# Homebuyer's Solution Program Administrator's Guidelines

**Published September 20, 2012**
**Revised 11/02/26**
**Revisions are shown on Page 4**

EQUAL HOUSING OPPORTUNITY

eHOUSINGPLUS
Program Management Specialists

TABLE OF CONTENTS


THE ORIGINATION AND FUNDING TEAM 4

CONTACT DIRECTORY 5

PROGRAM PRODUCTS 6

*Daily Rate Lock Reservation Availability* 6

*PTHS - Advantage* 6

THE REQUIREMENTS 8

*Eligible Borrowers* 8

*Homebuyer Education* 8

*Qualifying Income Limits – Homebuyer's Solution Program* 8

*Eligible Area* 8

*Purchase Price Limits* 8

Credit Score, DTI & LTV Requirements Government Loans 9

Credit Score, DTI & LTV Requirements Conventional Loans 10

*Property Requirements* 12

FINANCING FACTS 14

*Appraisal* 14

*Cash Back* 14

*Construction to Perm* 14

*Minimum Loan Amount - There is no minimum loan amount in this program.* 15

PROCESS SUMMARY FROM TRAINING TO LOAN PURCHASE 16

PROGRAM TIMETABLE 23

PROGRAM FEES 24

*PTHS Unassisted and Advantage First Mortgage Fees* 24

*PTHS Edge First Mortgage Fees* 24

*Servicing Release Premium* 25

## 2026 REVISIONS TABLE

Archived Revisions Table found on the last page of this guide

| Date | Revision | Page |
|---|---|---|
| 05/22/26 | Updated income limit | 8 |
| 06/11/26 | Updated Conventional Loans 80% AMI Limit | 8 |
| 11/02/26 | Revised loan delivery timeline to 60 days effective with loan new reservations 11/02/26 | 23 |

# THE ORIGINATION AND FUNDING TEAM



**IDA's of Pima County/City of Tucson**
Create and direct implementation of the first mortgage and down payment assistance program, set the rate, term and points and market the program provide assistance at loan closings through their agent the Community Investment Corporation

**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.

**US Bank**
**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.

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

| Question | Option # | email |
|---|---|---|
| Lender Training (Program & System) | Option #4 | Click here |
| Lender User Access (Credentials, Disabled Access, etc) | Option #1 | Click here |
| eHPay - Digital Payment of Compliance Fees | Option #3 | Click here |
| Program Eligibility Questions - READ THIS GUIDE FIRST | Option #2 | Click here |
| Deficiencies - To view and upload compliance file deficiencies | View compliance and Servicer DEFI's in eHP FrontPorch using Digital Docs App, Deficient Compliance Files drop down menu. | |
| Loan Specific Questions - If you have any questions related to a specific loan already reserved/rate locked in the eHPortal. | Post note in Collaboration Station within eHP FrontPorch | |
| Credit underwriting questions, refer to their internal UW Department or US Bank | (800) 562-5165 | Click here |
| System Errors - Technical Assistance | Option #6 | Click here |
| **U.S. BANK**<br><br>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.<br><br>Shipping First mortgage closed loan files<br><br>Questions regarding exceptions on first mortgage closed loan files | (800) 562-5165 | Click here |
| U.S.Bank All Regs Site | Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Arizona/Tucson-Pima IDA | |

(Rev 05/29/24)

Pima EIN 86-1045487
Tucson EIN 86-0445981

## 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/Offerings chart on the eHousingPlus web page for this program. The program offers government and conventional 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 in a first-come, first-served revolving pool that provides continuous funding.

Current rates are available online within the system. Income limits apply.

**PTHS - UNASSISTED**
The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments and no assistance.

**PTHS - EDGE**
The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments as well as an assistance payment equal to **a percentage** of the note amount to apply toward down payment or closing costs and pre-paids. The buyer or seller may pay either 1% or 2% Discount Point to receive the PTHS Edge loan product. (Added 04/21/25)

**PTHS - Advantage**
The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments as well as an assistance payment equal to **a percentage** of the note amount to apply toward down payment or closing costs and pre-paids. (Rev. 12/27/21)

**Conventional Loan Options**

**Freddie Mac HFA Advantage and Fannie Mae HFA Referred Conventional Loan**
**Income at or below 80% AMI**
These loans will have lower income limits (determined by Freddie Mac and Fannie Mae, which are already calculated in this guide) and receive charter level reduced MI coverage. (Rev. 12/27/21)

**Fannie Mae HFA Preferred Conventional Loan**
**Income ABOVE 80% AMI**
These loans will use the same income limits as the FHA and VA loans and will receive standard level MI coverage.

**PTHS Advantage and PTHS Edge Down Payment Assistance Option**
The Lender will fund the assistance at closing and be reimbursed at loan purchase by U.S. Bank.

**30-YEAR FORGIVABLE SECOND MORTGAGE**
**(FHA, USDA-RD, VA Fannie Mae and Freddie Mac)**
The Assistance is calculated on the Note amount. The Assistance may be used for down payment or closing costs, pre-paids, to fund Realtor commission and to fund the PTHS Edge loan product discount point. While there is no cash back in this 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, 30-year forgivable loan with no amortization until Maturity Date which shall occur on, the date the First Mortgage Loan matures (the end of the Loan Period), or an Event of Default (including (a) Borrower prepays or refinances the First Mortgage Loan on or before the expiration of the Loan Period, or (b) Borrower sells, transfers or otherwise disposes of the collateral property, including, without limitation, through foreclosure or transfer pursuant to any power of sale before the expiration of the Loan Period).**The assistance is reserved automatically with the first mortgage reservation. There is no additional reservation necessary. (Rev. 09/19/22)

## THE REQUIREMENTS

All loans in this program must be FHA, VA, USDA:RD, Fannie Mae HFA Preferred or Freddie Mac HFA Advantage loans. Follow Agency (FHA, VA, USDA:RD, Fannie Mae, Freddie Mac) guidelines unless otherwise noted. (Rev 09/02/19)

