WELCOME HOME WYOMING

A PROGRAM OF

THE HOUSING AUTHORITY OF THE CITY OF CHEYENNE

Administrator's Guidelines

Unassisted Rate

(no down payment assistance)

Assisted Rate

(30-year forgivable second mortgage)

EDGE Rate

(permanent rate buy-down)

Published 01/21/20
Updated 11/02/26
Updates are shown on Page 3

EQUAL HOUSING OPPORTUNITY

eHOUSINGPLUS
Program Management Specialists

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05/12/26	Revised income limits effective 05/12/26	13
06/10/26	Revised income limits for Freddie Mac 80% AMI	13
11/02/26	Revised delivery timeline to 60 days, effective with new loan reservations 11/02/26	24

THE WELCOME HOME WYOMING PROGRAM TEAM



Cheyenne Housing Authority (Sponsor)
- Sponsors Welcome Home Wyoming
- Sets the rate, term and points
- Markets the program

Participating Lenders
- Takes applications
- Reserves loan in lender system and eHousingPlus Lender Portal
- Processes, underwrites, approves loans
- Funds first mortgage and DPA
- Closes and sells qualified loans to the program
- Services program loans until purchased by Master Servicer (in accordance with Agency requirements)

US Bank (Master Servicer)
- Provides information on acceptable loan products
- Receives and reviews all first mortgage files
- Notifies lenders of first mortgage file exceptions
- Approves first mortgage files
- Purchases pools, delivers and funds loans
- Delivers certificate

eHousingPlus (Program Administration)
- Maintains program reservation system, websites, email directory for notices
- Posts Administrator's Guidelines, forms, and training materials
- Provides program/system training
- Answers program/system questions
- Receives and reviews compliance files
- Posts and notifies of exceptions
- Approves compliance files

CONTACT DIRECTORY
954-217-0817 or Toll Free (888) 643-7974
Select Option #2

Question	Option #	email
Lender Training (Program & System)	Option #4	Click here
Lender User Access (Credentials, Disabled Access, etc)	Option #1	Click here
eHPay - Digital Payment of Compliance Fees	Option #3	Click here
Program Eligibility Questions - READ THIS GUIDE FIRST	Option #2	Click here
Deficiencies - To view and upload compliance file deficiencies	View compliance and Servicer DEFI's in eHP FrontPorch using Digital Docs App, Deficient Compliance Files drop down menu.	
Loan Specific Questions - If you have any questions related to a specific loan already reserved/rate locked in the eHPortal.	Post note in Collaboration Station within eHP FrontPorch	
Credit underwriting questions, refer to their internal UW Department or US Bank	(800) 562-5165	Click here
System Errors - Technical Assistance	Option #6	Click here
U.S. BANK DU Findings, DTI, Insurance, Collateral and Purchase of the loan questions all need to be addressed by the Servicer directly. eHousingPlus cannot assist you with questions related to these items. Shipping First mortgage closed loan files Questions regarding exceptions on first mortgage closed loan files	(800) 562-5165	Click here
U.S.Bank All Regs Site	Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Wyoming/Cheyenne HA.	

(Rev 05/22/24)

PROGRAM PRODUCTS

Cheyenne Housing Authority EIN: 83-0206502

PLEASE NOTE THAT RATES AND ASSISTANCE AMOUNTS ARE SUBJECT TO CHANGE AT ANY TIME. With respect to reserved loans, the rate and assistance will not change as long as loans are delivered according to the timetable included in this Guide.

Daily Rate Lock Reservation Availability

Reservations in this program are available Monday - Friday 8:00 a.m. - 6:00 p.m. Mountain Time excluding holidays.

WHW UNASSISTED

The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments and **NO DOWN PAYMENT ASSISTANCE**. Current rates are available on the eHousingPlus web page for this program. Income limits apply.

WHW EDGE

The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments and may chose to receive either No Down Payment Assistance (0%) **OR** down payment assistance. The amount of assistance may be 3% or 4% of the Note amount, in the form of a 30-year forgivable second mortgage, to apply toward down payment or closing costs. The buyer or seller may pay a 2% Discount Point to receive the WHW Edge loan product. (Added 05/19/25)

WHW ASSISTED

The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments as well as down payment assistance. The amount of assistance may be **3.00% OR 4.00%** of the Note amount, in the form of a 30-year forgivable second mortgage, to apply toward down payment or closing costs. Current rates are available on the eHousingPlus web page for this program. Income limits apply.

SPECIAL NOTE FOR FANNIE MAE HFA PREFERRED AND FREDDIE MAC HFA ADVANTAGE CONVENTIONAL LOANS

Reduced cost PMI applies to borrowers at or below 80% AMI. Standard PMI applies to borrowers about 80% AMI. Lenders should pay close attention to LPA and DU findings to determine AMI limit. (Rev 11/16/20)

PROGRAM ASSISTANCE

30-YEAR FORGIVABLE SECOND MORTGAGE

The assistance is calculated on the Note amount. Lenders fund the assistance at closing and are reimbursed at loan purchase by U.S. Bank. The Assistance may be used for down payment or closing costs, prepaids and to fund Realtor commission. While there is no cash back in this program, the borrower may be reimbursed for any overpayment of escrow. Since the assistance is a fixed percentage, any remaining Assistance must be applied as a principal reduction. Assistance is in the form of a 0% interest, second mortgage, forgivable after the 360th month, with no scheduled payments (NOT pro rata). Any remaining amount of the DPA second mortgage will only be due from the borrower if the first mortgage is prepaid, refinanced or if the borrower sells, transfers or otherwise disposes of the property, including foreclosure, before the end of the 360 month period. The Assistance is reserved automatically with the first mortgage reservation. There is no additional reservation necessary.
(Rev. 11/14/24 Effective 09/16/24)

THE REQUIREMENTS

Loans in this program must be FHA, VA, USDA:RD, Fannie Mae HFA Preferred and Freddie Mac HFA Advantage loans.

