



**Administrator's Guidelines
Escambia County Housing Finance Authority**

Big Splash Program

Published 01/07/26

Updates are detailed on Page 3



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PROGRAM UPDATES 2025

Archived program updates are located on the last page of this guide.

Date	Topic	Page
08/11/25	Combined Governmental and Conventional guidelines Added LTV/CLTV/TLTV link to U.S. Bank product guidelines Revised income calculation for government loans	8 10
01/07/26	Added Roth Sinkiewicz in the list of Escambia HFA contacts to receive the DPA Request Package	16

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
<p>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.</p> <p>Shipping First or Second mortgage closed loan files</p> <p>Questions regarding exceptions on first and second mortgage closed loan files</p> <p>U.S. Bank</p>	(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/Florida/Escambia County HFA	

Escambia County HFA Team



Escambia County HFA

Plans and implements programs, develops relationships with participating counties, structures the first mortgage programs and, if applicable, down payment/closing cost assistance programs, recruits lenders, sets the rate, term and points, assists with funding and financing, maintains county and lender relationships and markets the programs.

Participating Lenders

Take applications, reserve in their own systems, process, underwrite, approve, fund, close and sell qualified loans to the program. Check with your company on how to reserve a program loan rate in your own system so that you have funds available for closing. Your company may have their own codes. Lenders are responsible for servicing first program loans in accordance with GNMA requirements until they are purchased by the Master Servicer.

U S Bank Master Servicer

Provides information on acceptable loan products and delivery and funding, receives all mortgage files, reviews mortgage files, notifies lenders of mortgage file exceptions, approves mortgage files, purchases first mortgage loans, pools and delivers loans, delivers certificate to Trustee.
May accept applications from qualified correspondent lenders.

eHousingPlus Program Administration

Maintains the program reservation system, websites, and posts guides, forms, training materials, provides training on compliance issues and system, answers compliance questions, receives compliance files, reviews, posts and notifies of exceptions and approves compliance file.

THE PRODUCTS

BIG SPLASH FIRST MORTGAGE LOAN

The Escambia County Housing Finance Authority (the “HFA”) Big Splash Single Family (Multi-County) Mortgage Loan Program (the “Program”) serves many counties throughout Florida. Presently, loans may be originated through the Program in Alachua, Bay, Bradford, Escambia, Franklin, Gadsden, Gulf, Hernando, Indian River, Jackson, Jefferson, Leon, Madison, Marion, Martin, Okaloosa, Santa Rosa, St. Lucie, Taylor, Wakulla and Walton Counties.

All Big Splash Loans shall bear a fixed rate of interest, have level payments and be fully amortizing over a 30 year term. All Big Splash Mortgage Loans must be insured or guaranteed by FHA, VA, RD or Freddie Mac HFA Advantage Conventional Loan. Check with U.S. Bank for specific allowable loan products.

Mortgage interest rates and amount of down payment assistance may be changed at any time by the Issuer at its sole discretion. The Issuer’s published interest rate on the date a loan registers a Rate Lock is a firm interest rate for that loan and cannot be changed by the Lender or by the Issuer. [Click here to view the Rates/Offerings chart for allowable FICO, Lock Mortgage Rate and DPA.](#)

Freddie Mac HFA Advantage Conventional Loan - Income at or below 80% AMI

These loans will have lower income limits (determined by Freddie Mac and already calculated in this guide) and receive charter level reduced MI coverage.

BIG SPLASH SECOND MORTGAGE DOWN PAYMENT ASSISTANCE

A non-amortizing, deferred NON-FORGIVABLE loan (the “Non-forgivable DPA Loan”) secured by a second mortgage. The Non-forgivable DPA Second Mortgage may ONLY be used with the HFA’s first mortgage. If a borrower qualifies for the HFA’s first mortgage, they automatically qualify for up to \$10,000, 0%, 30-year deferred DPA Loan (due upon sale, refinancing, transfer of title, or rental of the home if done within first 30 years) secured by a second mortgage. **The Nonforgivable DPA Loan is never forgiven.** Until otherwise notified the HFA will fund the **Nonforgivable** DPA Loan at closing and will service the **Nonforgivable** DPA Second Mortgage. The proceeds of the **Nonforgivable** DPA Loan may not be used to pay off debt, nor any surplus proceeds be paid to the homebuyer over and above any reimbursement of fees paid prior to the close of escrow (i.e. Mortgage Lender may not use the **Nonforgivable** DPA Loan proceeds for a principal reduction of the First Mortgage).

DPA Loan proceeds may be applied for any eligible use associated with the Mortgage Loan closing process, including but not limited to a borrower’s required down payment, closing costs, Lender fees, Servicer fees, prepaids, mortgage insurance premiums, discounts, and the reimbursement of earnest money and pre-close fees, such as credit report and appraisal fees (“Eligible DPA Uses”). With the HFA as the mortgagee, the funds may be used to fulfill any required borrower minimum contribution.

