



Own a Home Opportunity Program

(Charlotte, Collier, DeSoto, Lee, Palm Beach & Sarasota Counties)
Program Issuer: Lee County Housing Finance Authority

ADMINISTRATOR'S GUIDE

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Updates on Page 3



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Revisions Table 2026

Archived Revisions Table found on the last page of this guide

Date	Topic (effective immediately unless otherwise noted)	Page
02-17-26	Revised DPA amount in Palm Beach County to \$17,500 Formatting non-substantive revisions Format changes to Lender Fees and Compensation and update to VA SRP	6 18 - 21 24

OWN A HOME OPPORTUNITY PROGRAM TEAM



Lee County HFA

Creates the first mortgage program, the down payment assistance second mortgage program. Sets the rate, term and points, markets the program. The HFA also solicits the participation of other counties and signs inter-local agreements with those choosing to participate.

Participating Lenders

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

U S Bank Master Servicer

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

US Bank, National Association Trustee

This is a different US Bank division that is providing the service of wiring the Authority's funds for down payment/closing cost assistance to each closing. Please **do not** contact US Bank in Ohio regarding the wiring of these funds. Detailed instructions are provided in these Guidelines. The wire request form is found on the ehousingplus webpage for the program.

Program Administration

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

Contact Directory
954-217-0817 or Toll Free (888) 643-7974

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>	(800) 562-5165	Click here
U.S. Bank All Regs Site	Use this link , then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Florida/ HFA of Lee County/Product Guides.	

THE PRODUCTS

Own a Home Opportunity First Mortgage

(Rates are subject to change, for current rate please visit ehousingplus.com)

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 following mortgage products are offered in this program: FHA, VA, USDA-RD and Freddie Mac HFA Advantage. US Bank provides the types of government and conventional loan products permitted. [To view the Lock Rate, Minimum FICO and DPA click on this link \(Click on the RATES/OFFERINGS tab\).](#) The program offers down payment and closing cost assistance in the form of a second mortgage. (Rev 03/22/21)

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

These loans will have lower income limits (determined by Freddie Mac and already calculated in this guide) and receive charter level reduced MI coverage. (Updated 02/24/23)

Freddie Mac HFA Advantage Conventional Loan - Income OVER 80% AMI

Effective with new loan reservation 02/27/23

These loans will receive standard MI rates, no Charter Level Reduced MI coverage. (Added 02/24/23)

Own a Home Opportunity Second Mortgage

The down payment assistance will be secured by a second mortgage in an amount up to \$10,500 for all eligible areas except Palm Beach County. **Effective with new loan reservations 02/13/26, the amount of assistance in Palm Beach County shall be in an amount up to \$17,500.** The second mortgage proceeds may be used for down payment and closing cost assistance. Second Mortgage Loans bear interest at a rate of 0%, 30 year, deferred (or due upon sale, re-financing, transfer of title, or rental of the home if done within first 30 years). This loan is never forgiven. The Second Mortgage offered with the program's First Mortgage Loans can provide up to 100% of the homebuyer's cash to close. Proceeds may be used for any eligible use associated with the Mortgage Loan closing process, including but not limited to closing costs, Lender fees, Servicer fees, doc stamps and intangible tax, pre-pays, mortgage insurance premiums, discounts, and the reimbursement of earnest money and pre-close fees, such as credit report and appraisal fees. The second mortgage proceeds may not be used to pay off debt, nor may any surplus funds from the Assistance Grant be paid to the homebuyer over and above any reimbursable fees paid prior to the close of escrow. (Rev. 02/17/26)

Funding of Downpayment Assistance

THE DOWN PAYMENT ASSISTANCE AMOUNT IS SUBJECT TO CHANGE AT ANY TIME.

The Lender will fund the second mortgage at closing and US Bank will reimburse the lender at loan purchase. (Rev 04/28/18)

SECOND MORTGAGE DISCLOSURE REQUIREMENTS

The determination has been made that the Own a Home Opportunity Second Mortgage, as non-amortizing 0%, 30-year deferred subordinate loans, IS NOT SUBJECT TO TILA or RESPA and lenders may NOT use the new TRID forms (Loan Estimate and Closing Disclosure) for these loans. Lenders are required to use a DPA Loan Disclosure Form created to further clarify the terms of the Second Mortgage for the borrower. The disclosure is generated from the eHPortal and is signed at closing by the borrower.

