



# **Administrator's Guidelines**

## **Housing Finance Authority of Miami-Dade County**

### **Single Family Program**

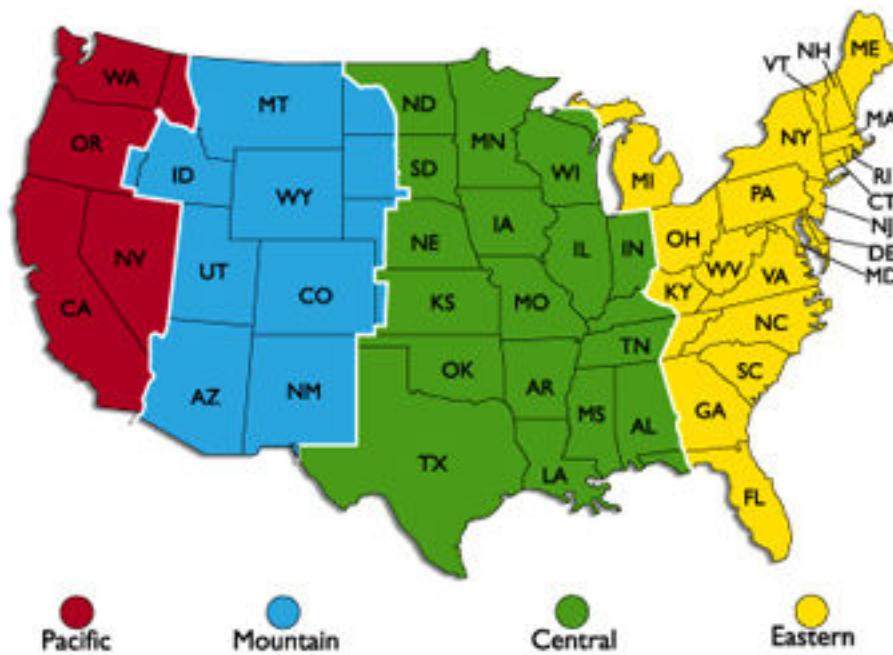
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Updated 02/02/26  
Updates are shown on Page 6



## Time Zones

eHousingPlus offices are all located in the Eastern Time Zone.

[http://www.timetemperature.com/tzus/time\\_zone.shtml](http://www.timetemperature.com/tzus/time_zone.shtml)



<b>Revisions Table 2026</b>	<b>4</b>
<b>THE HFA OF MIAMI-DADE TEAM</b>	<b>5</b>
<b>CONTACT DIRECTORY</b>	<b>6</b>
<b>PROGRAM PRODUCTS</b>	<b>7</b>
<b><i>DOWN PAYMENT ASSISTANCE SECOND MORTGAGE</i></b>	<b>7</b>
<b><i>MORTGAGE CREDIT CERTIFICATE PROGRAM</i></b>	<b>7</b>
<b>FIRST MORTGAGE REQUIREMENTS</b>	<b>8</b>
<b><i>ELIGIBLE BORROWERS</i></b>	<b>8</b>
<b><i>FICO MINIMUM SCORE &amp; MAXIMUM DTI</i></b>	<b>8</b>
<b><i>HOMEBUYER EDUCATION</i></b>	<b>8</b>
<b><i>INCOME LIMITS</i></b>	<b>9</b>
<b><i>INCOME - HOW TO DETERMINE PROGRAM ELIGIBILITY</i></b>	<b>9</b>
<b><i>LOAN LIMITS</i></b>	<b>9</b>
<b><i>PROPERTY REQUIREMENTS</i></b>	<b>9</b>
<b>SECOND MORTGAGE REQUIREMENTS</b>	<b>11</b>
<b><i>Federal Disclosure Requirements</i></b>	<b>11</b>
<b>FINANCING FACTS</b>	<b>13</b>
<b>PROCESS SUMMARY FROM TRAINING TO LOAN PURCHASE</b>	<b>15</b>
<b>PROGRAM TIMELINE</b>	<b>22</b>
<b>PROGRAM FEES</b>	<b>23</b>

**Revisions Table 2026**

Archived Revisions Table available on the last pages of this guide

Date	Update (effective immediately unless otherwise noted)	Page
02/02/26	Revised loan limits effective immediately	9

## THE HFA OF MIAMI-DADE TEAM



### **Miami-Dade HFA**

Creates the first and, if applicable, down payment assistance or second mortgage program, sets the rate, term and points, assists with funding financing, and may market the program. The HFA also creates and implements a Mortgage Credit Certificate program.

### **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 first mortgage rate in your own system so that you have funds available for closing. Your company may have their own codes. Lenders are responsible for servicing first and, if applicable, amortizing second program loans in accordance with Freddie Mac and 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, trains, receives all mortgage files, reviews mortgage files, notifies lenders of mortgage file exceptions, approves mortgage files, purchases first mortgage loans, pools and delivers loans, delivers certificate to Trustee.

