

# CALHFA CONVENTIONAL 1<sup>ST</sup> LOAN PROGRAM



Product Codes: CONVMHM; CONVECTP

<p><b>PROGRAM SUMMARY</b></p>	<ul style="list-style-type: none"> <li>• The CalHFA Conventional program is a Fannie Mae HFA Preferred™ fully amortized thirty (30) year fixed interest rate first mortgage.</li> <li>• These loans are combined with the MyHome Assistance Program (MyHome) OR Extra Credit Teacher Program (ECTP)</li> <li>• The CalHFA Conventional loan is not subject to Recapture Tax.</li> </ul>
<p><b>LOAN SCENARIO CALCULATOR</b></p>	<ul style="list-style-type: none"> <li>• Loan Scenario Calculator <b>is required to be</b> submitted with the Underwriting package for <b>ALL</b> CalHFA programs both Retail/Wholesale loans.</li> <li>• Click the link below to input your Loan Scenario which includes the loan amounts for all programs utilized. <a href="http://www.calhfa.ca.gov/calc/scenario.html">http://www.calhfa.ca.gov/calc/scenario.html</a></li> </ul>
<p><b>INELIGIBLE PROVIDENT BANK MORTGAGE LOAN FEATURES OR CALHFA PRODUCTS</b></p>	<ul style="list-style-type: none"> <li>• Financed MI</li> <li>• Cal-EEM + Grant Program</li> <li>• AUS LP</li> <li>• Manual Underwrites</li> <li>• Manufactured Homes</li> <li>• HomeStyle Renovation</li> </ul>
<p><b>LOAN OPERATING SYSTEM (LOS)</b></p>	<ul style="list-style-type: none"> <li>• All liens (1<sup>st</sup>/2<sup>nd</sup>) must have a separate loan package, loan number, and must be submitted to Underwriting.</li> <li>• 1<sup>st</sup> Mortgage requires the LE (Loan Estimate) CD (Closing Disclosure) and initial/Closing documents from LOS Standard Conventional doc package.</li> <li>• 2<sup>nd</sup> lien CONVMHM2nd requires the disclosures from LOS             <ul style="list-style-type: none"> <li>○ LE (Loan Estimate) from Doc Magic</li> <li>○ CD (Closing Disclosure) and Closing package from LOS</li> <li>○ Note/Deed of Trust from Doc Magic.</li> </ul> </li> <li>• \$250 Processing fee per loan</li> <li>• Reference EIN number 68-0181576 on the 1008 <b><u>Note: All loan documents must be in Provident Bank Mortgage's Name</u></b></li> </ul>
<p><b>PRODUCT CODES</b></p>	<ul style="list-style-type: none"> <li>• <b>CONVMHM</b></li> <li>• <b>OR</b></li> <li>• <b>CONVECTP</b></li> </ul>
<p><b>FUNDING/DOCS</b></p>	<ul style="list-style-type: none"> <li>• Closing Note/Deed of Trust for the CalHFA Conventional is generated from LOS.</li> <li>• <b>Closing Note/Deed of Trust for the MyHome or Extra Credit Teacher loan programs are generated from Doc Magic.</b></li> <li>• All CalHFA loans must be funded and delivered to the vault prior to or on Provident Bank Mortgage 30 day rate lock expiration date.</li> <li>• If rate expiration date is on a weekend then the next Provident Bank Mortgage business day.             <ul style="list-style-type: none"> <li>○ <b>No Exceptions</b></li> </ul> </li> </ul>

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<p><b>FUNDING/DOCS CONTINUED</b></p>	<ul style="list-style-type: none"> <li>Files should be received by the Lakeview Loan Servicing (LLC)/CalHFA 10 business days after funding to ensure time to clear conditions and purchase, prior to CalHFA rate lock expiration date.</li> </ul>
<p><b>AUTOMATED UNDERWRITING</b></p>	<p>Acceptable Automated Underwriting Systems (AUS):</p> <ul style="list-style-type: none"> <li>Fannie Mae Desktop Underwriter (DU) with an Approve/Eligible recommendation.             <ul style="list-style-type: none"> <li>HFA Preferred must be selected in the Community Lender Product Field</li> <li>CalHFA MyHome Assistance Mortgage subordinate loan must be entered as a Community Second</li> <li>Freddie Mac Loan Prospector and other customized automated underwriting systems are <b>NOT</b> permitted.</li> </ul> </li> <li><u>Manual Underwriting is <b>NOT</b> permitted</u></li> </ul>
<p><b>BORROWER ELIGIBILITY</b></p>	<ul style="list-style-type: none"> <li>Each borrower must be a U.S. citizen, <u>permanent resident alien or qualified alien</u> <a href="http://www.calhfa.ca.gov/homeownership/forms/checklist-citizenship.pdf">http://www.calhfa.ca.gov/homeownership/forms/checklist-citizenship.pdf</a></li> <li>Both first-time and non-first time homebuyers</li> <li>At the time of closing, no borrower may have an ownership interest in any residential dwelling</li> <li>Loans to <i>Limited Liability Corporations</i> (LLC) are not permitted.</li> <li>All borrowers must meet the credit, income and loan requirements detailed in this program handbook, as well as CalHFA’s Lender Manual, Fannie Mae, PBM, the mortgage insurer and CalHFA’s master servicer’s requirements</li> </ul>
<p><b>CALHFA SUBORDINATING FINANCING</b></p>	<ul style="list-style-type: none"> <li>This program may be layered with the following down payment and/or closing cost assistance options for first-time homebuyers only:             <ul style="list-style-type: none"> <li>MyHome Assistance Program                 <ul style="list-style-type: none"> <li>May be used for closing cost and/or down payment assistance</li> <li>In the case of conflicting guidelines, the underwriter must follow most restrictive.</li> <li><b>MUST be recorded in Second Lien Position</b></li> <li>For full MyHome underwriting guidelines and details refer to <b>Provident Bank Mortgage’s MyHome Loan Program guidelines product code CONVMHM2ND</b></li> </ul> </li> <li><b>OR</b></li> <li>Extra Credit Teacher Home Purchase Program                 <ul style="list-style-type: none"> <li>May be used for down payment assistance</li> <li>In Case of conflicting guidelines, the Underwriter must follow the more restrictive.</li> <li><b>MUST be recorded in Second Lien Position</b></li> <li>For full Extra Credit Teacher Loan underwriting guidelines and details refer to <b>Provident Bank Mortgage’s Extra Credit Teacher Program guidelines product code ECTP.</b></li> <li><b>MyHome and ECTP may not be combined.</b></li> </ul> </li> </ul> </li> </ul>

