VHFA Processing, Closing & Delivery
Today’s Presentation Will Cover:

1. Program rates and pricing
2. Reserving a loan with VHFA
3. VHFA pre-closing compliance review
4. Closing & delivering to VHFA and U.S. Bank
5. Where to find important and helpful resources
VHFA Compliance and Delivery Steps

1. Lender Reserves at VHFA LOC
2. Lender submits Compliance Checklist
3. VHFA issues Conditional Commitment
4. Lender delivers docs to VHFA and U.S. Bank
5. VHFA Issues Post-Closing Approval
6. U.S. Bank Purchases 1st Mortgage from lender ‘Servicing-Released’
7. VHFA reimburses lender for ASSIST and issues MCC if applicable

Closing

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Vermont Housing Finance Agency

VHFA Program Rates and Pricing
Access the VHFA Loan Origination Center (LOC)

- Login at [http://loc.vhfa.org](http://loc.vhfa.org)
- Accessible from [https://www.vhfa.org/lenders](https://www.vhfa.org/lenders)
- Remember Originator #, Username, Password
- Passwords expires after 180 days
- Contact your designated LOC administrator if you need to reset your password
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View Program Rates and Pricing from the LOC Main Menu

Click ‘View Program Rates and Pricing’
Program Rates & Pricing

- Rates displayed each business day from 10:00am ET until 7:00 pm ET
- Rate Lock occurs when loan is RESERVED
- Pricing based on days between Reservation and U.S. Bank Purchase date
- VHFA resets loan price at 60, 90 and 110 days
- After 110 days, VHFA determines price on day of purchase

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Current Rate</th>
<th>60 day pricing</th>
<th>90 day pricing</th>
<th>110 day pricing</th>
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<tbody>
<tr>
<td>FNMA HFA Preferred</td>
<td>3.375%</td>
<td>102.0250000000%</td>
<td>101.7500000000%</td>
<td>101.2500000000%</td>
</tr>
<tr>
<td>RD, VA, FHA - AUS Underwrite</td>
<td>3.250%</td>
<td>102.2500000000%</td>
<td>102.0000000000%</td>
<td>101.5000000000%</td>
</tr>
<tr>
<td>FNLMC HFA Advantage</td>
<td>3.375%</td>
<td>102.0250000000%</td>
<td>101.7500000000%</td>
<td>101.2500000000%</td>
</tr>
<tr>
<td>VA - Manual Underwrite</td>
<td>3.250%</td>
<td>102.2500000000%</td>
<td>102.0000000000%</td>
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<tr>
<td>RD &amp; FHA - Manual Underwrite</td>
<td>4.125%</td>
<td>102.2500000000%</td>
<td>102.0000000000%</td>
<td>101.5000000000%</td>
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VHFA Loan Origination Center → View Program Rates and Pricing

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Reserving and Pre-Closing Compliance Review
Access the VHFA Loan Origination Center (LOC)

- Login at http://loc.vhfa.org

- Contact your designated LOC administrator for Originator #, Username, Password or if you get locked out

- If you forget your password, enter last known to be prompted to reset

- Passwords expire after 180 days
Reserving a Loan

Step 1: Click ‘Register a new loan’ & complete fields

Step 2: Click ‘View Loan Detail’ to view loan status
Reserving a Loan

- Supporting Document are NOT required to Reverse a Loan

- Most required information can be found on the Uniform Residential Loan Application and Purchase and Sale Agreement.

- For Non-Borrowing Spouses - Only name, SSN and gross monthly income is required at reservation.
Reservation and Rate Lock

- Rate lock effective on “RESERVED” date and will not expire until 110 days after the ‘RESERVED’ date

- After 110 days the rate goes to daily pricing

- When Loan Status shows ‘RESERVED’ on the Loan Detail Page, click ‘Print Documents’ and print available documents.
Forms available for print will appear in **black**. The forms you printed from here will **auto-populate** using the information provided in the reservation.
Compliance Checklist Submission

✓ Use VHFA Compliance Checklist as coversheet, checklist and stacking order for submission

✓ Submit documents regarding for all programs, and for each program being used for this loan.
Upload at ‘Document Images’

Complete and upload called for on the compliance checklist to ‘Document Images’ from the LOC Loan Detail.
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Loan Status ‘INCOMPLETE’

