



FINANCE
NEW ORLEANS

Green Mortgage

Down Payment Assistance Program (Forgivable Second Mortgage)

Program Issuer: Finance Authority of New Orleans

Administrator Guidelines

Published: 10/02/23

Updates are shown on Page 4



Time Zones

eHousingPlus offices are all located in the Eastern Time Zone.

http://www.timetemperature.com/tzus/time_zone.shtml

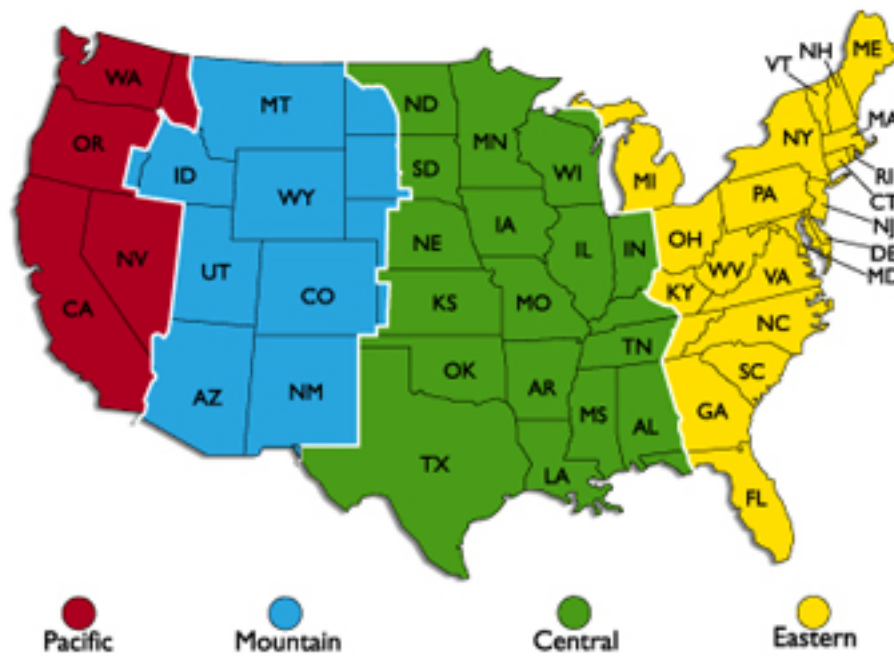


TABLE OF CONTENTS

GREEN MORTGAGE DOWN PAYMENT ASSISTANCE PROGRAM	5
CONTACT DIRECTORY	6
PROGRAM PRODUCTS	7
Daily Rate Lock Reservation Availability	7
Green Mortgage	7
PROGRAM REQUIREMENTS	9
Eligible Borrowers	9
Eligible Loan Area	9
Homebuyer Education	9
Income Qualifying and Income Limits	10
Purchase Price Limits	10
Property Requirements	10
ALL PROPERTIES IN THIS PROGRAM MUST HAVE FLOOD INSURANCE.	10
PROCESS SUMMARY FROM TRAINING TO LOAN PURCHASE	12
PROGRAM TIMETABLE	19
Loan Processing, Delivery and Purchase Timetable	19
Once a loan is reserved in the eHousingPlus system and is provided the Servicer's Loan number, the loan must be:	19
PROGRAM FEES	20
First Mortgage Fees	20
Lender Compensation	20

REVISIONS TABLE

Archived Revisions Table last page of the guide

Date	Topic (effective immediately unless otherwise noted)	Page
01/04/23	Renamed Compliance Process to: Process Summary from Training to Loan Purchase Revised link to US Bank web site Revised Loan Purchase Extension Fee	12 16 17
10/02/23	Revised contact directory Added eHP FrontPorch	6 Various

GREEN MORTGAGE DOWN PAYMENT ASSISTANCE PROGRAM FNO, Participating Lenders, US Bank and eHousingPlus Partnership



THE FINANCE AUTHORITY OF NEW ORLEANS ("FNO" or the "Authority")

Creates and sponsors a first mortgage program and a down payment/closing cost assistance program, sets the first mortgage loan rate, term and points, funds the down payment assistance at closing through their Escrow Agent and markets the program.

Participating Lenders

Take applications, reserve in their own systems, reserve online, process, underwrite, approve, fund, close and sell qualified home mortgage loans to the program. Lenders are responsible for servicing program loans in accordance with Agency requirements until they're purchased by the Master Servicer.