### Eligible Borrowers

- There is no first-time homebuyer requirement in this program.
- With regard to citizenship requirements, follow applicable Agency (Freddie, FHA, etc) and US Bank guidelines.
- Buyers must occupy the property within 60 days of closing.
- Applicants must be considered irrespective of age, race, color, religion, national origin.
- Lender should contact the Agency (FHA, VA, RD, Fannie Mae, Freddie Mac) regarding ownership of other property. (Added 02/09/19)

### Homebuyer Education

All borrowers (any primary borrower on the Note/Warranty Deed) must complete a homebuyer education course (co-signers do not attend homebuyer education).
Click on this link to view the HUD approved courses.
eHomeAmerica online course: https://www.ehomeamerica.org
Family Housing Resources via eHomeAmerica: https://www.ehomeamerica.org/fhrpima
Fannie Mae HomeView online course: https://www.fanniemae.com/education
Framework online course: https://homeready.frameworkhomeownership.org
Freddie Mac CreditSmart online course: https://creditsmarttutorial.freddiemaclearning.com
https://www.finallyhome.org/en/partners/mgic/ (This is the ONLY homebuyer education that would be acceptable from MGIC. The ReadyNest course is NOT acceptable) (Added 08/10/23)

### Qualifying Income Limits – Homebuyer's Solution Program

Income calculated per Agency guidelines.
Maximum income limits for all household sizes.

| FHA, USDA-RD, VA, Fannie Mae HFA Preferred (No Freddie Mac HFA Advantage) |
|---|
| **$155,386**<br>**Effective with new loan reservations 05/21/26** |
| **Fannie Mae HFA Preferred and Freddie Mac HFA Advantage 80% AMI and lower** |
| **$79,840**<br>**Effective with new loan reservations 06/13/26** |

### Eligible Area

All of Pima County including the City of Tucson.

### Purchase Price Limits

There are no purchase price limits in this program. Lenders must comply with all applicable loan agency limits (FHA, Fannie Mae, etc.) with all programs.

## Credit Score, DTI & LTV Requirements Government Loans

(Source U.S. Bank Product Guidelines)

- Lenders should always refer to the most current U.S. Bank Product Guides published on the AllRegs website. Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Arizona/Tucson-Pima IDA/Product Guides.
- Mid credit score must be the minimum or above.
- If a loan agency requires a higher minimum credit score, lower DTI, or lower LTV, lenders must follow the loan agency guidelines.
- If a lender requires a higher minimum credit score, lower DTI, or lower LTV for their other loans, they may apply the more restrictive requirements for the Homebuyer's Solution program loans.
- For borrowers with no credit score, lenders must follow U.S. Bank and loan agency guidelines. Refer to the AllRegs for current requirements.

**AUS Submissions - Accept/Approve Eligible**

| Product Type | Property Type | Maximum DTI [3] GUS, LPA, DU | Minimum Credit Score [2] | Required Reserves |
|---|---|---|---|---|
| VA<br>USDA/RD | 1 – 4 Units, Condos/Townhomes [4] | 45% | 640 | As determined by GUS, DU, or LPA |
| | | 50% | 680 | |
| | Manufactured Homes [5] | 45% | 660 | |
| FHA | 1 – 4 Units, Condos/Townhomes [4] | 45% | 640 | As determined by GUS, DU, or LPA |
| | | 50% | 680 | |
| | Manufactured Homes [5] | 45% | 660 | |

**Manually Underwritten** [1]

| Product Type | Property Type | Maximum DTI Ratios [3] | | Minimum Credit Score [2] | Required Reserves |
|---|---|---|---|---|---|
| | | Housing | Total Debt | | |
| VA | 1 – 4 Units, Condos/Townhomes [4] | N/A | 41% | 640 | 2 |
| USDA | 1 – 4 Units, Condos/Townhomes [4] | 29% | 41% | 640 | 2 |
| FHA | 1 - 4 Units Condos/Townhomes [4] | 31% | 43% | 640 | 2 |

1. Refer to Manual Underwriting below for additional information and guidance for borrowers with no credit score.
2. Minimum credit score shown is required for all borrowers **who have a credit score**. If IDAs of Pima and Tucson, FHA, VA, or USDA/RD require a higher credit score, the highest required credit score must be used.
3. Maximum DTI; if IDAs of Pima and Tucson, FHA, VA, or USDA/RD require a lower DTI, the lowest required DTI must be used.
4. Refer to Condo Project Approval Requirements below for condo approval information.
5. Manufactured homes must meet all HFA, State, FHA, VA, USDA/RD, and U.S. Bank requirements to be eligible for sale to U.S. Bank Home Mortgage. Refer to the HFA Lending Guide 900: H. Manufactured Housing Requirements, 713.19 Manufactured Housing, 1500: Manufactured Housing, and IDAs of Pima and Tucson for additional information.

Footnotes refer to the most current U.S. Bank Product Guides published on the AllRegs website. Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Arizona/Tucson-Pima IDA/Product Guides.

**Credit Score, DTI & LTV Requirements Conventional Loans**
(Source U.S. Bank Product Guidelines)

- Lenders should always refer to the most current U.S. Bank Product Guides published on the AllRegs website. Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Arizona/Tucson-Pima IDA/Product Guides.
- Mid credit score must be the minimum or above.
- If a loan agency requires a higher minimum credit score, lower DTI, or lower LTV, lenders must follow the loan agency guidelines.
- If a lender requires a higher minimum credit score, lower DTI, or lower LTV for their other loans, they may apply the more restrictive requirements for the Homebuyer's Solution program loans.
- For borrowers with no credit score, lenders must follow U.S. Bank and loan agency guidelines. Refer to the AllRegs for current requirements.

