Administrator's Guidelines

Southeast Texas Housing Finance Corporation 5 Star Texas Advantage Program for Government Loans with Forgivable Second Mortgage DPA

Effective August 15, 2018
Published August 13, 2018
Revised 10/19/26
Revisions are shown on Page 4

EQUAL HOUSING OPPORTUNITY

eHOUSINGPLUS
Program Management Specialists

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Revisions Table - 2026

Archived revisions found on the last pages of this guide

Date	Revision	Page
03-13-26	Revised Manual Underwriting guidance for FHA loans Added MCC Grant of $3,500	11 12
06-12-26	Revised income limits	10
10-14-26	Revised Homebuyer Education verbiage. Revised repayment verbiage.	8 12
10-19-26	Added Travis County to eligible areas	8 & 10

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 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. Shipping First mortgage closed loan files 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/Texas/SETH.	

(Rev 05/20/24)

SOUTHEAST TEXAS HOUSING FINANCE CORPORATION TEAM



Southeast Texas Housing Finance Corporation (SETH)
Create and sponsor a first mortgage program and the down payment assistance program, solicit lender participation, conduct homebuyer education classes in portions of the state, **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 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.

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.

All loans in this program are Assisted Rate Loans. Current rates are displayed within the eHousing Plus system. PLEASE RELY ON THE SYSTEM FOR THE MOST CURRENT INFORMATION. Funds are available in a first-come, first-served pool that provides continuous funding.

1st Lien: 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 the percentage of assistance of the note amount to apply toward down payment or closing costs. Current rates are available online within the eHPortal. Income limits apply.

No DPA/Best Rate: This option provides a 30-year, fixed rate, fully amortizing first mortgage with 360 level monthly payments. There is no assistance. The rate is superior to many regular market rates available. These loans are not subject to any Loan Level Price Adjustments. This can be combined with local assistance programs. US Bank and Agency guidelines apply. There is no 2nd lien DOT or Note for this option. (Updated 05/01/25)

DAILY RATE LOCK RESERVATION AVAILABILITY
Reservations in this program are available Monday - Friday 9:00 a.m. - 8:00 p.m. Central Time excluding holidays. Click here to view the Rates/Offerings chart for allowable FICO, Lock Mortgage Rate and DPA.

DOWN PAYMENT ASSISTANCE OPTIONS

FHA, VA, USDA-RD: 0% Interest, 3-year deferred forgivable 2nd lien

FHA with Enhanced 5% DPA Option: 0% Interest, 30-year deferred repayable 2nd lien

3-year Forgivable 2nd Lien

Assistance is in the form of a 0% Interest, 3-year, forgivable, deferred second mortgage (forgiven at the end of 3 years – NOT forgiven monthly). The Assistance is calculated on the Note amount. The Assistance may be used for down payment or closing costs and pre-paids. 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. The second mortgage is funded by SETH via electronic wire transfer by SETH's Custodial Agent Bank of Texas. 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, before the end of the 36 month period. The assistance is reserved automatically with the first mortgage reservation. There is no additional reservation necessary. Second mortgage forms include: Partial Exemption disclosure, Deed of Trust and Promissory Note all signed at closing. The Notice of DPA (FHA Loan only) will be signed at closing. These forms can only be found in eHP FrontPorch using the eHProForms App.

30-year Repayable 2nd Lien (Use only with the Enhanced 5% DPA Option)

Assistance is in the form of a 0% Interest, 30-year, repayable, deferred second mortgage that is never forgiven. The Assistance is calculated on the Note amount. The Assistance may be used for down payment or closing costs and pre-paids. 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. The second mortgage is funded by SETH via electronic wire transfer by SETH's Custodial Agent Bank of Texas. The DPA second mortgage will 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 and at the end of 30-years. The assistance is reserved automatically with the first mortgage reservation. There is no additional reservation necessary. Second mortgage forms include: Partial Exemption disclosure, Deed of Trust and Promissory Note all signed at closing. The Notice of DPA (FHA Loan only) will be signed at closing. These forms can only be found in eHP FrontPorch using the eHProForms App. (Added 05/01/25)

PROGRAM REQUIREMENTS

Eligible Borrowers

✦ There is no first-time homebuyer requirement in this program.
✦ Follow Agency (FHA, VA, USDA-RD) and U.S. Bank guidelines for non-citizens.
✦ Buyers must occupy the property as primary residence within 60 days of closing.
✦ Applicants must be considered irrespective of age, race, sex, color, religion, national origin
✦ FHA, VA, USDA -Borrower may own other property at time of closing.
(Updated 07/19/23)