US Bank

Master Servicer or Servicer

Provides information on acceptable loan products and delivery and funding, receives all first mortgage files, reviews first mortgage files, notifies lenders of first mortgage file exceptions, approves first mortgage files, purchases loans, delivers resulting mortgage-backed securities.

eHousingPlus

Program Administration

Maintains the program reservation system, website, and posts Administrator Guidelines, forms, training materials, provides program and system training, answers program and system questions, receives compliance files, reviews, posts and notifies of exceptions and approves loan compliance file.

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

PROGRAM PRODUCTS

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. The program offers government and conventional loans.

Daily Rate Lock Reservation Availability

Reservations in this program are available Monday-Friday 9:00 am – 4:00 pm CT excluding Holidays. Funds are available in a first-come, first-served revolving pool that provides continuous funding. [Click here to view the Rates/Offerings chart for the Lock Rate, FICO and DPA](#) (click on RATES/OFFERINGS tab).

Green Mortgage

[Click here to view the Rates/Offerings chart for the Lock Rate, FICO and DPA](#) (click on RATES/OFFERINGS tab). No defined limit for first mortgage funds -- continuously funded pool to be replenished and/or supplemented as loans are pooled and delivered. The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments. The participating lender will fund the first mortgage at closing and sell the loan to the program Master Servicer, US Bank. The following mortgage products are offered in this program: FHA 203 B, FHA EEM*, VA, Fannie Mae HFA Preferred and Freddie Mac HFA Advantage loans. US Bank provides the types of government and conventional loan products permitted. The program offers down payment and closing cost assistance in the form of a forgivable second mortgage.

Fannie Mae HFA Preferred and Freddie Mac HFA Advantage Conventional Loan - Income at or below 80% AMI

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

Fannie Mae HFA Preferred Conventional Loan - ABOVE 80% AMI

These loans will use higher income limits and will receive standard level MI coverage.

***Energy Efficient Mortgage (EEM) FHA Loans ONLY**

A borrower may receive an assessment conducted by a qualified energy rater, assessor, or auditor using home assessment standards, protocols and procedures. The purpose is to help borrowers save money by assisting them in purchasing a new energy-efficient heating and cooling system or make other energy-saving home improvements. [Please see the EEM Loan Addendum posted on the eHousingPlus Guidelines web page.](#)

Forgivable Second Mortgage

The assistance is in the form of a forgivable second mortgage, sized at 2%, 3%, 4% or 5% of the total Note amount. The second mortgage may be used for down payment, closing costs, prepaid, upfront private mortgage insurance and other related program and mortgage loan fees and expenses. The second mortgage proceeds may not be used to pay off debt, nor may any surplus funds from the second mortgage be paid to the homebuyer over and above any reimbursable fees paid prior to the close of escrow. The Second Mortgage offered with the program's First Mortgage Loans can provide up to 100% of the homebuyer's cash to close.

The forgivable second mortgage is a 0% Interest, 3-year, deferred loan that is FORGIVEN at the rate of 33 1/3rd per year provided the borrower is not in default. FNO will fund the second mortgage at closing and US Bank will service the second mortgage.

The original Principal balance shall be reduced at a rate of Thirty-Three and One-Third Percent ($33\frac{1}{3}\%$) per year for three (3) years beginning on the first (1st) anniversary of the date of the Note. For illustration purposes only, if the original Principal balance is \$3,000, the Principal balance due on the note would be \$2,000 after the 1st anniversary of the date of this Note. The Principal balance due on this note would be \$1,000 after the 2nd anniversary of the date of this Note. The Principal balance due on this note would be \$0 after the 3rd anniversary of the date of this Note.

Forgivable Second Mortgage Disclosure Requirements

FANO's position is that its assistance is subject to TILA and RESPA regulations. As a result, a Participating Lender will be required to complete the TRID disclosures for the second mortgage, specifically a Loan Estimate and Closing Disclosure.

PROGRAM REQUIREMENTS

Eligible Borrowers

- There is no first-time homebuyer requirement in this program.
- A borrower may not have more than one financed, residential property, including the subject property.
- The Property financed with the Program must become the borrowers principal residence.
- Follow Agency (FHA, VA, Fannie Mae, Freddie Mac) and U.S. Bank guidelines for non-citizens.
- Buyers must occupy the property within 60 days of closing.
- Applicants must be considered irrespective of age, race, color, religion, national origin.
- Lender should contact the Agency (FHA, VA, Fannie Mae, Freddie Mac) regarding ownership of other property.