### **eHousingPlus Program Administration**

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

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

Question	Option #	email
Lender Training (Program & System)	Option #4	<a href="#">Click here</a>
Lender User Access (Credentials, Disabled Access, etc)	Option #1	<a href="#">Click here</a>
eHPay - Digital Payment of Compliance Fees	Option #3	<a href="#">Click here</a>
Program Eligibility Questions - READ THIS GUIDE FIRST	Option #2	<a href="#">Click here</a>
Deficiencies - To view and upload compliance file deficiencies	View compliance and Servicer DEFI's in <a href="#">eHP FrontPorch</a> 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 <a href="#">eHP FrontPorch</a>	
Credit underwriting questions, refer to their internal UW Department or US Bank	(800) 562-5165	<a href="#">Click here</a>
System Errors - Technical Assistance	Option #6	<a href="#">Click here</a>
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.	(800) 562-5165	<a href="#">Click here</a>
Shipping First or Second mortgage closed loan files		
Questions regarding exceptions on first and second mortgage closed loan files		
U.S. Bank All Regs Site	<a href="#">Use this link</a> , then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Florida/ Miami-Dade HFA/Product Guides.	

## PROGRAM PRODUCTS

**PLEASE NOTE: If something is not addressed in the Guidelines, it is NOT permitted in the program.**

PLEASE NOTE THAT RATES AND ASSISTANCE AMOUNTS ARE SUBJECT TO CHANGE AT ANY TIME. With respect to reserved loans, the rate and assistance will not change as long as loans are delivered according to the timetable included in this Guide. (Added 02/21/17)

### **FIRST MORTGAGE**

Rates and assistance are subject to change at any time without notice. [Click here to view the Rates/ Offerings chart for allowable FICO, Lock Mortgage Rate and DPA](#) The following mortgage products are offered in this program: FHA, VA (government loans), Fannie Mae HFA Preferred and Freddie Mac HFA Advantage. The program offers first mortgage financing for qualifying households purchasing residences in Miami-Dade County or the participating jurisdictions. Qualified borrowers will receive a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments. (Updated 03/05/25)

All borrowers in this program who receive a first mortgage may also choose to use a Mortgage Credit Certificate. Only those using the first mortgage may receive the second mortgage - down payment/ closing cost assistance.

#### **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.

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

Effective with new loan reservation 10/16/23

These loans will receive standard MI rates, no Charter Level Reduced MI coverage. (Added 10/17/23)

## **DOWN PAYMENT ASSISTANCE SECOND MORTGAGE**

### **30 year deferred, 0% second mortgage in an amount up to \$15,000 (Effective 01/27/23)**

Funds may be used ONLY with an HFA first mortgage loan. See discussion of "Program Fees" in these guidelines. Proceeds may be used for down payment, closing costs and **reimbursement** of pre-paid and earnest money deposit to the extent any minimum contribution has been satisfied and that the reimbursement is permitted by Agency guidelines. This is a loan. It is never forgiven. It is never subordinated. See section entitled "Second Mortgage" in these guidelines. It must be repaid at full loan term or including but not limited to when the property is refinanced or ceases to be the borrowers primary residence. Funding reverts back to the HFA paying at closing. (Rev 02/01/23)

## **MORTGAGE CREDIT CERTIFICATE PROGRAM ENDED DEC. 31, 2024 - MCC NO LONGER AVAILABLE**

## FIRST MORTGAGE REQUIREMENTS ELIGIBLE BORROWERS

### First Mortgage Borrowers with or without Down Payment Assistance

- Borrower must be a first-time buyer ( do not include a non-purchasing spouse).
- Verification of First-Time Buyer Status - Borrower(s) final URLA/1003. Borrower(s) should note the VIII. Declarations, m. Section of the 1003 accordingly.
- Regarding non-permanent residents, follow Agency (FHA, VA, RD, Fannie, Freddie) guidelines.
- Buyers must occupy the property within 60 days of closing.
- Applicants must be considered in concordance with federal Fair Housing, Fair Lending, and ECOA laws.
- Contact eHousingPlus Compliance office with questions regarding eligibility.
- Lender must follow, Agency (FHA, VA, RD, Freddie Mac) guidelines regarding ownership of other property.

(Updated 03/05/25)

### FICO MINIMUM SCORE & MAXIMUM DTI

The Program requires a minimum FICO credit score for various products, the mid score must be the minimum or above. Minimum FICO by loan product: If the Agency or GSE has a higher minimum, follow those 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. For home buyers with NO FICO score, participating lenders must comply with U.S. Bank overlays.

Loan Product	Minimum FICO	Maximum DTI
FHA	660	45%
FHA	680	50%
Conventional and VA	640	45%
Conventional and VA	680	50%

(Updated chart 03/05/25)

### MANUAL UNDERWRITING

Not allowable for FHA loans. Refer to U.S. Bank Products 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 01/21/25)

### HOMEBUYER EDUCATION

All owners, unless qualifying under a Veteran's Exception or those who are exempt by purchasing a home in a Federally Designated Targeted Area as specified in the this Program Guide, must attend a 6-8 hour homebuyer education course. Acceptable forms of education are:

- HFA of Miami-Dade County online education provided by eHomeAmerica. [Click on this link](#).
- Face-to-face homebuyer education if provided by a HUD approved counseling agency. [Click on this link](#) for a list of HUD approved education providers in Florida.