**OWN A HOME OPPORTUNITY
FIRST MORTGAGE PROGRAM REQUIREMENTS**

ELIGIBLE BORROWERS

- Borrower must be a first-time buyer (do not include a non-purchasing spouse).(Rev 07-21-25)
- Verification of First-Time Buyer Status - Borrower(s) final URLA/1003. Borrower(s) should note the VIII. Declarations, m. Section of the 1003 accordingly.(Rev 07-21-25)
 - Borrower(s) purchasing in a Targeted Area are exempt from first-time buyer requirement.
 - 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.
- With regard to citizenship requirements, follow applicable Agency (Freddie, FHA, etc) and US Bank guidelines. (Rev 02/15/21)
- Buyers must live in the property they purchase as their principal residence.
- All applicants must be considered irrespective of age, race, color, religion, national origin, sex, marital status, military status or physical handicap.
- Buyers must occupy the property purchased within 60 days of closing.
- Lender must follow, The HFA of Lee County Program requirements AND Agency (FHA, VA, RD, Freddie Mac) guidelines regarding ownership of other property. (Corrected 02/09/19)

ELIGIBLE AREAS

Includes all of Charlotte, Collier, DeSoto, Lee, Palm Beach and Sarasota Counties

FIRST TIME BUYER EXCEPTIONS

Veterans Exception

Qualified Veterans do not have to be first-time buyers. And do not need to submit the past three years tax transcripts. For the Veterans Exception, “Veteran” is defined as "a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable." The Veteran cannot have previously obtained a loan financed by single family mortgage revenue bonds utilizing the veteran exception to the first-time homebuyer requirement set forth in Section 416 of the Tax Relief and Health Care Act of 2006. Borrower must provide true and correct copies of discharge or release papers, which demonstrate that such discharge or release was other than dishonorable.

Targeted Areas

Identified as Qualified Census Tracts and Areas of Chronic Economic Distress (if any) which are listed below, a borrower purchasing in home in a targeted area census tract is not required to be a first-time buyer. [Click on this link to look-up the property address](#). Then compare the tract tract to the allowable targeted area census tracts listed below. If you find a match, the property is located in a targeted area. Charlotte County has no Targeted Areas. [Targeted Area maps may be found on this web page](#).

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

Collier 0007.00, 0112.04, 0112.05, 0113.05

DeSoto 0103.01, 0104.04

Lee 0003.03, 0003.05, 0003.06, 0005.02, 0006.00, 0007.00, 0011.04, 0012.03, 0101.12, 0403.05, 0403.13

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

Sarasota 0003.00

(Rev 02/24/25)

Homebuyer Education

Any party appearing on the Note must complete a Program-approved pre-purchase homebuyer education course even if the borrower(s) is a Veteran or purchasing in a Targeted Area. Homebuyer education must be conducted PRE-CLOSING and by HUD-approved counseling agencies including online HUD-approved non-profits using eHomeAmerica (Neighborworks based curriculum). A co-signer is not required to attend homebuyer education. Homebuyer education provided over the phone or by the lender is NOT acceptable. Certificates of completion are acceptable for 2 years from the date of completion. (Rev. 02/24/25)

[Approved HUD Homebuyer Education Providers](#)

Online approved education providers:

[eHomeAmerica](#)

[Fannie Mae HomeView](#)

[MGIC Finally Home](#) (This is the ONLY homebuyer education that would be acceptable from MGIC. The ReadyNest course is NOT acceptable)

[Freddie Mac Credit Smart](#)

Minimum Credit Score

The Program requires a minimum FICO credit score for various products, the mid score must be the minimum or above. [Click here to view the Rates/Offerings chart for allowable FICO](#) (click on RATES/OFFERINGS tab). 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. Manual underwriting is NOT permitted in this program for FHA loans. (Rev 01/20/20)

Maximum Debt to Income Ratio

- The program maximum DTI ratio is 45% for all loan products with 640 - 679 FICO.
- The program maximum DTI ratio is 50% for all loan products with a 680+ FICO.
- Lenders must comply with Mortgage Insurance DTI requirements which may limit the maximum DTI for borrowers.

