Program Fully Originated.
No Remaining Funding.

Guidelines

THE INDUSTRIAL DEVELOPMENT AUTHORITIES OF THE CITY OF PHOENIX, ARIZONA AND THE COUNTY OF MARICOPA SINGLE FAMILY MORTGAGE REVENUE BONDS SERIES 2025B

Published 02-24-25
Revised 03-26-26

Updates are detailed on Page 3

EQUAL HOUSING OPPORTUNITY

eHOUSINGPLUS
Program Management Specialists

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PROGRAM UPDATES 2026

Archived revisions located on the last page of this guide.

Date	Topic	Page
03-26-26	Revised Second Line loss payee	12

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Select Option #2

Question	Option #	email
Lender Training (Program & System)	Option #4	Click here
Lender User Access (Credentials, Disabled Access, etc.)	Option #1	Click here
eHPay - Digital Payment of Compliance Fees	Option #3	Click here
Program Eligibility Questions - READ THIS GUIDE FIRST	Option #2	Click here
Deficiencies – To view and upload compliance file deficiencies.	View compliance and Servicer DEFI's in eHP FrontPorch using Digital Docs App, Deficient Compliance Files drop down menu.	
Loan Specific Questions - If you have any questions related to a specific loan already reserved/rate locked in the eHPortal	Post note in Collaboration Station within eHP FrontPorch	
System Errors - Technical Assistance	Option #6	Click here
Credit underwriting questions, refer to their internal UW Department or Lakeview	855-253-8439 Option #3	underwritingquestions@bayview.com
DU Findings, DTI, Insurance, Collateral and Purchase of the loan questions all need to be addressed by the Servicer directly. eHousingPlus cannot assist you with questions related to these items.	855-253-8439 Option #3	underwritingquestions@bayview.com
Shipping First or Second mortgage closed loan files Questions regarding exceptions on first and second mortgage closed loan files	855-253-8439 Option #2	Clientservices@bayviewloans.com
Lakeview All Regs Site Click on Correspondent Lending Library > Lakeview Affordable Lending Product Matrices > Home in Five	https://www.allregs.com/tpl/public/allregs_lakeview.aspx	

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Home in Five Platinum Program Team

IDA's of City of Phoenix/Maricopa County
Create and direct implementation of the first mortgage and down payment assistance program, set the rate, term and points and market the program.

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

Lakeview
Master Servicer
Provides information on acceptable loan products, delivery and funding, receives all first mortgage files, reviews first mortgage files, notifies lenders of first mortgage file exceptions, approves first mortgage files, purchases pools and delivers loans, delivers certificate.

eHousingPlus
Program Administration
Maintains the program reservation system, websites, and posts Administrator's guide, forms, training materials, provides program and system training, answers program and system questions, receives compliance files, reviews, posts and notifies of exceptions and approves compliance file.

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PROGRAM PRODUCTS

PLEASE NOTE THAT RATES AND ASSISTANCE AMOUNTS ARE SUBJECT TO CHANGE AT ANY TIME. With respect to reserved loans, the rate and assistance will not change as long as loans are delivered according to the timetable included in this Guide. Refer to the Rates Tab on the IDA's web page in the eHousing system for current rates. The Home in Five Platinum Program offers FHA, USDA-RD, VA, Fannie Mae HFA Preferred and Freddie Mac HFA Advantage loans.

Daily Rate Lock Reservation Availability
Reservations in this program are available Monday - Friday 9:00 a.m. - 7:00 p.m. Mountain Standard Time excluding holidays. Funds are available first-come, first-served. Funds are limited and lenders should only reserve funds for loans expected to close. Excessive cancellations will result in lender losing originating privileges.

HOME IN FIVE PLATINUM FIRST MORTGAGE
ASSISTED RATE LOAN WITH DOWN PAYMENT ASSISTANCE
The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments as well as a DPA second mortgage equal to **4%** of the note amount to apply toward down payment or closing costs and pre-paids. Current rates are available online within the eHPortal system

HOME IN FIVE PLATINUM ASSISTANCE - 7-YEAR FORGIVABLE SECOND MORTGAGE
The Assistance is calculated on the total Note amount. **This amount is funded by the lender at closing and reimbursed by Lakeview upon loan purchase.** The 4% Assistance may be used for down payment or closing costs and pre-paids. While there is no cash back in the Home in Five Platinum program, the borrower may be reimbursed for any overpayment of escrow. Because the Assistance is a fixed percentage, any remaining Assistance must be applied as a principal reduction. **Assistance is in the form of a 0% interest, second mortgage, forgivable after a period of 84 months, with no scheduled payments.** The DPA second mortgage will only be due from the borrower if the first mortgage is prepaid, refinanced or if the borrower sells, transfers or otherwise disposes of the property, including foreclosure, or no longer resides at the property, before the end of the 84 month period. The Assistance is reserved automatically with the first mortgage reservation. There is no additional reservation necessary. See page 12 of this guide for the list of second mortgage documents and disclosure requirements.