Please note that the only fees that are permitted to be charged at origination of an Escambia County HFA DPA loan are (i) governmental recording fees; and (ii) a bona fide and reasonable lender application fee that may not exceed 1% of the DPA loan. The amount of these fees must be shown on the required DPA Loan Disclosure Form.

PROGRAM REQUIREMENTS

Escambia County Housing Finance Authority EIN 59-3010066

Eligible Area

The eligible area Includes all of Alachua, Bay, Bradford, Escambia, Franklin, Gadsden, Gulf, Hernando, Indian River, Jackson, Jefferson, Leon, Madison, Marion, Martin, Okaloosa, Santa Rosa, St. Lucie, Taylor, Wakulla and Walton Counties.

Eligible Borrowers

1. Buyers and their spouses (including a non-purchasing spouse) must be first-time buyers (exceptions to the first-time buyer requirement for buyers using the Veterans Exception and buyers purchasing in a Targeted Area qualifying census tract).
2. With regard to citizenship requirements, follow applicable Agency, GSE and U.S. Bank guidelines.
3. Buyers and their spouse must not exceed the maximum household income and acquisition limits determined by the program.
4. Buyers must live in the property they purchase as their principal residence.
5. All applicants must be considered irrespective of age, race, color, religion, national origin, sex, marital status, military status or physical handicap. This is an equal opportunity program.
6. Buyers must occupy the property purchased within 60 days of closing.
7. If Borrowers used the program previously, and the HFA suffered a loss due to foreclosure, short sale, or bankruptcy, they are not eligible to participate in the program again.
8. Contact the eHousingPlus Compliance with questions regarding eligibility.

Documentation to Validate First-Time Homebuyer Eligibility

The following evidence is required and must be included with each loan submission file (compliance file):

FHA, VA, USDA-RD Loans

Tax returns or tax transcripts or any combination of returns or transcripts for the preceding year are due April 15 of the current year. The past three years tax returns/transcripts are required for borrowers and spouses. Not required for those buying in Targeted Areas or those purchasing under the Veteran's Exception. Requests for Extensions are not acceptable in lieu of tax returns/transcripts. If a borrower did not file federal income tax returns for any or all of the three year period and were required by law to do so, they cannot participate in the program until such returns are filed. If a borrower did not file federal income tax returns for any or all of the three year period and was not required by law to do so, use the space provided on the Mortgage Affidavit and list the name(s) of the party(ies), the tax year(s) and the reason for not filing.

Freddie Mac HFA Advantage Loans

Declarations Section of 1003 loan application

Minimum Credit Score

Buyers must have a **minimum FICO credit score of 640** for all loan types: FHA, VA, USDA-RD and Freddie Mac HFA Advantage (the mid score must be the minimum or above). If an Agency or GSE has a higher minimum, follow Agency guidelines. If a participating lender has a higher minimum for other loans and wishes to require a higher minimum for Program loans, then lenders must use the higher minimum.

Manual Underwriting

Not permitted on FHA loans. Refer to the U.S. Bank Product Guidelines. [Click on this link](#), then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Florida/Escambia.

Maximum Debt to Income Ratio

- The program maximum DTI ratio is 45% for FHA, VA, and USDA/RD with 640 - 679 FICO.
- The program maximum DTI ratio is 50% for FHA, VA, and USDA/RD with a 680+ FICO.
- The program maximum DTI ratio is 50% for Freddie Mac loans.
- Lenders must comply with Mortgage Insurance DTI requirements which may limit the maximum DTI for borrowers.

LTV/CLTV/TLTV

Refer to the U.S. Bank Product Guidelines located on AllRegs, [click this link](#), then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Florida/Escambia County HFA. (Added 09/12/25)

Homebuyer Education

Freddie Mac HFA Advantage Loans Only: First-time buyers utilizing the Freddie Mac HFA Advantage Conventional Loan will be required to attend homebuyer education. The course, Freddie Mac CreditSmart – Steps to Homeownership Tutorial is required if a borrower is a first-time homebuyer. The tutorial must be completed by at least one borrower per Guide Section 4501.12 Click on this link to attend the training: <https://creditsmart.freddiemac.com/>

Buyers who have owned homes in the last three years are exempt from the homebuyer education classes. All other Borrowers who have not been homeowners in the last three years are not exempt even if purchasing in targeted areas or using the Veteran's Exception. Homebuyer Education Certification is acceptable for a period of two years from issuance.

FHA, VA, USDA-RD Loan Only: Although homebuyer education is strongly recommended, it is not required.

FIRST-TIME BUYER EXCEPTIONS

Veterans Exception

Veterans who meet the qualifications listed in this paragraph are not required to be first-time homebuyers. Congress has reinstated the Veteran's Exception provision. For this feature, "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." The Mortgagor Affidavit has a checkbox that states: "Mortgagor or Co-mortgagor meets the requirements to qualify as a 'veteran' as defined in 38 U.S.C. Section 101 and has not previously obtained a loan financed by single family mortgage revenue bonds utilizing the veteran exception to the first-homebuyer requirement set forth in Section 416 of the Tax Relief and Health Care Act of 2006. Attached hereto are true and correct copies of my discharge or release papers which demonstrate that such discharge or release papers which demonstrate discharge or release was other than dishonorable."