Minimum FICO Score

The Program requires a minimum FICO credit score for various products, the mid score must be the minimum or above. **Click here to view the Rates/Offerings chart for allowable FICO (click on RATES/OFFERINGS tab).** If an Agency (FHA, etc) has a higher minimum, follow Agency guidelines. If a participating lender has a higher minimum for other loans and wishes to require a higher minimum for loans, then lenders must use the higher minimum.
(Rev 08/26/21)

DTI Requirement

Effective with new loan reservations 02/16/23

- The program maximum DTI ratio is 45% for all loan products with 640 - 679 FICO.
- The program maximum DTI ratio is 50% for all loan products with a 680+ FICO.
- Lenders must comply with Mortgage Insurance DTI requirements which may limit the maximum DTI for borrowers.
- Refer to US Bank product guidelines for manually underwritten loans.

(Rev 02/16/23)

Homebuyer Education

Required for all loans. One borrower should visit www.seth5star.com and follow the link for our SETH Homebuyers Education Course. **Only one borrower is required to attend** but multiple borrowers may complete the course together. Buyers meeting Charter Level Income Limits will receive free education. For free HBE, Lenders must submit borrower's email address and lock confirmation to compliance@sethfc.com. A coupon code is sent directly to the borrower.
(Rev 10/14/26)

Eligible Areas

ENTIRE STATE OF TEXAS but not within the City Limits of: El Paso, Grand Prairie, and McKinney (effective 07/02/20). Travis County added to eligible areas effective 10/19/26.

LOAN LIMITS

- The SETh 5 Star program does not have a maximum or minimum loan amount or purchase price, effective 02/01/24
- Lenders must comply with all applicable Agency loan limits, effective 02/01/24.

Property Requirements

- New or existing, one-four units, detached or attached, manufactured homes**, condos, and town homes.
- Properties purchased in the program must be residential units.
- Recreational, seasonal or other types of vacation or non-permanent homes are not permitted.

**Manufactured Homes

- Manufactured Housing allowable with Government (FHA, VA, RD) loan products.

- Origination will be limited to a maximum of 100 Manufactured Housing loans (for the entire program) purchased. (Rev. 01/03/23)

- Borrower(s) must have a minimum representative credit score of 660, maximum DTI of 45% and manual underwriting will not be permitted. It is the lenders responsibility to ensure the minimum credit score. The eHousingPlus lender portal will NOT reject a credit score lower than 660 as this is a U.S. Bank overlay. (Rev 09/12/23)

- Lenders must follow FHA, VA, RD & U.S. Bank Manufactured Housing guidelines.

- All questions about Manufactured Housing should be directed to U.S. Bank HFA Division at 800-562-5165.

Please note that there are differences between manufactured housing, modular homes and mobile homes. Click on this link for definitions: http://www.nadaguides.com/Manufactured-Homes/Definitions.

QUALIFYING INCOME & INCOME LIMITS

Use 1003 Qualifying Income only. The income shown on the 1003 can't exceed the limits set forth in the income charts provided on the SETH website.

FHA-VA LOANS INCOME LIMITS

Click on this link to view the income limits for FHA and VA loans.
(Rev. 10/19/26)

Archived 2025 income limits may be found by clicking on this link.

USDA INCOME LIMITS FOR USDA LOANS ONLY

For USDA:RD loans, use the income limits provided by USDA:RD. eHousing posts these limits but lenders must follow USDA limits and are responsible for monitoring any changes that may occur during the course of the SETH program. Lenders should contact their underwriter. For program income calculation, follow USDA: RD income calculation requirements. Please use this link to connect to the income limits that are posted on the SETH website.
(Rev. 10/19/26)

ABOUT THE FINANCING

The following mortgage products are offered in this program: FHA, VA, USDA:RD **government loans.** US Bank provides the specific government loan product types permitted in the program.

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.**

Appraisal must indicate that the home has at least a 30 year remaining useful life. Value must meet or exceed sales price. (Rev. 01/03/23)

Asset tests are not required to be used in this program.

Buydowns - NOT PERMITTED.