- A unit of local government that provides pre-purchase homebuyer education in FL (or a counseling agency designated by a unit of local government to provide homebuyer education on their behalf).
- Online HBE is permitted if provided by a HUD approved agency, a unit of local government that provides pre-purchase homebuyer education in FL or an Agency or GSE sponsored course.
- **NOT ACCEPTABLE:** Education provided by: a Mortgage Insurance Provider, a lender and education over the phone.
- Certificates of completion are acceptable for 2 years from the date of completion.

## INCOME LIMITS

Effective with loan reservation 06/17/25 and after.

To view previous limits see page 25 of this guide.

FHA, VA and Freddie Mac HFA Advantage over 80% AMI		Fannie Mae HFA Preferred and Freddie Mac HFA Advantage 80% AMI
All Loan Products 1-2 Person Household	All Loan Products 3 or more Person Household	All Household Sizes 80% AMI and Lower ONLY
\$142,485	\$148,680	\$76,880

(Rev 06/17/25)

## 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. And unless using the Fannie Mae HFA Preferred loan, do NOT include the income of a co-signer when calculating program income eligibility.

ONLY Fannie Mae requires the co-signer income to be included when calculating program income eligibility. It is possible a co-signer's income could disqualify the borrower.

(REV 03/05/25)

## LOAN LIMITS

Effective with new loan reservations 02/02/26 there aren't purchase price limits in the Program. Lenders will use the loan limits listed in this guide.

FHA Loan Limit	VA and Conventional Loan Limit
\$667,000	\$832,750

(Rev 02/02/26)

## ELIGIBLE AREA

All of Miami-Dade County.

## PROPERTY REQUIREMENTS

- New or existing, 1 - 4 units, detached or attached, condos, town homes.
- 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.
- Manufactured homes, mobile, recreational, seasonal or other types of vacation or non-permanent homes are not permitted.
- Land may not exceed the size required to maintain basic livability.
- Properties purchased in the program must be residential units.

- Existing 2, 3 and 4 family must be at least 5 years old and mortgagor must reside in the property as their principal residence

(Rev 01/21/25)

## **EXCEPTIONS TO FIRST-TIME BUYER REQUIREMENT**

### **#1 VETERANS EXCEPTION**

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 Mortgagor Affidavit has a checkbox that states: "Mortgagor(Co-mortgagor) meets the requirements to qualify as a "veteran" as defined in 38 U.S.C. Section 101 and has not previously obtained a loan financed by single family mortgage revenue bonds utilizing the veteran exception to the first-time homebuyer requirement set forth in Section 416 of the Tax Relief and Health Care Act of 2006. Attached hereto are true and correct copies of my discharge or release papers, which demonstrate that such discharge or release was other than dishonorable.

### **#2 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. When reserving funds, choose from the TARGETED AREA rate/offering.

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

002.06, 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, 00.93.22, 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

To view a map of the targeted areas, [click on this link](#).

(Rev 01.21.25)

## **SECOND MORTGAGE REQUIREMENTS**

Those using an HFA first mortgage loan must also meet the following requirements in order to receive a qualified second mortgage.

### **Use of Second Mortgage Loan Proceeds**

Funds may be used ONLY with an HFA first mortgage loan. Proceeds may be used for down payment, closing costs, and reimbursement of prepaids and earnest money deposit to the extent any minimum contribution has been satisfied and that the reimbursement is permitted by Agency guidelines. There is no "cash-back" to the borrower. To the extent the funds advanced by the borrower plus **the first and second mortgage amounts are more than required at closing, the Mortgage Lender will reduce the second mortgage amount.**

### **Owner Occupancy Requirement**

The borrower receiving the Down Payment Assistance Loan must occupy the residence for the term of the loan or until the loan is satisfied OR the second must be repaid in full.

### **Loan Repayment**

This loan must be repaid in full on the earlier of 30 years (final repayment date of the first mortgage loan) or upon sale, transfer, rental, other disposition of the property (including any involuntary transfer by or as a result of foreclosure or judicial sale or operation of law), refinance or satisfaction of the first mortgage loan. **This loan must be repaid and is never forgiven.**

### **Maximum income and purchase price limits**

Limits are the same as for the HFA first Mortgage Loans.

### **Federal Disclosure Requirements**

The determination has been made that the HFA of MIAMI-DADE County Second Mortgages, as non-amortizing 0%, 30-year deferred subordinate loans, ARE NOT SUBJECT TO TILA or RESPA and lenders may NOT use TRID forms (Loan Estimate and Closing Disclosure) for these loans. The program will require a DPA Loan Disclosure form to be executed by the borrower at closing (effective for loans closing 03/07/17 and after). The form may only be found within the eHousingPlus lender portal. Rev 03/07/17

### **Hazard and Title Insurance Requirements**

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

### **Combined Second Mortgage/Note**

This pre-printed form may be found in the Lender Portal for a specific borrower.

