

HOMETOWN HEROES

Florida Housing Finance Corporation's
FL HOMETOWN HEROES

Bond Lender Guide

**EFFECTIVE WITH ALL RESERVATIONS MADE ON OR
AFTER JULY 3, 2023**

**Florida First Heroes (FHA, VA & USDA-RD)
First Mortgage Government Loan Programs for BOND**

**HFA Preferred Heroes Conventional Loan Program for BOND (Fannie Mae
Offering)**

**HFA Advantage Heroes Conventional Loan Program for BOND (Freddie
Mac Offering)**

IMPORTANT PROGRAM UPDATES ON PAGE 4



TABLE OF CONTENTS

2024 IMPORTANT HTH BOND UPDATES	3
INTRODUCTION TO THE FLORIDA HOUSING FINANCE CORPORATION,	4
EHOUSINGPLUS AND LAKEVIEW SERVICING, LLC PARTNERSHIP	4
WHERE TO DIRECT YOUR QUESTIONS	5
LOAN DELIVERY TIMELINE	6
THE PROCESS	8
PARTICIPATING LENDER MINIMUM PRODUCTION REQUIREMENTS	9
DEFINITIONS	10
FLORIDA HOMETOWN HEROES LOAN PROGRAM	12
PROGRAM REQUIREMENTS	14
HTH BOND FIRST MORTGAGE OPTIONS	16
HTH BOND PROGRAM ELIGIBILITY REQUIREMENTS	17
FEDERALLY DESIGNATED	18
TARGETED AREAS	18
HOMETOWN HEROES BOND INCOME LIMITS	20
FLORIDA HOMETOWN HEROES 5% SECOND MORTGAGE LOAN	32
DETERMINING HOUSEHOLD INCOME FOR HTH BOND FIRST MORTGAGES	34

2024 IMPORTANT HTH BOND UPDATES

(Archived revisions found on the last page of this guide)

Effective Date	Update	Page#
01-08-24	Revised Federally Designated Targeted Area Census tracts	18 & 19
02-16-24	Revised Realtor Fees Revised Cash Back to Borrower	30, 31, 32 26, 31, 33
03-18-24	Updated link to Co-signor addendum Added Freddie Mac to Co-signor	10 25,29

INTRODUCTION TO THE FLORIDA HOUSING FINANCE CORPORATION, EHOUSINGPLUS AND LAKEVIEW SERVICING, LLC PARTNERSHIP

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

Participating Lenders originate, underwrite, close, fund in their loan origination systems, and deliver all closed Program loans to Lakeview Servicing, LLC for purchase. In addition, Program loans (all first mortgage and Hometown Heroes second mortgages) are reserved/locked and underwriter certified in the eHPortal and final Program closing documents pulled from eHP FrontPorch using the eHProForms App.

eHousingPlus (eHousing)

- Provides the eHPortal a reservation and reporting system utilized by Participating Lenders in Florida Housing's Homebuyer Programs.
- Offers eHPortal and eHP FrontPorch training for all Participating Lenders, assistance with the reservation system and assists Participating Lenders with Program questions and requirements.
- Reviews all Program loan files for compliance with eligibility requirements as set forth in this Program Guide.
- Provides eHP FrontPorch the portal to print program forms, upload a compliance file, clear compliance file deficiencies, make the compliance fee payment via eHPay and collaborate with eHP via Collaboration Station. Compliance Files and Corrections to previously submitted files with erroneous or missing required documents will be managed through eHP FrontPorch using the DigitalDocs App. This App 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. The eHP FrontPorch portal is a secure, easy to use and efficient way for lenders to deliver the Compliance File, correct deficiencies and pay the required Compliance Fees via eHPay online fee approval, and related tools.
- Notifies Participating Lenders of any compliance file exceptions on delivered loans.

Lakeview Servicing, LLC (Lakeview)

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

WHERE TO DIRECT YOUR QUESTIONS

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

Florida Housing Finance Corporation

Toll Free: (850) 488-4197

<http://www.floridahousing.org/>

Contact	Title	Email DPA@FLORIDAHOUSING.ORG	Phone
Chip White	Homebuyer Loan Program Director	charles.white@floridahousing.org	850.488-4197
Sandy Smith	Homebuyer Loan Program Manager	Sandy.Smith@floridahousing.org	850.488-4197
JaLisa Maxwell	Homebuyer Loan Program Manager	JaLisa.Maxwell@floridahousing.org	850.488-4197
Mark Pease	Homebuyer Loan Program Business Development	Mark.Pease@floridahousing.org	850.488-4197
Natalyne Zanders	Senior Homebuyer Loan Programs Analyst	Natalyne.Zanders@floridahousing.org	850.488-4197

eHousingPlus 954-217-0817 or Toll Free (888) 643-7974 Click on 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 the DigitalDocs 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 a note in Collaboration Station within eHP FrontPorch	
System Errors - Technical Assistance	Option #6	Click here
Credit underwriting questions, refer to their internal UW Department or Lakeview	855-253-8439 Option #3	underwritingquestions@bayview.com
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.	855-253-8439 Option #3	underwritingquestions@bayview.com
Shipping First or Second mortgage closed loan files Questions regarding exceptions on first and second mortgage closed loan files	855-253-8439 Option #2	Clientservices@bayviewloans.com

LOAN DELIVERY TIMELINE

All BOND Government and Conventional first and second mortgage loans must adhere to a 60-day delivery timeline.

Reservation to Underwriter Certification and to Loan Purchase = 60 days

Effective Monday, April 17, 2023, all loans that have **not** been underwriter certified by day 60 from reservation date will automatically cancel. If the loan is underwriter certified by day 60, it will not auto-cancel. The loan will instead, extend automatically and there would be no further action required by the lender.

Loans purchased after the maximum delivery date are subject to re-pricing costs and possible late purchase fees. These costs will be netted from the Participating Lender's SRP at loan purchase.

Loans delivered to Lakeview (that have been underwriter certified by day 60) but not purchased by day 60 will NOT be cancelled.

Loans that are not delivered by the maximum delivery date (60 days), however, are subject to cancellation.

Any loan not purchased within 60 days will automatically receive a purchase extension. There is a fee that is separate from any re-pricing cost that may apply if lender delivers loan with incorrect rate or if lender's loan is purchased past the delivery deadline or after extension was requested then expired

Extension Fees (to extend reservation or "lock"):

7 DAY EXTENSION	.06250 PTS
15 DAY EXTENSION	.12500 PTS
22 DAY EXTENSION	.18750 PTS
30 DAY EXTENSION	.25000 PTS

Extension Fees may be charged to party causing closing delay and should reflect on closing disclosure accordingly. However, this fee will be netted from Participating Lender at loan purchase by Lakeview Servicing, LLC.

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

Reinstatement of a Cancelled Loan

A loan has cancelled in the eHPortal but is still closing in the Florida Housing Program. What do I do to get the loan reinstated?

Click on this link and complete the reinstatement

request: <https://www.ehousingplus.com/reinstate-move/>

Reinstatement requests are taken between 9:00AM - 5:00PM ET (Business days excluding holidays). Any cancelled loan will require eHousingPlus to verify if there would be a pricing adjustment to reinstate. Pricing adjustments will be netted at purchase.

Loans reserved and cancelled the same day may be reinstated with the original reservation date, only if requested prior to 5:00pm ET on the day the loan was reserved.

Borrowers Changing Lenders

A borrower may not improve their interest rate by changing lenders. For any active loan or loan that has been cancelled within the last 60 days, the borrower will receive the higher of the previous locked rate or current interest rate if higher. Contact eHousingPlus to clear flags if cancelled and follow up with new loan number when locked so that rate adjustment can be made. This does not apply if the borrower is purchasing a different property from the original lock.

When to re-reserve a loan with a brand new reservation

A loan needs to change from BOND (program name includes the word BOND) to TBA, or vice versa, what do I do to move the loan?

While the new HTH funds released on 11/06/23 do not include HTH Bond funds, it is important to note, that a change from BOND to HTH TBA will not be allowable unless there is a change to an address.

This will require the lender to cancel the loan, contact eHousingPlus via Collaboration Station to clear flags for the borrower and re-reserve with the rate in the program available that day.

What do I do if a borrower has a change to their property?

This will require the lender to cancel the loan, contact eHousingPlus via Collaboration Station to clear flags for the borrower and re-reserve with the rate in the program available that day.