(Rev 02/24/23)

Manual Underwriting

Not allowable for FHA loans. Refer to U.S. Bank Product guidelines for Conventional, USDA-RD and VA loans. Click on this link > U.S. Bank HFA Lending Guide > 500: Housing Finance Agency Programs > Florida > Product Guides. (Updated 02/24/25)

INCOME - HOW TO DETERMINE PROGRAM ELIGIBILITY

Use the 1003 qualifying income to determine program eligibility of the Borrower only. Do not include a non-purchasing spouse. Do NOT include the income of a co-signer when calculating program income eligibility. (Rev 07-21-25)

**HOUSEHOLD INCOME LIMITS OWN A HOME OPPORTUNITY
 FIRST MORTGAGE AND ASSISTANCE**

FHA, VA, RD Loans Effective with new loan reservation 05/29/25
Freddie Mac HFA Advantage Loan Effective with new loan reservations 05/18/25

County	FHA, USDA-RD and VA Freddie Mac above 80% AMI	Freddie Mac HFA Advantage At or below 80% AMI
Charlotte	\$142,950	\$75,840
Collier	\$170,400	\$90,880
DeSoto	\$142,950	\$61,280
Lee	\$142,950	\$74,000
Palm Beach	\$167,700	\$76,880
Sarasota	\$159,150	\$84,880

(Rev. 05/29/25)

**ACQUISITION LIMITS (Sales Price Limits)
 FOR ALL LOANS**

Effective for all new loan reservations 05/29/25 and after

The sales price must include everything paid by the buyer or on the buyer's behalf.

County	Non-Targeted	Targeted
Charlotte	\$544,233	\$665,173
Collier	\$793,938	\$970,368
DeSoto	\$544,233	\$665,173
Lee	\$544,233	\$665,173
Palm Beach	\$679,324	\$830,284
Sarasota	\$568,292	\$694,580

(Rev. 05/29/25)

PROPERTY REQUIREMENTS

(Rev. 03/22/21)

- New or existing, one to four units*, detached or attached, condos, townhomes.
- *Freddie Mac Loans - One Unit property ONLY.
- Refer to HFA Lending Guide 800: Condominium Project Review for all U.S. Bank condo requirements. [Click on this link](#), then select U.S. Bank HFA Lending Guide > 800: Condo Project Review. If you experience any technical difficulty, please contact U.S. Bank HFA Division directly at 800-562-5165.
- Homes are considered new if never previously occupied.
- Manufactured homes, mobile, recreational, seasonal or other types of vacation or non-permanent homes are not permitted. (Rev 12/01/15)
- Land may not exceed the size required to maintain basic livability.
- Properties purchased in the program must be residential units.
- No more than 15% of the square footage of the home being purchased may be used in connection with a trade or business including Child Care services (other than incidental rental from eligible multi-unit structures).

* When using the Freddie Mac HFA Advantage conventional loan for a condo, LTVs from 95.01-97% are acceptable, the project must meet Freddie Mac guidelines as well as U.S. Bank. Please reference U.S. Bank bulletin 2017-05 and HFA lending guide Section 800 for complete details on condo project review/approval requirements. (Rev 03/22/21)

Industry changes apply to program loans. There are no variances for program loans. For example, FHA flipping rules apply to program loans as they do to any other FHA loans.

FINANCING FACTS

It's expected that lenders have reviewed some **preliminary documentation and believe that applicants will also qualify for credit. Excessive cancellations will be reviewed** to assure that allocation is not being utilized **inappropriately**.

FHA, VA, RD and Freddie Mac HFA Advantage conventional loans are permitted. Find the specific government and conventional loan products permitted on the US Bank website. (Rev 12-07-16)

Check with your underwriter for updates to information for 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. (Added 12-07-16)

[Freddie Mac HFA Advantage Fact Sheet](#)

[Freddie Mac HFA Advantage LPA Instructions](#)

(Rev 03/2/21)

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

Buy downs Not allowable.

(Rev 02/24/25)

Cash Back Cash Back to the borrower is not permitted. If there is less than \$500 in remaining Second Loan proceeds available at the close of escrow, the Lender **MUST** use such proceeds to reduce the Second Loan principal balance. If the remaining Second Loan proceeds is \$500 or greater, the Second Loan Amount must be recalculated and reduced before settlement and the Lender should draw new Second Loan documents and disclosures. It is the Lender's responsibility to assure that Second Loans close in compliance with these requirements. (Rev 07/27/19)

Construction to perm is not permitted.

Co-signers Permitted by the program subject to the Lender following all applicable loan Agency, GSE and US Bank guidelines. Cosigners are allowable when meeting the following conditions (1) a cosigner cannot have any ownership interest in the property (they cannot be on the Mortgage/Deed) and (2) the cosigner cannot reside in the property being purchased. A cosigner's income is not considered for program purposes and cosigners do not sign any program documents. (Rev 07/21/25)

Documentary Stamp Tax With all new loan reservations 11/01/18 and after, the first mortgage and second mortgage are exempt from documentary stamps. To qualify for the exemption, an affidavit must be recorded **IMMEDIATELY AFTER** the first mortgage and the second mortgage as a separate document (see pages 30 - of this guide for details). The following should be typed at the bottom of the first mortgage: "This mortgage is exempt from documentary stamp tax pursuant to section 159.621(2), F.S."