Targeted Area - First Time Homebuyer Exemption

Borrowers purchasing in targeted areas do not need to be first-time buyers, and they only need to submit the most recent one year tax return/tax transcript. Identified as Qualified Census Tracts and Areas of Chronic Economic Distress (if any) which are listed below, a borrower purchasing in home in a targeted area census tract is not required to be a first-time buyer. [Click on this link](#) to look up the property address. Then compare the tract to the allowable targeted area census tracts listed below. If you find a match, the property is located in a targeted area. When reserving funds, choose from the TARGETED AREA rate/offering.

Per Rev. Proc. 2024-08, the following census tracts constitute the Targeted Areas for this program:

Alachua: 0006.00, 0009.01, 0015.16, 0015.22, 0018.02, 0019.02, 0020.01, 0022.17

Bay: 0017.00, 0018.00

Escambia: 004.00, 0016.00, 0017.00, 0018.00, 0019.00, 0027.03, 0029.00, 0031.00, 0035.10

Gadsden: 0203.00, 0207.02

Hernando: 0404.00, 0405.01, 0412.04, 0414.01, 0416.02

Indian River: 0503.04, 0509.08

Leon: 004.00, 0010.01, 0011.01, 0014.01, 0019.01, 0019.02, 0020.03, 0020.06, 0021.03, 0021.06

Marion: 007.07, 0012.06, 0014.01, 0015.00, 0017.00, 0018.00, 0023.03

Martin: 0012.00

Santa Rosa: 0106.01

St. Lucie: 3802.00, 3803.00, 3804.00, 3814.01

PROGRAM HOUSEHOLD QUALIFYING INCOME

FHA, VA, USDA-RD Loans

Include income of borrower(s) and spouse (occupants and non- occupants) and any other person who will live in the household who is 18 years of age or older and is obligated for payment of the mortgage debt. Bond program income is not averaged. It is annualized. That's different from income used for credit underwriting. More detailed guidance for calculating program income is located in this guide on pages 25 - 29.

[Click on this link](#) to view the FHA, VA, USDA-RD income limits.

Freddie Mac HFA Advantage Loan

Qualifying income in the Conventional Program is established by **the 1003** income used to qualify borrower(s) for the loan. It is not necessary to provide three years of tax returns for additional documentation. [Click on this link](#) to view the Freddie Mac income limits.

PROPERTY QUALIFICATIONS

- New or existing residential, **one unit**, detached or attached, condos, townhomes.
- Follow US Bank guidelines for condominiums. [Click on this link](#), then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Florida/Escambia.
- Homes are considered new if never previously occupied.
- Manufactured Homes, mobile homes, recreational, seasonal or other types of vacation or non-permanent homes are not permitted.

FINANCING FACTS

It is the responsibility of the lender to follow all program, Agency (FHA, VA, USDA:RD, Freddie Mac) and master servicer guidelines.

Check with your underwriter for updates to information for Freddie Mac HFA Advantage. Such information is provided by third parties who do not provide updated information on a regular basis to eHousingPlus.

Additional Fees

No Broker Fees or additional fees to realtors are allowed to be charged on the first or second mortgage.

Appraisal

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

Asset Test All **available assets** are not required to be used in this program.

Assumptions

First mortgage loans may be assumed by a qualified borrower meeting qualifying requirements, income and acquisition price restrictions in place at the time of the assumption. Such loans must continue to fully comply and be insured or guaranteed by the *insurer/guarantor* or the mortgage insurer. The second mortgage is NOT assumable.

Buydowns

Not permitted in the program.

Cash Back

There is no "cash back" to the borrower. If there is less than \$500 in remaining DPA Loan proceeds available at the close of escrow, the Lender MUST use such proceeds to reduce the DPA Loan principal balance. If the remaining DPA Loan proceeds are \$500 or greater, the DPA Loan amount must be recalculated and reduced before settlement, and the Lender should draw new DPA Loan documents and disclosures. It is the Lender's responsibility to ensure that DPA Loans close in compliance with these requirements.

Co-signers

For Escambia County HFA Program purposes, cosigners are non-occupying loan guarantors only. They are not permitted to occupy the property and may not be on title, may not sign the Deed, purchase agreement or have any vested interest in the property. Non-occupant co-borrowers are not permitted in the Program.

Cosigners are permitted with FHA loans only, please follow Agency guidelines.

The income of the Cosigner is not required to be considered when determining income limit eligibility for the purposes of the program.

A Cosigner will not sign any Program documents except for the First and Second Note.

Co-signers (Freddie Mac HFA Advantage)

Not permitted.

Construction to Perm

Construction to Perm is not permitted in this program.

Documentary Stamp

The first mortgage and second mortgage are exempt from documentary stamps. To qualify for the exemption, an affidavit must be recorded IMMEDIATELY PRIOR to the first mortgage and the second mortgage as a separate document.