Cash Back to the borrower is not permitted. However, borrowers are permitted a reimbursement of pre paids and overage of earnest money deposit as permitted by Agency (FHA, VA, RD) guidelines and to the extent any minimum contribution, if any, has been satisfied.

Construction to perm is not permitted.

Co-signers - Co-signers are permitted for FHA loans only. Lenders must follow FHA guidelines for credit purposes. Do not consider the income of co-singers when determining if a borrower's income meets the program guidelines for FHA loans. Co-signers cannot reside in the property being purchased and cannot have ownership interest in the property. Co-signers must not sign the 2nd lien DOT. A co-signer affidavit must be executed by co-signers. (Rev 03/15/21)

Final Typed Loan Application (1003) - The typed application signed and dated by all parties is required. 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 scores.
Loans must comply with the requirements of the VA, FHA, or USDA/RD guidelines per the selected product.
This includes but is not limited to the following requirements:

- Not Allowed on Manufactured Homes.

See the U.S. Bank product guidelines for overlays Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Texas/SETH/Product Guidelines. (Rev. 03/13/26)

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

Mortgage Credit Certificate (MCC) - The SETH 5 Star Program can be combined with any available MCC Program. Borrower will receive a $3,500 Grant when combining the SETH 5 Star with the SETH MCC. Click on this link for information about the grant. Borrowers will have to meet the MCC Program guidelines in addition to meeting SETH 5 Star guidelines. Follow the MCC Program guidelines, fees and reservation procedures for obtaining your MCC commitment. MCC benefits may be used to lower the borrower's DTI, follow Agency guidelines. (Rev. 03/13/26)

Non-occupying co-borrower - Not permitted in the Program.

Prepayments - The first mortgage may be prepaid at any time without penalty. The DPA second mortgage will 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 and at the end of 30-years. (Rev. 10/14/26)

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

Remaining reserves are not established by the program. Follow Agency Guidelines.

Tax Returns or Tax Transcripts - IRS Transcripts will no longer be required for W-2/salaried borrowers for Conventional Conforming, USDA, FHA and VA loans. Delegated Correspondents may use your own process to manage income validation risk on loans you underwrite and deliver to USBHM for purchase. A fully executed 4506-T form will still be required in all loan files. Otherwise, loans must have the most recent year's tax transcripts in the file.

SECOND MORTGAGE FAQ

1. **How do I determine the maturity date that is inserted on the note, by first payment date or Note date?** The Note date is the day of closing and the Maturity Date will be calculated from closing date. The DOT should be dated to match the Note.

2. **Will a separate Loan Estimate (LE) and Closing Disclosure (CD) be required for the second mortgage**? No, the program form, DPA Loan Disclosure, will serve as the LE/CD. The DPA Loan Disclosure is to be signed at closing.

3**. Can the DPA Loan Disclosure be e-signed?** Yes, the master servicer accepts e-signatures so long as the lender is set-up with US Bank to do so.

4**. How should the DPA be entered in AUS?** Follow FHA/VA/RD guidelines for correct input.

5**. Does the 2nd Deed of Trust need to be recorded?** Yes, the originating lender records the DOT (Deed of Trust) and returns it to U.S. Bank's Final Document department.

6**. Who endorses the 2nd Promissory Note to U.S. Bank?** The 2nd Promissory Note is in the name of SETH HFC.

7**. Will SETH subordinate the 2nd so my borrower can refinance?** No.

8**. Are there specific disclosures required for the 2nd mortgage recording fee?** The CFPB released a final rule regarding TILA and RESPA disclosures on HFA second mortgages in July. The Final tules amends the RESPA exemption to clarify that any transfer taxes borrowers pay at closing are an allowable fee. The rule also EXEMPTS state and local recording fees and taxes from being counted toward the 1% fee cap.

9**. Are the recording fees listed on the 1st mortgage CD?** eHousingPlus and US Bank do not provide information on where those fees are to be listed. Lenders should take direction from their internal compliance department on disclosing the 2nd lien recording fees.

10**. Are there any other fees for the 2nd mortgage?** No, just the recording fee.

11**. Does the lender fund the assistance at closing?** No. Follow existing funding request procedures. The wire request form must be submitted 2 business days prior to closing and will be created from the LOAN FORMS section in the eHousingPlus Lender Portal.

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 03/02/21)

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

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.