THE PROCESS

Step 1	Once Lenders have attended training online and have been given system access, Lenders can then qualify borrowers for the first and second mortgage based on all applicable Agency, Lakeview and FL Housing Program requirements. Lenders should confirm borrower(s) have attended and completed an approved homebuyer education course.
Step 2	Lenders collect all necessary documentation from borrower(s) for confirmation of eligibility to participate in the First Time Homebuyer Program.
Step 3	Once a fully executed sales contract is obtained and Lender has taken loan application in their origination system, provide Program disclosures to borrower(s). In order to meet loan delivery/purchase timelines, it is recommended that lenders do not lock the first and second mortgages in the eHousingPlus eHPortal until their underwriter is ready to certify the loan.
Step 4	Loans are certified by the Lender's underwriter for compliance with all Program requirements and data consistency. Underwriter Certification should be completed no later than 60 days from reservation.
Step 5	Program closing documents and the second mortgage documents are pulled from eHP FrontPorch using the eHProForms App, for forwarding to the closing company along with all Lender generated first mortgage loan documents.
Step 6	Loan closes and lenders submit a Program compliance file to eHousingPlus via eHP FrontPorch using the Digital Docs App, for review/approval and a closed first and second mortgage loan file to Lakeview for purchase review and approval.
Step 7	eHousing issues exceptions (if any) to Lenders for loan files that are non-compliant with Program requirements. Lakeview issues exceptions (if any) to Lenders for loan files that are deficient in loan documentation and/or do not satisfy Agency or Lakeview requirements.
Step 8	Lenders submit necessary documentation or "cures" to clear loan for purchase to eHousing via eHP FrontPorch using the Digital Docs App, and/or Lakeview. Eligible loans are then purchased by Lakeview and Lenders are reimbursed the net amount of table funded first and second mortgages in addition to an SRP. Reservation to Purchase = 60 days.
Step 9	Lenders submit any final trailing documentation to Lakeview.

PARTICIPATING LENDER MINIMUM PRODUCTION REQUIREMENTS

New Lenders will be subject to a 9-month probationary period in which they will be required to close, and deliver, to the Master Servicer at least 2 Program mortgage loans. Failure to meet this minimum goal will result in immediate termination. You will be allowed to work any existing loans in the pipeline, but unable to lock new loans.

After the initial 9-month probationary period, all Participating Lenders will be required to close, and have purchased, a minimum of 4 mortgage loans within the following calendar year. Annual recertification reviews will be conducted by Florida Housing Finance Corporation's (FL Housing) Program Staff each year on or around January 2nd for the applicable 12-month period.

- Lenders failing to meet loan origination (production) requirements (either new Lenders within the probationary period or existing Lenders) will be immediately terminated from the Program.
- You will be allowed to work any existing loans in the pipeline, but unable to lock new loans.

After a mandatory 6-month termination period, a Lender may re-apply to become a Participating Lender in our Homebuyer Loan Program by contacting us and submitting a marketing plan outlining steps they will take to meet production goals and retrain all staff who work with Program Loans. A \$2,500 Application Fee to re-apply also must be submitted.

To appear on FL Housing's website (www.floridahousing.org), Loan Officers must have 4 PURCHASED mortgage loans within a 6-month period. The FL Housing website is updated in January and July each year to reflect the previous 6-month production numbers.

Please Note: FL Housing does not allow originators/loan officers to participate in the Program unless they permanently reside in FL (and claim the homestead exemption) even if licensed in the State of FL.

DEFINITIONS

Agency means FHA (Federal Housing Administration of the United States Department of Housing and Urban Development) or USDA/RD (Rural Development Service of the United States Department of Agriculture) or Fannie Mae.

Co-Signor means a borrower who will not occupy the property and does not take any ownership interest in the property. Co-Signors do not execute the mortgage or appear on deed. Co-signors execute the note only (includes the first and second mortgage note). Co-Signors are currently allowed in the Program. [Click here to read the Co-Signor Addendum.](#)

Credit Income or Credit Qualifying Income means the income used to support Lender's AUS approval.

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

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

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

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

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

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

GSE means the Government Sponsored Enterprises which includes Fannie Mae.

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

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

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

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

Master Mortgage Purchase Agreement means the fully executed agreement between FL Housing and the Participating Lender.

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

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

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

Non-Occupying Co-Borrower means a borrower who will not occupy the property and can take an ownership interest in the property. Non-occupying co-borrowers execute the note (first and second mortgage note) and may appear on deed. Non-occupying co-borrowers are strictly prohibited from participating in the Program.

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

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

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

State means the State of Florida.

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

FLORIDA HOMETOWN HEROES LOAN PROGRAM

The FL Hometown Heroes Loan Program (Hometown Heroes) makes housing affordable for eligible first-time buyers. Hometown Heroes offers a lower first mortgage rate AND additional special benefits to those who currently serve their communities and those who have served and continue to serve their country.

The FL Hometown Heroes Loan Program is offered through our TBA (The Bond Alternative) Program which helps to increase and preserve affordable housing opportunities for Florida's workers and military personnel (active duty and veterans.) With our TBA Program, the income and the first-time homebuyer status of the borrower(s) only is considered. This Program does not consider household income or the first-time homebuyer status of the spouse if the spouse is not the loan. (Borrower(s) are the parties which appear on the note.)

The FL Hometown Heroes Loan Program also offers eligible borrowers a greater opportunity to purchase a home and remain in the community in which they work and serve. The Florida Hometown Heroes does **not** have an upfront 1% Origination Fee which saves borrower(s) thousands of dollars in upfront closing costs. Lenders are **not permitted** to charge the standard 1% Origination Fee charged on FL Housing's previous first mortgage program loan products. Loans originated by a third-party originator (TPO) may not charge any additional origination fees than that of those being charged by the Participating Lender. Broker Fees are not permitted. They are allowed to charge standard, reasonable, and customary origination fees. Lenders will be paid 2.5% SRP on all HTH first mortgage loans at loan purchase by Lakeview Loan Servicing, LLC.

Lenders are not allowed to seek additional compensation outside of the transaction. Any attempt to do so will result in immediate termination from access to all Florida Housing Homebuyer Loan products. We have inserted the language below into the Borrower Certification Form.

BE AWARE: There is no cost to apply for Hometown Heroes Down Payment Assistance. Scammers often target homebuyers who are in need of assistance or trying to purchase a home. A common tactic scammers use is requiring you to pay an upfront fee before providing any services. They may also try to charge you to apply for the program. Avoid any company or individual that does this and report them to the Inspector General's Office at the Florida Housing Finance Corporation 850-488-4197.

**Florida Housing Finance Corporation's
Florida Hometown Heroes Loan Program
Borrower Certification Form**



Reference is hereby made to the Uniform Residential Loan Application (the "URLA") of the Borrower(s),

(PLEASE PRINT BORROWER'S FULL NAME)

dated as of _____ with respect the property located at

(PLEASE PRINT PROPERTY ADDRESS)

I hereby certify that:

- 1) I am employed full-time by a Florida-based employer and work 35 or more hours per week.
- 2) The property I am purchasing will be my primary residence and I will be a Florida resident.
- 3) I am a first-time homebuyer which means, a borrower(s) must have had no present ownership interest in a principal residence at any time during the three-year period prior to the date on which the Mortgage Loan is executed. This requirement does not apply to active duty service members of a branch of the armed forces or the Florida National Guard, as defined in s. 250.01, F.S., or a veteran.

BE AWARE: There is no cost to apply for Hometown Heroes Downpayment Assistance.

Scammers often target homebuyers who are in need of assistance or trying to purchase a home. A common tactic scammers use is requiring you to pay an up front fee before providing any services. They may also try to charge you to apply for the program. Avoid any company or individual that does this and report them to the Inspector General's Office at the Florida Housing Finance Corporation 850-488-4197.

Florida Housing is hereby entitled to rely on all information provided and representations made in such URLA as if provided in this Certification Form, including, without limitation, the Acknowledgment and Agreement set forth in Section 1b and/or Section 1c., Current Employment/Self Employment and Income, of such URLA. Florida Housing is also hereby entitled to rely on Verification of Employment (VOE) provided by a third-party provider or Borrower(s)' employer.

I acknowledge that knowingly failing to disclose material information to Florida Housing Finance Corporation, or making or causing to be made a false, or fraudulent statement or representation of material fact in an application for use in determining eligibility for a payment under Florida Housing Finance Corporation's Hometown Heroes Loan Program, constitutes a crime punishable under Federal law. I, therefore, certify, under penalty of perjury that all information I have given on the loan application, Program documents, and in any accompanying statements, is complete, true, and correct and I acknowledge that any material omission or false, fictitious, or fraudulent statement or representation or entry could be the basis for civil penalties and assessment. Borrower(s) further certify that they have not been convicted of a sex offense against a minor, terms are defined in 34 U.S.C. § 20911.

This Certification is effective on the earlier of the date listed below or the date received by your Lender.