It is extremely important that the Documentary Stamp Affidavits (for both the first and second mortgage) are signed at closing AND recorded properly. Every loan closed in the program will use these forms. There will be two Documentary Stamp Affidavits for each loan - one for the first mortgage and one for the second mortgage. The applicable Documentary Stamp Affidavit should be recorded immediately prior to the first mortgage and second mortgage as a separate document. If a lender fails to record the first and second Documentary Stamp affidavit at the time the first mortgage and second mortgage are recorded, the Florida Department of Revenue will force the lender to reimburse unpaid documentary stamp taxes.

The following should be typed at the bottom of the first mortgage: "THIS MORTGAGE IS EXECUTED AND DELIVERED IN CONNECTION WITH A LOAN MADE BY OR ON BEHALF OF A HOUSING FINANCE AUTHORITY. IT IS EXEMPT FROM THE DOCUMENTARY STAMP TAX PURSUANT TO THE PROVISIONS OF SECTION 159.621(2), FLORIDA STATUTES UPON THE FILING OF THE ATTACHED AFFIDAVIT."

The second mortgage will pre-print with the Documentary Stamp exemption language.

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 income disclosed on the Affidavit must be the same or more than that shown on the 1003. The purchase price, loan amount, and other financial details must be the same as shown on all other documents.

Flood Certificates

For all second mortgage loans, do not charge for flood certificates.

[Freddie Mac HFA Advantage Fact Sheet](#)

[Freddie Mac HFA Advantage LPA Instructions](#)

Insurance Requirements

The hazard insurance policy, when issued, must name the Escambia County Housing Finance Authority as an insured second mortgagee. The mortgage title insurance policy, when issued, must include the second mortgage as a valid lien against the property subordinate only to the first mortgage.

Intangible Tax Exemption There is NO Intangible Tax Exemption on the First Mortgage and First Note. The Second Mortgage and Second Note are exempt from Intangible Tax pursuant to Section 199.183, Florida Statutes. The exemption language appears at the top of the Second Mortgage that is generated from the eHousingPlus lender portal.

Loan Level Price Adjustment (Freddie Mac) These fees have been waived.

Manual Underwriting - Loans may only be manually underwritten for erroneous, inaccurate, or insufficient credit. Loans must comply with the requirements of VA or USDA-RD guidelines per the selected product. Not permitted for FHA loans. Lenders should reference the US Bank loan product guidelines. [Click here](#) > HFA Guidelines > US Bank Lending Guide > 500: Housing Finance Agency Programs > Florida > Escambia > Product Guides.

Minimum Loan Amount

There is no minimum loan amount required in this program.

Mortgagee Clause for First Mortgage

US Bank National Association
Its Successors and Assigns as Their Interest May Appear
C/O US Bank Home Mortgage
PO Box 961045
Fort Worth, TX 76161-0045

Mortgagee Clause for Second Mortgage

Escambia County Housing Finance Authority
700 South Palafox Street, Suite 310
Pensacola, FL 32502

Ownership in Other Properties

All Loan Types - Divorced Borrower, If divorced and marital home was awarded to the spouse the borrower must be off the mortgage, note and deed of the marital home.

Owner Occupancy Requirement

The borrower receiving a Big Splash Loan must occupy the residence for the term of the loan or until the loan is satisfied and within 60 days of loan closing.

Power of Attorney Permitted but must satisfy Agency requirements as well as US Bank requirements. Lenders should reference the US Bank loan product guidelines. [Click here](#) > HFA Guidelines > US Bank Lending Guide > 500: Housing Finance Agency Programs > Florida > Escambia > Product Guides. Active duty military personnel must also provide an Alive and Well Letter. Lenders should contact their title company/closing agent for information regarding POA requirements in the State of Florida.

Prepayment

The second mortgage loan, as well as the first mortgage loan, may be prepaid at any time without penalty.

Real Estate Purchase Contract

The full address of the property, full names of all sellers and buyers, total purchase price of the property must be included. If there is not an address for new construction, a lot number and subdivision name are required. All named persons must sign. Include the name and title whenever a representative is signing for a corporation.

Realtor Commission

Realtor commission is not a standardized buyer cost in the State of Florida and is not permitted to be paid with the Escambia County HFA down payment assistance funds. The Escambia County HFA assistance funds are restricted to downpayment and standardized closing costs. The buyer may pay the realtor commission fees with their own funds.

Recapture Tax

There is no recapture tax.

Recordation Requirements

The first and second mortgages must be recorded in the following order:
First Mortgage Documentary Stamp Affidavit, First Mortgage, Assignment of First Mortgage;
Second Mortgage Documentary Stamp Affidavit, and Second Mortgage.
(Marital Status must be noted for all borrowers.)

Remaining Reserves

Remaining reserves are not established by the program. If any, these are determined by the type of financing used (i.e. FHA, VA.).

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.

