

**VERMONT HOUSING FINANCE AGENCY
CLOSING AGENT INSTRUCTIONS**

LENDERS: Please provide closing agents with these instructions for the loan you are closing with VHFA benefits.

CLOSING AGENTS PLEASE READ: Instructions are specific to the lenders' loan with the addition of VHFA benefits.

PROPERTY TRANSFER TAX BENEFIT (required for all borrowers)

Borrowers obtaining an eligible first mortgage with VHFA benefits pay a reduced Property Transfer Tax.

1. Calculate and collect the tax due based on the applicable **rate** per the chart included in the Property Transfer Tax Benefit form.
2. Complete the **Property Transfer Tax Benefit (VHFA Form# S-937)** and submit original to the state, copy to the lender.

NOTE: if the Property Transfer Tax collected is incorrect the lender and closing agent must resolve.

VHFA REAFFIRMATION AND CLOSING AFFIDAVIT (required for all borrowers)

1. Each borrower and non-borrowing spouse must review the **VHFA Reaffirmation and Closing Affidavit (VHFA Form# S-645mbs)** form and provide any changes to the facts they declared in the affidavit signed at application.
2. Each borrower and non-borrowing spouse must wet sign the document (electronic signatures are not acceptable).
3. The **original signed and notarized document** must be received by VHFA. A copy will not be accepted.

MANUFACTURED HOUSING DESCRIPTION (if applicable)

The warranty deed property description, to be acceptable, **must** include the following:

1. The year, make and model of the unit must be clearly identified.
2. The Serial Number for each section. For double-wide units a number is assigned to each section.

VHFA ASSIST MORTGAGE LOAN (if ASSIST is applicable, the lender will provide the required closing documents):

Please comply with the following instructions for ASSIST loans:

- Facilitate the proper completion and execution of the following documents:
 - VHFA Zero Interest ASSIST Note
 - ASSIST Mortgage Deed
 - VHFA ASSIST Disclosure and Acknowledge of Terms

- **DO NOT charge** any origination or fees to the borrower(s) for the ASSIST loan.
- **DO NOT charge** any recording fees to the borrower(s) for the ASSIST loan. VHFA will record and cover the fee.
- **DO NOT record** the ASSIST Mortgage. VHFA will record the ASSIST Mortgage Deed and Exhibit A and cover the cost.
- **ASSIST FUNDS may** only be used for usual customary eligible buyer(s) paid closing costs and/or down payment. ASSIST Funds **cannot** be used for: principal reduction, per diem interest, or financed upfront mortgage insurance or fees included in the loan amount or pay down or pay-off of debt. NO funds may be given to the borrower(s).

DOCUMENT DELIVERY: Immediately after closing send the documents below using a delivery method with tracking to:

Vermont Housing Finance Agency
ATTN: Homeownership Department
164 Saint Paul Street
Burlington, VT 05401

- **Original** VHFA Reaffirmation and Closing Affidavit
- **Original** VHFA Zero Interest ASSIST Note (loan amount must be in whole dollars, rounded down)
- **Original UNRECORDED** VHFA ASSIST Mortgage Deed
- A copy of **SCHEDULE A Property Description** prepared by the closing agent
- **Original** VHFA ASSIST Disclosure and Acknowledgement of Terms

Questions, contact the VHFA Homeownership Department at homeownershipdept@vhfa.org or 802-540-1270