_____ Borrower Signature	_____ Date
_____ Co-Borrower Signature	_____ Date

PROGRAM REQUIREMENTS

- 1) Borrower(s) must be employed full-time by a Florida-based employer and work 35 or more hours per week.
 - Veterans are exempt from this requirement when providing a valid DD214. They would not have to satisfy the 35 or more hours a week requirement or work for a FL-based employer. A Certificate of Eligibility (COE) is not acceptable in lieu of the DD214.
 - Active-duty military are also exempt from the 35 or more hours a week requirement or work for a FL-based employer when providing a valid LES.
 - Non-Occupying Co-Borrowers (Co-Signors) are also exempt from this requirement. Co-Signors cannot qualify as occupying borrower(s) by satisfying this requirement. Only those appearing on the first mortgage loan as an occupying borrower can satisfy this requirement.
 - ONLY one borrower must satisfy this requirement to qualify.
- 2) The property the borrower(s) is purchasing will be their primary residence and I will be a Florida resident.
- 3) The borrower(s) are first-time homebuyers which means, a borrower(s) must have had no present ownership interest in a principal residence at any time during the three-year period prior to the date on which the Mortgage Loan is executed. This requirement does not apply to a Veteran that qualifies under the Veterans Exemption.
- 4) Borrower(s) further certify that they have not been convicted of a sex offense against a minor, terms are defined in 34 U.S.C. § 20911.
- 5) Income Limit Requirements - Borrower(s) must not exceed the maximum Income Limit requirements, household size, for the county in which the property is being purchased. Please Note: Lenders must adhere to USDA-RD's loan limits. This is the BOND guide so therefore, the Household Income is considered.
- 6) Maximum Loan Limits – Borrower(s) must not exceed the Maximum Loan Limit requirements for the county in which the property is being purchased.

The FL Hometown Heroes Loan Program is offered through our TBA (The Bond Alternative) Program and BOND Program which helps to increase and preserve affordable housing opportunities for Florida's workers and military personnel (active duty and veterans.)

With our Bond Program, the income of all occupants aged 18 and older are considered. The first-time buyer status of all borrowers, non-purchasing spouse and parties appearing on deed is also considered.

The FL Hometown Heroes Loan Program also offers eligible borrowers a greater opportunity to purchase a home and remain in the community in which they work and serve. The Florida Hometown Heroes does **not** have an upfront 1% Origination Fee which saves borrower(s) thousands of dollars in upfront closing costs. Lenders are **not permitted** to charge the standard

1% Origination Fee charged on FL Housing's previous first mortgage program loan products. Loans originated by a third-party originator (TPO) may not charge any additional origination fees than that of those being charged by the Participating Lender. Broker Fees are not permitted. They are allowed to charge standard, reasonable, and customary origination fees. Lenders will be paid 2.5% SRP on all HTH first mortgage loans at loan purchase by Lakeview Loan Servicing, LLC.

The FL Hometown Heroes offers lower first mortgage rates and a generous down payment and closing cost option:

- **Florida Hometown Heroes 5% Second Mortgage – 5% of the TOTAL loan amount capped at \$35,000, with a minimum of \$10,000**, in down payment and closing cost assistance offered as a 0%, non-amortizing, 30-year, repayable second mortgage. However, if any of the following occur, the borrower(s) refinance, pay off the first mortgage, transfer deed or no longer occupy the property as their primary residence, any unpaid principal balance will be required to be repaid, in full.
- Regarding the \$10,000 minimum, as an example, borrowers with a loan amount of \$200,000 or less would receive an automatic \$10,000.

HTH BOND FIRST MORTGAGE OPTIONS

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

The Florida First (FL First)

GOVT OPTION

Offers eligible borrowers a 30-year, fixed-rate mortgage for FHA, USDA-RD (RD) and VA. Rate is determined by FL Housing.

The FL HFA Preferred (HFA Preferred FNMA)

CONV OPTION offers eligible borrowers a 30-year, fixed-rate mortgage. Rate is determined by FL Housing. This first mortgage also offers reduced Mortgage Insurance (MI) premium for borrowers with income at or below 80% of AMI (Fannie Mae determines the AMI, not FL Housing). Borrowers with income above 80% AMI will pay standard mortgage insurance. Lenders should be referencing their DU findings to determine if borrowers qualify for the reduced cost MI.

The FL HFA Advantage (HFA Advantage FHLMC)

CONV OPTION offers eligible borrowers a 30-year, fixed-rate mortgage. Rate is determined by FL Housing. This first mortgage also offers reduced Mortgage Insurance (MI) premium for borrowers with income at or below 80% of AMI (Freddie Mac determines the AMI, not FL Housing). Borrowers with income above 80% AMI will pay standard mortgage insurance. Lenders should be referencing their DU findings to determine if borrowers qualify for the reduced cost MI.

HTH BOND PROGRAM ELIGIBILITY REQUIREMENTS

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

Veterans Exception

Veterans need not be First Time Homebuyers if he or she served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

Active-duty service members of the armed forces or National Guard are NOT exempt from the First Time Homebuyer Requirement. BOND does not recognize the active-duty service members and National Guard members under the Veterans Exemption.

Veterans are exempt from this requirement when providing a valid DD214. A COE is not accepted in lieu of the DD214. They would not have to satisfy the 35 or more hours a week requirement or work for a FL-based employer.

Federally Designated Targeted Area Exception

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

- 2) Income Limit requirements** - Borrower(s) must not exceed the maximum Income Limit requirements, adjusted for household size, for the county in which the property is being purchased. Please see section for "Determining Income" later in this guide. *See eligible Income Limits below.* This is the BOND guide so therefore, Household Income is considered.
- 3) Purchase Price Limits** - requires that the contracted purchase price does not exceed the Purchase Price Limits in the county in which the property is being purchased. *See eligible Purchase Limits below.*
- 4) Other Requirements**
Borrower(s) must have a minimum FICO score of 640. Borrowers must satisfy all Agency requirements as well as any requirements imposed by Lakeview.

FEDERALLY DESIGNATED TARGETED AREAS

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

To confirm if property is located in an eligible census tract by locating the [Tract Code here](#).
 Then check the county chart below to determine if the census tract is listed. If the Tract Code does not
 reflect under the desired county, the property does not qualify as a Federally Designated Targeted
 Area. Effective with new loan reservations 01/08/24 and after. Rev. Proc 2024-08

Alachua	0006.00, 0009.01, 0015.16, 0015.22, 0018.02, 0019.02, 0020.01, 0022.17
Bay	0017.00, 0018.00
Brevard	0607.00, 0623.01, 0624.02, 0626.00, 0649.02, 0651.24, 0651.28, 0714.02
Broward	0104.05, 0303.01, 0304.02, 0308.03, 0308.04, 0409.02, 0415.00, 0416.01, 0417.00, 0503.09, 0503.13, 0503.14, 0602.14, 0604.05, 0705.04, 0911.00, 0919.04, 1002.01, 1004.00, 1005.01, 1005.02, 1008.01, 1008.04, 1103.34, 1103.54
Citrus	4502.01, 4516.05
Collier	0007.00, 0112.04, 0112.05, 0113.05
DeSoto	0103.01, 0104.04
Duval	0001.02, 0002.00, 0003.00, 0010.00, 0013.00, 0015.00, 0016.00, 0026.00, 0027.01, 0027.02, 0028.01, 0028.02, 0029.01, 0029.02, 0115.00, 0116.00, 0121.00, 0122.01, 0133.02, 0143.11, 0154.00, 0155.02, 0163.00, 0166.06, 0174.00
Escambia	0004.00, 0016.00, 0017.00, 0018.00, 0019.00, 0027.03, 0029.00, 0031.00, 0035.10
Gadsden	0203.00, 0207.02
Gilchrist	9502.04
Hamilton	9602.01
Hendry	0004.03
Hernando	0404.00, 0405.01, 0412.04, 0414.01, 0416.02
Highlands	9603.00, 9609.00, 9611.00, 9612.01, 9616.01, 9616.04
Hillsborough	0001.02, 0002.01, 0002.02, 0003.01, 0006.02, 0007.01, 0009.01, 0010.01, 0026.00, 0030.00, 0032.00, 0033.00, 0036.00, 0038.00, 0044.00, 0104.01, 0105.01, 0108.05, 0108.16, 0108.17, 0108.20, 0108.21, 0108.22, 0119.05, 0119.09, 0133.16, 0136.04, 0142.00
Holmes	9602.02, 9604.03
Indian River	0503.04, 0509.08
Lake	0302.09, 0305.05, 0306.02, 0313.17
Lee	0003.03, 0003.05, 0003.06, 0005.02, 0006.00, 0007.00, 0011.04, 0012.03, 0101.12, 0403.05, 0403.13
Leon	0004.00, 0010.01, 0011.01, 0014.01, 0019.01, 0019.02, 0020.03, 0020.06, 0021.03, 0021.06
Levy	9703.04, 9707.00
Manatee	0001.05, 0001.06, 0002.03, 0003.13, 0003.14, 0007.04 0008.11
Marion	0007.07, 0012.06, 0014.01, 0015.00, 0017.00, 0018.00, 0023.03
Miami-Dade	0002.06, 0002.12, 0002.22, 0002.23, 0002.24, 0002.28, 0003.12, 0004.02, 0004.11, 0004.18, 0004.20, 0005.05, 0005.08, 0006.09, 0007.05, 0007.10, 0007.11, 0007.14, 0008.04, 0008.06, 0008.07, 0009.03, 0010.04, 0010.07, 0014.01, 0014.02, 0015.01, 0015.02, 0016.05, 0016.06, 0017.01, 0017.02, 0017.04, 0018.01, 0018.02, 0019.01, 0019.04, 0020.03, 0024.03, 0024.04, 0025.01, 0025.02, 0029.00, 0030.05, 0030.06, 0034.00, 0036.05, 0036.06, 0036.07, 0050.04, 0051.04, 0052.01, 0052.02, 0053.03, 0053.04, 0053.05, 0053.06, 0054.03, 0054.05, 0054.09, 0054.10, 0055.05, 0057.05, 0057.07, 0057.08, 0063.03, 0063.04, 0070.05, 0090.20, 0090.26, 0091.02, 0093.14, 0093.15, 0093.22, 0093.26, 0097.05, 0098.11, 0099.04, 0100.24, 0100.26, 0107.06, 0108.03, 0108.05, 0108.06, 0109.00, 0110.03, 0110.10, 0111.03, 0111.04, 0112.03, 0113.02, 0117.02, 0120.02, 0135.00, 0146.01
Okeechobee	9103.00
Orange	0104.00, 0117.02, 0120.00, 0122.01, 0124.04, 0134.05, 0135.03, 0135.12, 0142.02, 0143.02, 0145.02, 0145.03, 0146.09, , 0149.04, 0165.10, 0167.39, 0167.42, 0169.06, 0169.07, 0169.11