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

eHP Tip! *Need a reminder as to how to register a loan, complete the UW Certification, edit a loan or print forms?*
Log-in to eHP FrontPorch*, then click on the eHPlaylist to view a short video.*

PROCESS

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

UNDERWRITE AND CERTIFY

Lenders underwrite & are responsible for credit decisions of the loans in the program. Servicer does not re-underwrite loans. Following credit approval AND WITHIN 25 DAYS OF LOAN RESERVATION, Underwriter completes the online Underwriter 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.

REQUEST DOWN PAYMENT ASSISTANCE FUNDS

Minimum of Two (2) Business Days Prior to Loan Closing Date

DPA funds MUST be provided directly to the Closing Agent by SETH. Lenders may not advance these funds. These requirements apply to all loan types.

Lenders will email to Bank of Texas, N.A. at emails noted below a DPA Funding Wire Request Form. As a reference, please include the US Bank Loan Number assigned when the Loan Reservation was made through eHousing. This form is found in eHP FrontPorch using the eHProForms App.

- Jennifer.Aguilar@bokf.com AND TexasHousing@bokf.com
- Jennifer Aguilar 817-348-5783

Please make sure that the internal Processor/Closer and Title Company/Closing Agent receive instructions indicating that the Closing Disclosure should reflect the second mortgage as follows: "***SETH HFC Second Mortgage".*** Please remember, all the assistance must be used in the transaction. Borrowers can be refunded their earnest money and any prepaids. Remaining funds must be applied as a principal reduction. (Rev 06/23/23)

NOTE: To speed up the process of requesting funds, PLEASE REMEMBER THAT A Closing Disclosure IS NOT NEEDED WITH THE WIRE REQUEST.

CLOSE AND VERIFY

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. The following program forms are found within eHP FrontPorch using the eHProForms App.

- **Affidavit of Co-signer (if needed FHA only)**
- **Notice of DPA (FHA loans only)**
- **Partial Exemption Disclosure**
- **Subordinate DOT**
- **Subordinate NOTE**

(Rev 10/16/25)

PROGRAM FORMS

The program forms MUST generated directly from eHPFrontPorch, using the eHProForms App, at the loan level. Any program forms printed anywhere other than the eHP FrontPorch will be deemed void and may cause a loan file to not be purchased.

This topic addresses the specific forms required for the program for originating, processing, closing and loan delivery.
Original, personal signatures of all borrowers and sellers are required and must match on all documents associated with the transaction. Whenever a party is known in any of the documents by more than a single name, a Name Affidavit Will Be Required. Powers of Attorney that meet Agency and US Bank guidelines are acceptable. Active Duty Military Personnel may provide an "Alive and Well" letter. (Rev 01/23/19)

PRE-CLOSING DOCUMENTS

DPA Wire Request
Underwriter Certification must be completed prior to submission of the Requisition Form. The DPA Wire Request Form is available in eHP FrontPorch using the eHProForms App.

CLOSING DOCUMENTS

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. The following program forms are found within eHP FrontPorch using the eHProForms App.

- **Notice of DPA (FHA loans only - 2nd Lien only)**
- **Partial Exemption Disclosure (2nd Lien only)**
- **Subordinate DOT* (2nd Lien Only)**
- **Subordinate NOTE* (2nd Lien Only)**

* Dates on the Promissory Note and the Second Deed of Trust must be consistent. The Note Date on the Second DOT is the same as the Second Promissory Note date. The Final Maturity date is the same date as "second note maturity date" listed on the Promissory Note.

WHO SIGNS WHAT FORMS
(No DPA/Best Rate has no SETH Closing Documents)

Form	Signed When?	Borrower	Co-Borrower	Non Purchasing Spouse	Co-Signer
Notice of DPA (FHA loans only)	Closing	Yes	Yes	No	No
Co-Signer Affidavit	Closing	No	No	No	Yes
Partial Exemption Disclosure	Closing	Yes	Yes	No	No
Subordinate DOT	Closing	Yes	Yes	Yes	No
Subordinate NOTE	Closing	Yes	Yes	No	Yes
On Title	Closing	Yes	Yes	Yes	No

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.

Homebuyer Education Certificate

FINAL SIGNED 1003

FINAL SIGNED CLOSING DISCLOSURE (TRID form)

Affidavit of Co-signer (if applicable)

Warranty Deed

UPLOAD THE COMPLIANCE FILE TO EHP DIGITAL DOCS

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

SUBMIT THE REQUIRED COMPLIANCE REVIEW FEE

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

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

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

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

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

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

PAID LOAN FILES lists compliance file that have been paid.