**AUS Submissions – Accept/Approve Eligible** [7]

**HFA Preferred and HFA Advantage Purchase**

| Property Type | Maximum LTV [1] | Maximum TLTV/CLTV [1] | Maximum DTI [2] | Minimum Credit Score [3] | Required Reserves |
|---|---|---|---|---|---|
| 1 Unit Condos/Townhomes [4] | 97% | 105% | 50% | 640 | As determined by DU or LPA |
| 2 Units | 95% | 105% | 50% | 640 | |
| 3 - 4 Units | 95% | 105% | 45% | 640 | |
| | | | 50% | 680 | |
| Fannie Manufactured Homes [5] | 95% | 105% | 45% | 660 | |
| Fannie MH Advantage™ [5, 6] | 97% | 105% | 45% | 660 | |
| Freddie Manufactured Homes [5] | 95% | 95% | 45% | 660 | |
| Freddie Manuf. CHOICEHomes® [5, 6] | 97% | 105% | 45% | 660 | |

**HFA Preferred Limited Cash-Out and HFA Advantage No Cash-Out Refinance**

| Property Type | Maximum LTV [1] | Maximum TLTV/CLTV [1] | Maximum DTI [2] | Minimum Credit Score [3] | Required Reserves |
|---|---|---|---|---|---|
| 1 Unit Condos/Townhomes [4] | 97% | 105% | 45% | 640 | As determined by DU |
| | | | 50% | 680 | |
| 2 – 4 Units | 95% | 105% | 45% | 640 | |
| | | | 50% | 680 | |
| Fannie Manufactured Homes [5] | 95% | 105% | 45% | 660 | |
| Fannie MH Advantage™ [5, 6] | 97% | 105% | 45% | 660 | |
| Freddie Manufactured Homes [5] | 95% | 95% | 45% | 660 | |
| Freddie Manuf. CHOICEHomes® [5, 6] | 97% | 105% | 45% | 660 | |

Footnotes refer to the most current U.S. Bank Product Guides published on the AllRegs website. Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Arizona/Tucson-Pima IDA/Product Guides.

## Credit Score, DTI & LTV Requirements Conventional Loans Manually Underwritten

**Manually Underwritten**

**Fannie Mae HFA Preferred Purchase and Limited Cash-Out Refinance** [8]

| Property Type | Maximum LTV [1] | Maximum TLTV/CLTV [1] | Maximum DTI [2] | Minimum Credit Score [3] | Required Reserves |
|---|---|---|---|---|---|
| 1 Unit Condos/Townhomes [4] | 95% | 105% | 36% | 680 | 2 |
| | | | | 660 | 6 |
| | | | 45% | 720 | 2 |
| | | | | 700 | 6 |

**Freddie Mac HFA Advantage Purchase** [8]

| Property Type | Maximum LTV [1] | Maximum TLTV/CLTV [1] | Maximum DTI [2] | Minimum Credit Score [3] | Required Reserves |
|---|---|---|---|---|---|
| 1 Unit Condos/Townhomes [4] | 97% | 105% | 45% | 660 | 2 |

**Freddie Mac HFA Advantage No Cash-Out Refinance** [8]

| Property Type | Maximum LTV [1] | Maximum TLTV/CLTV [1] | Maximum DTI [2] | Minimum Credit Score [3] | Required Reserves |
|---|---|---|---|---|---|
| 1 Unit Condos/Townhomes [4] | 97% | 105% | 45% | 680 | 2 |

1. Maximum LTV, CLTV/TLTV; if IDAs of Pima and Tucson, Freddie Mac under Home Possible®, Fannie Mae under HomeReady™ or the Mortgage Insurer require a lower LTV, CLTV/TLTV, the lowest required LTV, CLTV/TLTV must be used.
2. Maximum DTI; if IDAs of Pima and Tucson, Freddie Mac under Home Possible®, Fannie Mae under HomeReady™, or the Mortgage Insurer require a lower DTI, the lowest required DTI must be used.
3. Minimum credit score shown is required for all borrowers **who have a credit score**. If IDAs of Pima and Tucson, Freddie Mac under Home Possible®, Fannie Mae under HomeReady™, or the Mortgage Insurer require a higher credit score, the highest required credit score must be used.
4. Refer to Condo Project Approval Requirements below for condo approval information.
5. Manufactured homes must meet all Fannie Mae guide B5-2-01 for Fannie Mae and Freddie Mac guide section 5703 for Freddie Mac, all HFA, State, and U.S. Bank requirements to be eligible for sale to U.S. Bank. Refer to the HFA Lending Guide 900: H. Manufactured Housing Requirements, 713.19 Manufactured Housing, 1500: Manufactured Housing, and IDAs of Pima and Tucson for additional information.
6. Manufactured homes must meet all Fannie Mae Selling Guide Announcement SEL-2018-05 and MH Advantage™ guides for MH Advantage, Freddie Mac guide section 5703 including 5703.9 CHOICEHomes® for CHOICEHomes, all IDAs of Pima and Tucson, State, and U.S. Bank requirements to be eligible for sale to U.S. Bank. Refer to the HFA Lending Guide 900: H. Manufactured Housing Requirements, 713.19 Manufactured Housing, 1500: Manufactured Housing for additional information.
7. Refer to Desktop Underwriter for DU submissions and Loan Product Advisor for LPA submissions for additional information.
8. Refer to Manual Underwriting below for additional information and guidance for borrowers with no credit score.

Footnotes refer to the most current U.S. Bank Product Guides published on the AllRegs website. Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Arizona/Tucson-Pima IDA/Product Guides.

**Property Requirements**
(Rev 09/12/22)

- New or existing residential, **one-four units*,** detached or attached, manufactured homes***, condos**, townhomes.
    - *Fannie Mae & Freddie Mac Loans - 2 - 4 unit properties allowable with Agency Requirements (a 3% minimum contribution from borrower.
- Follow US Bank guidelines for condominiums. (Rev. 12/28/18)
- Homes are considered new if never previously occupied.
- Mobile homes, recreational, seasonal or other types of vacation or non-permanent homes are not permitted.

**When using the Freddie Mac HFA Advantage conventional loan for a condo, LTVs from 95.01-97% are acceptable, the project must meet Freddie Mac guidelines as well as U.S. Bank. Please reference U.S. Bank bulletin 2017-05 and HFA lending guide Section 800 for complete details on condo project review/approval requirements. (Added 01/20/20)

***Manufactured Housing Requirements** (Rev. 04/17/23)

- Manufactured homes must meet all HFA, State, FHA, VA, USDA/RD, Fannie Mae guide B5-2-01, Freddie Mac guide 5703 and U.S. Bank requirements to be eligible for sale to U.S. Bank Home Mortgage. Refer to the U.S. Bank HFA Lending Guide 900: H. Manufactured Housing Requirements, 713.19 Manufactured Housing, 1500: Manufactured Housing.

