative documentation used to validate Household Income should be acceptable to the Agencies (FHA, USDA-RD, VA). Alternative pay or income documentation includes, but may not be limited to, current pay stubs which delineate “current period”, W-2's, for all borrowers and all employers, and bank statements to verify the receipt of income. If W-2's are present in the loan file, Lenders should verify that the total of W-2's presented equals the income shown on borrower/occupant tax returns. For clarification on which documentation should be submitted to eHousing to confirm borrower(s) are eligible for participation in the FL Housing First Time Homebuyer Program, please see the “Closing, Shipping and Clearing Loans for Purchase” section of this HHF DPA Second Mortgage Program Guide.

Pay or income documentation to support credit underwriting for the first mortgage loan and to support AUS findings are forwarded to US Bank upon loan closing in the first mortgage closed loan file. **US Bank does not re-underwrite loans.** US Bank will confirm that the pay/income documentation included in the first mortgage closed loan file supports the AUS findings and credit underwriting approval. For clarification on which pay/income documentation is required by US Bank for loan purchase, please refer to the loan delivery checklists available on US Bank's website at https://hfa.usbank.com/HFA_Division.html.

Even if not required for credit underwriting, Lenders should be seeking the two most current paystubs with year-to-date (YTD) earnings. Do not include in the compliance file. Again, Lenders should retain all necessary supporting income documentation in the event it would be required to confirm income eligibility and the income certified by underwriting staff. Although reference is made to the last 4 to 6 weeks income, underwriters should be reviewing tax returns to verify consistency and that there are no unexplained changes in Household Income.

Verification of Employment

A verification of employment (VOE) may not be required if acceptable pay/income or alternative pay/income documentation can validate Household Income. If a VOE is required by the Agencies then it should be obtained for credit underwriting but it may not necessarily be considered in determining Program income if alternative documentation provides a more accurate reflection of a borrower/occupant's Current Gross Annual Income.

Income from a Salary or Wage

Using the last 4 – 6 weeks' pay stubs, add together the gross pay from each pay stub supplied. Divide this total by the number of pay stubs and then multiply by the number of pay periods within a year (i.e. if paid bi-weekly multiply by 26, if bi-monthly multiply by 24, etc.).

Commission / Bonus Income

If commission income was noted to have been received as YTD on the 4 – 6 weeks' of paystubs supplied, but was not actually received during the review period:

Divide the YTD commission / bonus income by the number of pay periods that have already occurred in the year to obtain the average per pay period. Multiply this average by the total number of pay periods in the year. Add this amount to the calculated income from salary or wage.

Self-Employed / Income from Business

Use the quarterly tax returns and financial statements to identify the current net YTD income. Add back in any depreciation. Divide the YTD income by the number of months during which it was earned and multiply by 12. Losses from a business cannot be deducted from another source of income.

Verification that Overtime, Bonus or Commission payments are terminated

If OT was received during the 4 – 6 weeks of pay stubs provided, or bonus or commission income was noted as paid in the YTD information, but verification has been provided in writing from valid third-party source (i.e. employer confirming termination of such income or that it is not likely to continue or change in employment status ceased these payments), you may remove these amounts received when calculating the Program income.

Interest / Dividends

Use current earnings statements issued by the bank, investment broker or agent. Identify the YTD interest or dividend earnings. Divide by the number of months this YTD represents and multiply by 12.

If statements are not available, and the terms of the investment agreement are available, multiply the principal amount of the asset times the annual interest yield factor for a projected interest earnings amount.

If neither are available, use the previous year's earnings statements or tax returns to identify the total annual interest and dividend income. If the assets are still invested in the same instruments, use the previous year's figures.

Alimony / Child Support

Use the monthly amount appearing in the divorce decree, separation agreement or other support document.

If the borrower / occupant receives more or less than the amount stipulated in the agreements, use the monthly figure that the borrower / occupant declares and that can be verified (on bank statements for example)

Multiply the verified or calculated amount from the above process times 12.

Pensions / Temporary Payments

Use the benefits statement issued by the benefits provider (pensions, workers compensation, disability compensation, social security, AFDC, etc.) to identify the amount of the benefit, payment frequency and expected term of benefit.

Multiply the amount of the benefit times the payment frequency.

If the benefit is absolutely not payable to the recipient beyond a given date (a verifiable complete and permanent stop of benefits without extensions, exceptions, waivers or other conditions) and such date is within 12 calendar months of the anticipated closing date, then calculate the benefits expected through the end of the benefits term.

Boarder Income

All income of persons over the age of 18 who are expected to principally and permanently reside in the residence being financed must be included in the calculation of Current Gross Annual Income.

Anticipated Rental Income from 2 – 4 Unit Properties

Anticipated rental income from the property being purchased is not included in the calculation of income for Program purposes but may be treated as detailed in Agency guidelines.

If the borrower / occupant currently receives income from rental property, that income must be included in the calculation of income. Use the last year's tax returns to establish any rental income and remember to add back depreciation.