Conventional Loans - Income at or below 80% AMI
These loans will have lower income limits (determined by Fannie Mae and Freddie Mac already calculated in this guide on page 9) and receive charter level reduced MI coverage.
Click here for the Fannie Mae HFA Preferred fact sheet
Click here for the Freddie Mac HFa Advantage fact sheet

Conventional Loans - Income OVER 80% AMI
These loans will receive standard MI rates, no Charter Level Reduced MI coverage.

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THE HOME IN FIVE PLATINUM PROGRAM REQUIREMENTS

All loans in this program must be FHA, USDA-RD, VA, Fannie Mae HFA Preferred and Freddie Mac HFA Advantage loans. Follow Agency and GSE guidelines unless otherwise noted.

Eligible Area

All of Maricopa County including the City of Phoenix and excluding the City of Paradise Valley.
(Rev. 11/02/23)

Eligible Borrowers

1. Buyers and their spouse (occupant and non-occupant) must be first-time buyers (exceptions to the first-time buyer requirement for buyers using the Veterans Exception and buyers purchasing in a Federally Designated Targeted Area).
2. Other Residential Ownership is not permitted. Borrowers may not have an ownership interest in another residential property at the time of the loan closing unless the property is listed for sale or under contract. Regardless of them not owning a primary residence in the last 3 years. (Added 11/09/23)
3. With regard to citizenship requirements, follow the Lakeview Residency and Citizenship guidelines.
4. Buyers and their spouse must not exceed the maximum household income and purchase price limits determined by the program.
5. Buyers must live in the property they purchase as their principal residence.
6. All applicants must be considered irrespective of age, race, color, religion, national origin, sex, marital status, military status or physical handicap. This is an equal opportunity program.
7. Buyers must occupy the property purchased within 60 days of closing.
8. Contact the eHousingPlus Compliance with questions regarding eligibility.
9. A fraud report is required for all borrowers and a real property search is required for a non-purchasing spouse to validate the first-time homebuyer requirement.

First-Time Buyer

Borrower(s), including non-borrowing spouse, must not have had an ownership interest in their primary residence within the last three years unless purchasing in a Federally Designated Targeted Area or if qualifying under the Veteran's Exemption.

Documentation to Validate First-Time Homebuyer Eligibility

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

A Fraud Report is required for all borrowers. Include ALL pages of the Fraud Report. The Lender must CLEARLY identify (using highlight or asterisks) the borrower property current ownership and three year history. On page one of the report, please include notation to identify the Fraud Report page number, without this identification, the file cannot be compliance approved.

A Real Property Search is required for a Non-Purchasing Spouse, in the county in which the NPS lives. The results of the search must be printed and included as part of the eHousingPlus compliance file submitted post-closing.

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FIRST-TIME BUYER EXCEPTIONS

Veterans Exception

Veterans who meet the qualifications listed in this paragraph are not required to be first-time homebuyers. For this feature, "veteran" is defined as "a person who served in the active military, naval or air service, and who was discharged or released therefrom under conditions other than dishonorable.:" The Mortgagor Affidavit has a checkbox that states: *"Mortgagor or Co-mortgagor meets the requirements to qualify as a 'veteran' as defined in 38 U.S.C. Section 101 and has not previously obtained a loan financed by single family mortgage revenue bonds utilizing the veteran exception to the first-homebuyer requirement set forth in Section 416 of the Tax Relief and Health Care Act of 2006. Attached hereto are true and correct copies of my discharge or release papers which demonstrate that such discharge or release papers which demonstrate discharge or release was other than dishonorable."* Veterans would need to provide a valid DD214 that reflects a discharge status of other than dishonorable to qualify under the Veterans' Exemption.