### **Recordation Requirements Rev 6-11-15**

**The first mortgage and second combined mortgage/note must be recorded in the following order:** First Mortgage, Assignment of First Mortgage;  
**Second Mortgage/Note** (Marital Status must be noted for all borrowers)

**Funding of the HFA's Second Mortgage Oct. 1, 2015 and after** - At closing the HFA of Miami-Dade County will table fund the second mortgage funds. Three (3) business days prior to closing, the lender must submit a DPA Funding Request to the HFA of Miami-Dade for approval. Detailed information provided in this Guide. (Added 10/03/15)

**Assumption/Subordination** The second mortgage loan is not assumable and can't be subordinated.

**Refinance of First Mortgage:** The second mortgage must be repaid. It can never be subordinated.

**Prepayment** The second mortgage loan may be prepaid at any time without penalty.

**Mortgagee** The Mortgagee is the Housing Finance Authority of Miami-Dade County as preprinted in the Note and Mortgage and, therefore, an Assignment is not required.

#### **Documentary Stamp Tax**

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

The second mortgage will pre-print with the Documentary Stamp exemption language. (Effective 07/01/18)

**Second Mortgage Intangible Tax Exemption** Effective with all loan closings 07/01/18 and after, the second mortgage is exempt from Intangible Tax pursuant to Section 199.183, Florida Statues. 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)

## FINANCING FACTS

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

It is the responsibility of the lender to follow all program, Agency (FHA, VA, USDA:RD, Freddie Mac) and master servicer guidelines. (Rev. 05/31/23)

Check with your underwriter for updates to information for Freddie Mac HFA Advantage. Such information is provided by third parties (i.e. Freddie Mac, U.S. Bank, etc) who do not provide updated information to eHousingPlus. (Rev. 02/01/23)

### [Fannie Mae HFA Preferred Fact Sheet](#)

### [Freddie Mac HFA Advantage Fact Sheet](#)

#### **Appraisal**

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

#### **Buydowns**

Not allowable. (Rev. 06/16/23)

#### **Cash Back**

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

#### **Construction to perm**

Not permitted in the program.

#### **Cosigners**

Permitted by the program subject to the Lender following all applicable loan Agency, GSE and U.S. 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 Title) and (2) the cosigner cannot reside in the property being purchased. A cosigner does not need to be a first-time buyer and will not attend homebuyer education. A cosigner's income is not considered for program purposes except for when using the Fannie Mae HFA Preferred loan product. (Rev 01/21/25)

#### **Documentary Stamp Tax**

Lenders should log-in to the eHPortal to view a letter from the HFA, instructions and sample documents. The first mortgage and second mortgage are exempt from documentary stamps. To qualify for the exemption, an affidavit must be recorded IMMEDIATELY PRIOR OR IMMEDIATELY AFTER the first mortgage and the second mortgage as a separate document. 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."

The second mortgage will pre-print with the Documentary Stamp exemption language. (Effective 07/01/18)

**Intangible Tax Exemption**

There is NO Intangible Tax Exemption on the First Mortgage, First Note and the Second Note. the second mortgage is exempt from Intangible Tax pursuant to Section 199.183, Florida Statues. The exemption language appears at the top of the Second Mortgage that is generated from the eHousingPlus lender portal. (Effective 07/01/18)

**Lady Bird Deed**

The program recognizes that the State of Florida created Lady Bird Deeds. No additional paperwork or identification is required. (Added 07/20/18)

**Minimum Borrower Contribution**

While the applicable Agency (FHA, etc) may impose a minimum borrower contribution, the HFA of Miami-Dade County does not impose any additional minimum borrower contribution.

**Minimum Loan Amount**

There is no minimum loan amount in this program.

**Non-Traditional Credit (Manual Underwriting)-** See U.S. Bank bulletin 2015-07 but with new reservations as of December 1, 2015, no FHA loans may be manually underwritten. (Rev 12/1/2015)

**Prepayments**

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

**Recapture Tax**

There is no Recapture Tax in the First Mortgage program.

**Refinances of existing mortgage loans**

This program is intended for new mortgage financing. Refinances of existing mortgage loans 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.

**Tax Returns/Tax Transcripts**

Tax returns or tax transcripts are NOT required. To determine first-time buyer eligibility, the 1003 must be checked indicating that the homebuyer qualifies as a first-time homebuyer.  
(Rev 01/21/25)

## 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 02/09/22)

### 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 to CLEAR FLAGS on a cancelled loan](#) so the funds may be re-reserved with a new address. Until this process is complete, the lender will not be able to re-reserve funds for the borrower.

### 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.



eHP Tip! *Need a reminder as to how to register a loan, complete the UW Certification, edit a loan or print forms?*

[Log-in to eHP FrontPorch](#), then click on the eHPlaylist to view a short video.