PROCESS

Lenders process the loan as they would normally keeping in mind the program timeline. Please do not reserve funds too soon. Wait to reserve until you are relatively sure your underwriter will approve the loan within 15 days of reservation in the eHousingPlus Lender Portal.

RESERVE FIRST MORTGAGE FUNDS

To reserve funds, use the [eHousingPlus eHPortal](#). Log in and reserve the first mortgage. To reserve funds in the program the borrower is required to have a signed real estate purchase contract for a specific address. You will need a 1003 and the Real Estate Purchase contract in order to make a reservation. If the reservation is successful, you will receive a loan number and a message that you've completed the reservation successfully.

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 eHousingPlus Lender Portal. And then, the lender must [click on this link to complete an online form to CLEAR FLAGS on a cancelled loan](#) so the funds may be re-reserved with a new address. Until this process is complete, the lender will not be able to re-reserve funds for the borrower.
(Updated 05/08/24)

RESERVE SECOND MORTGAGE ASSISTANCE

Immediately following reservation of the first mortgage loan, click on the "Add DPA" button found on the main menu to reserve the second mortgage funds. Then click "Start DPA" from the Main Menu. The DPA loan amount will automatically default to \$10,000. Check over the information on the screen and then click on Submit DPA from the Main Menu. You will receive a notice on the screen the DPA was added successfully.



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.

UNDERWRITE AND CERTIFY

Lenders underwrite and are responsible for credit decisions of the loans in the program. Servicer does not re-underwrite loans. Following credit approval AND anytime prior to closing, the Underwriter completes the online Underwriter 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.

REQUEST ASSISTANCE FUNDS FOR CLOSING

The Down Payment Assistance (DPA) loan is table funded by the Escambia County Housing Finance Authority at closing.

Within a minimum of three (3) business days (no later than 2:00 p.m. CT) prior to closing AND AFTER the Underwriter's Certification is submitted. Please print, complete, execute and scan the DPA Funding Request, Underwriter's Certification Form or Loan Confirmation, and DPA Loan Disclosure Form located in [eHP FrontPorch via the eHProForms app](#). Email the forms to:

fran.jones@escambiahfa.com

lisa.bernau@escambiahfa.com

kathy.johnson@escambiahfa.com

diane.martinez@escambiahfa.com

roth.sinkiewicz@escambiahfa.com

The HFA's goal is to facilitate this process and to provide Lenders the assistance needed to ensure the DPA Funds are available at each closing. Please make sure that eHousingPlus and the email addresses above are added to your whitelists/contacts as both systems generate emails related to the DPA Program.

The DPA Funding Request is reviewed and approved by the HFA. Following HFA's review and approval, funds are sent directly to the Closing Agent/Title Company via Wire transfer. **There is a \$12.00 wire fee** payable at closing to Escambia HFA, Attention: Kathy Johnson, 700 South Palafox Street, Suite 310, Pensacola, FL 32502.

IF THE CLOSING AGENT/TITLE COMPANY IS NOT SET UP WITH THEIR BANK TO RECEIVE ACHs or WIRES AND THEY NEED ASSISTANCE, PLEASE HAVE THEM CONTACT KATHY JOHNSON OR FRAN JONES AT 850-432-7077 FOR ASSISTANCE.

CLOSE AND VERIFY

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 program forms are found within [eHP FrontPorch](#) using the eHProForms App.

PROGRAM FORMS

Only the borrower—and their spouse, if applicable—should be listed on the title. Do **not** include any individuals who are not borrowers on the mortgage, deed, or title.

WHO SIGNS THE PROGRAM DOCUMENTS?

Form	Signed When?	Borrower	Co-Borrower	Non Purchasing Spouse	Co-signor
Notices to Buyers	Closing	Yes	Yes	Yes	No
Program Affidavit	Closing	Yes	Yes	Yes	No
Lender Certification	Closing	Signed by the lender only.			
DPA Loan Disclosure	Closing	Yes	Yes	Yes	No
Gift Letter	Closing	Yes	Yes	Yes	No
2 nd Mortgage	Closing	Yes	Yes	Yes	No
2 nd Note	Closing	Yes	Yes	No	Yes
Borrower Authorization of Release of PII	Closing	Yes	Yes	Yes	No
Information on Borrower Authorization	Closing	Informational Only - No Signature			
First Mortgage Doc. Stamp Affidavit	Closing	Yes	Yes	Yes	No

WHO NEEDS TO SUBMIT TAX RETURNS?

FHA, VA and USDA-RD ONLY. Not required for Freddie Mac HFA Advantage.

Borrower	Co-Borrower	Non Purchasing Spouse	Co-signor
Yes	Yes	Yes	No

RECORD THE FIRST MORTGAGE AND SECOND MORTGAGE DOCUMENTARY STAMP AFFIDAVITS

It is extremely important that the Documentary Stamp Affidavits (for both the first and second mortgage) are signed at closing AND recorded properly.