Calculation of Current Gross Annual Income

Add together all sources of income per each borrower / occupant. Compare the calculated Current Gross Annual Income to paystubs, VOE's, the previous year's income per W2's and tax returns. You should not note significant differences that cannot be accounted for (i.e. Child Support income). In some cases, the Current Gross Annual Income will be higher than the previous year's income. Significant variances should be attributable to increases/decreases in

pay or number of hours worked. If paystubs are being used as confirmation of eligibility, Lenders should note within their loan file any variances and why any variances have occurred.

Calculation of Household Income

Add together the Current Gross Annual Income calculated for each borrower / occupant. Compare the Household Income calculated to the Income Limit to ensure compliance with Program requirements.

CLOSING, SHIPPING AND CLEARING LOANS FOR PURCHASE

Please contact the eHousingPlus Compliance Team with any questions or concerns at services@eHousingPlus.com or 954-217-0817.

CLOSING

Closers should be verifying all necessary Program documents for data consistency with first mortgage loan documents.

Program documents are available through the eHousing reservation system. Closers should be pulling the Program documents below for forwarding to the closing agent, title agency or closing attorney.

- Mortgagor Affidavit.
- Seller Affidavit - Requires original signature of borrower and seller unless the property is an REO or bank owned property.
- Tax Exempt Rider.
- DPA Obligation Letter (FHA Only).
- DPA Borrower Gift Letter (FHA Only).
- US Bank Privacy Form.
- Dodd-Frank and HHF DPA Certification Form.
- HHF DPA Second Mortgage.
- HHF DPA Second Mortgage Note.

Name affidavit may be required if borrower has more than one legal name reflected in first mortgage loan documents. Power of Attorney (POA) is acceptable but must satisfy Agency (FHA, VA, RD, Fannie Mae) and US Bank requirements. Active duty military personnel may provide an "Alive and Well" letter.

Only those appearing on deed need to sign Program documents (exception: a non-borrower spouse does not sign the HHF DPA Second Mortgage Note). Those appearing on deed must occupy the property as their primary residence.

Advise closing agents that all second mortgage documents are to be returned to the Participating Lender. The HHF DPA Second Mortgage will reflect Florida Housing Finance Corporation as mortgagee and often prompts closing agents to return the fully executed second mortgage documents to FL Housing. Packages from closing agents will be returned by Florida Housing to closing agent which may result in loan purchase delays and additional late delivery fees.

A standard GFE and HUD-1 is REQUIRED for a Florida Housing Second Mortgage.

SHIPPING

Compliance files should include the following:

- Compliance/Admin Fee of \$250. Corporate checks should be made payable to eHousingPlus *Note borrower's name and property address on check.* **WIRE*** *PAYMENTS ARE NOW ACCEPTED by eHousing.*
- ORIGINAL signed Notice to Buyer.
- ORIGINAL Mortgagor Affidavit.
- ORIGINAL Seller Affidavit and Lender Certification.
- COPIES of tax returns or transcript (or a combination of either) for the last three tax years for borrower(s) and spouse, even if spouse is not on the loan.
- COPY of homebuyer education certificate.
- COPY of real estate contract.
- COPY of signed 1003.
- COPY of signed Closing Disclosure (CD) for the first mortgage loan.
- COPY of warranty deed.
- COPY of discharge papers (DD214) only if veteran is qualifying under the Veteran's Exemption.
- COPY of US Bank Privacy Form.
- COPY of final AUS/DU findings.
- Dodd-Frank and HHF DPA Certification Form.
- COPY of gift letter for any refund of gift funds at closing (if applicable).

**Corporate checks should be made payable to eHousingPlus. The eHP loan number & last name of borrower must appear on any check, ACH or wire payment submitted. Please make sure your accounting department is indicating the eHP loan number & last name of borrower on all submitted fees(s), especially ACH & wires.*

Compliance files should be submitted to:
eHousingPlus
3050 Universal Blvd., Suite 190
Weston, FL 33331

First mortgage and second mortgage loan file should be forwarded to US Bank. Refer to their website at https://hfa.usbank.com/HFA_Division.html for file submission checklists.

CLEARING LOANS FOR PURCHASE (POST-CLOSING)

eHousing will review all closed compliance loan files to determine if it satisfies all Program requirements. If the loan file has any deficiencies, eHousing will assign an “exception” in the reservation system and contact the Lender via email to advise the loan has been pended. Forward any “cure” documentation for the compliance file to eHousing for review and approval.

US Bank will review all closed first and second mortgage loan files to determine if it satisfies all Agency and US Bank requirements. Once US Bank receives and reviews a loan file, they will notify Lender of any deficiencies.

Lenders can pull all compliance deficiencies assigned by eHousing and all first and second mortgage loan file deficiencies assigned by US Bank from the online reservation system.

For more information on how to submit the necessary cure documentation to eHousing or for questions regarding compliance file exceptions, please contact **eHousing** at services@eHousingPlus.com or 954-217-0817.

For more information on how to submit the necessary cure documentation to US Bank or for questions regarding first and second mortgage loan file exceptions, please contact **US Bank** at hfaeastcommunications@usbank.com or 800-562-5165, option 1.