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

CLEAR A DEFICIENT COMPLIANCE FILE

LOAN DEFICIENCIES ARE NOT ACCEPTED VIA EMAIL.
Clearing files deficiencies is critical to your loan being approved and ultimately purchased. In the Deficient Compliance Files drop down, choose View/Upload Corrected DEFIs. This area will assist you in viewing what needs to be corrected, which documents are approved and complete, and you will have the ability to upload the correction and communicate with us in one simple area.

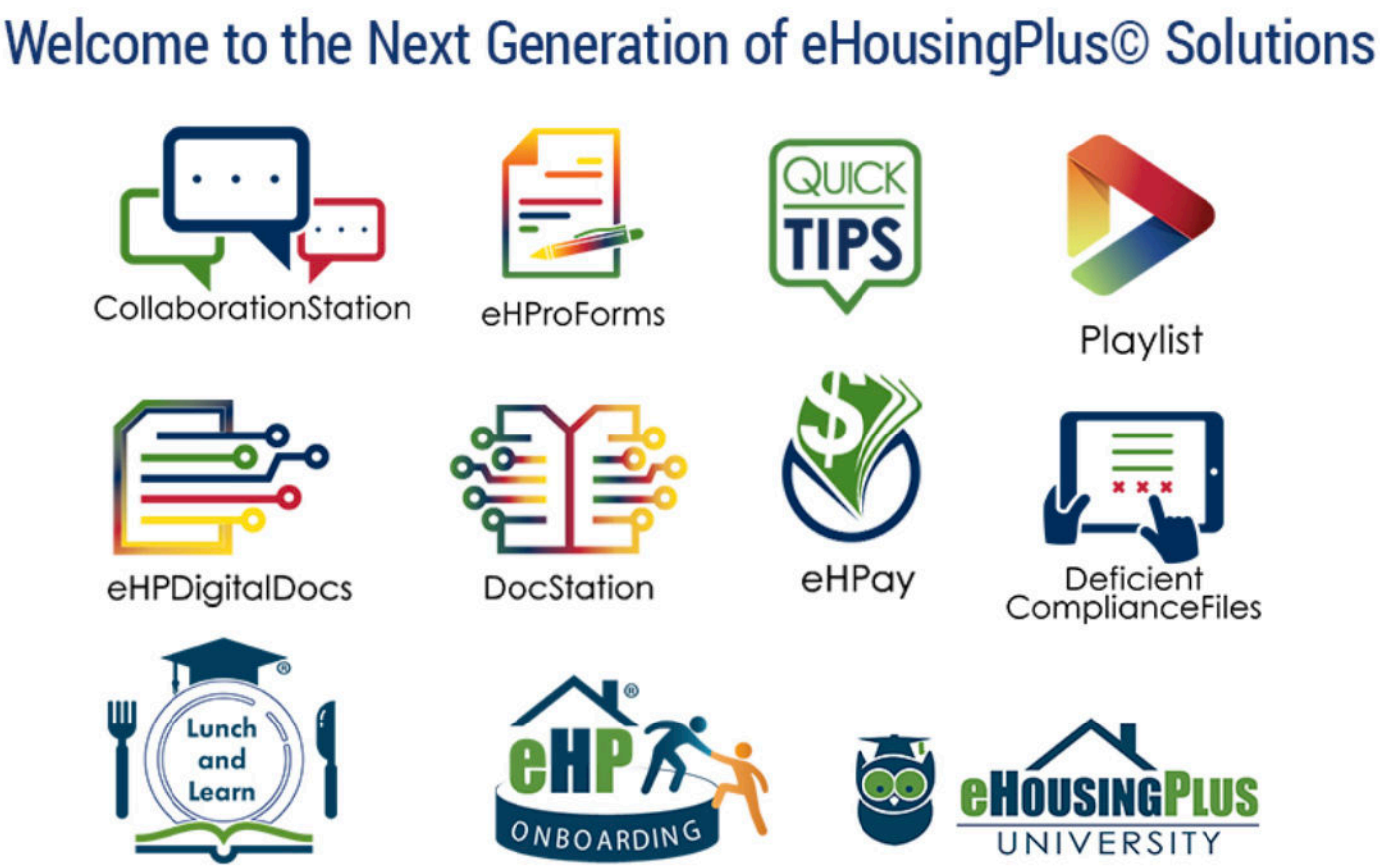
Is very helpful in resolving outstanding issues and having broader visibility for all of your post-closing staff who may need to work on resolving these discrepancies.
Please make sure that you're shipping and post-closing staff is very familiar with this area.
Remember your loan cannot be approved with outstanding deficiencies.