Every loan closed in the program will use these forms. There will be two Documentary Stamp Affidavits for each loan - one for the first mortgage and one for the second mortgage. The applicable Documentary Stamp Affidavit should be recorded immediately prior to the first mortgage and second mortgage as a separate document. If a lender fails to record the first and second Documentary Stamp Affidavit at the time the first mortgage and second mortgage are recorded, the Florida Department of Revenue will force the lender to reimburse unpaid documentary stamp taxes.

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 DEFIs 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:

- Escambia County HFA - Notices to Buyers
- Escambia County HFA - Program Affidavit
- Homebuyer Education Certificate (Freddie Mac loans only)
- Taxes for Borrower(s) & Spouse - 3 years IRS transcripts or Signed 1040 (FHA, VA, USDA-RD loans only)
- Real Estate Purchase Contract
- FINAL Signed 1003
- FINAL Signed Closing Disclosure
- Warranty Deed
- Discharge Papers (DD214) only if Veteran is qualifying under the Veteran's Exception

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 files 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.

This 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 your shipping and post-closing staff are 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 are 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 [Click on this link](#), then click on HFA Guidelines > US bank HFA Lending Guide > 900: Delivery and Funding. 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.

SUBMIT SECOND MORTGAGE FILE TO HFA

Lenders are required to provide the original recorded second mortgage, recorded second mortgage documentary stamp affidavit and second note to the HFA.

These forms must be recorded in their respective county's Official Records and returned to ESCAMBIA HFA, the Issuer of the second mortgage funds.

Second Mortgage File Documents

- Original Recorded Second Mortgage; and
- Original Recorded Documentary Stamp Exemption Affidavit; and
- Original Promissory Note; and
- Check for a \$12.00 wire fee.

SEND ONLY ORIGINAL SECOND MORTGAGE DOCUMENTS AND A \$12.00 WIRE FEE TO:
ESCAMBIA COUNTY HOUSING FINANCE AUTHORITY
ATTENTION: KATHY JOHNSON
700 SOUTH PALAFOX STREET, SUITE 310
PENSACOLA, FL 32502

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 quickly and easily.

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.

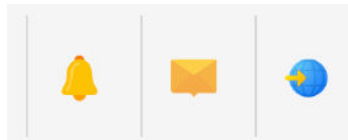
This view can be grouped, filtered, searched, and exported.

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 TIMELINE

It is extremely important that lenders are familiar with the timetable established for this program. There are **60 DAYS FROM THE DAY THE LOAN IS RESERVED UNTIL ALL EXCEPTIONS ARE CLEARED AND THE LOAN PURCHASED BY THE SERVICER.** Again, the entire process must take place within 60 days of the day the rate is locked in in the Administrator's system.

Loan Reservation/Rate Lock

("Rate Lock Date") Reservations in the eHousingPlus eHPortal require than an applicant has:

- (a) placed an eligible residence under contract;
- (b) completed a loan application with a Lender; and
- (c) provided a Lender with all documentation required by the Lender including relevant federal income tax returns.

Underwriter Certification

The Lender's underwriter must complete an online **Underwriter Certification within 45 calendar days of reservation.** This step must be accomplished prior to loan closing.

Loan Purchase within 60 days of reservation/rate lock.

All loan files must be cleared of any exceptions, the Compliance File must receive Compliance Approval and the Mortgage Loan deemed eligible for purchase by the Master Servicer within 60 days of the Rate Lock Date.

Loan Purchase Extension

1. Any loan not purchased within 60 days will automatically receive a one-time only 30-day extension.
2. An extension fee of \$500 will be assessed for any loan not eligible for purchase within 60 days.
3. Mortgage Loans that are late for purchase and not delivered within the authorized extension period will be cancelled.
4. The extension is offered once per loan and no further extensions will be allowed.
5. Furthermore, any loan not purchased within the approved timeframe may become the liability of the originating lender, including any down payment assistance provided at closing.

PROGRAM FEES

eHousingPlus Fee

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 collected at closing, payable to eHousingPlus and submitted with the Compliance File. The Compliance/Admin Fee is submitted with the Compliance File via eHP [FrontPorch using the eHPay App](#).

Escambia County HFA Big Splash Program Loan \$300

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

\$475 Funding Fee and \$84 Tax Service Fee.

These fees will be netted at time of loan purchase by U.S. Bank.

Lender Compensation

1.75% SRP at loan purchase by U.S. Bank. Total lender compensation 2.75% - includes the 1.00% Origination Fee (No Discount Points). The lender may also charge reasonable and customary charges as discussed above and may also charge a bona fide and reasonable application fee in connection with the application for the DPA loan/second mortgage that may not exceed 1% of the DPA loan. This fee remains with the lender.

Second Mortgage Only

Please note that the only fees that are permitted to be charged at origination of an Escambia County HFA DPA second mortgage loan are (i) governmental recording fees; and (ii) a bona fide and reasonable lender application fee that may not exceed 1% of the DPA loan. The amount of these fees must be shown on the required DPA Loan Disclosure Form.