Targeted Area Buyers

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 effective with new loan reservation 03/08/24:

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614.01	926	927.05	928.01	928.02	929	930.01
931.04	1033.05	1043.02	1045.02	1055.02	1055.03	1060.01
1067.01	1068.01	1074.03	1074.04	1090.01	1090.02	1092
1092.02	1097.03	1097.04	1097.06	1097.07	1112.02	1125.07
1125.08	1125.21	1125.22	1126.01	1126.02	1132.01	1132.02
1133.01	1135.02	1136.01	1139	1142	1143.02	1145
1149	1153	1158.01	1161	1162.04	1165.00	1169.00
1172.00	1173.00	3191.03	3192.01	3193.0	4213.02	4213.04
4219.02	4220.01	4221.02	4221.07	4226.28	5229.03	6188.00
6192.00	9413.00					

Minimum Credit Score and Maximum Debt to Income (DTI) Ratio
All loan products - Minimum 640
Manufactured Housing requires minimum 660 (MH eligible with FHA, USDA-RD, VA and FNMA only)
DTI Maximum 50% with AUS A/E.
DTI Maximum with manufactured housing = 45% (MH eligible with FHA, USDA-RD, VA and FNMA only)

The Program requires a minimum FICO credit score, the mid score must be the minimum or above. Click here to view the Rates/Offerings chart for the Lock Rate, FICO and DPA (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 (Rev 11/09/23)
Permitted ONLY with FHA, Fannie Mae and Freddie Mac
Max DTI of 43% Minimum FICO of 660
Manufactured housing NOT permitted.
Reach out to Lakeview for additional information on manual underwriting at underwritingquestions@bayview.com

Homebuyer Education
All borrowers must attend an 8-hour homebuyer education course through an approved housing counseling agency located within Arizona and obtain a certificate of completion. The homebuyer education course may be in-person or on-line. Upon completion of an online class, homebuyers must provide their lender with a co-branded certificate (see tip below for multiple borrowers) with the local agency's name and/or logo.
Approved Online Homebuyer Education Courses
Administration of Resources and Choices (ARC)
Money Management International
Newtown CDC
ACCE's Make Your Move with Take Charge America
Trellis

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PROGRAM HOUSEHOLD QUALIFYING INCOME

Program qualifying income considers the income of borrowers and their spouses (regardless of spouse's occupancy of the primary residence and whether or not a party to the loan) AND all household members 18 years of age or older (related or unrelated). To determine the number of people in the household include everyone who will live in the home as their principal residence.

Unless otherwise directed, Lenders are responsible for assuring that loans meet the strictest of Agency (FHA, etc) and/or program guidelines with respect to income and sales price limits.

HOUSEHOLD INCOME LIMITS

See pages 23 - 27 for compliance income guidance

	Non-Targeted Areas	Targeted Areas
1 - 2 Person Household	$112,200	$134,640
3 or more Person Household	$129,030	$146,503

(Rev. 04/23/25) Income Limits prior to 04/23/25 located on page 22.

ACQUISITION LIMITS (Sales Price Limits)

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

Number of Units*	NON-TARGET	TARGETED
1 unit	$567,098	$693,119
2 unit	$725,989	$887,320
3 unit	$877,526	$1,072,575
4 unit	$1,090,593	$1,332,948

(Rev. 04/23/25) Sales price limits prior to 04/23/25 located on page 22.

*2-4 unit properties must be at least 5-years old, no new construction.

Please contact eHousingPlus for the purchase price limits.

PROPERTY QUALIFICATIONS

- New or existing, attached or detached, one to four units*, town-homes, PUD's, condos and manufactured** homes are allowable in the program.
- While the program refers to Acquisition Limits - in most cases this is the Sales Price and is never FHA Acquisition limits. Must include everything paid by the buyer or on the buyer's behalf.
- Homes are considered new if never previously occupied.
- Not permitted in the program: mobile, recreational, seasonal or other types of vacation or non-permanent homes
- The remaining economic life of the property may be no less than 30 years.
- 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).
- No refinances. However, temporary, construction or bridge financing with a term of 2 years or less may be taken out with a program loan
- Construction to perm is not permitted.

Manufactured Housing Requirements

It is the responsibility of the Participating Lender to adhere to all title, Master servicer, Agency and GSE requirements specific to manufactured housing.

- Minimum 660 FICO
- Maximum DTI is 45%
- NO Manual Underwrites Allowed
- NO Single-Wide Manufactured Housing
- Must not have been constructed prior to 1994
- Home is anchored to land by attachment to a permanent foundation as an immovable fixture
- Permanently connected to residential utilities
- Can be taxed as real property
- USDA units must not be older than 12 months from date of purchase agreement.
- Leaseholds not eligible

Reference the Lakeview AllRegs site by clicking on this link. **Click on Correspondent Lending Library > Lakeview Affordable Lending Product Matrices > Home in Five**

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FINANCING FACTS

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

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

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

Assumptions
To the extent permitted by the the applicable insurer or guarantor, first mortgage loans may be assumed by a qualified borrower meeting qualifying requirements, income and acquisition price restrictions in place at the time of the assumption. Such loans must continue to fully comply and be insured or guaranteed by the insurer/guarantor or the mortgage insurer. The second mortgage loan is not assumable.