EHP COMPLIANCE APPROVAL

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

SUBMIT MORTGAGE FILE & CREDIT PACKAGE TO SERVICER

The Mortgage File including Credit Package 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 Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Texas/SETH. (Rev 05/20/24)



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.

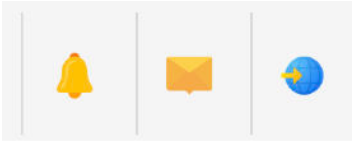
In Collaboration Station, you can also find the Servicer notes and exceptions that need to be addressed with them. By providing this view to you it gives you transparency to any problem that has to be resolved related to the mortgage or collateral submitted to the Servicer.
This view can be grouped,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

Buyers MUST HAVE A FULLY- EXECUTED SALES CONTRACT FOR A SPECIFIC PROPERTY in order to have funds reserved. The contract may be dated prior to the date of the loan application. Buyers may be pre-qualified. However, if the buyer does not have a contract on a property, program funds cannot be reserved for the buyer until such time as the buyer presents a valid contract.

To assure that loans are purchased, please follow the Processing, Delivery and Purchase Timetable below. Please DO NOT reserve loans that cannot meet the timetable. This is particularly important with respect to new construction, foreclosures and short sales. Please wait to reserve funds. Loans not purchased within the time frame below, cannot be purchased.

The revolving pool of funds provides continuous funding. Fund availability makes it unnecessary to rush to reserve funds.

Loan Processing, Delivery and Purchase Timetable:
PLEASE DO NOT RESERVE EARLY -- loans must be underwriter certified within 25 days of reservation

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

1. underwriter certified within 25 days of loan reservation
2. compliance file delivered to eHousingPlus within 10 days of closing
3. purchased within 70 days of loan reservation.

Loan Purchase Extension Fee
Any loan not purchased within 70 days will automatically receive a 30-day extension. The cost of the extension is 25 basis points based on the total loan amount of the 1st lien. The extension fee is due whether or not loans are ultimately delivered and**/or** purchased. The fee will be netted by the Servicer when loans are purchased. If the loan is not purchased, the originating lender will be billed for the cost of the lock extension. 25 basis points based on the total loan amount of the 1st lien. (Rev. 01/03/23)

At 101 days, a loan that hasn't been delivered is cancelled and cannot be reinstated.

The extension is available once per loan and no further extensions will be allowed**.** Furthermore, regardless of choosing an extension, any loan not purchased within the approved timeframe will become the liability of the originating lender.

To be eligible for a re-lock, the current lock must be expired for 60 days. If the borrower changes the property address to be purchased, they are eligible to lock again and not subject to any waiting period. (Rev 07/18/16)

PROGRAM FEES

First Mortgage Fees

1% Origination or 1% Discount Fees may be charged for new locks on or after this date.

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 via eHP FrontPorch using the eHPay App.

$275 loans reserved 06/16/25 and after

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.

US Bank Fees

$84 Tax Service fee.

Funding fee should reflect as “Investor Funding Fee” on the LE/CD.
$475 for loans reserved 09/15/25 and after
$400 for loan reserved prior to 09/15/25

Lender Fees

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

Lender SETH Program Compensation

The SRP for FHA, RD and VA loans is 1.50%. Loans locked prior to this date will be purchased at 2.5% SRP.
(Rev. 01/03/23)

Second Mortgage Fees

None except for the recording fee.