If Loan Status shows ‘INCOMPLETE’, see ‘Unsatisfied Conditions’ and upload to ‘Document Images’
Loan Status ➔ ‘Conditional Commitment’

When Loan Status shows ‘CONDITIONAL COMMITMENT’, click ‘Print Documents’, and print available documents.
Access ASSIST info in VHFA LOC

From the 1st Mortgage Loan Detail, click on the link under ‘Other Mortgages’
Use ASSIST Loan Detail for:

✓ Checking ASSIST Loan Status Updates
✓ Print documents
✓ Upload documents to satisfy conditions
Closing & Delivery
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**Closing**

- Provide VHFA ASSIST Closing Agent Instructions to Closing Agent
- Table fund ASSIST to borrower
- Do not charge borrowers any ASSIST or VHFA processing fees
- Do not charge borrowers for recording fees, VHFA will cover cost
Eligible Fees

- Lender may collect usual & customary fees such as application fees, underwriting fees, processing fees, and document preparation fee.

- Lenders may NOT collect special ‘VHFA processing fees’ or any fees associated with ASSIST.

U.S. Bank National Association Delivery Fees

<table>
<thead>
<tr>
<th>Programs</th>
<th>Funding Fee</th>
<th>Tax Service Fee†</th>
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<tr>
<td>Advantage Program</td>
<td>$400</td>
<td>$80</td>
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<tr>
<td>MOVE MCC Program</td>
<td>$400</td>
<td>$80</td>
</tr>
<tr>
<td>MOVE Program</td>
<td>$400</td>
<td>$80</td>
</tr>
</tbody>
</table>

†Although the tax service fee is due on all loans, for VA and FHA loans, the borrower cannot pay this fee. It must be covered by a third party.

Mortgage Credit Certificate (MCC) Fees

<table>
<thead>
<tr>
<th>Programs</th>
<th>Permissible Lender Processing Fee</th>
<th>MCC Issuance Fee</th>
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</thead>
<tbody>
<tr>
<td>Lender Financing</td>
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<td>$500</td>
</tr>
<tr>
<td>MOVE MCC Financing</td>
<td>$600</td>
<td>$0</td>
</tr>
</tbody>
</table>

VHFA First Mortgage Programs

- Programs and Rates subject to change without notice.
- All loans are 30-year fixed rates and servicing released.
- Discount points are retained by lender; lenders may not charge additional points.*

VHFA Loan Origination Center ➔ View Program Rates and Pricing

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ASSIST Eligible Costs

✓ VHFA reimburses lender for eligible costs after U.S. Bank purchases first mortgage and VHFA approves ASSIST loan.

✓ Lenders are responsible for determining ASSIST eligible down payment and closing costs at closing.

✓ There is no chance to reconcile after closing, so it is important to correctly calculate eligible ASSIST costs at closing.
Apply all Other Contributions Before ASSIST

1. Maximum Seller Contribution (per purchase agreement and underlying product)
2. Subordinate Financing/CommunitySeconds
3. Grants

Any contributions received by borrowers must be applied to the down payment and/or closing cost obligation before the eligible amount of ASSIST funds can be determined.
ELIGIBLE ASSIST Costs Include:

1. Down payment & customary closing costs
2. Customary closing costs paid outside of closing
3. MI, RD Guarantee Fee, FHA or VA Funding Fee paid upfront
INELIGIBLE ASSIST Costs Include:

1. Per diem interest
2. Principal Balance Reduction
3. Financed upfront MI or fees included in the loan amount
After Closing

Use **VHFA Conditional Commitment** as coversheet, checklist, stacking order for VHFA post-closing submission.

Use **U.S. Bank Closed Loan Delivery Checklist** for U.S. Bank post-closing submission.

Immediately after closing, deliver documents to VHFA per **VHFA Conditional Commitment(s)** and U.S. Bank per **U.S. Bank Loan Delivery Checklist**.
VHFA First Mortgage Conditional Commitment

Use VHFA Conditional Commitment as coversheet, checklist, stacking order for VHFA First Mortgage (Advantage, Move, or Move MCC) post-closing submission.
ASSIST Conditional Commitment

- Submit docs to the LOC according to the ASSIST Conditional Commitment after closing.

- Send the original Note and Mortgage Deed must be sent via a delivery method that includes tracking.