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<p><b>DISASTER POLICY</b></p>	<ul style="list-style-type: none"> <li>• Please refer to the list of affected counties published by FEMA using the following link: <a href="http://www.fema.gov/disasters">http://www.fema.gov/disasters</a></li> <li>• If FEMA does not identify an area as a disaster, the Master Servicer reserves the right to declare an area not identified by FEMA as a disaster. In these cases the Master Servicer will communicate any declarations</li> <li>• The Disaster Policy should be followed during an ongoing disaster and up to 90 days from the FEMA declaration date</li> <li>• If the subject property is located in one of the impacted counties and the appraisal was completed prior to the incident period (as defined by FEMA), the Master Servicer will require a post disaster inspection confirming the property was not adversely affected by the disaster</li> <li>• Full appraisals obtained after the incident period need to indicate that the property has not been impacted by the disaster.</li> <li>• If the inspection notes the property is uninhabitable, unsound, or the condition of the property has been affected by the disaster, a new full appraisal is required.</li> <li>• The following are acceptable inspection formats:             <ul style="list-style-type: none"> <li>○ A property inspection report with photo from a licensed inspector</li> <li>○ Appraisal Update and/or Completion Report</li> <li>○ A substitute appraiser may be used when the original appraiser is not available</li> </ul> </li> </ul>
<p><b>EMPLOYMENT/INCOME VERIFICATION</b></p>	<ul style="list-style-type: none"> <li>• Follow DU requirements</li> <li>• IRS transcripts (1040, 1099, W-2 as applicable) are required for each borrower whose income is used to qualify</li> <li>• VOE as a stand-alone document is not acceptable</li> <li>• For future income, paystubs are required prior to the purchase by the Master Servicer</li> </ul>
<p><b>ESCROW HOLDBACKS</b></p>	<ul style="list-style-type: none"> <li>• Escrow is permitted for outstanding minor repairs for incomplete construction or for alterations and repairs that cannot be completed prior to loan closing provided the subject property is habitable and safe for occupancy at the time of closing.</li> <li>• Follow Fannie Mae guidelines regarding reason, type of improvements, time to complete, quality, disbursements, and post-closing documentation.</li> <li>• <b>Escrow Holdbacks require Corporate review</b> – refer to Escrow Holdback guidelines in Quick Look Manual.</li> </ul>

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<b>FAMILY INCOME <u>EXCLUDES</u></b>	<ul style="list-style-type: none"> <li>• Gifts – casual, sporadic or irregular</li> <li>• Lump sum additions to household assets, such as inheritances, insurance settlement, capital gains, student financial assistance, settlements for personal or property losses</li> <li>• Education scholarships paid directly to the student</li> <li>• Foster child care payments, adoption assistance payments if not used to credit qualify for the loan</li> <li>• Income from household members not on title or the loan</li> <li>• Food stamps</li> <li>• Verification of employment and other supporting documentation regarding income such as paycheck stubs should be no more than sixty (60) days old at the time of submission to Provident Bank Mortgage.</li> </ul>
<b>FAMILY INCOME <u>INCLUDES</u></b>	<ul style="list-style-type: none"> <li>• Gross pay</li> <li>• Overtime</li> <li>• Bonuses</li> <li>• Commissions</li> <li>• Part-time employment</li> <li>• Dividends/ Interest</li> <li>• Annuities</li> <li>• Child support payments</li> <li>• Human assistance/services</li> <li>• Income received from Trust or</li> <li>• Business &amp; Investments from all sources (both taxable and nontaxable) including but not limited to earnings</li> <li>• Pensions</li> <li>• Veterans Administration (VA) compensation</li> <li>• Gross rental or leased income</li> <li>• Deferred income</li> <li>• Welfare payments</li> <li>• Social Security Benefits</li> <li>• Disability payments</li> <li>• Alimony/Spousal Support</li> <li>• Sick Pay</li> <li>• Unemployment Compensation</li> <li>• Any regularly occurring additional income</li> </ul>

Product Codes: CONVMHM; CONVECTP

**FLOOD INSURANCE  
COVERAGE**

**1. Standard Flood Hazard Determination (SFHD)**

Each loan delivered for purchase must include the Federal Emergency Management Agency (FEMA) Standard Flood Hazard Determination (FEMA Form 81-93) used in determining whether any of the improvements for a subject property are located within an identified “Special Flood hazard Area” (SFHA). SFHAs are shaded on a Flood Hazard Boundary Map and designated on a Flood Insurance Rate Map. These areas are designated by the following symbols: A, AE, AH, AO, AR, A1-30, A-99, V, VE, VO, and V1-30.

Underwriter must ensure that there is no discrepancy between the flood hazard designation on the SFHD and the flood insurance policy if the flood insurance policy shows a lower risk zone than the SFHD unless the discrepancy results from the application of the NFIP’s “Grandfather Rule”. For information on the “Grandfather Rule” see Question #71 in the Q&A’s issued by the federal banking regulators available at

<http://www.federalreserve.gov/newsevents/press/bcreg/bcreg20090721a1.pdf>

**2. Federally Available Flood Insurance**

Flood insurance is generally required if any building, dwelling, structure, or improvement is located within a SFHA that has mandated flood insurance purchase requirements under the National Flood Insurance (NFIP) (unless the mortgage is an FAH Section 240 mortgage). Except as provided in Section 12, if flood insurance is not available because a community does not participate in the National Flood Insurance Program (NFIP), Provident Bank Mortgage will not purchase loans secured in those areas.

**3. Location of Property Within the SFHA**

**a) Principal Structure Located Within an SFHA**

Flood insurance is required if any part of the principal structure is located within an SFHFA. Flood insurance on detached buildings, such as stand-along garages, sheds, or greenhouses, located within an SFHA is required if they serve as part of the security for the loan.

**b) Principal Structure Not Located Within an SFHA**

If the principal structure on a property is not located within a SFHA, flood insurance generally is not required even if another detached structure on the property is located within the SFHA. However, if the detached structure is attached to the land and serves as part of the security for the Loan, flood insurance is required for the detached structure (and may be purchased through a separate policy on a general property insurance form), unless Underwriter determines that the principal structure represents sufficient security for the Loan and releases the detached structure from the security. If buildings are “carved out” from the security, the property must be marketable in the event of foreclosure and the “carve out” must be permissible under the local zoning rules.

Product Codes: CONVMHM; CONVECTP

**FLOOD INSURANCE  
COVERAGE  
CONTINUED**

**c) Waivers**

Provident will waive flood insurance requirements if the borrower obtains a letter from FEMA stating that it maps have been amended so that the buildings securing the Loan are no longer in an SFHA.

**4) Notice of Special Flood Hazards and Availability of Federal Disaster Relief Assistance.**

If any part of the principal structure is located within an SFHA, the Loan file must include the Notice of Special Flood Hazards and Availability of Federal Disaster Relief Assistance that was provided to a borrower in accordance with the Flood Disaster Protection Act. The Loan file must contain evidence that the borrower received the Notice of Special Flood Hazards no later than 10 days prior to the closing unless the Loan file documents why it was not feasible to meet the time frame. The Notice of Special Flood Hazards may not be provided the same day as closing.

We recommend that the borrower receive the following additional information, or substantially similar information, either on the Notice of Special Flood Hazards or on a separate notice acknowledged by the borrower.

“If you obtain the minimum amount of flood insurance coverage identified in your Notice of Special Flood Hazards, you may not have sufficient coverage to rebuild or restore your home in the event of a catastrophic flood. You may be required to use your own cash reserves to make necessary repairs if the insurance is insufficient to fully repair your home. Servicers also have the right to require flood insurance coverage equal to the maximum amount available under the NFIP, which is more than you are required to obtain at the closing of your loan.

