

**VERMONT HOUSING FINANCE AGENCY  
PROGRAM CHANGE REQUEST**

To request a change of program for a current reservation, complete this form as applicable and submit to [Homeownership@vhfa.org](mailto:Homeownership@vhfa.org) or upload from the LOC. Changes must be received by VHFA within 60 days of the Reservation Date.

Date: \_\_\_\_\_

Lender: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ PH # \_\_\_\_\_

Borrower(s) \_\_\_\_\_

VHFA Loan # \_\_\_\_\_ Lender Loan # \_\_\_\_\_

**Lender is responsible for:**

- Notifying the borrower of all changes and requirements for the reassigned program.
- Submitting all completed VHFA forms and supporting documents, including the applicable VHFA affidavit, Transmittal, AUS and URLA reflecting the change.

**Lender acknowledges the following:**

- A rate change will be the higher rate from the date of the original reservation, or the date change request is received.
- Only the items noted below revise the original reservation request. All other terms of the reservation, including expiration date, and final purchase date apply.

Change:  Yes  No Revised Purchase Price: \$ \_\_\_\_\_

Revised Loan Amount: \$ \_\_\_\_\_

Check One:  Fannie Mae  Freddie Mac  FHA  VA  RD

\_\_\_\_ MOVE to Advantage:

- ASSIST Program is not available with Advantage.
- Recapture not applicable with Advantage. If the borrower(s) signed a Recapture Disclosure at application, lender is responsible for notifying the borrower(s) that Recapture no longer applies.

\_\_\_\_ MOVE to MOVE MCC

- ASSIST Program is not available with MOVE MCC.

\_\_\_\_ MOVE MCC to MOVE

- The MCC is not available with MOVE.
- Please add ASSIST to the change in the amount of \$ \_\_\_\_\_

\_\_\_\_ MOVE MCC to Advantage

- Recapture not applicable with Advantage. If the borrower(s) signed a Recapture Disclosure at application, lender is responsible for notifying the borrower(s) that Recapture no longer applies.

\_\_\_\_ Advantage to MOVE:

- Please add ASSIST to the change in the amount of \$ \_\_\_\_\_

\_\_\_\_ Advantage to MOVE MCC

**24 Hours after submitting check the Loan Detail for the loan for an updated Reservation Confirmation.**