- For ALL Manufactured Housing loan types:
    - Minimum 660 FICO
    - Maximum DTI is 45%
    - NO Manual Underwrites Allowed
    - NO Single-Wide Manufactured Housing

Lenders must follow FHA, VA, RD, Fannie Mae, Freddie Mac & U.S. Bank Manufactured Housing guidelines. To locate the Product Guide click on this link.

**Refinance Requirements** (Revised 04/21/25)
PTHS Advantage, PTHS EDGE and PTHS Unassisted allow for the origination of Refinance loans within the program under the following terms.

To reserve a Refinance Loan, choose any of the available rate offerings in the program. Then, reserve funds as you normally would. Except, you will enter a $1 Purchase Price amount. (Added 01/12/22)

**Government Loans**

- FHA Streamline Refinance only
- USDA-RD Refinance
- VA IRRL refinance only
- Minimum FICO score – 640
- Maximum DTI – 45%

Government Loans Not allowable:
USDA-RD streamline refinance
Cash out refinances
FHA standard refinance

**Conventional Loans**

- Freddie Mac refinance permitted (No Cash-out, refinance only)
- Fannie Mae limited cash-out refinance
- Freddie Mac Minimum FICO – 680
- Fannie Mae Minimum FICO - 640

Conventional Loans Not allowable:
Freddie Mac Relief Mortgages

**Always reference and follow all Agency guidelines and U.S. Bank requirements** as identified in the U.S. Bank HFA Lending Guide in AllRegs, Underwriting Section 700, Overlay Matrix Section 1400 and HFA Program Section 500 for any specific HFA guidelines. Information may not be provided on a timely basis so it is very important to reference Agency and US Bank HFA guidelines. U.S. Bank Product Guides published on the AllRegs website. Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Arizona/Tucson-Pima IDA/Product Guides.
If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165.

## 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.**

FHA, VA, RD, Fannie Mae FHA Preferred and Freddie Mac HFA Advantage conventional loans are permitted. Find the specific government and conventional loan products permitted on the US Bank website. (Added 07/05/17)

Check with your underwriter for updates to information for Fannie Mae HFA Preferred and Freddie Mac HFA Advantage. Such information is provided by a third party (i.e. Freddie Mac, U.S. Bank, etc) who do not provide updated information to eHousingPlus. (Added 07/05/17)

Fannie Mae HFA Preferred Fact Sheet

Fannie Mae DU Job Aid

Freddie Mac HFA Advantage Fact Sheet
(Updated 03/18/24)

Freddie Mac LPA FAQ

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

**Assumable**
No, the PTHS loans are not assumable.

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

**Construction to Perm**
Not permitted in this program.

**Co-signer and Non-Occupant Co-Borrowers** are permitted by the program subject to the Lender following all applicable loan agency and US Bank guidelines. (Rev. 09/12/22)

**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 purchase price, loan amount, and other financial details must be the same as shown on all other documents.

**Manual Underwriting** - Loans may only be manually underwritten for erroneous credit, inaccurate credit, insufficient credit, or loans with no credit score scores. Loans must comply with the requirements of the FHA, VA, or USDA/RD guidelines per the selected product, and the Freddie Mac guide and Home Possible® requirements for HFA Advantage or Fannie Mae guide and HomeReadyTM requirements for HFA Preferred. NOT permitted on Manufactured homes. Lender must follow loan agency and U.S. Bank Seller Guide and Product Guides. Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Arizona/Tucson-Pima IDA/Product Guides.

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

**Non-Purchasing Spouse** - Must sign the Deed of Trust (and applicable riders/disclosures), or sign and record a Quitclaim Deed at closing if borrower is vesting as their "sole and separate" property. Signing the Deed of Trust and other related documents does not make the non-purchasing spouse a Co-Borrower. (Added 01/25/22)

**Power of Attorney** - Permitted but must be satisfy Agency (FHA, USDA-RD, VA) or GSE requirements as well as US Bank requirements. Refer to the US Bank lending manual, click on this link. (Click on the Learn More button found under the heading, Enjoy Housing Finance Agency Services. If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165.) 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. (Added 12/27/21)

**Prepayments** - First mortgage loans may be prepaid at any time without penalty, except for loans reserved from and after 01/02/18, if the first prepaid mortgage loan is repaid within the first 36 months, a pro-rated amount of the second mortgage balance must be repaid. (Rev. 01/02/18)

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

**Second Lien Hazard Insurance -** The IDAs of Pima/Tucson should be listed on the hazard insurance as 2nd Lien mortgagee:

Industrial Development Authority of the County of Pima
2980 N. Swan Road #222
Tucson, AZ 85712

**Second Lien Mortgagee Clause** (Rev 02/15/21)

Industrial Development Authority of the County of Pima
2980 N. Swan Road #222
Tucson, AZ 85712

**Second Mortgage Documents** – Documents to be prepared for the second mortgage: Partial Exemption disclosure (TRID disclosure not required), second deed of trust and second promissory note. The Partial Exemption disclosure should be prepared and provided to the Borrower at time of loan reservation as a Draft, and the final disclosure to be provided at closing with the deed of trust and note. The second deed of trust is to be recorded after closing. No title policy is required for second mortgage. US Bank reviews all second mortgage documents. NOTE: Reference HFA specific checklist for second lien documentation required for delivery in the U.S. Bank Lending Guide. Click on the *Learn More* button found under the heading, *Enjoy Housing Finance Agency Services*. Your web page will be redirected to the AllRegs site for US Bank HFA Division. If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165. (Added 12/27/21)

**Subordination**
No, PTHS loans will not subordinate.

**Tax Returns or Tax Transcripts** - Not required for program purposes. Contact US Bank regarding any possible overlays. (Rev 01/04/18)

# 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 12/13/21)

## 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 AND ASSISTANCE FUNDS

To reserve funds, use the eHousingPlus eHPortal. Log in and reserve the first mortgage that automatically provides Assistance. You will receive a loan number and a message that you've completed the reservation successfully.