The borrower should carefully review their potential exposure to flood damage with their insurance provider and consider purchasing coverage equal to the maximum amount available under the National Flood Insurance Program (NFIP), which is the lesser of

- The maximum limit available for the type of structure; or
- The “insurable value” of the structure (the replacement cost value)”

**5) Acceptable Policies**

The flood insurance policy must be in the form of the standard policy issued under the NFIP. Policies that meet the NFIP requirements, such as those issued by licensed property and casualty insurance companies that are authorized to participate in the NFIP’s “Write Your Own” program are acceptable.

Product Codes: CONVMHM; CONVECTP

**FLOOD INSURANCE  
COVERAGE  
CONTINUED**

**6) Multiple Structures**

If multiple buildings securing the loan are located in an SFHA in a participating communication, the Underwriter must determine the amount of insurance required on each building and add these amounts together to determine the minimum amount of flood coverage. Each building securing a loan must be covered by separate policy. The amount of total required flood insurance can be allocated among the secured buildings in varying amounts, but all buildings in an SFHA must have some coverage.

**7) Mortgagee Clause**

The mortgagee clause on all mortgage policies, binders, and certificates of insurance must show the mortgagee using the following language.

For Loans purchased on or after June 01, 2016, the mortgage clause is as follows:

LoanCare, LLC  
ISAOA/ATIMA  
PO Box 202049  
Florence, SC 29502-2049

**8) Policy Term**

The policy must be written for at least a one year term.

**9) Policy Effective Date**

The policy effective date must be on or before the borrower's loan is funded.

**10) Evidence Of Insurance**

At closing, the borrower must provide evidence that the property is covered by flood insurance in one of the following forms:

- Flood Insurance Policy
- Declarations Page; or
- Copy of the Flood Insurance Application with a paid receipt for the first year's premium

Acord evidence of coverage, Acord certificate of insurance, temporary declaration page or insurance

**11) Escrow Policy**

If a loan requires flood insurance, flood insurance must also be escrowed.

Product Codes: CONVMHM; CONVECTP

**FLOOD INSURANCE  
COVERAGE  
CONTINUED**

**12) Flood Insurance Coverage**

- **1 Unit Properties, individual PUD units, Detached Condominium units, Townhouses, and Rowhouses**

- **Coverage Amount**

- The flood insurance coverage must equal the lesser of the following:
- The outstanding principal balance of the Loan; or
  - The maximum amount of insurance available under the NFIP, which is the lesser of:
    - The maximum limit available for the type of structure; or
    - The “insurable value” of the structure. (The NFIP does not insure land; therefore, land values are not included in the calculation of the insurable value).

- **Deductible**

The maximum allowable deductible is the maximum deductible from the NFIP (currently \$10,000 for one unit property and \$5,000 2-4 unit properties).

- **PUDS**

- **Coverage Amount for Individual PUD Unit**

The coverage amount is the same as for other 1-4 unit properties.

- **Coverage Amount for PUD Project**

The policy must cover common elements buildings and any other common property located in an SFHA.

The flood insurance coverage must equal to lesser of the following:

- 100% of the insurable value of the facilities; or
- The maximum coverage available under the appropriate NFIP Program.

- **Deductible**

- Individual unit- The maximum deductible available from the NFIP (currently \$10,000)
- PUD Project- The maximum deductible available from the NFIP (currently \$25,000)
- **Condominiums**

- **Homeowner’s Association**

The condominium homeowner’s owners must obtain an NFIP Residential Condominium Building Association Policy (RCBAP) with the following coverage:

- **Building Coverage**

Building coverage must equal to the lesser of the following:

1. 100% of the insurable value (replacement cost) of the building, including amounts to repair or replace the foundation and its supporting structure); or
2. The total number of units in the condominium building times \$250,000



Product Codes: CONVMHM; CONVECTP

**FLOOD INSURANCE  
COVERAGE  
CONTINUED**

- Contents coverage must equal the lesser of the following:
  - a. 100% of the insurable value of all contents (including machinery and equipment that are not part of the building) that are owned in a common by the association members; or
  - b. The maximum amount of contents coverage sold by the NFIP for a condominium building.

**2. Unit Owner’s Coverage**

Flood insurance is generally not required for individual condominium units. However, if a homeowner’s association refuses to obtain a RCBAP policy or when the RCBAP policy does not comply with the above, the borrower must obtain a dwelling policy on the individual unit equal to the minimum amount of coverage for a 1-4 unit property as specified above.

**3. Deductible**

- Individual unit (if required) – The maximum deductible available from the NFIP (currently \$10,000)
- Condominium Project- The maximum deductible available from the NFIP (currently \$25,000)

**13) Properties Located in the Coastal Barrier Resources System or in an Otherwise Protected Area**

Federal flood insurance may not be available for Loans in the Coastal Barrier Resources System (CBRS) or Otherwise Protected Area (OPA), as defined by the Coastal Barrier Resources Act. Private flood insurance is acceptable for these Loans. Coverage amounts and deductible must meet the requirements in this Chapter. The carrier must meet the minimum rating requirements for insurance underwriters specified in the Hazard Insurance Chapter.

**HAZARD INSURANCE  
REQUIREMENTS**

**A. General Hazard Insurance Requirements**

**1. Carrier**

The hazard insurance policy for a property securing any first mortgage – including blanket policies for condos and PUDs - must be underwritten by a carrier that meets the following rating requirements:

**a) An Insurer With An Acceptable Rating**  
Carriers Rated by A.M. Best Company, Inc

- “B” or better Financial Strength Rating in *Best’s Insurance Reports*
- “A” or better Financial Strength Rating and a Financial Size Category of “VIII” or greater in *Best’s Insurance Reports Non-US Edition*

Product Codes: CONVMHM; CONVECTP

**HAZARD INSURANCE  
REQUIREMENTS  
CONTINUED**

Carriers Rated by Demotech, Inc.

- “A” or better rating in *Demotech’s Hazard Insurance Financial Stability Ratings*

Carrier’s Rated by Standard and Poor’s

- “BBB” or better Insurer Financial Strength Rating in *Standard and Poor’s Ratings Direct Insurance Service*.
  - Insurers rated by more than one rating company need only meet one of the rating requirements.

**b) An Insurer Covered by a Reinsurance Policy**

- The reinsurance company must meet either one of the A.M. Best ratings or the Standard & Poor’s rating specified above.
- The primary insurer and the reinsurance company must be authorized (or licensed, if that is required) to transact business within the state where the property is located.
- The reinsurance agreement must have a “cut-through” endorsement that provides for the reinsurer to become immediately liable for 100% of any loss payable by the primary insurer in the event that the primary insurer becomes insolvent. The endorsement must be attached to each insurance policy that is covered by the reinsurance agreement.
- Both the primary insurer and the reinsuring company must execute an Assumption of Liability Endorsement Form 858 or any equivalent endorsement that provides for 100% reinsurance of the primary insurer’s policy and 90-day written notice of termination of the reinsurance arrangement. The endorsement must be attached to each insurance policy that is covered by the reinsurance agreement.
- A reinsurer can limit its coverage exposure by specifying a dollar limitation in the reinsurance endorsement. However, the insurance written under the policy cannot exceed that amount.