Lenders should follow the Program requirements and Agency (FHA, VA, USDA:RD, Fannie Mae and Freddie Mac HFA Advantage) requirements.

Unless otherwise directed, Lenders are responsible for assuring that loans meet the strictest of Agency (FHA, etc.), Servicer and/or program guidelines.
Information in these program guidelines may not be provided on a timely basis so it is very important to reference Agency and US Bank HFA guidelines. Click on this link to be redirected to the US Bank AllRegs website for the U.S. Bank HFA Division. Click U.S. Bank HFA Lending Guide, then 500: Housing Finance Agency Programs. If you experience any technical difficulties, please contact U.S. Bank HFA Division directly at 800-562-5165. (Added 4/28/23)

Eligible Borrowers
- There is no first-time homebuyer requirement in this program.
- Follow Agency (FHA, VA, USDA-RD) and U.S. Bank guidelines for non-citizens.
- Buyers must occupy the property within 60 days of closing.
- Buyer must live in the property purchased as their principal residence.
- Applicants must be considered irrespective of sex, age, race, color, religion or national origin
- Lender should contact the Agency (FHA, VA, RD, Fannie Mae, Freddie Mac) regarding ownership of other property.

Non-Purchasing Spouse must sign the Deed of Trust (and applicable riders/disclosures), or signand record a Quitclaim Deed at closing if borrower is vesting as their "sole and separate" property. Signing the Deed of Trust and other related documents does not make the non-purchasing spouse a Co-Borrower. (Added 4/28/23)

Loan Underwriting
Loans are underwritten by the Lender.
Freddie Mac loan option use LPA ONLY. Fannie Mae loan option use DU ONLY. (Added 11/16/20)

Homebuyer Education
All borrowers (any primary borrower on the Note/Warranty Deed) must complete a homebuyer education course and receive a certificate of completion. The Homebuyer Education course must meet the standards for Homeownership Education & Counseling set by HUD or the National Industry Standards. Post-closing education is not acceptable. Education provided by a mortgage insurance company is acceptable however, it is the lenders responsibility to ensure the course meets the standards described above.
HUD Approved Providers
eHomeAmerica online education
Fannie Mae HomeView online course
Framework online education
Freddie Mac Credit Smart online education
MGIC FinallyHome online education (This is the ONLY homebuyer education that would be acceptable from MGIC. The ReadyNest course is NOT acceptable)
Wyoming Housing Network (Rev 07/18/24)

Credit Score, DTI & LTV Requirements Government Loans

(Source U.S. Bank Product Guidelines)

- Lenders should always refer to the most current U.S. Bank Product Guides published on the AllRegs website. Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Wyoming/Cheyenne HA/Product Guides.
- Mid credit score must be the minimum or above.
- If a loan agency requires a higher minimum credit score, lower DTI, or lower LTV, lenders must follow the loan agency guidelines.
- If a lender requires a higher minimum credit score, lower DTI, or lower LTV for their other loans, they may apply the more restrictive requirements for the Welcome Home Wyoming program loans.
- For borrowers with no credit score, lenders must follow U.S. Bank and loan agency guidelines. Refer to the AllRegs for current requirements.

AUS Submissions - Accept/Approve Eligible

Product Type	Property Type	Minimum FICO [2]	Maximum DTI GUS, LPA, DU [3]	Required Reserves
VA USDA/RD	1 – 2 Unit, Condos/Townhomes [4]	640	45%	As determined by GUS, DU, or LPA
		680	50%	
	Manufactured Homes [5]	660	45%	
FHA	1 – 2 Unit, Condos/Townhomes [4]	640	45%	As determined by GUS, DU, or LPA
		680	50%	
	Manufactured Homes [5]	660	45%	

Manually Underwritten [1]

Product Type	Property Type	Minimum FICO [2]	Maximum Ratios [3]		Required Reserves
			Housing	Total Debt	
VA	1 – 2 Unit, Condos/Townhomes [4]	640	N/A	41%	2
USDA	1 – 2 Unit, Condos/Townhomes [4]	640	29%	41%	2
FHA	Not Allowed				

1. Refer to Manual Underwriting below for additional information and guidance for borrowers with no credit score.
2. Minimum credit score shown is required for all borrowers **who have a credit score**. If HA of Cheyenne, FHA, VA, or USDA/RD require a higher FICO, the highest required FICO score must be used.
3. Maximum DTI; if HA of Cheyenne, FHA, VA, or USDA/RD require a lower DTI, the lowest required DTI must be used.
4. Refer to Condo Project Approval Requirements below for condo approval information.
5. Manufactured homes must meet all HA of Cheyenne, FHA, VA, USDA/RD, U.S. Bank, and State, requirements. Refer to the HFA Lending Guide 900: H. Manufactured Housing Requirements, 713.19 Manufactured Housing, 1500: Manufactured Housing, HA of Cheyenne and Ginnie Mae for additional information.

Manual Underwriting - Loans may only be manually underwritten for erroneous credit, inaccurate credit, insufficient credit, or loans with no credit scores.
Loans must comply with the requirements of the VA or USDA/RD guidelines per the selected product.
(Added 08/15/23)

Credit Score, DTI & LTV Requirements Conventional Loans
(Source U.S. Bank Product Guidelines)

- Lenders should always refer to the most current U.S. Bank Product Guides published on the AllRegs website. Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Wyoming/Cheyenne HA/Product Guides.
- Mid credit score must be the minimum or above.
- If a loan agency requires a higher minimum credit score, lower DTI, or lower LTV, lenders must follow the loan agency guidelines.
- If a lender requires a higher minimum credit score, lower DTI, or lower LTV for their other loans, they may apply the more restrictive requirements for the Welcome Home Wyoming program loans.
- For borrowers with no credit score, lenders must follow U.S. Bank and loan agency guidelines. Refer to the AllRegs for current requirements.