(Charlotte, Collier, DeSoto, Lee, Palm Beach & Sarasota Counties)

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

Intangible Tax There is **NO** exemption in the program for the first mortgage and note. See Second Mortgage Intangible Tax Exemption. (Added 04/10/17)

Manufactured Homes - As of December 1, 2015, U. S. Bank will not purchase loans for manufactured housing. U.S. Bank considers manufactured housing a mobile home built entirely offsite on a permanent chassis that is pulled on the highway to a permanent location. Modular, panelized or prefabricated homes are not considered manufactured housing. Rev 12/01/15

Minimum Loan Amount There is no minimum loan amount imposed by the Program.

Maximum Loan Amount Follow Agency (FHA, VA, etc) guidelines. Must also meet Program maximum sales price limits. Also considered, loans cannot exceed appraised value. DPA cannot be used as borrowers funds make up the difference between appraised value and purchase price. Prepayments The first and second mortgage may be prepaid at any time without penalty.

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

Refinances This program is for new mortgage loans. Refinances are not permitted. However, temporary, construction or bridge financing with a term of 2 years or less may be taken out with a program loan.

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

Second Mortgage Intangible Tax Exemption Effective with all loan closings April 10, 2017 and after, the second mortgage is exempt from Intangible Tax pursuant to Section 199.183, Florida Statutes. The exemption language appears at the top of the Second Mortgage that is generated from the eHousingPlus lender portal. The first mortgage and note AND second note are NOT exempt from Intangible Tax. (Added 04/10/17)

Second Mortgage Proceeds Effective with all loan closings April 10, 2017 and after, if there is less than \$500 in remaining Second Loan proceeds available at the close of escrow, the Lender MUST use such proceeds to reduce the Second Loan principal balance. If the remaining Second Loan proceeds is \$500 or greater, the Second Loan Amount must be recalculated and reduced before settlement and the Lender should draw new Second Loan documents and disclosures. It is the Lender's responsibility to assure that Second Loans close in compliance with these requirements. (Added 04/10/17)

Tax Returns or Tax Transcripts or any combination Tax returns or tax transcripts are NOT required for Program Compliance purposes. To determine first-time buyer eligibility, the 1003 must be checked indicating that the homebuyer qualifies as a first-time homebuyer. Contact U.S. Bank for any Servicer requirements. (Rev. 08/11/25)

PROCESS SUMMARY FROM TRAINING TO LOAN PURCHASE

LENDER ONBOARDING

Our On-Boarding process is designed to provide all participating lenders and their staff web-based training related to the Program, Technical and Workflow requirements of each program.

Based on your role, there are certain training requirements prior to adding a new Program and Features. These are determined based on which modules you have completed in the past, and which Programs you want to add to your Portfolio.

Once you have submitted the eHP On-Boarding Registration, the eHP On-Boarding Team will create a specific training program for you based on the role(s) you selected, and you will receive an email confirmation with relevant information. Upon completion, your User Credentials will be created (if you are new User) or updated (if you are a current user) and you will receive a system generated email with this notification. [Click on this link to register for training.](#) (Rev 08/22/22)

QUALIFY

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

RESERVE FIRST MORTGAGE FUNDS

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

IMPORTANT - A reservation is for a borrower with a real estate purchase contract for a specific property. If the property needs to change, the loan must be cancelled and re-reserved. The lender is responsible for cancelling the loan within the eHousingPlus Lender Portal. And then, the lender must [click on this link to complete an online form the CLEAR FLAGS on a cancelled loan](#) so the funds may be re-reserved with a new address. Until this process is complete, the lender will not be able to re-reserve funds for the borrower. (Updated 02/24/25)

RESERVE SECOND MORTGAGE ASSISTANCE

Immediately following reservation of the first mortgage click on the "Add Additional" button found on the main menu to reserve the second mortgage funds. All fields will populate except for the second mortgage loan amount. Enter the loan amount and then click on the "Update" button to add the second mortgage assistance to the first mortgage loan reservation.