**c) Other Acceptable Insurance Underwriters**

- A state insurance pool created by statutory authority to provide insurance for geographic areas or insurance lines which suffer from lack of voluntary market availability, if that is the only coverage that is available. Such pool may be designated as a property insurance plan, a Fair Access to Insurance Requirements (FAIR) plan, an underwriting association, a joint underwriting association or an insurance authority. The following are examples of such plans:
  - Hawaii Property Insurance Association (HPA); and
  - Florida Citizens Property Insurance Corporation

In addition, all insurance companies (insurers) and insurance companies which guarantee coverage provided by other insurance companies (reinsurers) must also be licensed or otherwise authorized by law to conduct business in the jurisdiction where the Mortgaged Premises are located.

Product Codes: CONVMHM; CONVECTP

**HAZARD INSURANCE  
REQUIREMENTS  
CONTINUED**

**2) Assessments**

Insurance contracts must provide that no assessment may be made against the lender or the servicer, or any subsequent assignees, and that any assessment made against other may not become a lien on the Mortgaged Premises superior to the lien of the lender or any subsequent assignee.

**3) Mortgagee Clause; Endorsement**

The mortgagee clause on all mortgage policies, binders, and certificates of insurance must show the mortgagee using the following language:

LoanCare, LLC  
ISAOA/ATIMA  
PO Box 202049  
Florence, SC 29502-2049

The mortgagee clause must provide that the insurer will notify the named mortgagee at least 10 days before cancellation of the policy.

**4. Policy Term**

The policy must be written for at least a one year term or be continuous until cancelled.

**5. Policy Effective Date**

The policy effective date must be on or before the date the Borrower's loan is funded.

**6. Evidence of Insurance**

At closing, the Borrower must provide evidence that the property is covered by hazard insurance in one of the following forms:

- Hazard Insurance Policy;
- A Certificate of Insurance, Evidence of Insurance Form, Declaration Page, or Insurance Binder (Temporary Insurance Contract) that contains at least the following information:
  - Name of insured (for condominiums and PUDs, the homeowners association is the named insured);
  - Name of mortgagee
  - Property address, including zip code. A legal description must be shown for rural properties, condominiums, or other properties if the property address does not adequately define the location of the property.  
(Example: Route 1, Box 5, is inadequate).
  - Mailing address, if different from property address (second homes and non-owner occupied investment property)
  - Type, amount and effective dates of coverage
  - Deductible amount and coverage to which each such deductible applies;
  - Any endorsement or optional coverage obtained and made part of the original policy;

Product Codes: CONVMHM; CONVECTP

**HAZARD INSURANCE REQUIREMENTS CONTINUED**

- Insurer’s agreement to provide at least 10 days’ notice to the mortgagee (including any applicable PUD or Condominium Unit or ground lease community leasehold mortgagee) before cancellation of the policy; and
- Signature of an authorized representative of the insurer, if required by law
- At closing, the borrower must provide a paid receipt for the first year’s premium.

**2. Condominiums and PUDs**

**(a) Type of Coverage**

This insurance policy must provide, at a minimum, fire and all other hazards that are normally covered by the standard extended coverage endorsement and all other perils customarily covered for similar types of projects, including those covered by the standard “all risk” endorsement.

- **Condominium Requirements** – the condominium association must maintain a master or blanket type of insurance policy, with premiums that are paid as a common expense. The policy must cover all general and limited common elements normally included, such as fixtures, building service equipment, and common personal property and supplies belonging to the homeowner’s association. The policy must also cover fixtures, and other personal property inside individual units (e.g., stoves and refrigerators), whether or not the property is part of the common elements.

If the master policy does not reflect “all-in” insurance or betterments, the HO-6 policy with coverage, as determined by the insurer is required which is sufficient to repair the condo unit to its condition prior to a loss claim event. In addition, the hazard insurance policy should include the following provisions:

- Any insurance Trust Agreement must be recognized
- The right to subrogation against unit owners must be waived
- The insurance must not be prejudiced by any acts of omissions of individual unit owners that are not under the control of the homeowners’ association
- The policy must be primary, even if a unit owner has other insurance that covers the same loss

A special Condominium Endorsement usually covers these four requirements

- **PUD Requirements** – the homeowners’ association must maintain a property insurance policy, with premiums being paid as a common expense. The policy must cover all of the common elements except for those that are normally excluded from coverage, such as land, foundation, excavations, etc. Fixtures and building service equipment that are considered part of the common elements, as well as common personal property and supplies, should be covered.

# CALHFA CONVENTIONAL 1<sup>ST</sup> LOAN PROGRAM



Product Codes: CONVMHM; CONVECTP

<p><b>HAZARD INSURANCE REQUIREMENTS CONTINUED</b></p>	<p>Individual insurance policies are also required for each unit in the PUD project. If the project’s legal documents allow for blanket insurance policies to cover both the individual units and the common elements, a blanket policy is acceptable in lieu of the insurance for the unit.</p>
<p><b>HOMEBUYER EDUCATION</b></p>	<ul style="list-style-type: none"> <li>• Homebuyer Education counseling is required for one occupying first-time homebuyer.</li> <li>• Homebuyer Education is not required for non-first-time homebuyer(s).</li> <li>• Effective May 1, 2017, CalHFA will require a one-on-one homebuyer counseling session <u>in addition</u> to its current eHome America online homebuyer education.</li> <li>• This one-on-one counseling lasts up to an hour, and may be completed via telephone, video or in person after the education course is completed.</li> <li>• Upon completion of both the eHome online homebuyer education course and the counseling session, the homebuyer counseling provider will provide PBM and the homebuyer with a certificate of completion for submission to CalHFA at loan approval.             <ul style="list-style-type: none"> <li>○ Fee for eHome America’s online course increased to <b>\$99</b></li> <li>○ eHome certificates completed prior to May 1, 2017, which do not include the counseling component, will continue to be honored for up to one year after the course completion dated.</li> <li>○ Borrowers can also continue to use CalHFA’s other approved homebuyer education and counseling courses through NeighborWorks America or any HUD approved Housing counseling Agency.</li> <li>○ MUST use link below                 <ul style="list-style-type: none"> <li>▪ <a href="http://ehomeamerica.org/calhfa">http://ehomeamerica.org/calhfa</a></li> </ul> </li> </ul> </li> <li>• Face-to-Face Homebuyer Education through <u>NeighborWorks America</u> <a href="http://www.calhfa.ca.gov/homebuyer/calhfa_neighborworks_america.pdf">http://www.calhfa.ca.gov/homebuyer/calhfa_neighborworks_america.pdf</a></li> <li>• <u>HUD approved Housing Counseling Agencies</u> <a href="http://hud.gov/offices/hsg/sfh/hcc/hcs.cfm?weblistaction=summary">http://hud.gov/offices/hsg/sfh/hcc/hcs.cfm?weblistaction=summary</a></li> <li>• Up-to-date information can be found on CalHFA’s Homebuyer Education page <a href="http://www.calhfa.ca.gov/homebuyer/borrower.htm#education">http://www.calhfa.ca.gov/homebuyer/borrower.htm#education</a></li> </ul>
<p><b>INCOME AND SALES PRICE LIMITS</b></p>	<ul style="list-style-type: none"> <li>• The following reference materials disclose income and sales price limits by county:             <ul style="list-style-type: none"> <li>○ <b><u>CalHFA Income Limits</u></b> <a href="http://www.calhfa.ca.gov/homeownership/limits/income/income-conventional.pdf">http://www.calhfa.ca.gov/homeownership/limits/income/income-conventional.pdf</a></li> <li>○ <b><u>Sales Price Limits</u></b> – the sales price of the home cannot exceed CalHFA Sales Price Limits for the county in which the property is located. <a href="http://www.calhfa.ca.gov/homeownership/limits/salesprice/salesprice.pdf">http://www.calhfa.ca.gov/homeownership/limits/salesprice/salesprice.pdf</a></li> </ul> </li> </ul>
<p><b>INCOME REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>• Underwriters are required to calculate income to qualify borrower(s) for loan approval using Fannie Mae guidelines; in addition, CalHFA will review the borrower’s income pursuant to program compliance.</li> </ul>