Eligible Loan Area

Within the city limits of the City of New Orleans.

Minimum Credit Score

Contact US Bank HFA Division with any questions regarding acceptable automated underwriting system, 800-562-5165. The Program requires a minimum FICO credit score, the mid score must be the minimum or above. [Click here to view the Rates/Offerings chart to view the Rate, FICO and DPA \(click on RATES/OFFERINGS tab\)](#). Effective with new loan reservations 02/16/22, FHA and VA loans' minimum FICO will be 660. The Fannie Mae and Freddie Mac minimum FICO is 640. If an Agency (FHA, etc) 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 loans, then lenders must use the higher minimum. (Rev. 02/14/22)
Fannie Mae HFA Preferred loan product must use DU only.
Freddie Mac HFA Advantage loan product must use LP/LPA only.

DTI Requirement

Effective with new loan reservations 02/16/22

- The program maximum DTI ratio is 45% for FHA and VA loans with 660+ FICO and Fannie Mae & Freddie Mac loans with 640+FICO. (Rev. 02/14/22)
- The program maximum DTI ratio is 50% for FHA, Fannie Mae and Freddie Mac loans with a minimum 680 FICO.
- Lenders must comply with Mortgage Insurance DTI requirements which may limit the maximum DTI for borrowers with a FICO under 700.

Homebuyer Education

The Authority requires homebuyer education for first-time buyers pre-closing. Post-closing education is not acceptable. The Authority will require Landlord Training for borrowers who finance a duplex. FNO will accept a homebuyer certificate from any certified non-profit homebuyer education provider from the Louisiana Homebuyer Education Collaborative but has established preferred partnerships. Please visit www.financenola.org for a list of preferred homebuyer education organizations.

Income Qualifying and Income Limits

Use Form 1003 credit qualifying income to determine Program eligibility.

Program Income Limits

FHA, Fannie Mae & Freddie Mac Loans	VA Loan
\$99,000	No income limit

80% AMI and Lower Income Limits = Lower 1st Mortgage Rate and reduced mortgage insurance

Fannie Mae HFA Preferred 80% AMI or lower Freddie Mac HFA Advantage 80% AMI or lower
\$56,080

Purchase Price Limits

No purchase price limits at this time. Agency (FHA, etc) loan limits apply.

Property Requirements

ALL PROPERTIES IN THIS PROGRAM MUST HAVE FLOOD INSURANCE.

- New or existing residential, **one-four units***, detached or attached, condos, townhomes.
 - *Freddie Mac Loans - 1 Unit property ONLY
 - *Fannie Mae Loans - 2 - 4 unit properties allowable with Agency Requirements (a 3% minimum contribution from borrower).
- Follow US Bank guidelines for condominiums.
- Homes are considered new if never previously occupied.
- Mobile homes, manufactured homes, recreational, seasonal or other types of vacation or non-permanent homes are not permitted.

ABOUT THE FINANCING

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**.

FHA, VA, Fannie Mae HFA Preferred and Freddie Mac HFA Advantage conventional loans are permitted. Find the specific government and conventional loan products permitted on the US Bank website.

Check with your underwriter for updates to information for Fannie Mae HFA Preferred and Freddie Mac HFA Advantage. Such information is provided by a third party (i.e. Freddie Mac, U.S. Bank, etc) who do not provide updated information to eHousingPlus.

AN IMPORTANT RULE — If a topic is not addressed or detailed in these guidelines, IT IS NOT PERMITTED IN THE PROGRAM.

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

Assumptions - Follow Agency Guidelines.

Buydowns - Follow Agency Guidelines.

Cash Back - Cash Back to the borrower is not permitted. However, borrowers are permitted a reimbursement of pre-pays 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.

Co-signers - Co-signers are not permitted in this program.

Minimum Borrower Contribution - Government loans, no minimum down payment required from the Borrower's own funds.

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

Prepayments - The first mortgage may be prepaid at any time without penalty.

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

Refinances - This program is intended for the financing of new mortgage loans. Refinancing of existing mortgage loans is not permitted.

Seller Contributions - Follow Agency (FHA, etc.) guidelines.

Tax Returns or Tax Transcripts - Not required for program purposes. Contact US Bank regarding any possible overlays.

PROCESS SUMMARY FROM TRAINING TO LOAN PURCHASE

LENDER ONBOARDING

The eHousingPlus 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 THE BORROWER

Each borrower should speak with FNO staff to learn about the EEM option prior to a loan reservation/rate lock being made in the eHPortal.