Osceola	0419.00, 0423.00
Palm Beach	0014.02, 0014.03, 0019.09, 0019.10, 0019.13, 0022.00, 0024.00, 0029.00, 0047.05, 0051.01, 0051.02, 0057.03, 0057.04, 0059.44, 0069.10, 0078.32, 0080.01, 0082.02
Pasco	0302.03, 0304.05, 0304.12, 0305.01, 0310.05, 0310.09, 0317.03, 0318.07, 0326.01, 0330.13
Pinellas	0246.03, 0247.01, 0249.07, 0255.05, 0259.01, 0262.00, 0264.02, 0287.00
Polk	0111.00, 0112.02, 0112.04, 0114.00, 0117.04, 0117.32, 0134.00, 0136.01, 0136.02, 0141.27, 0145.02, 0149.03, 0161.00, 0164.00
Putnam	9508.00, 9514.01
Santa Rosa	0106.01
Sarasota	0003.00
Seminole	0205.00
St. Lucie	3802.00, 3803.00, 3804.00, 3814.01
Sumter	9113.01
Suwannee	9704.01
Volusia	0808.09, 0809.02, 0820.00, 0821.00, 0823.03, 0825.13
Washington	9703.01

2023 INCOME & PURCHASE PRICE LIMITS FHA, USDA-RD, VA AND FANNIE MAE HFA PREFERRED & FREDDIE MAC HFA ADVANTAGE HOMETOWN HEROES BOND INCOME LIMITS

County	Non-Target 1-2 Person	Non-Targeted 3+ Persons	Targeted	Acquisition/ Purchase Price Limit Non-Targeted	Acquisition/ Purchase Price Limit Targeted
Alachua	\$86,700	\$99,705	\$104,040	\$481,176	\$588,104
Baker	\$96,825	\$111,349	\$103,200	\$536,906	\$656,218
Bay	\$86,450	\$99,417	\$102,600	\$481,176	\$588,104
Bradford	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Brevard	\$86,000	\$98,900	\$103,200	\$481,176	\$588,104
Broward	\$101,547	\$116,780	\$115,200	\$568,557	\$694,903
Calhoun	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Charlotte	\$86,850	\$99,877	\$102,600	\$481,176	\$588,104
Citrus	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Clay	\$96,325	\$110,774	\$106,200	\$536,906	\$656,218
Collier	\$119,760	\$139,720	\$119,760	\$685,786	\$726,200
Columbia	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
De Soto	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Dixie	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Duval	\$96,325	\$110,774	\$106,200	\$536,906	\$656,218
Escambia	\$85,830	\$98,704	\$102,600	\$481,176	\$588,104
Flagler	\$86,390	\$99,348	\$102,600	\$481,176	\$588,104
Franklin	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Gadsden	\$86,000	\$98,900	\$103,200	\$481,176	\$588,104
Gilchrist	\$86,700	\$99,705	\$104,040	\$481,176	\$588,104
Glades	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Gulf	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Hamilton	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Hardee	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Hendry	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Hernando	\$86,900	\$99,935	\$104,280	\$481,176	\$588,104
Highlands	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Hillsborough	\$86,900	\$99,935	\$104,280	\$481,176	\$588,104
Holmes	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Indian River	\$86,350	\$99,302	\$102,600	\$481,176	\$588,104
Jackson	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Jefferson	\$86,000	\$98,900	\$103,200	\$481,176	\$588,104
Lafayette	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Lake	\$87,800	\$100,970	\$105,360	\$481,176	\$588,104
Lee	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104

County	Non-Target 1-2 Person	Non-Targeted 3+ Persons	Targeted	Acquisition/ Purchase Price Limit Non-Targeted	Acquisition/ Purchase Price Limit Targeted
Leon	\$86,000	\$98,900	\$103,200	\$481,176	\$588,104
Levy	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Liberty	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Madison	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Manatee	\$91,400	\$105,110	\$109,680	\$515,804	\$630,428
Marion	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Martin	\$91,359	\$105,063	\$102,600	\$509,943	\$623,263
Miami-Dade	\$103,200	\$118,680	\$123,840	\$568,557	\$694,903
Monroe	\$130,200	\$151,900	\$130,200	\$726,200	\$726,200
Nassau	\$96,325	\$110,774	\$106,200	\$536,906	\$656,218
Okaloosa	\$111,720	\$128,899	\$111,720	\$615,449	\$726,200
Okeechobee	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Orange	\$87,800	\$100,970	\$105,360	\$481,176	\$588,104
Osceola	\$87,800	\$100,970	\$105,360	\$481,176	\$588,104
Palm Beach	\$101,267	\$116,458	\$116,880	\$568,557	\$694,903
Pasco	\$86,900	\$99,935	\$104,280	\$481,176	\$588,104
Pinellas	\$86,900	\$99,935	\$104,280	\$481,176	\$588,104
Polk	\$85,680	\$99,960	\$102,600	\$481,176	\$588,104
Putnam	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Santa Rosa	\$85,830	\$98,704	\$102,600	\$481,176	\$588,104
Sarasota	\$91,400	\$105,110	\$109,680	\$515,804	\$630,428
Seminole	\$87,800	\$100,970	\$105,360	\$481,176	\$588,104
St. Johns	\$96,325	\$110,774	\$106,200	\$536,906	\$656,218
St. Lucie	\$91,359	\$105,063	\$102,600	\$509,943	\$623,263
Sumter	\$86,250	\$99,187	\$102,600	\$481,176	\$588,104
Suwanee	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Taylor	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Union	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104
Volusia	\$86,710	\$99,716	\$102,600	\$481,176	\$588,104
Wakulla	\$85,510	\$98,336	\$102,600	\$481,176	\$588,104
Walton	\$98,880	\$115,360	\$102,600	\$615,449	\$726,200
Washington	\$85,500	\$98,325	\$102,600	\$481,176	\$588,104