### CONVENTIONAL LOANS IMPORTANT INFORMATION

It is important that when the reservation is created in the eHPortal the correct RATE OFFERING is selected, there are several choices: Fannie 80% AMI - Fannie OVER 80% AMI and Freddie Mac 80% AMI. Be Sure to check your DU or LPA findings and SELECT THE CORRECT AMI level and loan product. (Rev 09/10/20)

### RESERVE REFINANCE LOAN

To reserve a Refinance Loan, choose any of the available rate offerings in the program. Then, reserve funds as you normally would. Except, you will enter a $1 Purchase Price amount.
(Added 01/12/22)

### ***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. (Updated 03/18/24)

**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.*

## PRINT PRE-CLOSING FORMS FROM eHP FrontPorch

Log-in here and use the eHProForms App to print the following pre-closing forms:

- Certification/Affidavit - PimaTucson (eHPFile)
- Partial Exemption - Pima/Tucson

## PROCESS

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

## UNDERWRITE AND CERTIFY

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

Freddie Mac requires HFA Advantage loans to be underwritten through Loan Product Advisor (LPA) only, and will not accept any loans underwritten through Desktop Underwriter (DU).
(Rev 9/21/22)

## CLOSE AND VERIFY

**THE LENDER WILL FUND THE DOWN PAYMENT ASSISTANCE AT LOAN CLOSING.** Upon loan purchase, US Bank will reimburse the lender.
The following program forms are found within eHP FrontPorch using the eHProForms App. It is VERY important to note, if the loan amount changes, all of the forms listed below will need to change as well. As a reminder, the assistance amount is calculated on the Note amount. When the Note amount changes, so will the assistance amount on the forms.

- Commitment Letter - Pima/Tucson
- Subordinate DOT - Pima/Tucson*
- Subordinate Note - Pima/Tucson*

**Do not use DOT or Note when originating a VA loan because the assistance is a Grant*

## WHO SIGNS THE PROGRAM DOCUMENTS?

| Form | Signed When? | Borrower | Co-Borrower | Non Purchasing Spouse | Co-signer |
|---|---|---|---|---|---|
| Partial Exemption Disclosure | Pre-Closing | Yes | Yes | Yes | No |
| Certification/ Affidavit | Application Date **AND** Closing | Yes | Yes | Yes | No |
| Commitment Letter | Closing | No | No | No | No |
| 2nd Mortgage | 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 **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:

- FINAL SIGNED CLOSING DISCLOSURE (TRID form)
- FINAL SIGNED 1003
- Homebuyer Education Certificate
- Homebuyer's Solution Program Homebuyers Certificate and Affidavit
- Warranty Deed

### 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 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. The Servicer is notified and the file may be approved for purchase.

## SUBMIT MORTGAGE FILE & CREDIT PACKAGE TO SERVICER

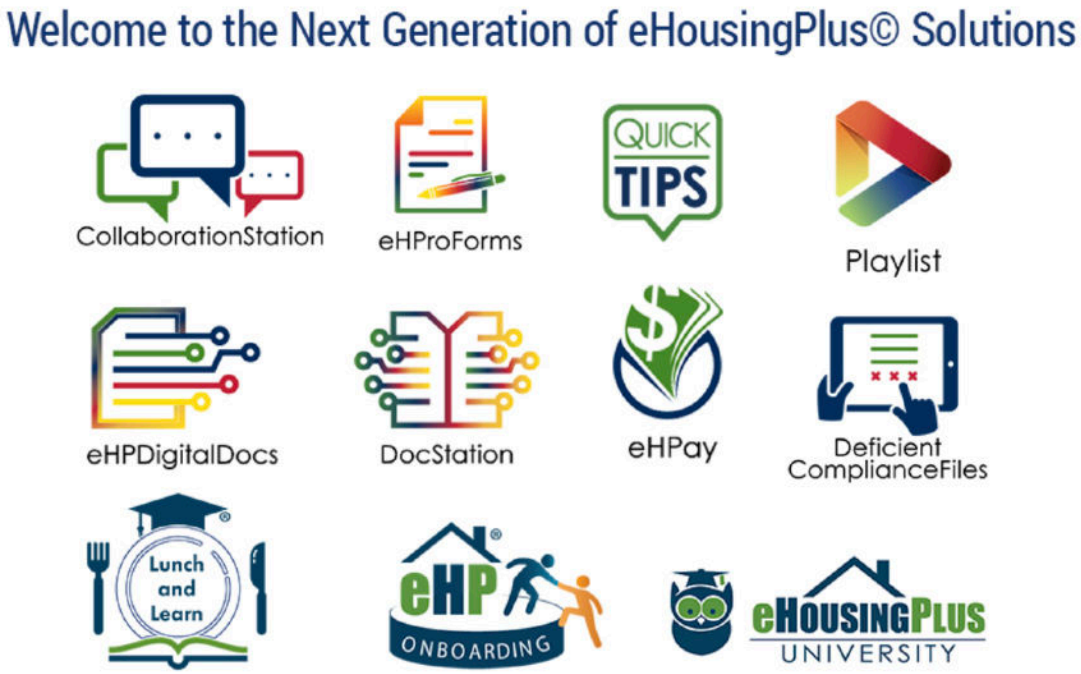
The Mortgage File including Credit Package and it is sent to US Bank. The US Bank Delivery and Funding Checklist is found within the US Bank web site.
To locate the US Bank product guidelines and checklist click on this link.
You may need to enable pop-up windows on your web browser.
Click on US Bank HFA Lending Guide > 500: Housing Finance Agency Programs > Arizona > Tucson - Pima IDA.

Please contact your IT Department for assistance with this. If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165. (Rev. 01/04/23)

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

## FINAL DOCUMENTS

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




**eHP FrontPorch Helpful Tips**

Our new eHP FrontPorch graphical menu lets you access all apps and tools with one click. These apps were designed to assist you with the program requirements and workflow. In addition, eHP FrontPorch introduces new innovative tools such as Collaboration Station, Quick Tips, the eHPlaylist, and the Alerts and Notifications area. These NextGen Lender Platform tools have been designed to help you complete your tasks quick and easy.

**eHProForms**

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

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

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

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

## eHP Front Porch Helpful Tips

### Collaboration Station

Collaboration Station creates a history of any issue that has been communicated regarding a specific loan and provides certain status alerts.
In collaboration station you can create a note to save to the loan file or you can send a message to anyone in our compliance team.