### PROCESS

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

## UNDERWRITE AND CERTIFY

Lenders underwrite and are responsible for credit decisions of the loans in the program. Servicer does not re-underwrite loans. Following credit approval AND WITHIN 15 DAYS OF LOAN RESERVATION, Underwriter completes the online Underwriter Certification found within the [eHPortal](#). Once a loan is Underwriter Certified no further changes can be made. If a change needs to occur after the certification is complete, please [Log-In Here](#) > Collaboration Station and request for the underwriter certification to be removed.

## REQUEST DPA FUNDS

Lenders are required to submit a Wire Transfer Request Form a minimum of three (3) business days prior to any loan closing date. The Wire Transfer Request Form may be found in [eHP FrontPorch using the eHPro Forms App](#). The Underwriter Certification must be completed prior to the submission of the Wire Transfer Request Form. (Revised 10/03/15)

After the Underwriter Certification has been completed, and with a scheduled closing date, the Lender's authorized representative must fill out and execute the Down Payment Assistance Funding Request Form available in the system, under LOAN FORMS.

The Request Form must be printed, signed, and scanned in pdf, jpg, tiff or png format. Three (3) business days prior to funding, the Lender sends a complete, executed pdf or scanned version of the DPA Funds Request Form to the following: Adela Garcia [agarcia@hfamiami.com](mailto:agarcia@hfamiami.com)

### Request Form Review

- Anything received by 2 pm EST will be verified that day.
- Requests received after 2 pm EST, will be processed by 12 noon EST the following business day.
- Special Attention will be given to Forms received on Fridays to ensure that they are sent before start of business on Monday.
- Any emails received over the weekend will be processed on Monday and for Holidays on the next business day.

The DPA Funds Request Form is reviewed by the HFA representative for accuracy. Lenders will be contacted if the Form cannot be verified. The HFA will wires funds to the closing agent. Funds are wired directly to the Closing Agent/Title Company and NOT the Lender or Borrower.

Please make sure that instructions are provided to internal Processor/Closer and to the Title Company/Closing Agent.

If the Loan does not close on the Loan Closing Date indicated on the Request Form, Lender agrees to cause the funds to be returned to Wells Fargo Bank, NA for the credit of the Authority's account not later than the close of business on the business day following the Loan Closing Date. Wiring instructions for the return of funds are as follows: Wells Fargo Bank, N.A., ABA # 121000248, Beneficiary Acct. # 0001038377, Acct. Name Corporate Trust Clearing, Attn: Sue Xiong

**To further clarify, the Lender will be required to repay the DPA to the HFA if the mortgage loan is not ultimately pooled and sold under the program.**

### **CLOSE AND VERIFY**

It's important to provide accurate closing instructions to closing agents. All program documents must be returned to the Lender. The program forms may only be found in [eHP FrontPorch](#) using the eHProForms App. and must be signed by the borrower at closing:

- Second Mortgage & Note
- DPA Award Letter
- DPA Loan Disclosure
- First Mortgage Doc Stamp Affidavit
- Second Mortgage Doc Stamp Affidavit

### **WHO SIGNS THE PROGRAM DOCUMENTS?**

Other than a non-purchasing spouse, a non-borrower should NOT appear on the Deed or Title.

FORM	WHEN SIGNED?	BORROWER AND CO-BORROWER	NON PURCHASING SPOUSE	CO-SIGNER
Second Mortgage	Closing	Yes	No	No
Second Note	Closing	Yes	No	Yes
DPA Award Letter	Closing	Yes	No	No
DPA Loan Disclosure	Closing	Yes	No	No
First Mortgage Doc Stamp Affidavit	Closing	Yes	No	No
Second Mortgage Doc Stamp Affidavit	Closing	Yes	No	No

(Rev 01/21/25)

### **RECORDING THE FIRST MORTGAGE DOCUMENTARY STAMP AFFIDAVIT**

Within **eHP FrontPorch** a lender may view the instructions and sample forms provided by the HFA in the LOAN FORMS.

The First Mortgage Documentary Stamp Affidavit must be recorded IMMEDIATELY PRIOR or IMMEDIATELY AFTER the first mortgage.

- 1) First Mortgage & Note
- 2) HFA of Miami-Dade County First Mortgage Documentary Stamp Affidavit

### **RECORDING THE SECOND MORTGAGE DOCUMENTARY STAMP AFFIDAVIT**

The Second Mortgage Documentary Stamp Affidavit must be recorded IMMEDIATELY PRIOR or IMMEDIATELY AFTER the second mortgage.

- 1) HFA of Miami-Dade County Second Mortgage & Note
- 2) HFA of Miami-Dade County 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 **eHP FrontPorch**. This portal provides lenders with all the tools necessary to deliver the required documents for the approval of the originated loan(s) in their respective affordable homebuyer programs. **eHP FrontPorch** is a secure, easy to use and efficient way for lenders to deliver the Compliance File, Correct DEFI's and pay the required Compliance Review Fees via our **eHPay** on-line fee approval, and related tools.

To assemble the compliance file, you will need a checklist. The checklist is specific to this program and used to submit the compliance documents post-closing to eHousingPlus.