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<p><b>INCOME REQUIREMENTS CONTINUED</b></p>	<ul style="list-style-type: none"> <li>• <b>QUALIFYING INCOME VS. PROGRAM COMPLIANCE INCOME</b> <ul style="list-style-type: none"> <li>• Qualifying income is the income used by the Underwriter to determine that the borrowers have the ability to meet their monthly obligation. Underwriter will continue to adhere to the guidelines of their internal underwriting guidelines, mortgage insurer, master servicer and this program handbook. This income may differ from the income used by CalHFA for program compliance purposes. All sources of income must be used to determine program compliance income limits.</li> </ul> </li> <li>• <b>MAXIMUM PROGRAM COMPLIANCE INCOME LIMITS</b> <ul style="list-style-type: none"> <li>○ The income of all borrowers cannot exceed the published CalHFA income limits detailed in these guidelines established for the county which the property is located.</li> </ul> </li> <li>• When multiple CalHFA loan programs are used in combination, the most restrictive income limits will apply.</li> <li>• CalHFA will calculate family income for Conventional loan eligibility. “Family income” is defined as the annualized gross income or a mortgagor, and any other person who is expected to:                     <ul style="list-style-type: none"> <li>▪ be liable on the mortgage</li> <li>▪ be vested on title <b>and</b></li> <li>▪ live in the residence being financed</li> </ul> </li> <li>○ Due to federal regulations, CalHFA is required to compile all information regarding borrower’s income.</li> </ul>
<p><b>INELIGIBLE PROPERTY</b></p>	<ul style="list-style-type: none"> <li>• 2-Unit properties</li> <li>• Manufactured homes</li> <li>• Leaseholds</li> <li>• Land trusts</li> <li>• Co-ops</li> <li>• Lot sizes that exceed 5 acres</li> <li>• Property that is subject to repairs (all repairs must be complete and escrow holdbacks must be released prior to funding with the exception of those noted in the Escrow Holdback section of these guidelines).</li> </ul>
<p><b>LOAN PURCHASE CHECKLIST</b></p>	<ul style="list-style-type: none"> <li>• CalHFA Loan Submission Checklist is located in Form or link below: <a href="http://www.calhfa.ca.gov/homeownership/forms/checklist-submission.pdf">http://www.calhfa.ca.gov/homeownership/forms/checklist-submission.pdf</a></li> </ul>
<p><b>LTV/CLTV</b></p>	<ul style="list-style-type: none"> <li>• Loan-to-Value (LTV) cannot exceed 97.00%<sup>1</sup></li> <li>• Combined Loan-to-Value (CLTV) cannot exceed 105.00%</li> <li>• Additional subordinate loan(s) may also be eligible to be layered with the CalHFA Conventional loan.</li> </ul> <p><sup>1</sup>The maximum LTV for loan amounts exceeding \$424,100 is 95%</p>

# CALHFA CONVENTIONAL 1<sup>ST</sup> LOAN PROGRAM



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<p><b>MANDATORY FEES</b></p>	<ul style="list-style-type: none"> <li>• Loan Level Price Adjustment (LLPA)             <ul style="list-style-type: none"> <li>○ There are no LLPAs when using HFA Preferred</li> </ul> </li> <li>• Allowable fees (Origination &amp; Processing)             <ul style="list-style-type: none"> <li>○ Customary branch origination fees not to exceed the greater of 3% of the loan amount or \$3,000                 <ul style="list-style-type: none"> <li>▪ Master Servicer (LLS) fees are excluded from this fee calculation.</li> </ul> </li> <li>○ Other customary third party fees such as credit report fee, appraisal fee, insurance fee or similar settlement or financing cost</li> <li>○ In all cases the Branch must meet the federal and California lending laws regarding fees and charges.</li> </ul> </li> <li>• Master Servicer Fees             <ul style="list-style-type: none"> <li>○ The master servicer Funding Fee is \$250 per loan</li> <li>○ The master servicer Tax Service is \$75.00 per loan</li> <li>○ The master servicer Life of Loan Flood Certificate fee is \$10.00 per loan</li> <li>○ Funding fees paid by the borrower or seller must be disclosed and documented on the Closing Disclosure.</li> <li>○ The above-mentioned master servicer fees should not be listed as payable to “Lakeview” on the CD. Payee must show as “<b>Master Servicer</b>”.</li> </ul> </li> <li>• Other customary master servicer fees may apply</li> <li>• LLS will not purchase high cost loans</li> <li>• MyHome or ECTP \$250 Processing Fee</li> </ul>
<p><b>MANDATORY FORMS</b></p>	<ul style="list-style-type: none"> <li>• The following forms will be needed when submitting a CalHFA Conventional loan to CalHFA:             <ul style="list-style-type: none"> <li>○ CalHFA Borrower Affidavit <a href="http://www.calhfa.ca.gov/homeownership/forms/affidavit-borrower.pdf">http://www.calhfa.ca.gov/homeownership/forms/affidavit-borrower.pdf</a></li> <li>○ Tax Return Affidavit <a href="http://www.calhfa.ca.gov/homeownership/forms/affidavit-tax-return.pdf">http://www.calhfa.ca.gov/homeownership/forms/affidavit-tax-return.pdf</a></li> <li>○ CalHFA Loan Submission Checklist <a href="http://www.calhfa.ca.gov/homeownership/forms/checklist-submission.pdf">http://www.calhfa.ca.gov/homeownership/forms/checklist-submission.pdf</a></li> </ul> </li> </ul>
<p><b>MANDATORY HOME WARRANTY INSURANCE COVERAGE</b></p>	<ul style="list-style-type: none"> <li>• CalHFA requires that all first-time homebuyer(s) obtain a one-year home warranty protection policy             <ul style="list-style-type: none"> <li>○ Non-first-time homebuyers are not required to obtain a home warranty protection</li> </ul> </li> <li>• The insurance must cover the following items at a minimum:             <ul style="list-style-type: none"> <li>○ Water Heater(s)</li> <li>○ Air Conditioning</li> <li>○ Heating</li> <li>○ Oven/Stove/Range</li> </ul> </li> <li>• Home Warranty to be paid through close of escrow</li> <li>• Home Warranty must be disclosed on Final Closing Disclosure or copy of insurance declaration page will be required.             <ul style="list-style-type: none"> <li>○ Home Warranty is only disclosed on the LE if the borrower is paying for it.</li> </ul> </li> </ul>