PROCESS

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

UNDERWRITE AND CERTIFY

Lenders underwrite & are responsible for credit decisions of the loans in the Program. Servicer does not re- underwrite loans. **Following loan reservation and PRIOR to loan closing, the Lenders Underwriter MUST complete the online UW Certification within the eHPortal.** Once a loan is Underwriter Certified no further changes can be made. If a change needs to occur after the certification is complete, please [Log-In Here](#) > Collaboration Station and request for the underwriter certification to be removed. (Updated 02/24/25)

PRINT CLOSING FORMS - OWN A HOME OPPORTUNITY

The program forms may only be found within the eHousingPlus eHPortal. Forms generated from any other source may void the loan making it not purchasable in the program. A lender will need user credentials for the eHPortal to access the forms. Provide the borrower(s) with the following forms that need to be signed at closing:

OWN A HOME OPPORTUNITY Closing Forms
First Mortgage Doc Stamp Affidavit
DPA Loan Disclosure
Second Mtg Doc Stamp Lender Letter (informational only for the lender)
DPA Award Letter - All areas except Palm Beach
Lee Subordinate Lien DOT - All areas except Palm Beach
Lee Subordinate Line Note - All areas except Palm Beach
Palm Beach 2nd Mtg Doc Stamp Letter (informational only for the lender)
Palm Beach DPA Award Letter
Palm Beach Subordinate Mortgage & Note

(Rev 07/21/25)

WHO SIGNS THE PROGRAM DOCUMENTS?

FORM	BORROWER	CO-BORROWER	NON PURCHASING SPOUSE	CO-SIGNER
First Mortgage Doc Stamp Affidavit	Yes	Yes	Yes	No
DPA Loan Disclosure	Yes	Yes	Yes	No
Lee 2nd Mtg Doc Stamp Lender Letter	Yes	Yes	No Signature Informational only	No
DPA Award Letter	Yes	Yes	Yes	No
Lee Subordinate Lien DOT	Yes	Yes	Yes	No
Lee Subordinate Line Note	Yes	Yes	No	Yes
Palm Beach 2nd Mtg Doc Stamp Letter	Yes	Yes	No Signature Informational only	No
Palm Beach DPA Award Letter	Yes	Yes	Yes	No
Palm Beach Subordinate Mortgage & Note	Yes	Yes	Yes - 2nd Mortgage No - 2nd Note	No - 2nd Mortgage Yes - 2nd Note

(Added 02/24/23)

FUND THE DOWN PAYMENT ASSISTANCE

The lender will fund the down payment assistance. US Bank will reimburse the lender at loan purchase. (Rev 04/28/18)

RECORD THE DOCUMENTARY STAMP AFFIDAVITS

There will be 2 Documentary Stamp Affidavits to be recorded.

- 1) Own a Home Opportunity First Mortgage Documentary Stamp Affidavit

Every loan closed in the program will use this form. It should be recorded Immediately prior to OR immediately following the first mortgage as a separate document.

- 2) Second Mortgage Documentary Stamp Affidavit (see below).

Within the eHPortal a lender may view the instructions and sample forms provided by each HFA in the LOAN FORMS.

RECORD THE SECOND MORTGAGE AND NOTE

The following second mortgage forms must be recorded IMMEDIATELY following recordation of the First Mortgage:

- 1) HFA Second Mortgage & Note
- 2) Second Mortgage Documentary Stamp Affidavit

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 the **eHousingPlus Digital Docs Portal**. This Digital Docs 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. This Portal is a secure, easy to use and efficient way for lenders to deliver the Compliance File, Correct DEFIs and pay the required Compliance Review Fees via our **eHPay** on-line fee approval, and related tools.

To assemble the compliance file, you will need a checklist found in the eHPortal. This checklist is used to submit the compliance documents post-closing to eHousingPlus. [Log-in to the eHPortal](#) for the Own a Home Opportunity Program to print the Compliance File Checklist.

Items to be uploaded in the compliance file include:

- Homebuyer Education Certificate
- Real Estate Purchase Contract
- FINAL Signed 1003
- FINAL Signed Closing Disclosure (CD)
- Warranty Deed
- Discharge Papers (DD214) Only if Veteran

(Rev 07-21-25)

UPLOAD THE COMPLIANCE FILE

[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 App and eHPay.

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.

Welcome to the Next Generation of eHousingPlus© Solutions



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 can't be approved without standing deficiencies.

EHP COMPLIANCE APPROVAL

Following approval of Compliance File by eHousingPlus, lenders are notified and reminded of the purchase deadline. The Servicer is notified and the file may be approved for purchase.