Buydowns Not allowable.

Cash Back Cash back to the borrower is not permitted. Borrowers are permitted a reimbursement of pre-paids and overage of earnest money deposit to the extent any minimum contribution has been satisfied and is permitted by Agency and GSE guidelines.

Co-signers Permitted to the extent allowed by applicable Agency. Treat co-signer income as directed by the Agency. A co-signer cannot have any ownership interest in the property (they cannot be on the mortgage/deed/warranty deed). A co-signer cannot live in the property.

Construction to Perm
Construction to Perm is not permitted in this program.

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.

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

Non-Purchasing Spouse - Must sign ALL Program documents (reference page 15 of this guide) **AND** the Deed of Trust (and applicable riders/disclosures). Signing the Deed of Trust and other related documents does not make the non-purchasing spouse a Co-Borrower. If the borrower is vesting as their "sole and separate" property the spouse must sign a Quit Claim Deed AND all of the program documents.

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 and within 60 days of loan closing.

Power of Attorney - Permitted but must be satisfy Agency (FHA, USDA-RD, VA) or GSE requirements Active duty military personnel may provide an Alive and Well Letter. Lenders should contact their title company/closing agent for information regarding POA requirements in the State of Arizona.

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

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

Recapture Tax
Borrower(s) may be subject to recapture tax upon resale if borrower(s) have a gain resulting from the sale or disposition of the property purchased under this Program within the first nine years of ownership and the initial qualifying annual Household Income increases above specified levels at the time of sale or disposition of the residence. A borrower should be provided the Recapture Brochure at time of reservation, this may be printed directly from the eHPortal.

Recordation Requirements The first and second mortgages must be recorded in the following order:
First Mortgage, Assignment of First Mortgage;
Second Mortgage and Note recorded as one document (Marital Status must be noted for all borrowers).

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

Second Lien Loss Payee
Lakeview Loan Servicing, LLC % LoanCare, LLC
ISAOA/ATIMA
P.O. Box 202049
Florence, SC 29502-2049
(Rev. 03/26/26)

Second Mortgage Documents – Documents to be prepared for the second mortgage:
• Deed of Trust
• Second Promissory Note
• Commitment Letter (FHA Loan only)
The second mortgage may be disclosed one of two ways:
1) Initial and final LE and CD provided by the lender or title company (separate from the first mortgage LE and CD - the ALTA is not acceptable), OR
2) Second Loan Disclosure form signed at closing (this form is found within the eHProforms)
The second deed of trust is to be recorded after closing. No title policy is required for second mortgage. Lakeview reviews all second mortgage documents.

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PROCESS SUMMARY FROM TRAINING TO LOAN PURCHASE

LENDER ONBOARDING

Our On-Boarding process is designed to provide all participating lenders and their staff web-based training related to the Program, Technical and Workflow requirements of each program.
Based on your role, there are certain training requirements prior to adding a new Program and Features. These are determined based on which modules you have completed in the past, and which Programs you want to add to your Portfolio.

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

QUALIFY

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

PROCESS

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

RESERVE FIRST MORTGAGE FUNDS

To reserve funds, use the eHousingPlus eHPortal. Log in and reserve the first mortgage that **automatically** provides Assistance. To reserve funds in the program the borrower is required to have a signed real estate purchase contract for a specific address. Lender will need a 1003 and the Real Estate Purchase contract in order to make a reservation. Please enter YOUR lender loan number, this is required by the Servicer. 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 eHPortal. Click on this link to clear flags for the borrower to be permanently removed from the eHousingPlus Lender Portal. Until this process is complete, the lender will not be able to re-reserve funds for the borrower.

PRINT PRE-CLOSING FORMS

Provide the borrower with the Notices to Buyers and Recapture Tax Brochure at time of reservation. The following program pre-closing forms are found in eHP FrontPorch using the eHProForms App.

- Notice to Buyers w/Recapture Brochure

PROCESS

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

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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.

CLOSE AND VERIFY

THE LENDER WILL FUND ALL DOWN PAYMENT ASSISTANCE AT LOAN CLOSING. Upon loan purchase, the Master Servicer will reimburse the lender.

It's important to provide accurate closing instructions to closing agents. All program documents must be returned to the lender. It is VERY important to note, if the loan amount, purchase price or down payment assistance amount changes, and you have already printed forms, you'll need to print the forms again so the information on the form is accurate. The following forms are located within the eHP FrontPorch portal using the eHProForms App. and must be signed by the borrower at closing:

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WHO SIGNS THE PROGRAM DOCUMENTS?