FL Housing Finance Corporation HTH BOND FIRST MORTGAGE PROGRAM TERM SHEET ONLY BORROWER MUST QUALIFY UNDER HOMETOWN HEROES BUT ALL BORROWERS MUST MEET FIRST-TIME BUYER (UNLESS EXEMPT)	
Florida Housing's EIN 59-451366	GOVERNMENT AND CONVENTIONAL FINANCING OPTIONS
Loan Type	<p>FHA RD VA</p> <p>HFA Preferred (Fannie Mae Offering)</p> <ul style="list-style-type: none"> • The HFA Preferred offers reduced cost MI for loans in which the credit income used to support DU is at 80% or below AMI. • FNMA determines the AMI limits to be considered in determining the reduced cost MI, not FL Housing. • Lenders should refer to their DU findings to determine if loan qualifies for the reduce MI. Any credit income used to support DU approval that exceeds 80% AMI will result in standard cost MI. • DU must be used with the HFA Preferred. LP/LPA will not be accepted. • There is no rate difference in the BOND program for loans that are at or below 80% AMI or above 80% AMI. Only one rate applies in BOND for both AMI options with the HFA Preferred. <p>HFA Advantage (Freddie Mac Offering)</p> <ul style="list-style-type: none"> • The HFA Advantage offers reduced cost MI for loans in which the credit income used to support DU is at 80% or below AMI. • FHLMC determines the AMI limits to be considered in determining the reduced cost MI, not FL Housing. • Lenders should refer to their LP/LPA findings to determine if loan qualifies for the reduce MI. Any credit income used to support LP/LPA approval that exceeds 80% AMI will result in standard cost MI. • LP/LPA must be used with the HFA Advantage. LP/LPA will not be accepted. • There is no rate difference in the BOND program for loans that are at or below 80% AMI or above 80% AMI. Only one rate applies in BOND for both AMI options with the HFA Advantage. <p>Please reference 2023 FNMA Reduce MI Cost AMI Limits here</p>
Features	FL Housing's flagship BOND flagship first mortgage option which offers a 30-year fixed rate. Rate determined by FL Housing.
Eligible for these Second Mortgage Options	<ul style="list-style-type: none"> • Hometown Heroes ONLY <p>Please note that FL Housing's down payment assistance program cannot be combined with another FL Housing down payment assistance program.</p>

FL Housing Finance Corporation HTH BOND FIRST MORTGAGE PROGRAM TERM SHEET ONLY BORROWER MUST QUALIFY UNDER HOMETOWN HEROES BUT ALL BORROWERS MUST MEET FIRST-TIME BUYER (UNLESS EXEMPT)	
Florida Housing's EIN 59-451366	GOVERNMENT AND CONVENTIONAL FINANCING OPTIONS
Loan Delivery Purchase Timeline Effective	60 Day Purchase Timeline Reservation (rate lock) to UW Certification = by 60th Day Reservation to Purchase = 60 Days <i>See page 6 of this guide for extension fees.</i> Loans purchased after the maximum delivery date are subject to re-pricing costs and possible late purchase fees. These costs will be netted from the Participating Lender's SRP at loan purchase.
Pricing and Rate	Lenders should confirm rate in the eHousingPlus eHPortal as it is subject to change daily.
LLPA	N/A
Loan Purpose	Purchase only. Refinances are not eligible. Assumptions permitted only on GOVT by a qualified borrower satisfying First Time Homebuyer requirements, income and purchase limits at time of assumption. Construction-to-Permanent loans are not permitted.
Term	30-year fixed.
LTV / CLTV	As permitted by the Agencies (FHA, RD, VA, and FNMA). Check Agency selling guides.
FICO	Minimum 640 for all loan types. FHA, RD, VA - All Borrowers must have a minimum FICO of 640. HFA Preferred & HFA Advantage – All Borrowers with a FICO score must meet the 640 minimum. DU blended FICOs are not permitted. MH and manual underwrites require a minimum 660. Refer to Lakeview's Product Matrices for more information.
DTI Ratios	Maximum 50% DTI with AUS A/E. Maximum 43% with manual underwrites (FHA, VA and FNMA and FHLMC eligible for manual underwriting ONLY.). Maximum DTI with manufactured housing = 45%. MH eligible with FHA, USDA-RD, VA, and FNMA only. Click here to view MH Term Sheet. Click here to view the Lakeview HFA matrices.
Eligible Borrowers	Borrower(s) must be employed full-time by a Florida-based employer and work 35 or more hours per week. Veterans are exempt from this requirement when providing a valid DD214. Active-duty service members and National Guard are not exempt.

FL Housing Finance Corporation HTH BOND FIRST MORTGAGE PROGRAM TERM SHEET ONLY BORROWER MUST QUALIFY UNDER HOMETOWN HEROES BUT ALL BORROWERS MUST MEET FIRST-TIME BUYER (UNLESS EXEMPT)	
Florida Housing's EIN 59-451366	GOVERNMENT AND CONVENTIONAL FINANCING OPTIONS
	<p>The property the borrower(s) is purchasing will be their primary residence and they will be a Florida resident.</p> <p>ALL borrower(s) are first-time homebuyers which means, a borrower(s) must have had no present ownership interest in a principal residence at any time during the three-year period prior to the date on which the Mortgage Loan is executed. Active-duty service members or National Guard members are not exempt from this requirement. Veterans, however, are exempt when providing a valid DD214.</p> <p>Borrower(s) will certify that they have not been convicted of a sex offense against a minor, terms are defined in 34 U.S.C. § 20911.</p> <p>Income Limit Requirements - Borrower(s) must not exceed the maximum Income Limit requirements, household size, for the county in which the property is being purchased. BOND considers the Household Income. Therefore, all gross income of occupants aged 18 and older must be considered. Please Note: Lenders must adhere to USDA-RD's loan limits.</p> <p>Maximum Loan Limits – Borrower(s) must not exceed the Maximum Loan Limit requirements for the county in which the property is being purchased.</p>
Documentation Needed to Confirm Employment of 35 Hours a Week or More	<p>Paystub(s) OR a written or verbal Verification of Employment (VOE) validating borrower works 35 or more hours a week.</p> <p>Self-Employed borrower(s) may provide any of the following: pay stub, a copy of contract with a FL based company or a CPA letter validating 35 or more hours a week. A Letter of Explanation (LOX) from the borrower attesting 35 or more hours a week is not acceptable.</p> <p>Borrowers who own their own business must also be registered with the FL Department of Revenue at https://dos.myflorida.com/sunbiz/search/, OR licensed with the FL Department of Business and Professional Regulation.</p> <p>Borrowers who receive a 1099 as a contracted employee must provide a copy of their most current 1099.</p> <p>Borrowers who are Schedule C must also provide a copy of their Schedule C validating Proprietor's Address is a FL address.</p> <p>Self Employed borrowers must also validate 35 hours or more a week, no exceptions.</p>

FL Housing Finance Corporation HTH BOND FIRST MORTGAGE PROGRAM TERM SHEET ONLY BORROWER MUST QUALIFY UNDER HOMETOWN HEROES BUT ALL BORROWERS MUST MEET FIRST-TIME BUYER (UNLESS EXEMPT)	
Florida Housing's EIN 59-451366	GOVERNMENT AND CONVENTIONAL FINANCING OPTIONS
Documentation Needed to Confirm Employer is a FL Based Business	Borrowers who work for a FL based business may validate employer's FL location with one of the below: Employer Address on 1003 OR Employer's registration with the FL Dept of Revenue (Sunbiz.org) reflecting a Principal Address that is located in FL OR Self-employed borrower's license issued by the FL Dept of Business and Professional Regulation OR "Other locations" that may be included on employer's website that would include a FL location OR Google search that includes full business name and FL address in the search return.
Co-Signors	Permitted with FHA, HFA Preferred FNMA and HFA Advantage Freddie Mac . Please refer to Agency requirements specific to LTV/CLTV requirements and the FHFC Co-signor Addendum located here , click on the program flip-card and scroll to Co-signor.
May a Co-Signor Execute the Deed?	NO. If a non-occupying Co-signor executes the Deed the loan will be ineligible for purchase.
Is a Co-Signor's Income Considered in Program Qualifying?	Refer to the Co-signor addendum located on his web page . Click on the program flip-card and scroll to Co-Signor.
Does a Co-Signor need to Attend Homebuyer Education?	NO. Only one borrower (primary borrower) must attend pre-purchase homebuyer education. Co-signors do not have to attend HBE.
Non-Citizen Applicants	Borrower(s) must have the ability to permanently and LAWFULLY reside in the State of Florida. Lakeview requires Lenders to adhere to their Residency Eligibility Requirements. Failure to do so may result in non-purchase. Refer to Lakeview Residency and Eligibility Guide .
Non-Purchasing Spouse (NPS)	NPS must also qualify as a first-time homebuyer. Any party appearing on deed must qualify as a first-time homebuyer also. NPS income is considered in household income even if not on the loan or deed.
Occupancy	Owner occupied only with borrower's intent to occupy property as their primary residence within 60 days of closing. When originating a loan for active duty military, follow Agency guidelines.
Minimum Borrower Contribution	All borrower contribution (<i>including the EMD</i>) must be used in the loan transaction. Lenders cannot refund any borrower contribution as cash back to borrower at closing unless funds