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

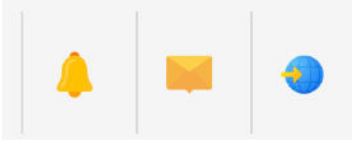
In Collaboration Station, you can also find the Servicer notes and exceptions that need to be addressed with them. By providing this view to you it gives you transparency to any problem that has to be resolved related to the mortgage or collateral submitted to the Servicer.
This view can be grouped,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

### Quick Tips

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

### eHPlaylist

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



### Alerts and Notifications

The Alerts and Notifications area (bell and envelope icons) has been designed to provide you notifications of notes and messages related to your loans, with additional notification of status changes based on your role. When you send and receive messages using this app, you will receive a notification alert so you can easily see what's happening with your loans.
The last area on the notification panel (world icon) is made available to help you navigate to any of the program pages, guidelines, eHPUniversity and to view eHP News.

# PROGRAM TIMETABLE

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

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. (Rev. 03/08/22)

**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, effective with new loan reservations 11/02/26
    - Prior to 11/02/26 - 70 Days

* 60 days is from reservation to loan purchase by the servicer (this means the loan file closed, received compliance approval and is purchased by US Bank).
(Rev 11/02/26)

**Loan Purchase Extension Fee**

Any loan not purchased within 60 days will automatically receive a 30-day extension at the cost of 0.25% of the loan amount. Additional 30-day extensions will be applied as needed at a cost of 0.25% of the loan amount for each extension. Extension fee(s) will be netted by the Servicer when loans are purchased. (Rev 11/02/26)

## PROGRAM FEES

**PTHS Unassisted and Advantage First Mortgage Fees**
A 1.00% Origination fee may be retained by the lender that may be paid by buyer or seller as allowable.

**PTHS Edge First Mortgage Fees**
A 1.00% Origination fee and appropriate Discount Point/s may be retained by the lender and paid by buyer or seller as allowable. List in either Section A or B on the CD. Label the Discount Point/s as PTHS PRR. Click here to view the Rates/Offerings chart for Discount Point/s. (Added 04/22/25)

**eHousingPlus Fees**
The program includes a first mortgage Compliance/Admin Fee and a penalty fee of $100 for files that are chronically deficient. The Compliance/Admin Fee is submitted with the Compliance File and submitted via eHPay.

Effective 04/21/25 eHP Compliance Fee $300

The **Compliance/Admin Fee** is the fee charged by the Program Administrator/Compliance Agent to process the applicant/borrower from Origination to Compliance Approval, and to assess that the lenders originating such loans are following Program guidelines for the benefit of the eligible borrower(s). The Program Administrator/Compliance Agent tracks the loan via its web-based system, and assists the lender in processing the loan ensuring eligibility to the program available offerings, which can include various rate options, and down payment assistance. (Added 10/14/15)

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.

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

**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.

**Servicing Release Premium**
Lenders will receive 1.25% SRP upon purchase of the loan by the Master Servicer.
(Updated 04/21/25)

| Date | 2013-2025 ARCHIVED REVISIONS TABLE |
|---|---|
| 3/5/13 | Pg. 7, revised income limit |
| 4/16/13 | Pg. 13, first mortgage fees revised |
| 4/22/13 | Pg.14, language regarding forms updated |
| 7/1/13 | Pages10, 14, language regarding forms updated to meet 2013-14 requirements |
| 8/22/13 | Pg. 8, language regarding buydowns revised. Pg. 11, timeline revised |
| 2/3/14 | Pg. 6, daily rate lock availability - hours extended |
| 3/18/14 | Housekeeping and formatting updates throughout |
| 3/20/14 | Pg. 8, Co-signer language revised to allow |
| 4/2/14 | Pg.7, Manufactured housing that meets U.S. Bank requirements is allowable |
| 4/10/14 | Pg. 7, clarified manual underwriting language |
| 5/1/14 | Pg. 12, Transfer Fee becomes Funding Fee and increases to $250 effective May 1, 2014 |
| 6/9/14 | Page 7, For non citizens, follow Agency (FHA, VA, USDA: RD); Page 12, U.S. Bank Funding Fee increases |
| 6/11/14 | Page 7, Clarification Homebuyers must COMPLETE homebuyer Ed; Page 7, program now permits one to four unit dwellings; Page 9, Fax the form to Community Investment Corporation, attention: Frank Valenzuela |
| 9/2/14 | Page 7, Income limit increased significantly |
| 9/18/14 | Page 6, Assistance options added; Hours of fund availability updated |
| 1/1/15 | Page 7, Section 184 are permitted effective 1-1-15 |
| 3/17/15 | Page 7, New 2015 Income Limits |
| 7/1/15 | Page 6, Added HFA Advantage as the conventional loan product in this program<br>Page 15, Added Section entitled HFA Advantage |
| 9/17/15 | Page 12, Added Deborah Corral as a contact |
| 9/26/15 | Page 6 & 7, Added Contact Directory<br>Page 10, Added 1003 Application and Tax Returns to Financing Facts<br>Pages 11, 12, 19 & 20, Reformatted Compliance Process<br>Pages 14 & 22, Reformatted eHP and US Bank Fees<br>Pages 15 & 23, Reformatted documents required for the compliance file |
| 10/14/15 | Pages 14 & 22, Added eHP fee information & revised US Bank fees |
| 10/15/15 | Page 15 & 23, Added disclaimer regarding not reproducing program forms |
| 12-1-15 | Page 9, Chart of Available products<br>Page 11, Minimum FICO scores; Manufactured housing loans no longer accepted<br>Page 12 & 19, Manual Underwriting update |
| 12-11-15 | Page 8, System Availability<br>Page 12 & 13, 20 & 21 Added AUS Findings to required documents when requesting DPA wire<br>Page 16, 24 Added AUS Findings requirements to and borrower signature requirements |
| 12-22-15 | Pages 15 & 23, Revised eHP Fee |
| 05-31-16 | Page 13 & 21; Revised email address for funds request form and deleted fax option |