# CALHFA CONVENTIONAL 1<sup>ST</sup> LOAN PROGRAM



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<b>MANDATORY HOME WARRANTY INSURANCE COVERAGE CONTINUED</b>	<ul style="list-style-type: none"> <li>• Exception to Home Warranty:                             <ul style="list-style-type: none"> <li>○ If borrower is purchasing a new construction property from a builder and the builder is providing the home warranty.</li> <li>○ Borrower is not a FIRST TIME HOMEBUYER</li> </ul> </li> </ul>		
<b>MAXIMUM LOAN AMOUNT</b>	<ul style="list-style-type: none"> <li>• The maximum first mortgage loan amount cannot exceed \$636,150</li> </ul>		
<b>FANNIE MAE HIGH BALANCE LOAN LIMITS</b>	<ul style="list-style-type: none"> <li>• All loans with a loan amount exceeding \$424,100 up to \$636,150 will be subject to an additional fee. See <u>CalHFA rate sheet</u> for applicable fees.</li> <li>• Maximum LTV for Fannie Mae High Balance Loan Limits: <b><u>95.00%</u></b></li> </ul>		
<b>IRS TRANSCRIPTS REQUIREMENTS</b>	<u>Application Date</u>	<u>All transactions (2 years tax returns required per AUS findings)</u>	
	January 1, 2017-January 31, 2017	<ul style="list-style-type: none"> <li>• 2014 and 2015 tax returns</li> <li>• 2014 and 2015 IRS transcripts</li> <li>• <b>Note date must be prior to 4/18/2017</b></li> </ul>	
	February 1, 2017-April 18, 2017	2016 tax returns filed	2016 tax returns not filed
		<ul style="list-style-type: none"> <li>• 2015 and 2016 tax returns</li> <li>• 2015 and 2016 IRS transcripts</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of 2016 transcript indicating “No Record Found”</li> <li>• 2014 and 2015 tax returns</li> <li>• 2014 and 2015 IRS transcripts</li> <li>• <b>Note date must be prior to 4/18/2017</b></li> </ul>
	April 19, 2017-October 17, 2017	2016 tax return filed	2016 tax return not filed
		<ul style="list-style-type: none"> <li>• 2015 and 2016 tax returns</li> <li>• 2015 and 2016 IRS transcripts</li> </ul>	<ul style="list-style-type: none"> <li>• 2014 and 2015 tax returns</li> <li>• 2014 and 2015 IRS transcripts</li> <li>• W2s for a corporation</li> <li>• 1099’s for a commission income</li> <li>• Balance Sheet for the prior calendar year if the business is a sole proprietorship that has significant assets, has employees other than the owner and spouse, and regularly prepares a separate business financial balance sheets</li> <li>• If transcripts are not available, the following is required                             <ul style="list-style-type: none"> <li>○ Most recent tax returns and IRS transcripts available based on program requirement</li> <li>○ Copy of 2016 transcript indicating “No Record Found”</li> <li>○ 2014 and 2015 IRS transcripts</li> <li>○ Copy of 2016 IRS for 4868 (Application for Automatic Extension of Time to File U.S. Individual Income tax return) filed with the IRS</li> <li>○ Proof that 2016 tax liability as indicated on form 4868 has been paid via cancelled check</li> <li>○ Note date must be prior to 10/18/2017                                     <ul style="list-style-type: none"> <li>▪ When calculating income, the underwriter must compare the current tax liability to prior year tax returns and obtain</li> </ul> </li> </ul> </li> </ul>



# CALHFA CONVENTIONAL 1<sup>ST</sup> LOAN PROGRAM



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<b>IRS TRANSCRIPTS REQUIREMENTS CONTINUED</b>			satisfactory explanation for any increase or decrease in earnings.
	On or after October 18, 2017	<ul style="list-style-type: none"> <li>2015 and 2016 tax returns</li> <li>2015 and 2016 IRS transcripts</li> <li>Use of 2016 Tax extension is not permitted</li> <li>Current year profit and loss</li> <li>2016 personal tax returns may be a condition of the loan approval based on the application date. For example, if the borrower applies for the loan on October 23<sup>rd</sup> and is not closing until November, 15<sup>th</sup>, the 2016 personal tax returns may be required.</li> </ul>	
<b>MAXIMUM SALES PRICE LIMITS</b>	<ul style="list-style-type: none"> <li>The Sales Price of the home cannot exceed CalHFA Sales Price Limits for the county in which the property is located. <a href="http://www.calhfa.ca.gov/homeownership/limits/salesprice/salesprice.pdf">http://www.calhfa.ca.gov/homeownership/limits/salesprice/salesprice.pdf</a></li> </ul>		
<b>MINIMUM CREDIT SCORE</b>	<ul style="list-style-type: none"> <li><b>The minimum credit score is 640</b></li> <li>A borrower with no credit score may be eligible as long as an occupant borrower(s) has a credit score that meets the minimum representative credit score requirement subject to AUS and Mortgage insurance approval (when one borrower has no credit score, mortgage insurance will use the lowest possible credit score to determine mortgage insurance rates).                             <ul style="list-style-type: none"> <li>Non-traditional credit is <b>not</b> accepted</li> </ul> </li> <li>When all borrowers have a credit score, they must all meet the minimum representative credit score requirement. The middle score of the lowest scoring borrower should be used to determine eligibility.                             <ul style="list-style-type: none"> <li>If a tri-merged credit report is used, use the middle score</li> <li>If a merged credit report only returns two scores, use the lower score</li> <li>If a merged credit report only returns one score, that score must be used</li> </ul> </li> <li>Non-Traditional credit reports are not allowed</li> </ul>		
<b>MISCELLANEOUS UNDERWRITING</b>	<ul style="list-style-type: none"> <li>Credit Underwriting is the responsibility of the Underwriter</li> <li>Underwriters <b>MUST</b>:                             <ul style="list-style-type: none"> <li>Make sound credit decisions</li> <li>Assure date integrity</li> <li>Include all necessary documents in support of the underwriting decision</li> </ul> </li> <li>Tax transcripts are required for all years that income is used for credit qualifying                             <ul style="list-style-type: none"> <li>IRS transcripts (1040, 1099, W-2, as applicable) are required for each borrower whose income is used to qualify</li> </ul> </li> <li>Private Party VOM/VOR as stand-alone document is not permitted; 12 months cancelled checks are required to document the payment history (if required by AUS)</li> <li>Non-arm's length transactions must be fully disclosed</li> </ul>		

# CALHFA CONVENTIONAL 1<sup>ST</sup> LOAN PROGRAM



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## MISCELLANEOUS UNDERWRITING CONTINUED