FL Housing Finance Corporation HTH BOND FIRST MORTGAGE PROGRAM TERM SHEET ONLY BORROWER MUST QUALIFY UNDER HOMETOWN HEROES BUT ALL BORROWERS MUST MEET FIRST-TIME BUYER (UNLESS EXEMPT)	
Florida Housing's EIN 59-451366	GOVERNMENT AND CONVENTIONAL FINANCING OPTIONS
	were provided through gift funds.
Cash Back to Borrower	<p>In the event the preliminary closing disclosure (CD) reflects cash back of \$2,000 or less AND does not exceed the Borrower's EMD or POC's, Lender should apply a PR to the first mortgage. IF the cash back exceeds \$2,000 of the Borrower's EMD or POC's, Lender should re-work the loan by reducing the first mortgage loan amount.</p> <p style="color: red;">Per agency guidelines, principal curtailments are required to be applied prior to delivery of the loan. <u>A payment history is required on any loan where a principal reduction is applied.</u></p> <p>If the funds are received as Gift Funds, we do allow a refund to the borrower. Since this is not the borrower(s)' own funds, a refund of any excess gift funds is not considered "cash back".</p> <p>When refunding gift funds, include a copy of the Agency required Gift Letter in the compliance file. Adhere to any additional Agency (FHA, RD, FNMA and FHLMC) guidelines when applying a principal reduction for cash back other than those received from gift funds. Cash Back from a gift of equity is not permitted. Cash back from a gift of equity is not permitted.</p>
Assets	Borrowers are not required to utilize assets for participation. Adhere to Agency guidelines.
Manual Underwriting	<p><u>Permitted ONLY with FHA, VA, and FNMA.</u></p> <p>Max DTI of 43% Minimum FICO of 660 Manufactured Housing not permitted Reach out to Lakeview for additional information on FNMA and FHA manual underwrites at underwritingquestions@bayview.com</p>
Homeowner's Insurance Deductible	As required by the Agencies (FHA, RD, VA, FNMA & FHLMC).
Flood Coverage (If Applicable)	As required by the Agencies.
Assumptions	<ul style="list-style-type: none"> • Permitted with GOVT ONLY, not FNMA or FHLMC. • Check Program and Agency guidelines in effect at time of assumption request.
Special Instructions for Reserving CONV Loans	<p><u>To reserve funds, use the eHPortal.</u> Log in to reserve the first mortgage. From the RESERVE LOAN screen, select the correct Program. It is helpful to view the columns LOAN TYPE which includes a separate LOAN TYPE for an at or below 80% AMI loan and an over 80% AMI loan. Lenders should be choosing the correct LOAN TYPE based upon</p>

FL Housing Finance Corporation HTH BOND FIRST MORTGAGE PROGRAM TERM SHEET ONLY BORROWER MUST QUALIFY UNDER HOMETOWN HEROES BUT ALL BORROWERS MUST MEET FIRST-TIME BUYER (UNLESS EXEMPT)	
Florida Housing's EIN 59-451366	GOVERNMENT AND CONVENTIONAL FINANCING OPTIONS
	<p>the credit qualifying income being below the FNMA and FHLMC 80% AMI Limits <i>OR</i> above the 80% AMI Limits.</p> <p>The system will not prevent a lender from choosing the incorrect LOAN TYPE. Refer to the FNMA and FHLMC AMI Limits to determine if loan is at or below 80% OR if it is above 80% AMI.</p> <p>Click here to view the 2023 FNMA/FHLMC AMI limits</p>
Special Instructions for Underwriter Certifying Loans	<p>A lender may complete the underwriter certification AT ANY TIME prior to 60 days from reservation. Underwriters are responsible for certifying loan product and information in the reservation system. While viewing the CERTIFICATION tab within the eHPortal, Underwriters need to confirm loan was reserved as indicated in "Special Instructions for Reserving CONV Loans".</p>
Prepayments	<p>Permitted at any time without penalty.</p>
First Time Homebuyer (FTHB) Requirement	<p>Borrower(s), including non-borrowing spouse, must not have had an ownership interest in their primary residence within the last three years unless purchasing in a Federally Designated Targeted Area or if qualifying under the Veteran's Exemption.</p>
Exemptions to the FTHB Requirement	<p>Veterans or borrowers purchasing in a Federally Designated Targeted Area are exempt from the FTHB Requirement. For Program purposes, 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". PLEASE NOTE: Active-duty military are not exempt from the First Time Homebuyer Requirement under the BOND Program. Active-duty military must provide confirmation of First Time Homebuyer eligibility through copies of their last three years' tax returns or transcripts or a combination of the two or a VOR or copy of lease.</p>
Documentation to Validate First Time Homebuyer (FTHB) Eligibility	<p>Last three years' SIGNED tax returns or transcripts or a combination of the two OR a copy of lease or VOR for borrower(s) and spouse, even if spouse is not on the loan (e-signatures are acceptable). Note that "no record found" from requested tax transcripts are not acceptable. "No record found" only verifies borrower(s)/spouse did not file for the requested tax year.</p> <p>Veterans qualifying under the Veterans Exemption would provide a valid DD214 that reflects a discharge status as "other than dishonorable". A COE will not be accepted in lieu of the DD214. Please note that active military buyers are not exempt from the FTHB requirement.</p> <p>Buyers purchasing in a Targeted Area are exempt from providing documentation to validate FTHB eligibility.</p>

FL Housing Finance Corporation HTH BOND FIRST MORTGAGE PROGRAM TERM SHEET ONLY BORROWER MUST QUALIFY UNDER HOMETOWN HEROES BUT ALL BORROWERS MUST MEET FIRST-TIME BUYER (UNLESS EXEMPT)	
Florida Housing's EIN 59-451366	GOVERNMENT AND CONVENTIONAL FINANCING OPTIONS
	<p><i>Lenders to submit project requests to them for approval.</i></p> <ul style="list-style-type: none"> • Reach out to Lakeview at underwritingquestions@bayview.com with any questions. <p>MANUFACTURED HOUSING Lakeview Manufactured Housing Term Sheet</p> <ul style="list-style-type: none"> • Permitted with FHA, USDA-RD, VA, and FNMA only. • USDA units must not be older than 12 months from date of purchase agreement. • Modular housing is permitted. • FHA and FNMA manufactured housing - 1994 and newer only. Absolutely NO exceptions to age of manufactured housing. <p>Also note with the HFA Preferred (FNMA) buyers cannot have ownership interest in more than two residential properties at time of closing which includes the property being purchased. (Remember, buyers can qualify as a FTHB if they are participating under the Veterans Exemption or purchasing in a Targeted Area OR if they did not have ownership interest in their primary residence in the last three years so those buyers may have ownership interest in other residential properties.)</p> <p>No more than 15% of the square footage of any property type above may be used for business purposes.</p>
Income Considered in Qualifying for Program	<p>Refer to the Co-signor addendum located on his web page. Click on the program flip-card and scroll to Co-Signor.</p>
Subject to Recapture Tax?	<p>YES. The Tax Exempt Rider is required for the BOND Program.</p>
Program Participation Restriction	<p>All borrowers are restricted to a one-time participation in FL Housing's Homebuyer Loan Program. This includes all first and second mortgage programs.</p>
Loan Closing Information	
Doc Stamp & Intangible Tax	<p>First AND second notes and mortgages are exempt. The verbiage below must reflect on all FL Housing First mortgage AND notes, which are provided and generated by Participating Lenders. <i>"This note and the mortgage securing this note arise out of or are given to secure the repayment of a loan issued in connection with the financing of housing and are exempt from documentary stamp tax"</i></p>