AUS Submissions – Accept/Approve Eligible [7]

Property Type	Maximum LTV [1]	Maximum TLTV/CLTV [1]	Maximum DTI [2]	Minimum Credit Score [3]	Required Reserves
1 Unit Condos/Townhomes [4]	97%	105%	50%	640	As determined by DU or LPA
2 Units	95%	105%	50%	640	
Fannie Manufactured Homes [5]	95%	105%	45%	660	
Fannie MH Advantage™ [5, 6]	97%	105%	45%	660	
Freddie Manufactured Homes [5]	95%	95%	45%	660	
Freddie Manuf. CHOICEHomes® [5, 6]	97%	105%	45%	660	

Manually Underwritten Fannie Mae HFA Preferred [8] Only

Property Type	Maximum LTV [1]	Maximum TLTV/CLTV [1]	Maximum DTI [2]	Minimum Credit Score [3]	Required Reserves
1 Unit Condos/Townhomes [4]	95%	105%	36%	680	2
				660	6
			45%	720	2
				700	6

Manually Underwritten Freddie Mac HFA Advantage [8] Only

Property Type	Maximum LTV [1]	Maximum TLTV/CLTV [1]	Maximum DTI [2]	Minimum Credit Score [3]	Required Reserves
1 Unit Condos/Townhomes [4]	97%	105%	45%	660	2

1. Maximum LTV, CLTV/TLTV; if HA of Cheyenne, Freddie Mac under Home Possible®, Fannie Mae under HomeReady™ or the Mortgage Insurer require a lower LTV, CLTV/TLTV, the lowest required LTV, CLTV/TLTV must be used.
2. Maximum DTI; if HA of Cheyenne, Freddie Mac under Home Possible®, Fannie Mae under HomeReady™, or the Mortgage Insurer require a lower DTI, the lowest required DTI must be used.
3. Minimum credit score shown is required for all borrowers **who have a credit score**. If HA of Cheyenne, Freddie Mac under Home Possible®, Fannie Mae under HomeReady™, or the Mortgage Insurer require a higher credit score, the highest required credit score must be used.
4. Refer to Condo Project Approval Requirements below for condo approval information.
5. Manufactured homes must meet all Fannie Mae guide B5-2-01 or Freddie Mac guide 5703, HFA, State, and U.S. Bank requirements to be eligible for sale to U.S. Bank. Refer to the HFA Lending Guide 900: H. Manufactured Housing Requirements, 713.19 Manufactured Housing, 1500: Manufactured Housing, and HA of Cheyenne for additional information.
6. Refer to Fannie Mae Selling Guide Announcement SEL-2018-05, Fannie Mae B5-2-01 and MH Advantage™ guides for Fannie Mae HFA Preferred or to Freddie Mac guide 5703 and Freddie Mac 5703.9 CHOICEHomes® for Freddie Mac HFA Advantage.
7. Refer to Desktop Underwriter for DU submissions and Loan Product Advisor for LPA submissions for additional information.
8. Refer to Manual Underwriting below for additional information and guidance for borrowers with no credit score.

Footnotes refer to: the most current U.S. Bank Product Guides published on the AllRegs website. Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Wyoming/Cheyenne HA/Product Guides. Footnotes on next page.

(Added 08/15/23)

Eligible Areas
Eligible areas for the Assisted Rate Loan include Albany, Big Horn, Campbell, Carbon, Converse, Fremont, Goshen, Johnson, Laramie, Natrona, Niobrara, Park, Platte, Sheridan, Sweetwater, Uinta and Washakie counties. Eligible areas for the Unassisted Rate include the entire state of Wyoming. (Rev 07/20/23)

Purchase Price Limits
There are no purchase price limits in this program

Property Requirements
- Single family, 1-2 unit property for ALL loan products, owner-occupied, principal residences that are detached structures, or condominiums*, town homes/PUDs or duplexes subject to the applicable FHA, VA, RHS/RD Fannie Mae and Freddie Mac guidelines. Manufactured** homes permitted with 660 FICO. Homes are considered new if never previously occupied.

* When using the Fannie Mae HFA Preferred or Freddie Mac HFA Advantage conventional loan for a condo, LTVs from 95.01-97% are acceptable, the project must meet Fannie Mae and Freddie Mac guidelines as well as U.S. Bank. Please reference U.S. Bank bulletin 2017-05 and HFA lending guide Section 800 for complete details on condo project review/approval requirements. (Updated 03/04/24)

****Manufactured Housing Requirements** (Rev. 04/17/23)
- Manufactured homes must meet all HFA, State, FHA, VA, USDA/RD, Fannie Mae guide B5-2-01, Freddie Mac guide 5703 and U.S. Bank requirements to be eligible for sale to U.S. Bank Home Mortgage. Refer to the U.S. Bank HFA Lending Guide 900: H. Manufactured Housing Requirements, 713.19 Manufactured Housing, 1500: Manufactured Housing.

- For ALL Manufactured Housing loan types:
  - Minimum 660 FICO
  - Maximum DTI is 45%
  - NO Manual Underwrites Allowed
  - NO Single-Wide Manufactured Housing

Lenders must follow FHA, VA, RD, Fannie Mae, Freddie Mac & U.S. Bank Manufactured Housing guidelines. To locate the Product Guide click on this link.

Income Limits

For all household sizes, use ONLY 1003 Qualifying Income that cannot exceed the following. For USDA loans, the household income may exceed the program income limit when the loan meets USDA income guidelines.