Archived Revisions Table
2018 - 2024

Date	Revision	Page
08-13-18	Government loan guide revised to reflect second mortgage eHP Fee reduced to $250 effective 08/15/18	Various 17
09-19-18	Removed old US Bank form	14 & 18
12-10-18	Changed eHousingPlus Lender Portal to eHPortal Added eHP Digital Docs	Throughout 15-19, 21
01-23-19	Revised purchase price limit, effective 01/01/19 Revised policy on Power of Attorney	8 22
03-04-19	Revised Rates/Offerings grid effective 03-04-19 Revised VA SRP effective 03-04-19	7 21
03-05-19	Revised Origination Fee to zero effective 03-04-19 Revised SRP to 2.50% effective 03-04-19 Added Documents Required for the Compliance File	21 21 23
04-01–19	Added question to Second Mortgage FAQ Added tips to completing the Deed of Trust and Promissory Note Removed reference to a form required for conventional loans	12 22 23
07-08-19	Revised FHA/VA income limit link	10
01-06-20	Revised maximum DTI - Effective 01/06/20 Revised FHA purchase price limit - Effective 01/02/20 Revised manual underwriting guidance Revised US Bank web site information	8 8 11 20
04-14-20	Archived 2018 - 2019 revisions to last page of the guide Revised contact directory Revised Rate Lock availability to 8PM CT Added US Bank COVID-19 Guidance link Revised manual underwriting - removed FHA	 6 7 9 11
05-11-20	Revised FHA, VA, USDA-RD Income Limit links Added additional contacts at Bank of Texas	10 14
07-06-20	Removed City of McKinney from eligible area effective 07/02/20	8
07-13-20	Revised SETH homebuyer education link Updated DPA Wire Request contacts Updated titles of closing forms	7 13 13, 22, 23
09-21-20	Added US Bank FICO Overlay for FHA loans 660 and lower	7
10/20/20	Added clarification to Notice of DPA form	13, 22, 23
02-02-21	Corrected FHA Sales Price Limit link Updated Property Requirements	8 8

03-02-21	Removed US Bank requirement as it relates to length of time on a job Removed mortgagee clause from Second Mortgage FAQ Revised Compliance Origination Process - Lender Onboarding	7 11 12
03-15-21	Revised Co-signers - permitted with FHA loans only	9
03-16-21	Revised Who Signs The Program Forms	23
04-20-21	Clarified borrowers with no FICO	7
05-01-21	Revised link to FHA/VA income limits	9
05-23-21	Revised logo on cover	Cover
06-08-21	Revised links to SETH 5Star website for income limits	9
08-26-21	Removed US Bank overlay for 1 month reserves Removed US Bank COVID Attestation Form	7 22 & 23
10-01-21	Added FHA Grant Assistance Removed COVID 19 Attestation and updated Program Forms	6 13, 22
01-19-22	Revised links to Purchase Price limits Revised links to FHA, VA and USDA-RD Income limits	8 9
03-17-22	Updated Homebuyer Education requirement	7
05-13-22	Updated Tax Service Fee	21
07-29-22	Updated Income Limit Links	9
08-15-22	Revised second mortgage repayment terms	6

01-03-23	Updated link to FHA Purchase Price limits Updated number of manufactured housing units permitted by US Bank Updated Appraisal requirements Renamed Compliance Process to: Process Summary from Training to Loan Purchase Revised link to US Bank web site Revised Loan Purchase Extension Fee Revised Origination and Discount Revised Lender Compensation	8 8 9 12 18 19 20 20
02-16-23	Removed US Bank COVID guidance Revised Minimum FICO and Maximum DTI loan products	7 7
05-01-23	Revised FHA Loans Max Loan Amount $175,000 - Discontinued Added No DPA/Best Rate Option	7 6, 15 & 16
06-12-23	Revised links to income limits	9
06-23-23	Revised Homebuyer education requirement Revised DPA Wire contacts	8 14
06-28-23	Revised No DPA Option required form	15

07-19-23	Updated eligible borrower requirements Revised income limit link	8 8
09-12-23	Revised the Credit score requirements Updated link to Purchase price limits	9 8
10-03-23	Revised contact directory Added eHP FrontPorch	4 Various

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10-03-23	Revised contact directory Added eHP FrontPorch	4 Various

Date	Revision	Page
01-29-24	Revised Purchase Price limits to Agency limits effective 02-01-24 Updated USDA-RD Income limits effective 02-01-24	7 8
05-20-24	Revised FHA and VA Income Limits	9-12
10-15-24	Added Refinance Option for FHA loans only Updated link for income limits	7 9
11-8-24	Updated Refinance information	7,11
11-22-24	Removed Mortgagor Acknowledgment for no DPA option and removed reference to Grants under Closing Documents	15

Date	Revision	Page
05-01-25	Removed Refinance Option from Program Added Enhanced 5% DPA Option	7
05-19-25	Revised Income limits	10
06-15-25	Revised eHP Fee effective 06/16/25	23
08-27-25	Revised U.S. Bank Funding fee	23
10-16-25	Corrected spelling of co-signers	15