***Recapture brochure given to borrower pre-closing is not signed and is informational only.**

Form	Signed When?	Borrower	Co-Borrower	Non Purchasing Spouse	Co-signer
Notices to Buyers and Recapture Brochure*	Pre Closing	Yes	Yes	Yes	No
Disclosure of 2nd Loan Terms	Closing	Yes	Yes	Yes	No
Mortgagor Affidavit	Closing	Yes	Yes	Yes	No
Tax Exempt Rider	Closing	Yes	Yes	Yes	No
Affidavit of Co-Signer	Closing	No	No	No	Yes
Notice of Potential Recapture Tax	Closing	Yes	Yes	Yes	No
Commitment Letter (this is a form the lender needs to include in the mortgage file to the servicer)	Closing	No	No	No	No
2nd Deed of Trust	Closing	Yes	Yes	Yes	No
2nd Note	Closing	Yes	Yes	No	Yes

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 **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.

Items to be uploaded in the compliance file include:

- Homebuyer Education Certificate
- Notices to Buyers
- Mortgagor Affidavit (Spouse's income needs to be considered as part of the household income. Please make sure the spouse's income was added to the household income. If the spouse did not have income, please state so.)
- Notice of Potential Recapture Tax
- Home in Five Platinum Partial Exemption Disclosure (if Lender chose to disclose 2nd mortgage using this method) OR SEE BELOW
- Home in Five Platinum Final CD for second mortgage (if Lender chose to disclose 2nd mortgage using this method) OR SEE ABOVE
- Affidavit of Co-Signor (If Applicable)
- Real Estate Purchase Contact
- Fraud Report – must verify borrower(s) real property ownership history
- Real Property Search for non-purchasing spouse (If Applicable) for the county in which the NPS lives.
- FINAL SIGNED 1003
- FINAL SIGNED CLOSING DISCLOSURE (CD)
- Warranty Deed
- Discharge Papers (DD214) ONLY if Veteran using Veteran's Exception

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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.

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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 MASTER SERVICER

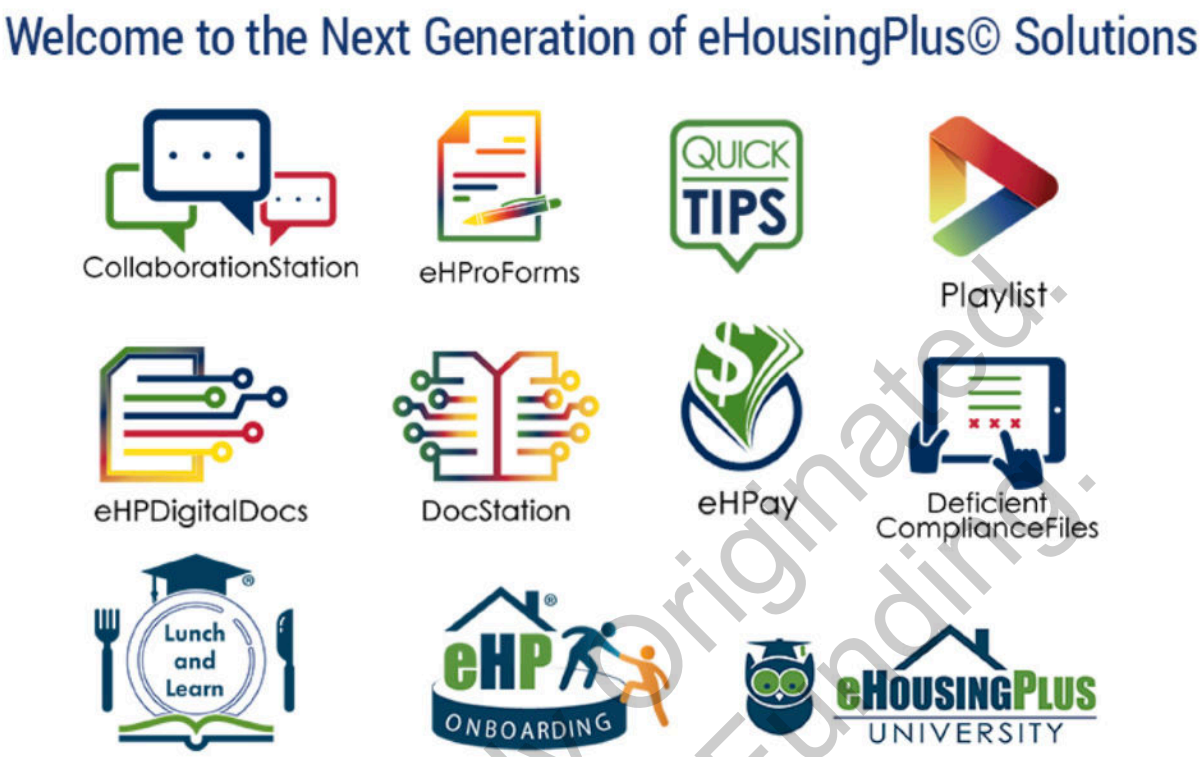
The Mortgage File including Credit Package are sent to the Master Servicer. **Click on this link** to view the Master Servicer Seller Guide, scroll down the web page to the area titled, RESOURCES, then click on the Lakeview Seller Guide.