County	Fannie Mae or Freddie Mac At or below 80% AMI (Effective 06-13-26)	FHA, USDA-RD, VA Fannie Mae over 80% AMI (Effective 05-12-26)
Albany	$85,600	$140,140
Big Horn	$79,520	$140,140
Campbell	$89,360	$140,140
Carbon	$79,520	$140,140
Converse	$82,240	$140,140
Crook (Unassisted rate only)	$84,400	$140,140
Fremont	$79,520	$140,140
Goshen	$79,520	$140,140
Hot Springs (Unassisted rate only)	$79,520	$140,140
Johnson	$79,520	$140,140
Laramie	$83,520	$140,140
Lincoln (Unassisted rate only)	$90,880	$140,140
Natrona	$79,600	$140,140
Niobrara	$79,520	$140,140
Park	$80,320	$140,140
Platte	$79,520	$140,140
Sheridan	$80,160	$140,140
Sublette (Unassisted rate only)	$93,440	$140,140
Sweetwater	$82,720	$140,140
Teton (Unassisted rate only)	$118,800	$140,140
Uinta	$79,920	$140,140
Washakie	$79,520	$140,140
Weston (Unassisted rate only)	$83,920	$140,140

(Rev 05/12/26)

Refinance Requirements (Revised 05/19/25)
Welcome Home Wyoming (Unassisted, Assisted and EDGE) allow for the origination of Refinance loans within the program under the following terms.

To reserve a Refinance Loan, choose any of the available rate offerings in the program. Then, reserve funds as you normally would. Except, you will enter a $1 Purchase Price amount. (Added 01/12/22)

Government Loans
- FHA Streamline Refinance only
- USDA-RD Refinance
- VA IRRL refinance only
- Minimum FICO score – 640
- Maximum DTI – 45%

Government Loans Not allowable:
USDA-RD streamline refinance
Cash out refinances
FHA standard refinance

Conventional Loans
- Freddie Mac refinance permitted (No Cash-out, refinance only)
- Fannie Mae limited cash-out refinance
- Freddie Mac Minimum FICO – 680
- Fannie Mae Minimum FICO - 640

Conventional Loans Not allowable:
Freddie Mac Relief Mortgages

Always reference and follow all Agency guidelines and U.S. Bank requirements as identified in the U.S. Bank HFA Lending Guide in AllRegs, Underwriting Section 700, Overlay Matrix Section 1400 and HFA Program Section 500 for any specific HFA guidelines. Information may not be provided on a timely basis so it is very important to reference Agency and US Bank HFA guidelines. To locate click on this link. Click on the Learn More button found under the heading, Enjoy Housing Finance Agency Services. Your web page will be redirected to the AllRegs site for US Bank HFA Division. If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165.

FINANCING FACTS

It's expected that lenders have reviewed some **preliminary documentation and believe that applicants will also qualify for credit. Excessive cancellations will be reviewed** to assure that program funds are not being utilized **inappropriately.** Check with your underwriter for updates to information for Fannie Mae HFA Preferred and Freddie Mac HFA Advantage. Such information is provided by third parties (i.e.Freddie Mac, U.S. Bank, etc) who do not provide updated information to eHousingPlus.

Fannie Mae HFA Preferred Fact Sheet

Fannie Mae DU Job Aid

Freddie Mac HFA Advantage Fact Sheet

Freddie Mac LPA FAQ

Appraisal - The appraisal must indicate that the home has at least a 30 year remaining useful life.

Buy downs - Not permitted in this program.

Cash Back - Cash back to the borrower is not permitted. However, borrowers are permitted a reimbursement of prepaids and overage of earnest money deposit as permitted by Agency guidelines and to the extent any minimum contribution, if any, has been satisfied.

Construction to Perm - Not permitted in this program.

Co-signers - Co-signers are permitted to the extent permitted by applicable Agency or GSE . Treat co-signer/income as directed by the Agency or GSE. A co-signer cannot have any ownership interest in the property (they cannot be on the Mortgage/DOT/WarrantyDeed). Fannie Mae requires the non-occupant co-signer income be included when determining program eligibility. (Updated 03/04/24)

Final Typed Loan Application (1003) - The typed application signed and dated by all parties is required. Loan interviewer must complete and sign page 3 of 4 of the 1003. If this is not possible, then an Officer must sign in place of the interviewer. All persons taking title to the property must execute all program documents. The purchase price, loan amount, and other financial details must be the same as shown on all other documents.

Manual Underwriting - Loans may only be manually underwritten for erroneous credit, inaccurate credit, insufficient credit, or loans with no credit score scores. Loans must comply with the requirements of the FHA, VA, or USDA/RD guidelines per the selected product, and the Freddie Mac guide and Home Possible® requirements for HFA Advantage or Fannie Mae guide and HomeReadyTM requirements for HFA Preferred. NOT permitted on Manufactured homes. Lender must follow loan agency and U.S. Bank Seller Guide and Product Guides. Click on this link to be redirected to the U.S. Bank web site. (Rev 04/17/23)

Minimum Loan Amount - There is no minimum loan amount in this program.

Prepayments - The first and second mortgage may be prepaid at anytime without penalty. See page 7 of this guide for details second mortgage terms. (Rev 03/04/24)

Recapture Tax - There is NO RECAPTURE TAX IN THIS PROGRAM.

SECOND MORTGAGE

Second Mortgage Documents / Title Insurance / Mortgagee Clause – Borrowers must sign all second mortgage documents at the same time the first mortgage documents are signed. The second mortgage must be recorded concurrently with the first mortgage at closing. The Servicer should be listed as the Trustee on the second mortgage. Documents to be prepared for the second mortgage include: partial exemption disclosure, second mortgage and second promissory note. No title policy is required for second mortgage.

Subordination Agreements/Payoff Statements - Wyoming will not subordinate its second loan position if the borrower refinances the first mortgage or obtains a home equity line of credit (HELOC). To order a payoff statement:
Please fax a written request with borrower authorization to US Bank at 877-903-6972.