CALCULATING INCOME

When calculating Program Eligibility Income, there are two types of income to consider – income from an employer and income from all other sources. **Include all income unless specifically listed as excluded in this guide.**

Calculating Income from an Employer

Determine whether the Borrower receives **base pay only** or a combination of **base pay and additional income** from an employer.

Calculate “Base Pay from an Employer”

Regular Hours/Pay

1. Determine frequency of income - weekly, bi-weekly, semi-monthly, etc.
2. Identify documentation needed to support payment frequency and calculation.
3. Apply Calculation - *(Base Wage x Hours Worked in a Pay Period) x (# of Pay Periods Per Year)*
4. This should approximate the annualized YTD on VOE or paystubs. If not, check for additional pay, such as overtime, bonus, shift differential, etc. (Employers don't always break this out on the VOE).
5. See additional guidance on calculating base pay from an employer.

Hourly pay	Bi-weekly pay	Semi-Monthly pay
Multiply the pay per hour by the number of hours worked per week. Multiply total by 52 weeks a year.	Multiply the bi-weekly pay by 26.	Multiply the semi-monthly pay by 24.
<i>Example:</i> 1. \$15 per hour x 40 hours a week = \$600 2. \$600 x 52 weeks a year = \$31,200 3. \$31,200 / 12 = \$2,600 gross monthly base pay	<i>Example:</i> 1. \$1,200 every two weeks x 26 pay periods a year = \$31,200 2. \$31,200 / 12 months = \$2,600 gross monthly base pay	<i>Example</i> 1. \$1,300 semi-monthly pay x 24 pay periods a year = \$31,200 2. \$31,200 / 12 months = \$2,600 gross monthly base pay

Irregular Hours/Pay

1. Annualize YTD Earnings total.
2. Average prior year’s earnings total, if available, (or provide documentation and explanation to support not using the prior year’s earnings.) Divide the resulting number by the number of months and days worked, and then multiply that number by 12 months to get total average pay from an employer.
3. See additional guidance on calculating base pay from an employer.

Calculate “Additional Pay from an Employer”:

1. In the Earnings section of paystub or VOE, look for additional income earned that is not included in **base**. (Sick, vacation, holiday, etc. is generally included in **base**.)
2. Add up all additional income that is included in the YTD Earnings Total and not part of **base**.
3. Average prior year’s earnings total, if available, (or provide documentation and explanation to support not using the prior year’s earnings.). Divide the resulting number by the number of months and days worked, and then multiply that number by 12 months to get an average of **additional pay from an employer**.
4. See additional guidance on calculating additional pay from an employer.

Determine if there are other sources of income, apart from wages from an employer.

Wages from an Employer	
Base Pay	
Definition/Inclusions	Exclusions
<p><u>Regular Hours/Pay:</u> Borrower is scheduled for the same number of hours per pay period. Gross salary or wage income from part-time, full-time, or seasonal work with regular hours/pay</p> <p><u>Irregular Hours/Pay:</u> Variable hours, seasonal work, etc., such as nursing, restaurant, construction, retail or part-time work with varied hours or pay.</p>	Income no longer available
Guidance	
<ul style="list-style-type: none"> • Borrowers can't manipulate income (quit job, etc.) to become eligible. • Include all income, including sick, holiday and vacation pay. • Average current YTD and prior year's earnings total, if available, (or provide documentation and explanation to support not using the prior year's earnings.). The most recent federal income tax return may also be used for this purpose. • Income documentation is required, and could include, but is not limited, to, paystubs, VOE, tax returns, W-2's, etc. • Seasonal work requires the same documentation for variable pay as outlined above, but should also include any unemployment benefits, if applicable. <ul style="list-style-type: none"> ○ 1099s, tax returns, and/or verification from unemployment office to verify unemployment benefits 	
Additional Income from an Employer	
Definition/Inclusions	Exclusions
Income over and above base pay, such as overtime, shift differential, bonuses, profit-sharing, tips, commissions, etc.	One-time (non-recurring) income; i.e., income received once that does not have a history and is unlikely to reoccur in the future.
Guidance	
<ul style="list-style-type: none"> • Documentation of additional pay could include, but is not limited to, paystubs, VOE, etc. • Average current YTD and prior year's earnings total, if available, (or provide documentation and explanation to support not using the prior year's earnings). • Always use an average for overtime (unless employer and income history verifies OT was for one-time, special project, etc.), commissions, bonuses, shift differentials, and sick/vacation/holiday pay (if not already included in base pay). • Include all income that is included in the YTD Earnings Total on a paystub or on a VOE. • Any income that is determined to not be included in YTD Earnings Total (for example, employer-paid benefits or matches, such as an HSA match) does not have to be included in the Program Eligibility Income calculation. 	