The Master Servicer notifies lenders of Exceptions, posts exceptions online.

FINAL DOCUMENTS

The recorded mortgage documents, for both the first and second mortgages, should be sent to the Master Servicer.

Program Fully Originated.
No Remaining Funding.



Program Fully Originated. No Remaining Funding.

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.

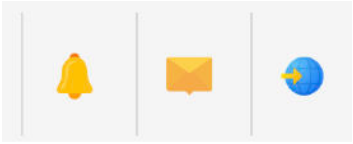
In Collaboration Station you can also find the Servicer notes and exceptions that need to be addressed with them. By providing this view to you it gives you transparency to any problem that has to be resolved related to the mortgage or collateral submitted to the Servicer.
This view can be grouped, filtered, 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 Fully Originated.
No Remaining Funding.

PROGRAM TIMETABLE

Buyers MUST HAVE A FULLY- EXECUTED SALES CONTRACT FOR A SPECIFIC PROPERTY in order to have funds reserved or be on a waiting list. The contract may be dated prior to the date of the loan application. Buyers may be pre-qualified. However, if the buyer does not have a contract on a property, program funds cannot be reserved for the buyer until such time as the buyer presents a valid contract. To assure that loans are purchased, please follow the Processing, Delivery and Purchase Timetable below. Please DO NOT reserve loans that cannot meet the timetable.

If the loan is not underwriter certified PRIOR to the loan closing, the loan is subject to cancellation. eHousingPlus notifies Lenders via email that the loan may be canceled if the underwriter certification is not completed. If the closing date is extended, please change the closing date in the eHPortal. If your underwriter needs additional time to complete the certification, just email eHousingPlus and ask that a Note be added to the file so the loan does not cancel. Should the loan reservation be canceled at any point during the reservation, the issuer may allow the loan to be reinstated at the higher of the mortgage rate originally reserved or the current program mortgage rate.

Loan Processing, Delivery and Purchase Timetable

Once a loan is reserved in the eHousingPlus system and is provided the Servicer's Loan number, the loan must be:

- Underwriter Certified PRIOR to loan closing
- Purchased within 60 days of loan reservation*

* 60 days is from reservation to loan purchase by the Master Servicer (this means the loan file closed, received compliance approval and is purchased by Lakeview).

Loan Purchase Extension Fee

Any loan not purchased within 60 days will automatically receive a 15-day extension at a cost of 0.125% and at a cost of 0.25% for 30-days of the loan amount. Extension fee(s) will be netted by the Servicer when loans are purchased.

BOND ISSUANCE DATE

Originations are available on May 9, 2025. The Servicer may not purchase loan until after May 22, 2025. Lenders may close loans, but they bear the remote risk that the bond issue does not close and the loans will not be purchased. the IDAs believe they have met all requirements for the bond issue to close.
(Rev. 05/09/25)

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No Remaining Funding.

PROGRAM FEES

Origination/Discount Fee

The lender may retain up to a 1.00% Origination fee that MAY be paid by buyer or seller as allowable. No additional Origination or Discount fees may be charged.

eHousingPlus Fee payable to "eHousingPlus"

The program includes a first mortgage Compliance/Admin Fee of $275 and a penalty fee of $100 for files that are chronically deficient. The Compliance/Admin Fee is submitted with the Compliance File via eHP FrontPorch using the eHPay App.

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

The Compliance/Admin fee includes the review of information and documents delivered in the form of a Compliance File by the originating lender, on behalf of the borrower. Additionally the Compliance review verifies that the lender has charged only the fees allowed by the Program. Contrary to this, approval may be denied and/or fees may have to be reimbursed to the borrower. The compliance file processing consists of required affidavits, application, closing documents, certain non-mortgage documents, tax returns where applicable and other pre-defined Program documents that are disclosed to the potential borrower(s). This is required to ultimately receive Compliance Approval. These documents can support both the first mortgage and any down payment assistance available, and are required to ensure eligibility to the Program, Federal, State and Local requirements, where applicable. The Compliance review verifies that the data and documents submitted meet all requirements, and may include those for first-time homebuyer, qualified veteran status, 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.