US Bank
Mortgagee Clause / Loss Payee for 2nd Lien
U.S. Bank National Association
Its Successors and Assigns as Their Interest May Appear
C/O U.S. Bank Home Mortgage
P.O. Box 961045
Fort Worth, TX 76161-0045

Tax Returns or Tax Transcripts - Not required for program purposes. Please contact US Bank regarding any servicer overlays at 800-562-5165.

PROCESS SUMMARY FROM TRAINING TO LOAN PURCHASE

LENDER ONBOARDING

Our On-Boarding process is designed to provide all participating lenders and their staff web-based training related to the Program, Technical and Workflow requirements of each program. Based on your role, there are certain training requirements prior to adding a new Program and Features. These are determined based on which modules you have completed in the past, and which Programs you want to add to your Portfolio.

Once you have submitted the eHP On-Boarding Registration, the eHP On-Boarding Team will create a specific training program for you based on the role(s) you selected, and you will receive an email confirmation with relevant information. Upon completion, your User Credentials will be created (if you are new User) or updated (if you are a current user) and you will receive a system generated email with this notification. Click on this link to register for training.

QUALIFY

Lenders use program requirements to qualify applicants for the program. Buyers must present an executed sales agreement before being entered into the program reservation system.

RESERVE FIRST MORTGAGE AND ASSISTANCE FUNDS

To reserve funds use the eHousingPlus eHPortal. Log in and reserve the first mortgage that automatically provides Assistance. You will receive a loan number and a message that you've completed the reservation successfully. **Provide the borrower with the Partial Exemption Disclosure Form at time of reservation (Assisted Rate Loans only) using** eHP FrontPorch and the eHProForms App. **This executed document will be included in the file sent to US Bank post-closing.**

CONVENTIONAL LOANS IMPORTANT INFORMATION

It is important that when the reservation is created in the eHPortal the correct RATE OFFERING is selected, there are several choices: Fannie 80% AMI - Freddie Mac 80% AMI and Fannie OVER 80% AMI. Be sure to check your DU or LPA findings and SELECT THE CORRECT AMI level and loan product. (Added 01/28/22)

RESERVE REFINANCE LOAN

To reserve a Refinance Loan, choose any of the available rate offerings in the program. Then, reserve funds as you normally would. Except, you will enter a $1 Purchase Price amount. (Added 01/12/22)

IMPORTANT

A reservation is for a borrower with a real estate purchase contract for a specific property. If the property needs to change, the loan must be cancelled and re-reserved. The lender is responsible for cancelling the loan within the eHPortal. Click on this link to clear flags for the borrower to be permanently removed from the eHousingPlus Lender Portal. Until this process is complete, the lender will not be able to re-reserve funds for the borrower. (Updated 03/04/24)

eHP Tip! *Need a reminder as to how to register a loan, complete the UW Certification, edit a loan or print forms?*
Log-in to eHP FrontPorch*, then click on the eHPlaylist to view a short video.*

PROCESS

Lenders process the loan as they would normally keeping in mind the program timelines.

CHANGES TO A LOAN

A lender is able to make changes to some fields prior to Underwriter Certification. A lender may make corrections to a borrower name, closing date, city, state and zip code. Fields that a lender cannot change are to the property street address and social security number.

UNDERWRITE AND CERTIFY

Lenders underwrite & are responsible for credit decisions of the loans in the program. Servicer does not re-underwrite loans. **Following loan reservation and PRIOR to loan closing, the Lenders Underwriter MUST complete the online UW Certification within the** eHPortal. Once a loan is Underwriter Certified no further changes can be made. If a change needs to occur after the certification is complete, please Log-In Here > Collaboration Station and request for the underwriter certification to be removed.

Freddie Mac requires HFA Advantage loans to be underwritten through Loan Product Advisor (LPA) only, and will not accept any loans underwritten through Desktop Underwriter (DU).
(Rev 9/21/22)

CLOSE AND VERIFY

THE LENDER WILL FUND THE DOWN PAYMENT ASSISTANCE AT LOAN CLOSING. Upon loan purchase, US Bank will reimburse the lender.

It's important to provide accurate closing instructions to closing agents. All program documents must be returned to the lender. It is VERY important to note, if the loan amount, purchase price or down payment assistance amount changes, and you have already printed forms, you'll need to print the forms again so the information on the form is accurate. The following program closing forms are found in eHP FrontPorch using the eHProForms App.

WHO SIGNS THE PROGRAM DOCUMENTS?

Form	Signed When?	Borrower	Co-Borrower	Non Purchasing Spouse	Co-signer
Partial Exemption Disclosure	Pre-Closing	Yes	Yes	Yes	No
Gift Letter (this is a form the lender needs to include in the mortgage file to the servicer)	Closing	No	No	No	No
2nd Mortgage	Closing	Yes	Yes	Yes	No
2nd Note	Closing	Yes	Yes	No	Yes

COMPLIANCE FILE DELIVERY INSTRUCTIONS
ASSEMBLE THE COMPLIANCE FILE

Compliance Files and Corrections to previously submitted files with erroneous or missing required documents will be managed through **eHP FrontPorch.** This portal provides lenders with all the tools necessary to deliver the required documents for the approval of the originated loan(s) in their respective affordable homebuyer programs. **eHP FrontPorch** is a secure, easy to use and efficient way for lenders to deliver the Compliance File, Correct DEFI's and pay the required Compliance Review Fees via our **eHPay** on-line fee approval, and related tools.

To assemble the compliance file, you will need a checklist. The checklist is specific to this program and used to submit the compliance documents post-closing to eHousingPlus.
Log-in here and use the eHProForms App to download the program forms.
Items to be uploaded in the compliance file include:

- Homebuyer Education Certificate
- FINAL SIGNED 1003
- FINAL SIGNED CLOSING DISCLOSURE (TRID form)
- Warranty Deed

UPLOAD THE COMPLIANCE FILE TO EHP DIGITAL DOCS

Log-in here and use the Digital Docs App to upload the compliance file.
The Compliance File should be a PDF file uploaded upright and in a clear legible format, composed of all required documents on the Checklist. Don't upload a compliance file until everything is included in the package. The more complete the file, the quicker the review and approval, and the file AND fee must be received to start the review process. Be aware that Loans will go straight to deficient status if items are missing, or if the fee was not received or properly identified. Once you are ready to upload your documents select eHPDigital Docs and from the drop down menu click on New Upload and follow the prompts.