[Log-in here and use the eHProForms App](#) to download the program forms.

Items to be uploaded in the compliance file include:

Homebuyer Education Certificate
Real Estate Purchase Contract
FINAL Signed 1003
FINAL Signed Closing Disclosure
Warranty Deed
Discharge Papers (DD214) only if using Veterans Exception

(Rev 01/21/25)

## **UPLOAD THE COMPLIANCE FILE TO EHP DIGITAL DOCS**

[Log-in here and use the Digital Docs App](#) to upload the compliance file.

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

## **SUBMIT THE REQUIRED COMPLIANCE REVIEW FEE**

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

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

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

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

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

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

**PAID LOAN FILES** lists compliance file that have been paid.

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

### **CLEAR A DEFICIENT COMPLIANCE FILE**

#### **LOAN DEFICIENCIES ARE NOT ACCEPTED VIA EMAIL.**

Clearing files deficiencies is critical to your loan being approved and ultimately purchased. In the Deficient Compliance Files drop down, choose View/Upload Corrected DEFIs. This area will assist you in viewing what needs to be corrected, which documents are approved and complete, and you will have the ability to upload the correction and communicate with us in one simple area.

Is very helpful in resolving outstanding issues and having broader visibility for all of your post-closing staff who may need to work on resolving these discrepancies.

Please make sure that you're shipping and post-closing staff is very familiar with this area. Remember your loan cannot be approved with outstanding deficiencies.

### **EHP COMPLIANCE APPROVAL**

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

### **SUBMIT MORTGAGE FILE & CREDIT PACKAGE TO SERVICER**

The Mortgage File including Credit Package are sent to U.S. Bank. The U.S. Bank Delivery and Funding Checklist is found within the U.S. Bank web site. [Use this link](#), then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Florida/Miami-Dade HFA HFA/Product Guides. If you experience any technical difficulty, please contact U.S. Bank HFA Division directly at 800-562-5165. U.S. Bank notifies lenders of exceptions.

### **FINAL DOCUMENTS**

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

# Welcome to the Next Generation of eHousingPlus® Solutions



CollaborationStation



eHProForms



TIPS



Playlist



eHPDigitalDocs



DocStation



eHPay



Deficient ComplianceFiles



Lunch and Learn



ONBOARDING



## eHP FrontPorch Helpful Tips

eHP FrontPorch graphical menu lets you access all apps and tools with one click.

These apps were designed to assist you with the program requirements and workflow.

In addition, eHP FrontPorch introduces new innovative tools such as Collaboration Station, Quick Tips, the eHPlaylist, and the Alerts and Notifications area. These NextGen Lender Platform tools have been designed to help you complete your tasks quick and easy.

### eHProForms

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

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

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

Clicking the waffle menu at the top of the page is an easy way to get back to the main menu.

## eHP Front Porch Helpful Tips

### Collaboration Station

Collaboration Station creates a history of any issue that has been communicated regarding a specific loan and provides certain status alerts.

In collaboration station you can create a note to save to the loan file or you can send a message to anyone in our compliance team.

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

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

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

### Quick Tips

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

### eHPlaylist

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



### Alerts and Notifications

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

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

## PROGRAM 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 prequalified. However, if the buyer does not have a contract on a property, PROGRAM FUNDS MAY NOT BE HELD for the buyer until such time as the buyer presents a valid contract.)

Program funds are locked for a buyer when a reservation is submitted on and accepted by the system and a loan number is obtained.

All loans must be registered through the eHousing Website. Complete the reservation form online and submit it via the Internet. Reservations submitted correctly receive a confirmation that the loan has been accepted and a loan number. If submitted incorrectly, there is instant online feedback identifying non-compliance and/or missing information issues. Lenders may choose to print confirmation from "Loan Detail" screen.

### Second Mortgage Loan Reservation

If borrowers choose to utilize a second mortgage loan being provided by the **Miami-Dade HFA** following submission of first mortgage loan, reserve second mortgage loan by choosing "Additional Mortgage". Complete information. Again, system provides instant online feedback identifying non-compliance and/or missing information issues. Lenders may choose to print confirmation from "Loan Detail" screen.

## LOAN PROCESSING, DELIVERY AND PURCHASE TIMETABLE

(Rev 02/21/17)

New Construction and Short Sales cannot be reserved until 15 days before closing.

Reservation to Underwriter Certification = 15 days (no extensions)

Reservation to Exceptions Cleared & 1st & 2nd mortgage Loans Purchased = 60 days

Loans not meeting the timetable cancel automatically without notice. Lenders may not automatically replace a loan in this first-come, first-served program. There is no reinstatement of canceled loans.

### Loan Purchase Extension

Any loan not purchased within 60 days will automatically receive a one-time only 30-day extension. The cost of the extension is \$500. The \$500 extension fee is due whether or not loans are ultimately delivered and/or purchased. The \$500 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 91 days, a loan that hasn't been delivered is cancelled. Reinstate is not guaranteed and, if allowed, is subject to additional penalties in addition to the extension fee. 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

### HFA FIRST MORTGAGE FEES

1.00% origination or discount or combination of both but in total not to exceed 1.00%. Lenders cannot charge any additional points on either first or second but may charge their fees as described below.