Other Sources of Income

Self-Employment/Business Income		
Definition/Inclusions	Guidance	
<p>Individuals who earn their income through conducting a trade or business that they directly operate instead of working for an employer who pays them a salary or a wage.</p>	<ul style="list-style-type: none"> • Determine gross annual income. • Use a two-year average from the most recent federal income tax returns. • Self-employment income documentation is required, and may include, but is not limited, to: <ul style="list-style-type: none"> ○ Tax form Schedule C, most recent two years ○ YTD Profit & Loss Statement ○ Tax form Schedule K-1 (Form 1120S) • Request additional supporting documentation (i.e., current balance sheet and income statement) when necessary. • Deduct out-of-pocket business expenses such as office rent, telephone, etc., which are generally tax-deductible items. • Include all entertainment and travel expenses, private retirement contribution plans, and property or equipment depreciation. These items are generally tax-deductible, but must be added back for the Program Eligibility Income calculation if starting with the net income amount. • If a net loss, use \$0. Do not subtract the loss from the Program Eligibility Income calculation. • Use caution with large variations in income (whether increase or decrease) when averaging two years' income. The determination in these cases should be documented and supported by the underwriter. 	
Income from Financial Assets		
Definition/Inclusions	Exclusions	Guidance
<p>Income from: trusts, annuities, dividends, royalties, interest earned from non- retirement accounts (savings, checking, money market, investments, mutual funds, etc.)</p>	<ul style="list-style-type: none"> • One-time lump sum payments • Investments in retirement accounts (IRAs, VIPs, 403(b)'s, 401(k)'s) • Any cash withdraws from retirements accounts 	<ul style="list-style-type: none"> • Always check tax returns for income from financial assets. • Include average of periodic payments, including recurring, lump-sum payments. • Where assets after closing exceed \$5,000, calculate interest income based on the greater of actual income or imputed income based on the current passbook savings rate, as determined by HUD.

Insurance or Benefit Payments		
Definition/Inclusions	Exclusions	Guidance
Periodic payments derived from: <ul style="list-style-type: none"> • Long-term care insurance • Disability insurance • Pensions • Death benefits 	Do not include one-time, lump-sum payments.	Include periodic insurance or benefit payments at current level.

Government Transfer Payments		
Definition/Inclusions	Exclusions	Guidance
Government transfer payments involve payments for which no current services are performed and are a component of personal income. <ul style="list-style-type: none"> • Retirement benefits • Disability benefits • Income maintenance benefits • Pensions • Veterans benefits • Federal education & training assistance • Public assistance • Worker's Compensation • Social Security benefits • Unemployment insurance compensation 	<ul style="list-style-type: none"> • Food stamps • Government-paid child care paid directly to the provider • Foster care income • Section 8 vouchers 	<ul style="list-style-type: none"> • Include all sources of this income at current level. Do not gross up.

Investment Property Net Rental Income		
Definition/Inclusions	Exclusions	Guidance
Income from an Investment Property	Potential roommate income or rental income of future duplex or accessory dwelling unit	Calculate investment property net rental income <ul style="list-style-type: none"> • Monthly Gross Rent - Vacancy Loss = Gross Adjusted Rent • Gross Adjusted Rent – PITI and maintenance costs = Net Rental Income. If rental income is negative, enter \$0. In addition, an operating statement may be used in lieu of using the above-referenced formula.

Child/Spousal Support		
Definition/Inclusions	Exclusions	Guidance
Child support, child care, medical support, alimony, spousal maintenance	Court-ordered support not received; must document support was not received	<ul style="list-style-type: none"> • Use average of actual support received. • Review divorce/child support agreement. • Check with county social service agency to determine whether any payment adjustments have been made since the original payment schedule. • Cross-check payment schedule with bank statements, etc.

Regular Cash Contributions		
Definition/Inclusions	Exclusions	Guidance
Regular cash contributions from non-resident(s)		Check bank statements for regular cash contributions. Include all regular cash contributions from non-residents.

Employee Allowances		
Definition/Inclusions	Exclusions	Guidance
Car, cell phone, per diems, etc.	<ul style="list-style-type: none"> Do not include any car, cell phone, travel per-diem, etc. 	

Custodial Account Income		
Definition/Inclusions	Exclusions	Guidance
Unearned income paid to children age 20 or younger, who live with the Borrower(s) 50% of the time or more	<ul style="list-style-type: none"> 529 plans Accounts where someone other than the parents are named as custodian. Unearned income of adult dependents age 21 or older 	Include all custodial account income.

Other Sources of Income		
Definition/Inclusions	Exclusions	Guidance
<ul style="list-style-type: none"> Contract-for-deed interest income Any other sources of income as identified or represented in the loan file and applicable documentation. 	<ul style="list-style-type: none"> Loans; scholarships; grants and tuition reimbursement; Earned Income Tax Credit refund payments; health insurance premium reimbursements (deducted from gross pay) and any out-of-pocket expense (co-pays, etc.) reimbursements One-time lump sum (non-reoccurring) payments from: <ul style="list-style-type: none"> Inheritances Insurance settlements Lottery winnings Gambling winnings Capital gains Liquidation of assets Settlements for personal loss 	<ul style="list-style-type: none"> Always include other sources of income not specifically excluded. For contract-for-deed interest income, include interest portion of payments per the terms of the agreement/contract.