Master Servicer Fees payable to "Master Servicer"

$75 Tax Service fee
$10 Flood Fee
$400 Funding fee
Any loans in which fees should be payable to "Master Servicer" on the CD will be stipped if delivered with the incorrect payee and a corrected CD will be required.

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

On each loan, the lender will collect up to 1.00% origination fee as explained above from buyer or seller (follow Agency guidelines). In addition, Lenders will receive 1.50 % SRP upon purchase of the loan by the Master Servicer and be reimbursed the down payment assistance loan.

Program Fully Originated.
No Remaining Funding.

CALCULATING INCOME

Program qualifying income considers the income of borrowers and their spouses (regardless of spouse's occupancy of the primary residence and whether or not a party to the loan) AND all household members 18 years of age or older (related or unrelated). When calculating Program Eligibility Income, there are two types of income to consider – income from an employer and income from all other sources. **Include all income unless specifically listed as excluded in this guide.**

Calculating Income from an Employer

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

Calculate "Base Pay from an Employer"

Regular Hours/Pay

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

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

Irregular Hours/Pay

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

Calculate "Additional Pay from an Employer":

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

Program Fully Originated.
No Remaining Funding

TYPES OF INCOME

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

Wages from an Employer – Part 1

Base Pay

Definition/Inclusions	Exclusions
Regular Hours/Pay: Borrower is scheduled for the same number of hours per pay period. Gross salary or wage income from part-time, full-time, or seasonal work with regular hours/pay Irregular Hours/Pay: Variable hours, seasonal work, etc., such as nursing, restaurant, construction, retail or part-time work with varied hours or pay.	Income no longer available

Guidance

- Borrowers can't manipulate income (quit job, etc.) to become eligible.
- Include all income, including sick, holiday and vacation pay.
- Average current YTD and prior year's earnings total, if available, (or provide documentation and explanation to support not using the prior year's earnings.). The most recent federal income tax return may also be used for this purpose.
- Income documentation is required, and could include, but is not limited, to, paystubs, VOE, tax returns, W-2's, etc.
- Seasonal work requires the same documentation for variable pay as outlined above, but should also include any unemployment benefits, if applicable.
    - 1099s, tax returns, and/or verification from unemployment office to verify unemployment benefits

Additional Income from an Employer

Definition/Inclusions	Exclusions
Income over and above base pay, such as overtime, shift differential, bonuses, profit-sharing, tips, commissions, etc.	One-time (non-recurring) income; i.e., income received once that does not have a history and is unlikely to reoccur in the future.

Guidance

- Documentation of additional pay could include, but is not limited to, paystubs, VOE, etc.
- Average current YTD and prior year's earnings total, if available, (or provide documentation and explanation to support not using the prior year's earnings).
- Always use an average for overtime (unless employer and income history verifies OT was for one-time, special project, etc.), commissions, bonuses, shift differentials, and sick/vacation/holiday pay (if not already included in base pay).
- Include all income that is included in the YTD Earnings Total on a paystub or on a VOE.
- Any income that is determined to not be included in YTD Earnings Total (for example, employer-paid benefits or matches, such as an HSA match) does not have to be included in the Program Eligibility Income calculation.

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No Remaining Funding.

Self-Employment/Business Income

Definition/Inclusions	Guidance

Individuals who earn their income through conducting a trade or business that they directly operate instead of working for an employer who pays them a salary or a wage.	• Determine gross annual income.
	• Use a two-year average from the most recent federal income tax returns.
	• Self-employment income documentation is required, and may include, but is not limited, to:
	  ○ Tax form Schedule C, most recent two years
	  ○ YTD Profit & Loss Statement
	  ○ Tax form Schedule K-1 (Form 1120S)
	• Request additional supporting documentation (i.e., current balance sheet and income statement) when necessary.
	• Deduct out-of-pocket business expenses such as office rent, telephone, etc., which are generally tax-deductible items.
	• Include all entertainment and travel expenses, private retirement contribution plans, and property or equipment depreciation. These items are generally tax-deductible, but must be added back for the Program Eligibility Income calculation if starting with the net income amount.
	• If a net loss, use $0. Do not subtract the loss from the Program Eligibility Income calculation.
	• Use caution with large variations in income (whether increase or decrease) when averaging two years' income. The determination in these cases should be documented and supported by the underwriter.