The lender is responsible for notifying VHFA of any changes to the information above. The issuance of this Conditional Commitment does not guarantee future loan purchase.

Terms:
- All amounts are in U.S. dollars and are non-refundable.
- If the conditions of the ASSIST Commitment are not met, the ASSIST amount is not available.
- If the mortgage is not approved by VHFA, the amount set forth above is non-refundable.
- If the closing date is not met, the amount set forth above is non-refundable.
- If the Closing Agent does not receive the Closing Documents within the time frame set forth, the amount set forth above is non-refundable.
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U.S Bank Closed Loan Checklist

- Available at the U.S. Bank HFA Division Lending Guide.
- Use as the checklist and stacking order for the U.S. Bank post-closing document submission.
- Submit through DocVelocity
Satisfy Post Closing Conditions

- If Loan Status shows ‘POST-CLOSING CONDITIONS’, see ‘Unsatisfied Conditions’ for instructions

- Upload documents to ‘Document Images’

- Both VHFA and U.S. Bank post-closing instructions will appear here.
VHFA Post-Closing Approval

- When Loan Status shows ‘**POST CLOSING APPROVED**’, then loan is approved by VHFA.

- U.S. Bank reviews and approves for purchase after VHFA issues post-closing approval.
U.S. Bank Wires Funds to Lender After U.S. Bank and VHFA approval

- Lenders are responsible for servicing until U.S. Bank purchases first mortgage
- Lenders may contact U.S. Bank for reconciliation after receiving the U.S. Bank Purchase Advice
- Lenders should generate a “goodbye letter” to inform borrower that servicing has transferred to U.S. Bank
ASSIST – Post Closing

VHFA reimburses lender after VHFA issues Post-Closing Approval for the ASSIST loan and U.S. Bank purchases the first mortgage.

VHFA will not reimburse if the loan is not purchased by U.S. Bank.

VHFA reimburses for **ELIGIBLE** closing and down payment costs.
Mortgage Credit Certificate (MCC)

MCC is listed as Other Loan on the Loan Detail

Lenders monitor pre-and-post closing status through Loan Detail on LOC

VHFA issues the Mortgage Credit Certificate to the borrower after issuing Post-Closing Approval

Dare to own the dream with VHFA.
Celebrate homeownership month! Amplify your mortgage with a Mortgage Credit Certificate from VHFA and save up to $2,000 at tax time. Learn more

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5. VHFA Issues Post-Closing Approval
6. U.S. Bank Purchases 1st Mortgage from lender
7. VHFA reimburses lender for ASSIST and issues MCC if applicable

Closing
Helpful Resources
VHFA Guides

Go to: vhfa.org/lenders/lender-resources

Start with the **Quick Reference Guide**

For more details see the VHFA **Program and Procedural Guide**

Use the VHFA ‘**Standalone**’ MCC Procedural Guide if applicable
## Resources for VHFA and U.S. Bank Eligibility

<table>
<thead>
<tr>
<th>Eligibility Requirements</th>
<th>Source</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>VHFA Income Purchase Price Limits</td>
<td>VHFA website</td>
<td><a href="http://www.vhfa.org/lenders/limits">www.vhfa.org/lenders/limits</a></td>
</tr>
<tr>
<td>VHFA Homebuyer Education Requirement</td>
<td>VHFA website</td>
<td><a href="http://www.vhfa.org/lenders/education">www.vhfa.org/lenders/education</a></td>
</tr>
</tbody>
</table>
U.S. Bank communicates change notices via ‘Seller Guide Updates’. Lenders follow requirements pertaining to ‘HFA Delegated’ or ‘HFA Non-Delegated’ and the chosen underlying product.
VHFA Change Notifications

• VHFA communicates changes and important notices via email to liaisons and then all personnel.

• VHFA posts all notifications to the VHFA Newslink.

• VHFA Newslink available from main menu at VHFA LOC or: https://www.vhfa.org/business-partners/newslink?session=34ZSGUTTHH41R559
We are here to help you!

Reserving, Processing, Compliance, Delivery:
- Homeownershipdept@vhfa.org
- (802) 652-3427 or (802) 652-3462

General Questions, Password Resets, Connectivity:
- vhfahomeownership@vhfa.org
- (802) 652-3424

Marketing, Trainings, Events & Outreach:
- ehoffman@vhfa.org
- (802) 652-3424