| Date | 2013-2025 ARCHIVED REVISIONS TABLE |
|---|---|
| 07-29-16 | Page 11, Clarified language regarding borrower with no FICO<br>Page 12, Clarified language regarding manual underwriting and tax returns<br>Page 16 & 29, Discount Point removed from First Mortgage Fees and Lender Compensation.<br>Page 20, Clarified language regarding Eligible Borrowers for HFA Advantage. Added US Bank Bulletin numbers to Minimum FICO Score. |
| 08-22-16 | Page 16 & 24, Clarified eHousingPlus Fee |
| 9-13-16 | Page 9, Corrected minimum fico score for conventional product |
| 03-03-17 | Removed Section 184 Indian Home loans |
| 03-22-17 | Added Freddie Mac overlays throughout guide<br>Page 6, Revised Who To Contact directory<br>Page 9, Revised DTI requirement information (US Bank conventional AUS approval policy change)<br>Page 10, Added US Bank condominium guideline expansion language<br>Page 16, Revised US Bank tax service fee effective 04/17/17 |
| 04-17-17 | Page 9, Revised income limits |
| 05-02-17 | Page 18, Corrected Freddie Mac SRP<br>Page 20, Revised US Bank HFA Division Web Site Address |
| 07-05-17 | Pages, 7, 9, 10, 11, 17, Added Fannie Mae HFA Preferred conventional loan |
| 08-01-17 | Page 10, Revised Property Requirements for Fannie Mae and Freddie Mac for Condos. |
| 01-02-18 | Pages 7, 8, 12, 13, 14, 19, Removed Grant and added Second Mortgage language and forms<br>Page 21, Revised US Bank HFA Division web site address and phone number |
| 02-05-18 | Page 7, Revised second mortgage repayment terms<br>Page 8, Revised Rates/Offerings chart<br>Page 19, Removed Homebuyer Certification Affidavit |
| 03-01-18 | Pages 8, 10, 13, 14, 15, Added PTHS Affordable Income Subsidy (AIS) Grant information |
| 03-20-18 | Page 8, 15, Removed cash back policy from PTHS AIS Grant information. |
| 04-01-18 | Page 10, Added manufactured housing to Property Types |
| 04-07-18 | Page 18, Revised US Bank Tax Service Fee effective 04/30/18 |
| 04-09-18 | Page 9, Revised income limits |
| 04-10-18 | Page 9, Revised Freddie Mac DTI Ratio to 50% |
| 04-16-18 | Page 8, 13, 14, Revised PTHS AIS Grant amount |
| 04-23-18 | Page 13, Revised eHP System Training link |
| 05-01-18 | Page 8, added FHAw/4% DPA Rate Option w/different SRP |
| 06-04-18 | Page 10, Corrected Property requirements to include Fannie Mae minimum borrower contribution. |
| 06-10-18 | Page 8, Revised Rates/Offering chart, combined conventional loan products<br>Page 10, Revised income limits all loan products effective 06-11-18<br>Page, 16, Corrected Community Investment Corporation address |
| 07-30-18 | Page 10, Revised AIS Grant income limits effective 07/29/18 |
| | |

| Date | 2013-2025 ARCHIVED REVISIONS TABLE |
|---|---|
| 12-10-18 | Throughout, Changed eHousingPlus Lender Portal to eHPortal<br>Removed screen shots of eHPortal for AIS Grant reservation<br>Page 10, Removed Freddie Mac overlay of not owning other property<br>Page 10, Changed language in DTI requirement<br>Pages 14, 16-20, 23, 26, Added eHP Digital Docs |
| 12-28-18 | Page 10, Revised Fannie Mae HFA Preferred conventional loan income limits, effective with loan applications dated 01-01-19 and after<br>Page 11, Revised condominiums to follow US Bank guidelines |
| 01-07-19 | Page 9, Revised Rates/Offerings chart, effective 01-07-19 |
| 01-09-19 | Page 11, Updated Manufactured Homes property options |
| 02-09-19 | Page 10, Added that lenders should contact the Agency regarding ownership of other property<br>Page 24, Revised Lender Compensation for Government loans effective 02-15-19 |
| 03-04-19 | Page 9, Added FHA 660+ with 5% Assistance to Rate/Offerings chart |
| 04-01-19 | Pages 8, 9, 16, 24, revised VA loan to Grant assistance and SRP |
| 04-22-19 | Page 10, Revised FHA, VA, USDA-RD and Freddie Mac loan income limits effective 04-15-19 |
| 07-27-19 | Page 11, Revised AIS Grant Income Limits effective 07/28/19 |
| 09-02-19 | Pages 9, 10, 11, 12, 14, 17, Revised Fannie Mae HFA Preferred requirements effective 09/05/19 |
| 09-30-19 | Page 10, Added 0% DPA Government Loan Option<br>Page 13, Added Refinance Requirements<br>Page 14, Added link to Fannie Mae HFA Preferred Fact Sheet |

| | | |
|---|---|---|
| 01-13-20 | Added Special Note for Freddie Mac HFA Advantage loans<br>Revised FICO and Maximum DTI - Effective 01/06/20<br>Revised Income Limits - Effective 01/21/20<br>Revised Manual Underwriting Guidance<br>Revised US Bank Web Site information<br>Added note to timeline regarding Freddie Mac HFA Advantage loans<br>Added Archived Revisions Table 2013 - 2018 | 7, 8, 9, 15<br>9<br>10<br>13<br>21<br>22<br>27 |
| 01-14-20 | Revised effective date of Maximum DTI - Effective 01/06/20 | 9 |
| 01-20-20 | Corrected income limits to include Fannie Mae<br>Added language regarding Freddie Mac condo project review/approval<br>Revised manufactured housing limit to contact US Bank | 10<br>10<br>10 |
| 01-27-20 | Effective Jan. 23rd, Fannie Mae ABOVE 80% AMI Income limit increased | 10 |
| 04-13-20 | Revised Contact Directory<br>Added US Bank COVID-19 Guidance link<br>Revised allowable Refinance loan products (removed FHA Streamline)<br>Revised manual underwriting no longer permitted | 5<br>9<br>11<br>13 |
| 06-15-20 | Revised FHA, VA, USDA-RD and Conventional loans ABOVE 80% AMI Income Limits | 10 |
| 07-18-20 | Revised Fannie Mae HFA Preferred & Freddie Mac HFA Advantage 80% AMI and lower income limits | 9 |