- Appraisal Requirements:
  - Determined by AUS Findings
  - Appraisal Condition Rating of C5/C6 or a Quality Rating of Q6 is not permitted.
  - Successful UCDP submission Summary Reports (SSRs) from both Fannie Mae and Freddie Mac. Master Servicer LLS will not purchase loans that include the recently added proprietary messages that indicate 100% of the loans submitted with appraisals from an identified appraiser or supervisory appraiser will be reviewed, or that Fannie Mae will not accept appraisals from the identified appraiser or supervisory appraiser, as applicable.
- 2-1 temporary buy downs are **NOT** permitted
- In the case of conflicting guidelines, Underwriter must follow the more restrictive to meet the credit, income limits, total debt ratio and loan and property requirements of CalHFA, FHA, Provident Bank Mortgage or master servicer.
- All loans are subject to audit by both CalHFA and the master servicer (LLS)
- Underwriter to pull and review a Soft Pull (Credit Report) prior to 48 hours of funding.
  - **No Exceptions**

## MORTGAGE INSURANCE COVERAGE

LTV	How Ordered	M.I. Company
80.01% - 97.00%	<ul style="list-style-type: none"> <li>• Mortgage insurance must be ordered through Genworth Mortgage Insurance Company using their Housing Finance Agency (HFA) MI rates</li> </ul>	Genworth

- For information regarding Genworth Mortgage Insurance's current Housing Finance Agency MI rates, please see Genworth website
- Rate Card: <http://mortgageinsurance.genworth.com/pdfs/Rates/HFA-BPMI-Rates-201311.pdf>
- Or Rate Express: <http://mortgageinsurance.genworth.com/RatesAndGuidelines/RateFinder.aspx>

Either borrower paid monthly, split premium or single premium mortgage insurance is acceptable. **Financed MI is not available for this product.**

LTV	COVERAGE
95.01-97% LTV	18%
90.01-95% LTV	16%
85.01-90% LTV	12%
80.01-85% LTV	6%

# CALHFA CONVENTIONAL 1<sup>ST</sup> LOAN PROGRAM



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<p><b>NON-CALHFA SUBORDINATE</b></p>	<ul style="list-style-type: none"> <li>• This program may be layered with a Fannie Mae approved Community Seconds program used for closing cost and/or down payment assistance per individual requirements.             <ul style="list-style-type: none"> <li>○ The locality subordinate loan must meet Fannie Mae Community Seconds guidelines.</li> <li>○ The maximum CLTV must meet CalHFA requirements</li> <li>○ In the case of conflicting guidelines the Underwriter must follow the more restrictive</li> </ul> </li> </ul>
<p><b>OTHER PROGRAMS AND ASSISTANCE</b></p>	<ul style="list-style-type: none"> <li>• This program may be layered with CalHFA Mortgage Credit Certificate Tax Credit Program (MCC Tax Credit Program) or other Mortgage Certificated (MCC) programs for first-time homebuyers only.             <ul style="list-style-type: none"> <li>○ The MCC Credit May be used for credit qualifying purposes as per investor guidelines. <a href="http://www.calhfa.ca.gov/homeownership/programs/mcc.pdf">http://www.calhfa.ca.gov/homeownership/programs/mcc.pdf</a></li> <li>○ In the case of conflicting guidelines, the Underwriter must follow the more restrictive</li> <li>○ For Full CalHFA MCC Tax Credit Program underwriting guidelines and details see link below for MCC Tax Credit Program Handbook, log onto the MCC Administrator’s web site at <a href="http://www.ehousingplus.com">www.ehousingplus.com</a></li> <li>○ 2017 MCC Income Limits: <a href="http://www.calhfa.ca.gov/homeownership/limits/income/income-mcc.pdf">http://www.calhfa.ca.gov/homeownership/limits/income/income-mcc.pdf</a></li> </ul> </li> </ul>
<p><b>OWNER OCCUPANCY</b></p>	<ul style="list-style-type: none"> <li>• All borrowers must occupy the property as their primary residence within sixty (60) days of closing</li> <li>• Non-occupant co-borrowers are not allowed</li> <li>• Non-occupant co-signers are not allowed</li> </ul>
<p><b>PACE/HERO</b></p>	<ul style="list-style-type: none"> <li>• Properties having energy retrofit upgrades encumbered by property tax assessed loans, including Property Assessed Clean Energy (PACE) and Home Energy Renovation Opportunity (HERO) loans, are not eligible for CalHFA first mortgage and/or down payment &amp; closing cost assistance programs <u>unless these property tax assessed loans are paid off prior to CalHFA loan closing.</u></li> </ul>
<p><b>POST-CLOSING LOAN DELIVERY &amp; PURCHASE</b></p>	<p>All CalHFA First Loans:            Use the master servicer Loan Purchase Checklist located on the Lakeview Correspondent Lending website to ensure you are submitting a complete and accurate package.  <a href="http://www.calhfa.ca.gov/homeownership/forms/checklist-purchase.pdf">http://www.calhfa.ca.gov/homeownership/forms/checklist-purchase.pdf</a></p> <ol style="list-style-type: none"> <li>1. Notes are to be endorsed to Lakeview Loan Servicing, LLC</li> <li>2. Deed of Trust to be assigned to Lakeview Loan Servicing, LLC             <ol style="list-style-type: none"> <li>1. Loans are to be registered via Mortgage Electronic Registration Systems (MERS)</li> </ol> </li> </ol>

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**POST-CLOSING LOAN  
DELIVERY & PURCHASE  
CONTINUED**

- 2. Register via MERS:**
- Investor: 1010298 Lakeview Loan Servicing
  - Servicer: 1010298 Lakeview Loan Servicing
  - Sub servicer: 1000723 LoanCare LLC
    - All loan deficiencies will be posted on the client facing website which is accessible 24 hours a day
    - All loans must be program approved and deficiency free before they can be purchased

**All CalHFA Subordinate Loan(s):**

- All CalHFA subordinate loans must be funded, delivered and purchased by CalHFA concurrently with the first mortgage
- CalHFA subordinate loan purchase packages are to be sent electronically through MAS
  - Use the Loan Purchase checklist to ensure you are submitting a complete and accurate package.
- Subordinate loan documents are to be drawn in PBM's name
  - Note to be endorsed to CalHFA
  - MERS Deed of Trust must be assigned to CalHFA
    - Loans are to be transferred via Mortgage Electronic Registration Systems (MERS)
    - Register via MERS:
      - Investor: 1000645
      - California Housing Finance Agency
      - Servicer: 1000645
      - California Housing Finance Agency
- All CalHFA subordinate loan purchase packages are to be sent to CalHFA at:

**CalHFA**

Single Family Lending – MS 300  
500 Capitol Mall, Suite 400  
Sacramento, CA 95814  
877.922.5432

- Loss Payee Clause:  
**California Housing Finance Agency**  
Its successor and/or assigns  
Single Family Servicing – MS 980  
500 Capitol Mall, Suite 400  
Sacramento, CA 95814

**ZIP Lien Position**

- The ZIP must be in second position or may be recorded in third lien position behind a MyHome Assistance Program or Extra Credit Teacher only.