#### eHousingPlus First Mortgage Fee

The program includes a first mortgage Compliance/Admin Fee of \$225 and a penalty fee of \$100 for files that are chronically deficient. The Compliance/Admin Fee is submitted with the Compliance File via eHP [FrontPorch using the eHPay App](#).

The **Compliance/Admin Fee** is the fee charged by the Program Administrator/Compliance Agent to process the applicant/borrower from Origination to Compliance Approval, and to assess that the lenders originating such loans are following Program guidelines for the benefit of the eligible borrower(s). The Program Administrator/Compliance Agent tracks the loan via its web-based system, and assists the lender in processing the loan ensuring eligibility to the program available offerings, which can include various rate options, and down payment assistance. (Added 5/16/15)

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 and \$400 Funding Fee. These fees will be netted out at time of purchase by US Bank. (Rev 07/17/22)

### **LENDER FEES**

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

### **LENDER COMPENSATION**

Total allowable points and fees

- 1 - Origination OR Discount Fee OR combination of both but in total not to exceed 1.00%
- 2 - SRP at loan purchase of 1.50%
- 3 - Lender fees as detailed in paragraph above

**Loan Limits prior to 02/02/26**

<b>FHA Loan Limit</b>	<b>VA and Conventional Loan Limit</b>
\$654,350	\$806,500

## Archived Revisions Table 2015 - 2026

Date	Update (effective immediately unless otherwise noted)	Page
4-7-15	New Income Limits for new loan apps dated 3-6-15	10
6-11-15	New Income Limits for new loan apps dated on or after 7-22-15 Second Mortgage and Note must be recorded together as one document Funding of second mortgages reverts back to lender funding Added Non-Traditional Credit language per U.S. Bank Bulletin eff 7-1-15 Qualifying Information Clarified throughout	10 12, 12, 13,24 22
7-1-15	Removed Wire Request Language from Guide.Lenders fund second mortgage beginning 7-1-15. In addition to Gift Letter, a Commitment Approval Letter must also be executed at closing, See Distribution list in Guide. U.S. Bank no longer charging adverse market fee of .25% - see U.S. Bank Bulletin Effective with new loan reservations in the eHousingPlus system, documentary stamp tax and intangible tax are no longer exempt on mortgages and notes as of July 1, 2015	25 26 13
10-1-15	Funding of second mortgages reverts back to HFA funding at closing Added HFA Preferred Section to Guidelines Added HFA Advantage Section to Guidelines Updated Forms information to detail all forms and added TRID terminology	8 34 - 40 41 - 47 31
10-3-15	Added Who To Contact Directory Added Disclosure Requirements & Funding of HFA's Second Mortgage Revised Compliance Origination Process Added Detailed Fee Information	6 & 7 11 14 18,32,39,46
10-5-15	Elimination of \$250 Processing Fee	18, 39, 4
10-12-15	Mortgage Credit Certificate Program Section	27 - 33
10-16-15	Added eHP fee information & revised US Bank fees	18, 39, 40, 46,49
10-16-15	Added disclaimer regarding not reproducing program forms	25
12-1-15	Revised Minimum FICO	9
12-1-15	Manufactured Housing no longer eligible property & added language regarding Non-Traditional Credit	10 & 13 & 37 & 38 & 46
12-1-15	Language added regarding credit documentation for the Master Servicer	20
05-09-16	Revised income and purchase price limits effective with new loan applications dated 06-14-16 and after	9, 10, 31, 36, 43
08-22-16	Revised conventional loan minimum credit score and removed US Bank overlays Added Freddie Mac eligible borrower requirement Clarified eHousingPlus Fee	36, 43 43 18, 32, 39 & 46