SUBMIT MORTGAGE FILE & CREDIT PACKAGE TO SERVICER

US Bank Instructions

Include the mortgage file and credit package. 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.](#)

Click on the *Learn More* button found under the heading, *Enjoy Housing Finance Agency Services.*

(Charlotte, Collier, DeSoto, Lee, Palm Beach & Sarasota Counties)

Your web page will be redirected to the AllRegs site for US Bank HFA Division.

Click on US Bank HFA Lending Guide. Then click on 500: Housing Finance Agency Programs.

If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165.

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

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's 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 FrontPorch Helpful Tips

Collaboration Station

Collaboration Station creates a history of any issue that's 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.

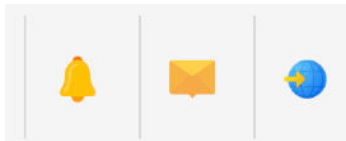
In Collaboration Station you can also find the Servicer notes and exceptions that need to be addressed with them. By providing this view to you it gives you transparency to any problem that has to be resolved related to the mortgage or collateral submitted to the Servicer. This view can be grouped, filtered, 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's a way to have short simple tips at your fingertips by roller subject where you can catch up and get you up to speed fast. These Quick Tips are a great place to search for frequent questions, concerns, or simply to educate yourself on a variety of topics.

eHPlaylist

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



Alerts and Notifications

The Alerts and Notifications area (bell and envelope icons) has been designed to provide you notifications of notes and messages related to your loans, with additional notification of status changes based on your role. When you send and receive messages using this app, you will receive a notification alert so you can easily see what's happening with your loans.

The last area on the notification panel (world icon) is made available to help you navigate to any of the program pages, guidelines, eHPUniversity and to view eHP News.

PROGRAM TIMELINE

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. **This is particularly important with respect to new construction, foreclosures and short sales.** Please wait to reserve funds until loans can meet the timelines below. Loans not purchased within the timeframe below, cannot be purchased.

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

1. Underwriter certified within 15 days of loan reservation;
2. Closed and delivered to the Servicer within 45 days of loan reservation; and
3. Purchased within 70 days of loan reservation.

Any loan not purchased within 70 days will automatically receive a one-time only 30-day extension. The cost of the extension is \$375. The \$375 extension fee is due whether or not loans are ultimately delivered and/or purchased. The \$375 will be netted by the Servicer when loans are purchased. The extension fee will be netted by the Servicer when loans are purchased. If the loan is not purchased, the originating lender will be billed for the extension fee. Any outstanding fees owed by the Lender may result in that Lender becoming ineligible to participate in the program.

At 101 days, a loan that hasn't been delivered is cancelled. Reinstatement is not guaranteed and, if allowed, is subject to additional penalties in addition to the extension fee.

Again, the extension is offered once per loan and no further extensions will be allowed. Furthermore, any loan not purchased within the approved timeframe may become the liability of the originating lender, including any down payment assistance provided at closing.

To the extent that Assistance is advanced on loans that do not close, are not purchased by the Servicer under the program or are to be repurchased by the lender prior to being pooled into a mortgage-backed security, the lender will be required to reimburse the Authority with respect to such Assistance so advanced.

PROGRAM FEES

FIRST MORTGAGE FEES

Lenders may charge 1.00% Origination AND ZERO DISCOUNT.
(Rev 11/22/16)

eHousingPlus Fee

The program includes a first mortgage Compliance/Admin Fee and a penalty fee of \$100 for files that are chronically deficient. The Compliance/Admin Fee is collected at closing, payable to eHousingPlus and submitted with the Compliance File.

Own a Home Opportunity First Mortgage (with or without the second mortgage)
\$300

The **Compliance/Admin Fee** is the fee charged by the Program Administrator/Compliance Agent to process the applicant/borrower from Origination to Compliance Approval, and to assess that the lenders originating such loans are following Program guidelines for the benefit of the eligible borrower(s). The Program Administrator/Compliance Agent tracks the loan via its web-based system, and assists the lender in processing the loan ensuring eligibility to the program available offerings, which can include various rate options, and down payment assistance. (Added 10/15/15)

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.). (Rev 08/22/16)

US Bank Fees

\$84 Tax Service fee.