FL Housing Finance Corporation HTH BOND FIRST MORTGAGE PROGRAM TERM SHEET ONLY BORROWER MUST QUALIFY UNDER HOMETOWN HEROES BUT ALL BORROWERS MUST MEET FIRST-TIME BUYER (UNLESS EXEMPT)	
Florida Housing's EIN 59-451366	GOVERNMENT AND CONVENTIONAL FINANCING OPTIONS
	<i>and intangible tax pursuant to section 420.513(1), F.S."</i>
Power of Attorney (POA)	<ul style="list-style-type: none"> • Permitted but must satisfy Agency (FHA, RD VA, FNMA & FHLMC) requirements. • Active-duty military personnel may provide an "Alive and Well" letter. • Lenders can confirm Lakeview's POA requirements through their Seller Guide.
Tax Exempt Rider	Required for ALL BOND first mortgage loans. Available through eHP FrontPorch using the eHProForms APP. Advise title companies/settlement agents to record this document with the FIRST mortgage, NOT the second mortgage. Otherwise, loans will be stippled and re-recording charges may apply.
First Mortgage Program Fees	
Tax Service Fee	\$75 payable to "Master Servicer"
Compliance Fee	\$275 payable to eHousingPlus at the time the compliance file is uploaded through eHP FrontPorch using the eHPay App.
Funding Fee	\$400 payable to "Master Servicer" with lender retaining the fee at closing and Lakeview collecting the fee from Lender at loan purchase.
Flood Cert Fee	\$10 payable to "Master Servicer"
Lender Fees	<ul style="list-style-type: none"> • Effective with new loan reservations beginning on Oct. 2, 2023, Florida Housing will impose a lender fee cap of \$1,750. This applies to all <i>origination fees</i> charged to the borrower outside of the standard program fees. This includes, but is not limited to application, underwriting, processing, administrative or other similar origination fees. Any amount that exceeds the \$1,750 cap will result in a loan deficiency and require a principal reduction to the first mortgage before the loan will be considered for purchase.
Lender Compensation	<ul style="list-style-type: none"> • 2.5% SRP for Government Loans paid at loan purchase. No additional origination or discount points may be charged. • 2.5% SRP for Conventional Loans paid at loan upon purchase. No additional origination or discount points may be charged.
Realtor Commission and Realtor Fees	<ul style="list-style-type: none"> • Realtor Commission is not permitted to be paid with the Florida Housing's down payment assistance funds. The buyer may pay using their own funds. Florida Housing funds are restricted to down payment and STANDARD closing costs. Realtor commission is not a standard buyer cost in the State of Florida. <p style="background-color: yellow;"> Realtor Fees may be paid by the borrower but fee cannot exceed \$400. This includes, but is not limited to, transaction fees, processing fees or administrative fees. </p>
Broker Fees	Broker fees are not permitted. Participating Lenders are not permitted to charge any fees to borrower(s) or sellers that would be paid to their TPO. Any broker fees or costs would need to be paid for or determined by the Participating Lender.

FL Housing Finance Corporation HTH BOND FIRST MORTGAGE PROGRAM TERM SHEET ONLY BORROWER MUST QUALIFY UNDER HOMETOWN HEROES BUT ALL BORROWERS MUST MEET FIRST-TIME BUYER (UNLESS EXEMPT)	
Florida Housing's EIN 59-451366	GOVERNMENT AND CONVENTIONAL FINANCING OPTIONS
Special Instructions to CLOSERS	<ul style="list-style-type: none"> • All Florida Housing closing and collateral documents should be returned to the originating lender upon execution and recording. Many of these documents reflect Florida Housing as the mortgagee and title companies often return these documents to Florida Housing's corporate office which can result in loan purchase delays and additional late delivery fees to lenders. Please instruct title companies that these closing documents should NOT be returned to Florida Housing. • Confirm amount of second mortgage funds on the Hometown Hero Second Mortgage and Note = the second mortgage amount reflected in the loan reservation in eHousing's reservation system. • Confirm maturity date on the Hometown Hero Second Mortgage and Note = the maturity date on the first mortgage note and mortgage. • Any potential cash back to borrower, see Cash Back to Borrowers on page 26. • Determine which documents need to be executed by party.
MASTER SERVICER FEES	Any loans in which fees should be payable to "Master Servicer" on the CD will be stripped if delivered with the incorrect payee and a corrected CD will be required.

WHO SIGNS WHAT FOR GOVERNMENT AND CONVENTIONAL BOND LOANS?							
PERSON	SIGNS NOTE	SIGNS MORTGAGE	SIGNS PROGRAM DOCUMENTS	SIGNS DEED	RESIDES IN HOME	INCLUDE IN PROGRAM QUALIFYING INCOME	INCLUDE IN HOUSEHOLD SIZE
Borrower	YES	YES	YES	YES	YES	YES	YES
Co-Borrower	YES	YES	YES	YES	YES	YES	YES
Spouse (if spouse is not on loan)	NO	YES	YES	YES	YES	YES	YES
Co-Signor	YES	NO	NO	NO	NO	NO	NO
Non-Borrowing Occupant	NO	NO	NO	NO	YES	YES, if aged 18 +	YES

FLORIDA HOMETOWN HEROES 5% SECOND MORTGAGE LOAN Term Sheet	
Florida Housing's EIN 59-3451366	This second mortgage is available to borrower(s) earning up to 150% of area median income (AMI).
Amount of Assistance	<ul style="list-style-type: none"> ● 5% of the total loan amount not to exceed \$35,000 with a minimum of \$10,000 ● The reservation system will auto-calculate the amount of the second based on the TOTAL loan amount. Selecting a second mortgage option in the reservation system is not necessary with HTH as the HTH Second Mortgage is the only available option.
Rate	0%, non-amortizing
Term	30-year deferred
Repayment Terms	Deferred except in the event of the sale, transfer of deed, satisfaction of the first mortgage, refinancing of the first mortgage or until such a time the mortgagor(s) ceases to occupy the property at which time, will become due and payable, in full. This loan is not forgiven.
Eligible with these FL Housing First Mortgage Programs	<ul style="list-style-type: none"> ● FL First for BOND (FHA, VA, USDA-RD) ● HFA Preferred for BOND ● HFA Advantage for BOND
Allowable Borrower Costs	<ul style="list-style-type: none"> ● Borrower's down payment. ● Any down payment exceeding minimum requirement to be applied to first mortgage principal. ● Reasonable and customary closing costs. <p>CANNOT be used to cover the cost difference between the sales price and the appraised value and CANNOT be used to pay off borrower debt. The difference between appraised value and sales price or debt repayment must be paid with borrower's own funds.</p> <p>Realtor Commission is not permitted to be paid with the Florida Housing's down payment assistance funds. The buyer may pay using their own funds. Florida Housing funds are restricted to down payment and STANDARD closing costs. Realtor commission is not a standard buyer cost in the State of Florida.</p> <p>Realtor Fees may be paid by the borrower but fee cannot exceed \$400. This includes, but is not limited to, transaction fees, processing fees or administrative fees.</p> <p>Broker Fees are not permitted.</p>
Disclosure Requirements	LE/CD is required. Lenders should be providing these disclosures from their own LOS. FL Housing and eHousingPlus do NOT provide the TRID forms.
Program Participation Restriction	All borrowers are restricted to a one-time participation in FL Housing's Homebuyer Loan Program. This includes all first and second mortgage programs.
Loan Closing Information	
Doc Stamp & Intangible Tax	First AND second notes and mortgages are exempt. The verbiage below will reflect on all FL Housing second mortgages, which are available in eHP FrontPorch using the eHProForms App. This serves as a directive to title companies/settlement agents.

	<i>"This note and the mortgage securing this note arise out of or are given to secure the repayment of a loan issued in connection with the financing of housing and are exempt from documentary stamp tax and intangible tax pursuant to section 420.513(1), F.S."</i>
Recapture Tax	N/A.
Title Insurance	Strictly prohibited on Florida Housing's second mortgages.
Mortgagee Clause	<p>Florida Housing Finance Corporation ISAOA/ATIMA 227 N. Bronough St., Suite 5000 Tallahassee, FL 32301</p> <p>Mortgagee Clause is required for HOI as FL Housing would serve as a subordinate lien holder and is required to endorse any applicable claim checks paid to borrower(s).</p> <p>Mortgagee Clause is NOT required for title policy. However, it <i>may</i> be included in title policy as a subordinate lien holder .</p>
Power of Attorney (POA)	<ul style="list-style-type: none"> • Permitted but must satisfy Agency (FHA, RD VA, FNMA & FHLMC) requirements. • Active-duty military personnel may provide an "Alive and Well" letter. • Lenders can confirm Lakeview's POA requirements through their Seller Guide
Hometown Heroes Second Mortgage Fees	<ul style="list-style-type: none"> • Recording Fee ONLY.
Special Instructions to CLOSERS	<ul style="list-style-type: none"> • All Florida Housing closing and collateral documents should be returned to the originating lender upon execution and recording. Many of these documents reflect Florida Housing as the mortgagee and title companies often return these documents to Florida Housing's corporate office which can result in loan purchase delays and additional late delivery fees to lenders. Please instruct title companies that these closing documents should NOT be returned to Florida Housing. • Confirm amount of second mortgage funds on the Hometown Hero Second Mortgage and Note = the second mortgage amount reflected in the loan reservation in eHousing's reservation system. • Confirm maturity date on the Hometown Hero Second Mortgage and Note = the maturity date on the first mortgage note and mortgage. • Any potential cash back to borrower, see Cash Back to Borrower on page 26. • Determine which documents need to be executed by party, see page 31.
Down Payment Program Documents	
Required Program Documents (Available through eHP FrontPorch using the eHPProForms App)	<ul style="list-style-type: none"> • FL Hometown Heroes 5% Second Mortgage • FL Hometown Heroes 5% Second Mortgage Note • FL Hometown Heroes Borrower Certification Form

DETERMINING HOUSEHOLD INCOME FOR HTH BOND FIRST MORTGAGES

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

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

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

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

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

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

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

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

IMPORTANT! PLEASE READ.