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. To reserve funds in the Program the borrower is required to have a signed real estate purchase contract for a specific address. Lender 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 email (services@eHousingPlus.com) the eHousingPlus Compliance office to have the borrower 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.



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 loan must be purchased by US Bank no later than 70 days after reservation/rate lock in the eHPortal.

UNDERWRITE AND CERTIFY

Lenders underwrite and are responsible for credit decisions of the loans in the program. The Servicer does not re-underwrite loans. Following credit approval AND **PRIOR to the loan 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 email (services@eHousingPlus.com) or call the eHousingPlus Compliance office at 954-217-0817 to request to have the certification removed.

REQUEST DOWN PAYMENT ASSISTANCE FUNDS

Assistance funds MUST be provided directly to the Closing Agent by FNO. Lenders may not advance these funds. These requirements apply to all loan types. [eHP FrontPorch](#) using the [eHProForms App](#).

With a minimum of two (2) business days prior to closing:

- 1) AFTER the underwriter certification has been completed, print the WIRE TRANSFER/FUNDING REQUEST FORM located within in the eHPortal (user credentials are required).
- 2) **Scan and email** the form and a copy of the to the contacts listed on the WIRE TRANSFER/FUNDING REQUEST FORM.

Direct office telephone number for FNO is 504-524-5533

CLOSE AND VERIFY

It is VERY important to note, if the loan amount changes, all of the forms listed below will need to change as well. As a reminder, the assistance amount is calculated on the Note amount. When the Note amount changes, so will the assistance amount on the forms. The program forms may only be found in [eHP FrontPorch](#) using the [eHProForms App](#).

- DPA Grant Borrower Acknowledgment
- DPA Commitment Letter
- DPA Note & Mortgage 5 year lien

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
- Real Estate Purchase Contract
- 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.

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.

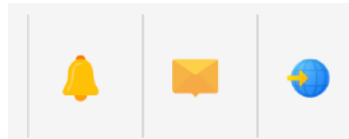
This view can be grouped, filtered, searched, and exported.

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.

Please wait until 45 days before closing to reserve funds for new construction, short sales and foreclosures. Loans not purchased within the timeframe below cannot be purchased. However, please keep in mind that the revolving pool of funds assures continuous funding — fund availability makes it unnecessary to rush to reserve funds.

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 70 days of loan reservation*

* 70 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).

Loan Purchase Extension Fee - Loan reservations January 1, 2023 and after

Any loan not purchased within 70 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 01/04/23)

If a Rate Lock period (including extensions) expires with respect to a Mortgage Loan and such Mortgage Loan has not closed, no new Rate Lock may be made for the same Borrower, whether the property address is new or the same as the previous reservation, until sixty (60) days after expiration of the prior Rate Lock period (including extensions).

If a Lender participating in the Program has a high rate of cancellations of loan reservations, or otherwise engages in behavior inconsistent with Program goals, the Issuers reserve the right to consider the suspension or termination of such Lender with respect to the Program, even if such Lender is in good standing with the Master Servicer.

PROGRAM FEES

First Mortgage Fees

A lender may charge 1.00% origination fee.

eHousingPlus Fees

The program includes a first mortgage Compliance/Admin Fee of \$300 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](#).

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

\$80 Tax Service Fee and \$400 Funding Fee. These fees will be netted out at time of purchase by US Bank.

Home Energy Assessment Fee

There will be a fee of \$500 paid at closing to Finance New Orleans for the Home Energy Rating Assessment (if the borrower is using the EEM option).

Lenders are permitted to charge reasonable and customary charges for out of pocket expenses and costs. Other financing costs such as legal fees and underwriting fees may be charged and courier fees may be charged if such fees are normally charged. Lenders may charge the usual and reasonable settlement costs. Settlement costs include titling and transfer costs, title insurance, survey fees or other similar costs. Other allowable fees include doc prep fees, notary fees, hazard, mortgage and life insurance premiums, recording or registration charges, prepaid escrow deposits and other similar charges allowable by the insurer/guarantor. "Junk" fees are not a defined term and may not be charged. Excessive fees are not permitted in the program.

Lender Compensation

Each loan the lender receives 1.50% SRP paid by U.S. Bank at loan purchase.

Archived Revisions Table

Date	Topic (effective immediately unless otherwise noted)	Page
02-14-22	Revised Minimum Credit Score and DTI Requirements	9