Income from Financial Assets

Definition/Inclusions	Exclusions	Guidance
Income from: trusts, annuities, dividends, royalties, interest earned from non- retirement accounts (savings, checking, money market, investments, mutual funds, etc.)	• One-time lump sum payments • Investments in retirement accounts (IRAs, VIPs, 403(b)'s, 401(k)'s) • Any cash withdraws from retirements accounts	• Always check tax returns for income from financial assets. • Include average of periodic payments, including recurring, lump-sum payments. • Where assets after closing exceed $5,000, calculate interest income based on the greater of actual income or imputed income based on the current passbook savings rate, as determined by HUD.

Program Fully Originated.
No Remaining Funding.

Insurance or Benefit Payments

Definition/Inclusions	Exclusions	Guidance
Periodic payments derived from: • Long-term care insurance • Disability insurance • Pensions • Death benefits	Do not include one-time, lump-sum payments.	Include periodic insurance or benefit payments at current level.

Government Transfer Payments

Definition/Inclusions	Exclusions	Guidance
Government transfer payments involve payments for which no current services are performed and are a component of personal income. • Retirement benefits • Disability benefits • Income maintenance benefits • Pensions • Veterans benefits • Federal education & training assistance • Public assistance • Worker's Compensation • Social Security benefits • Unemployment insurance compensation	• Food stamps • Government-paid child care paid directly to the provider • Foster care income • Section 8 vouchers	• Include all sources of this income at current level. Do not gross up.

Investment Property Net Rental Income

Definition/Inclusions	Exclusions	Guidance
Income from an Investment Property	Potential roommate income or rental income of future duplex or accessory dwelling unit	Calculate investment property net rental income • Monthly Gross Rent - Vacancy Loss = Gross Adjusted Rent • Gross Adjusted Rent – PITI and maintenance costs = Net Rental Income. If rental income is negative, enter $0. In addition, an operating statement may be used in lieu of using the above-referenced formula.

Child/Spousal Support

Definition/Inclusions	Exclusions	Guidance
Child support, child care, medical support, alimony, spousal maintenance	Court-ordered support not received; must document support was not received	• Use average of actual support received. • Review divorce/child support agreement. • Check with county social service agency to determine whether any payment adjustments have been made since the original payment schedule. • Cross-check payment schedule with bank statements, etc.

Program Fully Originated. Remaining Funding.

Regular Cash Contributions

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

Employee Allowances

Definition/Inclusions	Exclusions	Guidance
Car, cell phone, per diems, etc.	• Do not include any car, cell phone, travel per-diem, etc.	

Custodial Account Income

Definition/Inclusions	Exclusions	Guidance
Unearned income paid to children age 20 or younger, who live with the Borrower(s) 50% of the time or more	• 529 plans • Accounts where someone other than the parents are named as custodian. • Unearned income of adult dependents age 21 or older	Include all custodial account income.

Other Sources of Income

Definition/Inclusions	Exclusions	Guidance
• Contract-for-deed interest income • Any other sources of income as identified or represented in the loan file and applicable documentation.	• Loans; scholarships; grants and tuition reimbursement; • Earned Income Tax Credit refund payments; health insurance premium reimbursements (deducted from gross pay) and any out-of-pocket expense (co-pays, etc.) reimbursements • One-time lump sum (non-reoccurring) payments from: o Inheritances o Insurance settlements o Lottery winnings o Gambling winnings o Capital gains o Liquidation of assets o Settlements for personal loss	• Always include other sources of income not specifically excluded. • For contract-for-deed interest income, include interest portion of payments per the terms of the agreement/contract.

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Archived Revisions Chart 2023 - 2025

Date	Topic	Page
11-02-23	Revised Eligible Area to exclude the City of Paradise Valley	7 & 8
11-09-23	Added Program Requirement that borrowers may not own other residential property Removed VA reference from manual underwriting	7 9

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01-03-24	Added: Leaseholds are not eligible with manufactured homes	10
01-30-24	Added Maricopa IDA mortgagee clause	12
02-13-24	Updated Who Signs What chart - Commitment Letter	14
03-08-24	Revised Targeted Area Census tracts effective 03/8/24	8
03-21-24	Updated a contact link on the contact directory Added link to Collaboration Station Revised guidance for Additional Income from an Employer Updated guidance for Government Transfer Payments for SSA income	4 14 23 25
04-25-24	Updated Who Signs What chart - Notice of Potential recapture Tax Updated Bond Issuance Date	14 20
06-07-24	Program reservations paused for everything except manufactured housing and targeted area loans	
07-23-24	Updated broken link to Clear Flags on eHP web site	13

02-24-25	Revised income and sales price limits Revised Bond Issuance Date	9 & 10 20
03-18-25	Added 2- 4 Unit property purchase price limits	10
04-23-25	Revised income and sales price limits	9 &10
05-09-25	2025B Program Released Revised Bond Issuance date	20

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