SUBMIT THE REQUIRED COMPLIANCE REVIEW FEE

The Compliance Review Fee may be submitted separately from the Compliance File.

eHPay is a secure, efficient method for lenders to pay the fees ON-LINE. Loans managed through eHPay are processed faster, without fee errors or other unnecessary delays. The Lenders Accounting Staff can access eHP FrontPorch and process the compliance fees payment easily via the Digital Docs and eHPay apps.

Not sure of the required fee for your loan? Use the **FIND MY FEE** feature and get the instant answer by entering the eHP loan number or by Program.Compliance Files Uploaded are NOT ready for review until the Compliance Review Fee Payment has been received by eHP.

USE **PAYMENT CENTRAL** to determine any loan that may be pending fees, unidentified payments, files pending payment and short payments.

LOANS PENDING FEES lists Compliance Files that have been uploaded successfully, but whose fee payment is still pending. Lenders can monitor this area to ensure their fees have been delivered in a timely manner.

UNIDENTIFIED PAYMENTS are payments received from your company without the proper identification to apply it to the intended loan. Lenders can monitor this area to ensure that payments made are being properly identified with the eHP LOAN NUMBER.

PAID LOAN FILES lists compliance file that have been paid.

SHORT PAYMENTS If an incomplete payment is submitted, it will be displayed indicating the amount paid and the correct fee amount.

CLEAR A DEFICIENT COMPLIANCE FILE

LOAN DEFICIENCIES ARE NOT ACCEPTED VIA EMAIL.
Clearing files deficiencies is critical to your loan being approved and ultimately purchased. In the Deficient Compliance Files drop down, choose View/Upload Corrected DEFIs. This area will assist you in viewing what needs to be corrected, which documents are approved and complete, and you will have the ability to upload the correction and communicate with us in one simple area.

Is very helpful in resolving outstanding issues and having broader visibility for all of your post-closing staff who may need to work on resolving these discrepancies.
Please make sure that you're shipping and post-closing staff is very familiar with this area.
Remember your loan cannot be approved with outstanding deficiencies.

EHP COMPLIANCE APPROVAL

Following approval of Compliance File by eHousingPlus, lenders are notified and reminded of the purchase deadline.

SUBMIT MORTGAGE FILE & CREDIT PACKAGE TO SERVICER

The Mortgage File including Credit Package and it is sent to US Bank. The US Bank Delivery and Funding Checklist is found within the US Bank web site.
To locate the US Bank product guidelines and checklist click on this link.
You may need to enable pop-up windows on your web browser. Please contact your IT Department for assistance with this. If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165. (Rev. 01/04/23)

US BANK notifies lenders of Exceptions, posts exceptions online and sends a weekly summary of outstanding exceptions.

APPROVALS

Following approval of Compliance File by eHousingPlus, lenders are notified and reminded of the purchase deadline.

FINAL DOCUMENTS

The recorded mortgage documents, for both the first and second mortgages, should be sent to U.S. Bank.

Welcome to the Next Generation of eHousingPlus© Solutions



eHP FrontPorch Helpful Tips

Our new eHP FrontPorch graphical menu lets you access all apps and tools with one click. These apps were designed to assist you with the program requirements and workflow. In addition, eHP FrontPorch introduces new innovative tools such as Collaboration Station, Quick Tips, the eHPlaylist, and the Alerts and Notifications area. These NextGen Lender Platform tools have been designed to help you complete your tasks quick and easy.

eHProForms

eHProForms is our newly designed forms generation app where a lender will access all program related documents. Using a search feature to quickly access the loan file, it provides all of the program forms that are required for your specific loan.

The forms are now organized by purpose leading with compliance related forms which will be part of the compliance package you sent to eHousingPlus, the closing second lien assistance and other similar forms you will submit to the servicer and their package and two additional areas for special forms and documents that may apply to your loan. The forms instantly generate from your loan record so it's essential to make sure that you review the information for accuracy.

If something needs to be updated you can log into the eHPortal, edit the loan and you come back to eHP FrontPorch and regenerate the forms. It is easy and you can create forms as many times as you need with just one click. If your loan record has not been updated, your loans will be incorrect, and your file will be placed in deficient status.
Clicking the waffle menu at the top of the page is an easy way to get back to the main menu.

eHP Front Porch Helpful Tips

Collaboration Station

Collaboration Station creates a history of any issue that has been communicated regarding a specific loan and provides certain status alerts.
In collaboration station you can create a note to save to the loan file or you can send a message to anyone in our compliance team.

Click the message icon and a menu of eHousingPlus staff will appear at the top with their role for you to make the appropriate selection. You may include your team members who have user credentials to eHP FrontPorch that may assist in expediting solutions for your loans.

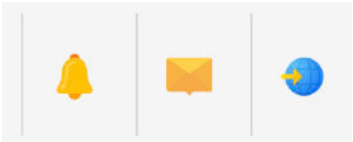
In Collaboration Station, you can also find the Servicer notes and exceptions that need to be addressed with them. By providing this view to you it gives you transparency to any problem that has to be resolved related to the mortgage or collateral submitted to the Servicer.
This view can be grouped, filtered, searched, and exported.