Date	Update (effective immediately unless otherwise noted)	Page
02-21-17	Added program rate and offering chart Revised first-time buyer requirements as a bulleted list, Added manual underwriting language to FICO score, Added manual underwriting chart Revised Homebuyer Education requirements Added Fannie Mae & Freddie Mac overlays to Property Requirements Added Exceptions to First-Time Buyer Requirement Added Fannie Mae and Freddie Mac Fact Sheet links, Added Freddie Mac Co-signer overlay Revised Program Timeline & Extension Request Moved MCC Guideline Moved MCC Compliance Underwriting Guideline	8 9 9 & 29 10 & 30 11 14 19 25 34
03-07-17	Revised Federal Disclosure Requirements for second mortgage loans Removed requirement for HUD-1 with second mortgage loans	12 23 & 33
05-02-17	Corrected Down Payment Assistance Second Mortgage Amount to \$15,000 Revised US Bank Fees Revised US Bank Web Site link	7 20 24
06-05-17	Removed Mortgage Insurance Provider homebuyer education as acceptable Revised education requirement for borrower's utilizing FHLB subsidy	9 9
07-20-17	Revised income and purchase price limits	10, 30, 31
04-24-18	Corrected max DTI ratio for Freddie Mac HFA Advantage conventional loan Revised US Bank Tax Service Fee, effective 04/30/18	9 20
05-30-18	Revised minimum FICO for USDA; RD and VA loans to 640	8
06-13-18	Revised income limits, effective 06-13-18	11
07-10-18	Revised Second Mortgage Documentary Stamp and Intangible Tax Revised Financing Facts Documentary Stamp and Intangible Tax Added pages 17-22 regarding Doc Stamp and Intangible Tax Exemption Corrected MCC Income Limits Effective 06-13-18	14 15 17-22 37
07-20-18	Added the Affordable Income Subsidy (AIS) Grant information Added Lady Bird Deed information	9, 11, 23, 24, 26 16
09-20-18	Doc Stamp Instructions Revised	
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 First Mortgage Doc Stamp Affidavit & Second Mortgage Doc Stamp Affidavit Added eHP Digital Docs	Throughout 10 10 20 17-24, 27, 29, 37-38
04-23-19	Revised Purchase Price limits effective 04-23-19	11
07-19-19	Revised Income Limits Effective 07-19-19 Revised AIS Grant Income Limit Effective 07-28-19	11 & 35 11
09-02-19	Added Fannie Mae HFA Preferred Update Revised Rates/Offerings Chart Revised Income Limit chart to include Fannie Mae 80% AMI and less Revised Compliance Process to include HFA Preferred tips	8 10 12 & 36 18 & 19

Date	Update (effective immediately unless otherwise noted)	Page
10-29-19	Revised MCC Section of guide to reflect 2019 - 2021	
01-06-20	Added Special Note for Freddie Mac HFA Advantage loans Revised income limits effective 01/06/20 Revised Manual Underwriting Guidance Revised US Bank Web Site information Added note to timeline regarding Freddie Mac HFA Advantage loans Added Archived Revisions Table 2014 - 2018	7, 8, 16, 17 10, 35 15 24 26 43
06-10-20	Removed references to AIS Grant from guidelines Freddie Mac temporarily suspended Revised contact directory Added US Bank COVID Guidance, revised FICO & DTI Revised Income & Purchase Price Limits Revised Manual Underwriting guidance	7 6 9 10, 35, 36 15
07-19-20	Revised Fannie Mae & Freddie Mac Income Limits	10 & 35
08-15-20	Revised MCC Reservation Process	17
10-20-20	Removed Fannie Mae & Freddie Mac 80% and lower income limits from guide	10, 35
05-18-21	Revised Contact Directory Revised Income and Purchase Price limits effective 05/18/21	6 10, 35, 36
02/09/22	Added Term of Program	33
02/18/22	Updated Compliance Income Calculation guidance	39 - 43
05/09/22	Updated income and purchase price limits	10
06/05/22	Updated Freddie Mac 80% AMI income limits	10, 35, 36
07/06/22	Updated Contact Directory and Non-Target and Targeted 1-2 Income Limits	6 & 10

Date	Update (effective immediately unless otherwise noted)	Page
02/01/23	Removed reference to Fannie Mae HFA Preferred throughout guide Added reference to MCC where applicable throughout guide Revised DPA Amount Added: Income - How to determine program eligibility Renamed Compliance Process to: Process Summary from Training to Loan Purchase Added Who Signs Program Documents Added Compliance File Checklist Revised US Bank web site	- - 7 9 18 20 21 23
03/01/23	Updated Fair Housing language Revised FICO and DTI for VA and USDA-RD loan products	8 8
04/12/23	Added 2 - 4 unit sales price limit	9
05/31/23	Added Fannie Mae HFA Preferred loan product Revised income and purchase price limits effective 05-31-23	7, 8, 16 9

Date	Update (effective immediately unless otherwise noted)	Page
06/16/23	Removed Buydowns	16
10-02-23	Revised contact directory Added eHP FrontPorch	6 Various
10-17-23	Included Freddie Mac over 80% AMI loan product Removed Fannie Mae HFA Preferred from Guidelines	7 & 9 Various pages
01/16/24	Revised Targeted Area Census Tracts effective 01/08/24	10
05/19/24	Revised income and purchase price limits	9
06/26/24	Revised MCC Tax Credit Rate information	13
Date	Update (effective immediately unless otherwise noted)	Page
01/03/25	MCC program ended on 12/31/24 - MCC no longer available	
01/21/25	Removed requirement for a spouse to be a first-time buyer Revised Income Limits, removed purchase price limits added loan limits Updated condo project review Added link to targeted area maps Revised cosigner to include Freddie Mac Updated tax return requirement Revised program documents and who signs documents Revised documents required for the compliance file	8 9 9 10 13 14 17 18
03/05/25	Updated allowable loan products - removed USDA-RD Clarified a non-purchasing spouse does not need to be a first-time buyer Added verification of first-time buyer status Updated income limit chart to include allowable loan products Clarified how to calculate program income eligibility	7 8 8 9 9
06/17/25	Revised income limits and sales price limits	9