Funding fee should reflect as "Investor Funding Fee" on the LE/CD.
\$475

LENDER FEES AND COMPENSATION

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

Origination Fee: 1.00%

Discount or Additional Points: Not allowed

Service Release Premium: 1.50%

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

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

(Rev 02/17/26)

Date	Topic (effective immediately unless otherwise noted)	Page
5-22-14	Eligible Area change: No more reservations for first mortgage funds in Broward County.	9
6-9-14	U.S. Bank Funding Fee increases	14
6-23-14	Added Homebuyer education requirement for Palm Beach.	7
7-13-14	Income and purchase price limits updated	8
4-2-15	Homebuyer Education required for Palm Beach New second mtg/note combo form all to be recorded and Lee Compliance Checklist includes requirement for homebuyer ed cert for Palm Beach Buyers only	7 20
4-10-15	Added reminder regarding maximum loan amount and consideration of both the purchase price limit, not exceeding the appraised value and not using DPA to make up difference between appraised value and purchase price limit.	8, 10
4-21-15	Added that copy of homebuyer ed certificate must accompany DPA request for Palm Beach	12
6-1-15	FHA products include 203(ks) and lenders must notify U.S. Bank if they are intending to originate 203(ks) loans. Loans cannot be purchased if U.S. Bank not notified. For loans reserved as of June 1, 2015, the maximum second mortgage amount will be up to \$7,500 except in Palm Beach County where the maximum will remain at \$10,000. Non-Traditional Credit - lenders referred to U.S. Bank Bulletin.	6 10
7-22-15	Income and Sales Price Limits effective with new reservations 7-22-15 Old Income and Sales Price Limits for reservations dated 7-21-15 and before	8 9
9-26-15	Added Contact Directory	5
9-26-15	Reformatted Financing facts	10, 11
9-26-15	Reformatted Origination Process	12, 13, 14
9-26-15	Reformatted Program Fees	16
9-26-15	Reformatted documents for compliance file	21
10-15-15	Added eHP fee information & revised US Bank fee	16
10-15-15	Added disclaimer regarding not reproducing program forms	21
12-01-15	Revised minimum FICO Manufactured homes no longer permitted in program Language added regarding non-traditional credit and manual underwriting Language added regarding credit documentation for the Master Servicer	7 9 & 10 11 18
02-01-16	Revised RD and VA minimum FICO Corrected eHP Compliance/Admin Fee	7 16
05-11-16	Revised income and purchase price limits for Palm Beach County effective with new loan applications dated 06/14/16 and after	8, 9
5-24-16	Added Second mortgage disclosure requirements	6
06-02-16	Revised income & purchase price limits for Charlotte, Collier, DeSoto, Lee & Sarasota counties effective 06/14/15 and after	8 & 9
08-10-16	Revised income limits for Charlotte, Lee & Sarasota counties effective 08/10/16 and after	8
08-22-16	Clarified eHousingPlus Fees	16

Date	Topic (effective immediately unless otherwise noted)	Page
11-22-16	Changed Origination and Lender Compensation Effective Nov. 22, 2016	16
12-07-16	Included Freddie Mac HFA Advantage Loan Product Information	7, 8, 10, 11
12-07-16	Revised lender compensation effective with new loan reservations 12/19/16 and after	17
12-07-16	Added Homebuyer education requirement for all eligible areas effective 12/19/16	8
04-10-17	Updated Who To Contact Directory Added DPA Loan Disclosure information for Second Mortgage Revised DTI requirement information (US Bank conventional AUS approval policy change) Added US Bank condominium guideline expansion language Added Second Mortgage Intangible Tax exemption language Added Second Mortgage Proceeds policy Revised US Bank tax service fee effective 04/17/17 Revised US Bank Web Site link	6 8 10 11 13 13 19 27
05-15-17	Removed 203Ks from list of approved loan products Revised language for non-citizens Revised DTI Requirement language	7 9 10
06-07-17	Revised income Limits Revised Sales Price Limits	10 11
08-13-17	Added MCC Fee Information to Program Fees Section Added US Bank lender help desk number	19 27
11-15-17	Added Freddie Mac Affordable Income Subsidy Grant Information Added Freddie Mac Credit Smart to approved homebuyer education providers Revised conventional loan DTI to 50% Added Affordable Income Subsidy step-by-step reservation process Added Affordable Income Subsidy Closing instructions Revised Program Fees	7, 11, 17 10 10 16 & 17 19 21
02-20-18	Revised SRP for VA loans	22
04-16-18	Removed incorrect information from AIS Grant regarding no reimbursement of overage of EMD Revised AIS Grant Amount, effective 04/23/18 Revised US Bank Tax Service Fee	7, 16, 17 7, 16, 17 22
04-28-18	Revised the funding of the down payment assistance	7, 18
05-18-18	Revised income limits	11
07-23-18	Revised AIS Grant Income Limits Effective 07/29/18 Revised Purchase Price Limits Effective 05/23/18	12 13
10-29-18	Added First Mortgage & Second Mortgage Doc Stamp Exemption Effective 11-01-18	13 30 -
12-12-18	Changed eHousingPlus Lender Portal to, eHPortal Removed screen shots of eHPortal for AIS Grant reservation Added language for a lender to contact Agency (FHA, VA, RD, Freddie Mac) regarding ownership of other property Added Mortgage Insurance language under DTI requirement Added eHP Digital Docs	Throughout 10 11 17 - 23, 26, 33