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

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

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

Verification of Employment

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

Income from a Salary or Wage

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

Commission / Bonus Income

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

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

Self-Employed / Income from Business

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

Verification that Overtime, Bonus or Commission Payments Are Terminated

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

Interest / Dividends

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

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

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

Alimony / Child Support

Use the monthly amount appearing in the divorce decree, separation agreement or other support document. If the borrower / occupant receives more or less than the amount stipulated in the agreements, use the monthly figure that the borrower / occupant declares and that can be verified (on bank statements for example)

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

Pensions / Temporary Payments

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

Multiply the amount of the benefit times the payment frequency.

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

Boarder Income

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

Anticipated Rental Income from 2 – 4 Unit Properties

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

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

Calculation of Current Gross Annual Income

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

than the previous year's income. Significant variances should be attributable to increases/decreases in pay or number of hours worked. If paystubs are being used as confirmation of eligibility, Lenders should note within their loan file any variances and why any variances have occurred.

Calculation of Household Income

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

**Federally Designated Targeted Areas Rev. Proc 2014-14
 For Loan Reservations prior to Jan. 8, 2024**

DO NOT USE THE BELOW FOR ANY LOAN RESERVATION AFTER JAN. 8, 2024

Alachua	0002.00, 0006.00, 0008.09, 0009.01, 0009.02, 0015.16, 0015.17, 0015.20, 0019.02, 0022.19
Bay	0016.00
Brevard	0607.00, 0623.01, 0626.00, 0649.02
Broward	0103.04, 0204.12, 0303.01, 0304.02, 0308.01, 0414.00, 0415.00, 0416.00, 0417.00, 0503.09, 0507.02, 0603.02, 0603.03, 0603.03, 0603.04, 0604.03, 1002.01, 1005.01, 1005.02, 9800.00
Citrus	4502.01, 4506.01
Collier	0112.04, 0112.05, 0113.01, 0113.02
DeSoto	0103.02
Duval	0002.00, 0003.00, 0010.0, 0013.00, 0015.00, 0016.00, 0025.01, 0026.00, 0027.02, 0029.02, 0122.00, 0132.00, 0155.02, 0163.00, 0174.00
Escambia	0004.00, 0015.00, 0017.00, 0018.00, 0019.00, 0020.00, 0021.00, 0027.03
Highlands	9612.00, 9800.00
Hillsborough	0003.00, 0007.00, 0009.01, 0012.00, 0014.00, 0018.00, 0019.00, 0020.00, 0026.00, 0030.00, 0033.00, 0034.00, 0037.00, 0040.00, 0041.00, 0043.00, 0044.00, 0050.00, 0070.02, 0108.13, 0108.15, 0108.16, 0108.17, 0108.18, 0119.04, 0120.02, 0139.14
Indian River	0504.01
Lake	0305.03
Lee	0003.02, 0006.00, 0007.00, 0011.02, 0012.01, 0208.00, 0403.14
Leon	0003.03, 0005.00, 0010.01, 0011.01, 0014.02, 0020.03, 0020.04, 0020.05, 0021.03, 0021.04, 0025.09
Manatee	0001.03, 0001.05, 0001.06, 0002.02, 0003.05, 0003.09, 0007.03, 0007.05
Marion	0005.02, 0017.00
Miami-Dade	0002.18, 0002.19, 0004.11, 0004.13, 0005.03, 0005.05, 0006.08, 0007.10, 0007.11, 0007.12, 0008.06, 0008.07, 0009.03, 0010.04, 0010.06, 0014.01, 0014.02, 0015.01, 0016.05, 0018.03, 0019.03, 0019.04, 0020.01, 0020.03, 0020.04, 0022.02, 0024.02, 0024.03, 0024.04, 0025.01, 0025.02, 0026.00, 0028.00, 0029.00, 0030.03, 0030.04, 0031.00, 0034.00, 0036.01, 0036.02, 0043.03, 0044.04, 0049.01, 0051.02, 0051.03, 0051.04, 0052.01, 0052.02, 0053.02, 0053.03, 0053.04, 0054.05, 0054.06, 0054.09, 0054.10, 0055.01, 0057.03, 0063.01, 0066.02, 0089.04, 0090.20, 0090.21, 0090.26, 0090.40, 0090.46, 0093.07, 0093.15, 0100.15, 0102.07, 0109.00, 0110.01, 0111.01, 0113.00, 0114.03, 0114.04, 0135.00, 9807.00
Orange	0104.00, 0105.00, 0116.00, 0117.02, 0120.00, 0124.01, 0135.03, 0145.02, 0145.03, 0150.01, 0165.10, 0169.07, 0185.00, 0187.00
Osceola	0419.00, 0422.00, 0432.01
Okeechobee	9104.03
Pasco	0304.10, 0305.01, 0308.00, 0310.09, 0314.08, 0318.07, 0324.02, 0326.01, 0330.09, 0330.12
Palm Beach	0014.02, 0014.03, 0015.00, 0019.10, 0019.13, 0022.00, 0024.00, 0029.00, 0031.02, 0040.13, 0044.02, 0045.00, 0059.39, 0082.01, 0082.02, 0083.01
Pinellas	0205.00, 0208.00, 0216.00, 0245.10, 0246.02, 0247.03, 0255.05, 0262.00, 0268.18
Polk	0112.04, 0114.00, 0117.04, 0120.02, 0123.05, 0131.03, 0133.00, 0134.00, 0136.00, 0139.01, 0141.04, 0143.01, 0154.05, 0158.01, 0164.00
Putnam	9507.00
Seminole	0204.01, 0205.00, 0220.01
St. Lucie	3801.00, 3802.00, 3803.00, 3804.00
Sumter	9113.02
Suwannee	9703.01
Volusia	0815.00, 0818.00, 0819.00, 0820.00, 0821.00, 0822.01, 0825.11

Archived Revisions

Effective Date	Update	Page#
06-13-23	Provided clarification as to documentation required to confirm employment of 35 hours a week or more	47
06-20-23	Lender compensation corrected	61
06-27-23	Added JaLisa Maxwell contact information Updated DTI Ratios for manufactured housing Added Eligible Borrowers Added Documentation to validate 35 hours a week or more Added Documentation to validate employer is a FL based business Updated manual underwriting Updated Power of Attorney Added HTH Borrower Certification Form to Pre-Closing forms	43 57 58 58 59 60 64 74
07-18-23	Separated HTH TBA and HTH Bond guidelines Added TPO Information Added borrower program requirements Added Veterans exemption details Added Veterans active duty and national guard details to eligible borrower Added documents required for self-employed borrower Added link to Lakeview manufactured housing term sheet Added detail to broker fees Added detail to mortgagee clause	10 & 12 10 & 12 14 21 21 26 27 29
07-24-23	Updated Veterans program requirements Added sample Borrower Attestation form Updated income limit requirements Updated eligible borrowers Revised documentation needed to confirm 35 hours a week Updated cash-back from gift funds Updated manufactured housing requirements	10 & 14 12 12 21 21 23 24
08-03-23	Revised loan limit – Collier, Monroe, Okaloosa, Walton counties Revised Funding Fee payee name Added Special Instructions to Closers Added Master Servicer Fees	18 & 19 28 29 29
08-04-23	Added Loan delivery Timeline and updated extension fees	6
08-07-23	Updated link to conventional loan AMI limits	21 & 26
08-15-23	Updated Manufactured housing DTI	22
09-20-23	Removed -Copy of work schedule – as documentation needed to confirm employment for self-employed borrower	23
10-02-23	Updated contact directory Updated guide to include reference to eHP FrontPorch Updated links to eHP web page for the program	5 Various Various
10-09-23	Added Lender Fee Cap effective with new loan reservations 10/02/23	29
11-01-23	Updated verbiage to Doc Stamps and Intangible Tax	28
11-09-23	Removed reference to Freddie Mac and co-signors	24 & 27
11-17-23	Added loan reinstatement and re-reserve information Revised participating lender minimum production requirements	7 9
12-07-23	Updated occupancy requirement for active duty military	26
12-19-23	Added, Borrower changing lender, information Update Lender Termination and reinstatement fee	7 9
12-21-23	Clarified Cash Back policy -Principal Curtailment	26