| | | |
|---|---|---|
| 09-10-20 | Revised timeline benchmark - Underwriter Certification | 14,21 |
| 10-20-20 | Removed Refinance Requirements from Program Effective 10/13/20 | 10 |
| 02-01-21 | Revised acceptable homebuyer education standards<br>Revised Fannie Mae Manufactured Housing minimum FICO to 680 | 9<br>10 |

| | | |
|---|---|---|
| 02-15-21 | Revised 2nd Lien Mortgagee Clause and Hazard Insurance Address<br>Revised Compliance Origination Process | 12<br>13 |
| 03/16/21 | Revised FHA, VA, USDA-RD, Fannie Mae income limit - effective 03/15/21<br>Updated links to Fannie Mae and Freddie Mac tutorials | 9<br>11 |
| 06/15/21 | Added Refinance Requirements back to guide<br>Updated Refinance requirements<br>Revised Conventional 80% AMI or lower Income limits | 10<br>12<br>9 |
| 08-02-21 | Updated Refinance Requirements | 10 |
| 12-13-21 | Revised eHPUniversity link to training | 13 |
| 12-27-21 | Updated Program Rate Lock Availability time period<br>Updated Homebuyer's Solutions Program Assistance Grant (VA Loans ONLY)<br>Updated DTI for FHA loans language and Link to Freddie Mac HBE<br>Revised Income Limits title<br>Revised Manual Underwriting<br>Added Power of Attorney guidance<br>Added direction to navigate US Bank HFA Division web site<br>Updated link to eHousingPlus Lender Training<br>Updated request for DPA funds to 1 business day prior to closing<br>Updated Loan Purchase Extension Fee language | 6<br>7<br>8<br>9<br>12<br>13<br>13<br>14<br>15<br>22 |

| | | |
|---|---|---|
| 01/12/22 | Added Refinance Loan reservation instructions | 10 & 14 |
| 01/25/22 | Revised Co-signer language<br>Added Non-Occupant Co-Borrowers and Non-Purchasing Spouse | 12<br>13 |
| 01/27/22 | Updated Grant Assistance to include USDA-RD loans<br>Added language to Closing Forms<br>Updated Pre-closing and Closing forms | 7<br>17<br>26 |
| 03/08/22 | Revised Program Timetable, Loan Processing, Delivery and Purchase Timeline, and Loan Purchase Extension Fee | 22 |
| 03/16/22 | Updated Contact Directory | 5 |
| 04/20/22 | Revised Conventional loan SRP | 24 |
| 06/02/22 | Updated Contact Directory<br>Added Essential Workers Housing Fund Information<br>Revised Income Limits<br>Revised U.S. Bank Tax Service Fee<br>Updated Program Forms for USDA-RD Loan | 5<br>7, 27 - 29<br>9<br>23<br>25 |
| 06-23-22 | Revised Fannie Mae 80% AMI Income Limits | 9 |
| 08-15-22 | Revised Essential Worker Assistance Amount<br>Updated Essential Worker guideline<br>Added Essential Worker SAMPLE Homebuyer Form | 7<br>27 - 30<br>31 - 32 |
| 09-12-22 | Removed Freddie Mac overlays for 2-4 unit properties, manufactured housing and co-signer and non-occupant co-borrowers<br>Added program form chart- when to use the form | 9, 10, 12<br><br>25 |
| 09-19-22 | Added 30-year forgivable second mortgage option | 7 |

| | | |
|---|---|---|
| 09-21-22 | Revised underwriter and certify | 15 |
| 12-07-22 | Updated Essential Workers Fund information | 26 |
| 01/04/23 | Added link to Fannie Mae HomeView homebuyer education course<br>Renamed Compliance Process to: Process Summary from Training to Loan Purchase<br>Revised link to US Bank web site<br>Revised Loan Purchase Extension Fee | 9<br>14<br>18<br>20 |
| 01/25/23 | Revised 30-year forgivable to include USDA-RD and VA<br>Removed USDA-RD and VA as a Grant when using the 30-year forgivable | 7<br>7 |
| 02/14/23 | Removed reference to Essential Workers Housing Fund from guidelines | |
| 03/01/23 | Revised FICO and DTI for VA and USDA-RD loan products | 8 |
| 04/10/23 | Revised income limit effective 04/01/23 | 9 |
| 04/17/23 | Added VA & USDA to manufactured home eligibility<br>Lowered minimum FICO on manufactured homes to 660<br>Added manual underwrites on FHA mortgages | 9<br>9<br>11 |
| 08/10/23 | Added MGIC Finally Home homebuyer education<br>Added: Credit Score, DTI & LTV Requirements for Gov't and Conv. loans<br>Updated DTI for conventional loans | 8<br>9, 10, 11<br>10, 11 |
| 10/02/23 | Revised contact directory<br>Updated guide to include reference to eHP FrontPorch | 5<br>Various |
| 12/27/23 | Revised the funding of assistance to the lender as of Jan. 2, 2024 | 6 & 17 |
| 03/18/24 | Revised USDA-RD loan to no longer be a Grant<br>Update Fannie Mae and Freddie Mac links<br>Removed DPA Funds Request<br>Added Who Signs The Program Documents table | 6 & 7<br>14<br>16<br>17 |
| 05/29/24 | Revised income limits | 8 |
| 09/10/24 | Revised Homebuyer Education Provider | 8 |
| 10/02/24 | Revised Homebuyer Education Provider | 8 |
| 11/14/24 | Added DPA may be used to fund Realtor commission | 6, 7 |
| 04/21/25 | Added PTHS Edge<br>Removed 3-year forgivable second mortgage and 3-year forgivable grant<br>All PTHS rate offerings available for a Refi loan<br>Added PTHS Edge first mortgage fees<br>Revised eHP compliance fee<br>Updated servicing release premium | 6, 7<br>7<br>12<br>24<br>24<br>25 |
| 04/22/25 | Added guidance as to where to list EDGE discount point on CD | 24 |
| 05/27/25 | Revised conventional loan 80% AMI income limits | 8 |
| 05/28/25 | Revised income limits for gov't and cons above 80% AMI | 8 |
| 08/05/25 | Updated homebuyer education with who needs to attend | 8 |
| 08/27/25 | Revised U.S. Bank Funding fee | 24 |
| 10/16/25 | Corrected spelling of co-signers | 14 |