Date	Topic (effective immediately unless otherwise noted)	Page
02-09-19	Removed reference to the HFA of Hillsborough County	10
05-01-19	Revised Purchase Price Limits Effective 05-01-19 Revised Freddie Mac Income Limits Effective 05-13-19	13 12
07-27-19	Corrected Cash Back policy Revised AIS Grant Income Limits effective 07/28/19	15 13
01-06-20	Removed AIS Grant Information Added Special Note for Freddie Mac HFA Advantage Loans Revised maximum DTI Revised income limits Revised US Bank web site information Added note to timeline regarding Freddie Mac HFA Advantage loans Added archived revisions table	6, 15, 16 6 9 10 22 23 33
01-20-20	Added link to view Lock Rate, Minimum FICO and DPA Added link to view minimum FICO Corrected FHA minimum FICO to 660 with maximum 45% DTI Revised Freddie Mac Condo Review/Approval Requirements	6 9 9 11
05-18-20	Revised Contact Directory Added US Bank COVID-19 Guidance Revised Income and Purchase Price Limits	5 8 10
07-19-20	Added Note: Freddie Mac loan suspension Revised Freddie Mac 80% AMI & lower income limits	6 & 10 10
01-11-21	Revised FHA, VA, USDA-RD minimum FICO to 640 effective 01/11/21	8 & 9
02-15-21	Revised Citizenship requirement Added Calculating Income guidance Added MCC Program information Revised Compliance Origination Process Added the MCC is not available in Palm Beach County Added eHPay information to eHPCompliance Fee	7 9 11 & 12 14 15 23
03-22-21	Added Freddie Mac HFA Advantage loan product back to the Program Added Freddie Mac HFA Advantage to DTI Ratio requirements Added Freddie Mac HFA Advantage 80% AMI and lower income limits Added Freddie Mac HFA Advantage property overlay Added Freddie Mac HFA Advantage links to Fact Sheet and LPA Instructions Added Freddie Mac HFA Advantage loan product cosigner guidance	6 8 9 10 10 11
05-13-21	Revised Acquisition and Income limits	9 & 12
09-16-21	Revised Freddie Mac HFA Advantage 80% AMI Income Limits	9
05-19-22	Revised Hilltop mailing address	23
08-22-22	Revised Contact Directory Revised Income & Acquisition Limits for OAHO Revised Income & Acquisition Limits for MCC Revised ehp training link Revised US Bank Fees	5 9 12 14 24

02-24-23	Added Freddie Mac over 80% AMI as an eligible loan product Removed US Bank COVID Guidance Updated homebuyer education providers Revised Minimum FICO and Maximum DTI loan products Renamed Compliance Process to: Process Summary from Training to Loan Purchase Added - Print MCC Pre-Closing Forms Revised list of Closing Forms Added Who Signs Program Documents & Who Submits Tax Forms Revised link to US Bank web site	6 7 8 8 14 15 15 16 20
07-27-23	Revised income and purchase price limits Revised payment of MCC Issuance Fee	9 & 12 18 & 22
05-28-24	Revised income and purchase price limits	9 & 12
Date	Topic (effective immediately unless otherwise noted)	Page
02-24-25	Removed Mortgage Credit Certificate (MCC) from guidelines Updated Contact Directory Revised targeted areas Revised homebuyer education Updated manual underwriting Revised buy downs - not allowable Revised Cosigners Updated Process	5 7 8 8 10 11 13 & 14
05-29-25	Revised income and purchase price limits	9
07-16-25	Revised down payment amount in all counties except Palm Beach	6
07-17-25	Changed cover logo Updated DPA amount	6
07-21-25	Revised First time buyer requirement Revised Income eligibility calculation requirement Updated Condo Review process Revised Co-Signors Revised Tax Returns/transcript Revised Closing Forms Revised Compliance File Removed income calculation guidance	7 9 10 11 12 14 16
08-11-25	Revised DPA amount in Palm Beach County	6
08-27-25	Revised U.S. Bank Funding fee	21
09-05-25	Corrected Eligible Borrowers section -removed requirement for tax returns	7