Quick Tips

Quick Tips is a library of useful tips to give you simple quick how to answers on common topics related to the process. It is a way to have short simple tips at your fingertips by roller subject where you can catch up and get you up to speed fast. These Quick Tips are a great place to search for frequent questions, concerns, or simply to educate yourself on a variety of topics.

eHPlaylist

The eHPlaylist is a newly created video platform with tutorials on where to perform tasks best practices and how-to's, all created to assist you with important information. Visual content is easy to access and understand and our playlist has a library of short concise and process-based learning topics. The video library has various categories and brief descriptions to easily build learning tools for your team. Together with Quick Tips, the eHPlaylist will provide you and your team with continuous learning resources to help you keep up to date with any platform or process changes.



Alerts and Notifications

The Alerts and Notifications area (bell and envelope icons) has been designed to provide you notifications of notes and messages related to your loans, with additional notification of status changes based on your role. When you send and receive messages using this app, you will receive a notification alert so you can easily see what's happening with your loans.
The last area on the notification panel (world icon) is made available to help you navigate to any of the program pages, guidelines, eHPUniversity and to view eHP News.

PROGRAM TIMETABLE

Buyers MUST HAVE A FULLY- EXECUTED SALES CONTRACT FOR A SPECIFIC PROPERTY in order to have funds reserved or be on a waiting list. The contract may be dated prior to the date of the loan application. Buyers may be pre-qualified. However, if the buyer does not have a contract on a property, program funds cannot be reserved for the buyer until such time as the buyer presents a valid contract. To assure that loans are purchased, please follow the Processing, Delivery and Purchase Timetable below. Please DO NOT reserve loans that cannot meet the timetable.

If the loan is not underwriter certified PRIOR to the loan closing, the loan is subject to cancellation. eHousingPlus notifies Lenders via email that the loan may be canceled if the underwriter certification is not completed. If the closing date is extended, please change the closing date in the eHPortal. If your underwriter needs additional time to complete the certification, just email eHousingPlus and ask that a Note be added to the file so the loan does not cancel. Should the loan reservation be canceled at any point during the reservation, the issuer may allow the loan to be reinstated at the higher of the mortgage rate originally reserved or the current program mortgage rate. (Rev. 03/08/22)

Loan Processing, Delivery and Purchase Timetable

Once a loan is reserved in the eHousingPlus system and is provided the Servicer's Loan number, the loan must be:

- Underwriter Certified PRIOR to loan closing
- Purchased within 60 days* of loan reservation (Effective with new loan reservations 11/02/26)
    - Prior to 11/02/26 - 70 days

* 60 days is from reservation to loan purchase by the servicer (this means the loan file closed, received compliance approval and is purchased by US Bank).
(Rev 11/02/26)

Loan Purchase Extension Fee
Any loan not purchased within 60 days will automatically receive a 30-day extension at the cost of 0.25% of the loan amount. Additional 30-day extensions will be applied as needed at a cost of 0.25% of the loan amount for each extension. Extension fee(s) will be netted by the Servicer when loans are purchased. (Rev 11/02/26)

PROGRAM FEES

eHousingPlus Fees

The program includes a first mortgage Compliance/Admin Fee and a penalty fee of $100 for files that are chronically deficient. The Compliance/Admin Fee is submitted with the Compliance File via eHP FrontPorch using the eHPay App.

$300 eHP Compliance/Admin Fee (loans reserved 05/19/25 and after)

The Compliance/Admin Fee is the fee charged by the Program Administrator/Compliance Agent to process the applicant/borrower from Origination to Compliance Approval, and to assess that the lenders originating such loans are following Program guidelines for the benefit of the eligible borrower(s). The Program Administrator/Compliance Agent tracks the loan via its web-based system, and assists the lender in processing the loan ensuring eligibility to the program available offerings, which can include various rate options, and down payment assistance.

The Compliance/Admin fee includes the review of information and documents delivered in the form of a Compliance File by the originating lender, on behalf of the borrower. Additionally the Compliance review verifies that the lender has charged only the fees allowed by the Program. Contrary to this, approval may be denied and/or fees may have to be reimbursed to the borrower. The compliance file processing consists of required affidavits, application, closing documents, certain non-mortgage documents, tax returns where applicable and other pre-defined Program documents that are disclosed to the potential borrower(s). This is required to ultimately receive Compliance Approval. These documents can support both the first mortgage and any down payment assistance available, and are required to ensure eligibility to the Program, Federal, State and Local requirements, where applicable. The Compliance review verifies that the data and documents submitted meet all requirements, and may include those for first-time homebuyer, income limits, sales price limits, targeted areas, homebuyer education, rate, term, points, fee limits, LTV, FICO score, special state, city, county program requirements for qualified military, first responders, teachers, etc.).

US Bank Fees

$84 Tax Service fee.

Funding fee should reflect as “Investor Funding Fee” on the LE/CD.
$475 for loans reserved 09/15/25 and after
$400 for loan reserved prior to 09/15/25

LENDER COMPENSATION

Any fee and expense imposed by lender must be reasonable, customary and comparable to other FHA, RD, VA, Fannie Mae and Freddie Mac loans of similar size. All fees and expenses must be fully disclosed to the Borrower in accordance with federal, state and local laws and regulations. Excessive fees, excessive expenses, and “Junk Fees” are considered contrary to HFA objectives and prohibited.

Origination Fee: The Program does not impose a cap on the lender’s origination fee. This fee may be paid by buyer or seller as allowed by the agency. No additional points may be charged. Netted from closing.

WHW Assisted and Unassisted - Discount or Additional Points: Not allowed

WHW EDGE - A 2% Discount Point may be retained by the lender and paid by the buyer, seller or Program Assistance as allowable. List in either Section A or B on the CD. Label the Discount Point as WHW Edge. Click here to view the Rates/Offerings chart for Discount Points. (Added 05/19/25)

Service Release Premium: Paid upon the purchase of the loan by Servicer.

Type	SRP Amount
FHA and RD	1.25% of note amount
VA	1.25% of note amount
Fannie Mae & Freddie Mac	1.25% of note amount

Customary Charges Incurred by Lender: These should be nominal, customary and justified as pass through costs. Examples are as follows:

- Financing Costs – legal fees, underwriting fees and courier fees
- Settlement Costs – title and transfer costs, title insurance, survey/ILC, recording or registration costs
- Other Costs – doc prep fees, notary fees, hazard insurance premium, mortgage insurance premium, life insurance premium, prepaid escrow deposits and other similar charges allowable by the insurer/guarantor.

Archived Revisions Table

Date	Topic (effective immediately for new reservations unless otherwise noted)	Page
01/27/20	Added Albany county as an eligible area	6, 7, 8
02/26/20	Added Carbon, Natrona and Fremont counties as eligible areas Revised FHA, USDA-RD and VA Income Limit	6, 7, 8 8
03/30/20	Added Campbell, Converse, Sweetwater and Uinta	6, 7, 8
04/13/20	Revised Contact Directory Added US bank COVID-19 guidance link	5 7
05/01/20	Added Unassisted Rate option Revised links to homebuyer education Added Refinance Requirements	6 7 9
05/25/20	Eligible Area updated Income Limit chart updated Manufactured Housing guidance revised	8 8 9
06/12/20	Revised prepayment information Revised lender compensation information and SRP	10 20
06/18/20	Updated Origination Fee information	20
07/06/20	Revised FHA minimum FICO to 660	7
07/18/20	Revised FHA minimum FICO to 640 Added Platte County to Assisted Rate option Revised Freddie Mac HFA Advantage loan income limits	7 8 8
07/31/20	Added Sheridan County to Assisted Rate Option	8
08/04/20	Added Goshen County to the Assisted Rate Option	8
08/11/20	Added Niobrara County to the Assisted Rate Option	8
09/10/20	Revised timeline benchmark - Underwriter Certification	12,18
11/16/20	Added Special Note for Fannie Mae & Freddie Mac loans Added Loan Underwriting criteria Added Fannie Mae & Freddie Mac online homebuyer education links	6 7 8
02/01/21	Revised Homebuyer Education standards	8
06/15/21	Updated Refinance option requirements Revised Conventional Loan 80% AMI and lower income limits	9 & 11 8
6/28/21	Revised FHA, USDA-RD, VA and Fannie Freddie Above 80% income	8
07/29/21	Revised Refinance options	10
08/02/21	Revised Refinance options - Fannie Mae minimum FICO	10
01/04/22	Revised DTI Requirement Added section - Manufactured Housing Requirements	7 9

Date	Topic (effective immediately for new reservations unless otherwise noted)	Page
01/05/22	Revised FHA, USDA-RD, VA and Fannie Mae & Freddie Mac Above 80% AMI	8 & 9
01/12/22	Added Refinance Loan reservation instructions	10 & 12
01/28/22	Updated Grant Assistance to include USDA-RD loans Updated Reservation of First Mortgage Pre-Closing Form Revised Close and Verify Revised Closing Forms	7 13 14 23
03-08-22	Revised Program Timetable, Loan Processing, Delivery and Purchase Timeline, and Loan Purchase Extension Fee	20
03-16-22	Updated Contact Directory Added EIN	5 6
05-09-22	Updated Income Limits	9-10
06-05-22	Updated Contact Directory Updated Freddie Mac 80% AMI Limits Revised U.S. Bank Fees	5 9-10 21
06-09-22	Updated Assisted Rate Eligible Areas: Johnson County	9
07-11-22	Updated Assisted Rate Eligible Areas: Park County	9
09-21-22	Revised Underwrite and Certify Section	14
10-07-22	Updated Fannie Mae 80% AMI limits effective 06-24-22	9, 10
10-31-22	Updated Eligible Areas to include Goshen and Niobrara	9
01/04/23	Added link to Fannie Mae HomeView homebuyer education course Renamed Compliance Process to: Process Summary from Training to Loan Purchase Revised link to US Bank web site Revised Loan Purchase Extension Fee	9 13 17 18
03/01/23	Revised FICO and DTI for VA and USDA-RD loan products	8
03/31/23	Updated income limit chart	10
04/17/23	Added VA & USDA to manufactured home eligibility Lowered minimum FICO on manufactured homes to 660 Added manual underwrites on FHA mortgages	9 9 12
4/28/23	Added to requirements and eligible borrowers sections	8
7/12/23	Updated Logo Updated income limit chart	1 10
7/20/23	Added Big Horn & Washakie counties as eligible areas	9
08/15/23	Added MGIC FinallyHome homebuyer education Added Credit Score, DTI and LTV Requirements for Gov't and Conv Loans	8 9,10,11
10/02/23	Revised contact directory Added eHP FrontPorch	5 Various
11/13/23	Revised Homebuyer Education providers	8

Date	Topic (effective immediately for new reservations unless otherwise noted)	Page
03/04/24	Added new 30-year second lien option Revised USDA-RD loan to no longer be a Grant Update property requirements Updated co-signers and pre-payment information Added Who Signs What grid	7 7 12 15 18
03/06/24	Added second mortgage information	16
05/22/24	Removed reference to Grant Revised conventional loan income limits	7 13
06/12/24	Revised Teton County 80% income limit	13
07/03/24	Revised homebuyer education providers	8
07/18/24	Repaired broken link - homebuyer education	8
11/14/24	Added DPA may be used to fund Realtor commission	7

Date	Topic (effective immediately for new reservations unless otherwise noted)	Page
04/23/25	Revised income limits effective 04/23/25	13
05/19/25	Added WHW EDGE Removed 3-year forgivable second mortgage effective 05/19/25 Revised Fannie Mae and Freddie Mac 80% AMI income limits effective 05/19/25 Revised eHP Compliance/Admin fee Added WHW EDGE to lender compensation	6 7 13 25 26
08/27/25	Revised U.S. Bank Funding fee	25
10/16/25	Corrected spelling of co-signers	15