# CALHFA CONVENTIONAL 1<sup>ST</sup> LOAN PROGRAM



Product Codes: CONVMHM; CONVECTP

<p><b>POST-CLOSING LOAN DELIVERY &amp; PURCHASE CONTINUED</b></p>	<p><b>CalHFA MCC Tax Credit Closing Package(s):</b></p> <ul style="list-style-type: none"> <li>All final Closing Packages for the MCC application and documents should be submitted to the MCC Program Administrator at:  <b>eHousingPlus</b>                      3050 Universal Boulevard Suite 190                      Weston, FL 33331                      954.217.0817</li> </ul>
<p><b>PRE-CLOSING LOAN SUBMISSION TO CALHFA AND MASTER SERVICER LLS</b></p>	<ul style="list-style-type: none"> <li>Loan Submission Process</li> <li>The loan must be locked by PBM Secondary</li> <li>Refer to the Loan Submission Checklist for minimum documentation requirements.</li> <li><a href="http://www.calhfa.ca.gov/homeownership/forms/checklist-submission.pdf">http://www.calhfa.ca.gov/homeownership/forms/checklist-submission.pdf</a></li> <li>CalHFA FHA Loan submission packages are to be sent electronically through MAS</li> <li><a href="https://mortgageaccess.calhfa.ca.gov/UserAccount/Home">https://mortgageaccess.calhfa.ca.gov/UserAccount/Home</a></li> <li>The branch must upload to CalHFA’s <u>MAS</u> a fully approved loan package per CalHFA’s <u>Loan Submission Checklist</u> for program policy, compliance review and desktop underwriting validation.</li> <li>CalHFA will review loan files on a first come, first served basis. CalHFA reviewers will notify lenders of each conditional loan approval, suspension and/or rejection via MAS.</li> <li>Suspended loan files will not be reviewed until <b>all</b> suspense items are uploaded to MAS.</li> <li>Upon receipt of the Conditional Approval, PBM is authorized to close the loan(s).</li> <li>After closing, PBM will upload a closed first mortgage purchase package to CalHFA’s master servicer <u>Lakeview Loan Servicing</u> and any CalHFA subordinate loan (i.e. ZIP, MyHome or Extra Credit Teacher)</li> <li>PBM must submit applicable ZIP, MyHome and/or ECTP purchase packages to CalHFA at the same time the first mortgage is submitted to the master servicer to ensure that the purchase of all loans meet the rate lock expiration.</li> <li>All loans must meet the rate lock expiration date.</li> <li>Click Link below for CalHFA Daily Turn Times:</li> <li><a href="http://www.calhfa.ca.gov/homeownership/programs/index.htm">http://www.calhfa.ca.gov/homeownership/programs/index.htm</a></li> </ul>
<p><b>PROPERTY REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>Sales price of the home cannot exceed <u>CalHFA’s sales price limits</u> established for the county in which the property is located.  <a href="http://www.calhfa.ca.gov/homeownership/limits/salesprice/salesprice.pdf">http://www.calhfa.ca.gov/homeownership/limits/salesprice/salesprice.pdf</a></li> <li>Property must be a single-family, <u>one-unit</u> residence, including condominium/PUD which are Fannie Mae eligible and meet CalHFA’s master servicer, Lakeview Loan Servicing’s (LLS) guidelines. It is the responsibility of the Underwriter to meet these guidelines.</li> </ul>

# CALHFA CONVENTIONAL 1<sup>ST</sup> LOAN PROGRAM



Product Codes: CONVMHM; CONVECTP

<p><b>PROPERTY REQUIREMENTS</b></p> <p>CONTINUED</p>	<ul style="list-style-type: none"> <li>• Additional Property Guidelines – Accessory Dwelling Units (ADUs)             <ul style="list-style-type: none"> <li>○ Guest houses, “granny” units, and “in-law” quarters are eligible                 <ul style="list-style-type: none"> <li>▪ Must be zoned for Single Family Occupancy</li> <li>▪ Cannot be zoned for 2-4 units</li> <li>▪ Must meet master servicer guidelines for city/county zoning ordinances</li> <li>▪ Rental income from ADUs may be used for qualifying                     <ul style="list-style-type: none"> <li>• If rental income from the ADU is used for credit qualifying, CalHFA will also use the gross rental income for the compliance income calculation with respect to income limits.</li> </ul> </li> </ul> </li> </ul> </li> <li>• Manufactured housing is <b>not</b> permitted</li> <li>• Leaseholds/Land Trusts and Co-ops are <b>not</b> permitted</li> <li>• Non-permitted additions/alterations must follow Fannie Mae guidelines</li> <li>• Lot size cannot exceed five (5) acres maximum</li> <li>• Properties must meet the requirements of Fannie Mae and the California Health and Safety Code.</li> <li>• Refer to Disaster Policy in these guidelines</li> <li>• Escrow Holdbacks will be allowed for minor outstanding repairs not completed prior to loan closing             <ul style="list-style-type: none"> <li>○ The property must be habitable and safe for occupancy at the time of loan closing</li> <li>○ Refer to Escrow Holdbacks in these guidelines</li> </ul> </li> <li>• Property Flipping             <ul style="list-style-type: none"> <li>○ Follow Fannie Mae first-mortgage underwriting guidelines.</li> </ul> </li> <li>• CalHFA requires a copy of all appraisals as required by Fannie Mae.</li> <li>• When multiple appraisals are required, CalHFA will base the subordinate loan amount(s) on the lesser of the sales price or lowest appraised value.</li> </ul>
<p><b>QUALIFYING RATIOS</b></p>	<ul style="list-style-type: none"> <li>• The maximum total Debt-to-Income (DTI) ratio cannot exceed 45.00% regardless of automated underwriting decision or compensating factors.</li> </ul>
<p><b>RESERVATION &amp; RATE LOCK</b></p>	<ul style="list-style-type: none"> <li>○ Interest rates are available on the CalHFA Interest Rate page.</li> <li>○ <b><i>Interest rates are subject to change at any time without notice.</i></b> <ul style="list-style-type: none"> <li>○ CalHFA interest rate link below  <a href="http://www.calhfa.ca.gov/apps/rates/">http://www.calhfa.ca.gov/apps/rates/</a></li> </ul> </li> <li>○ The subject property appraisal <b>MUST</b> be received prior to locking and reserving a Provident Bank Mortgage CalHFA loan program             <ul style="list-style-type: none"> <li>○ <b>NO EXCEPTIONS</b></li> </ul> </li> <li>○ Locks will only be accepted between the hours of 8:00am and 3:00pm Pacific Time, Monday through Friday, excluding state-recognized holidays, and days that the U.S. financial markets are closed for business.</li> <li>○ A Sales Contract must be executed prior to reservation</li> <li>○ <b><u>ALL</u></b> loans must be locked prior to submission to CalHFA</li> <li>○ Provident Bank Mortgage CalHFA’s Reservation form must be completed</li> <li>○ Located in forms on the intranet and wholesale website in forms</li> </ul>

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<p><b>RESERVATION &amp; RATE LOCK CONTINUED</b></p>	<ul style="list-style-type: none"> <li>○ Rate lock period will be for thirty (30) days for all existing/resale properties and new constructions properties.</li> <li>○ All MyHome or Extra Credit Teacher products will be reserved and locked concurrently with the Provident Bank Mortgage CalHFA 1<sup>st</sup> loan program.</li> <li>○ The MyHome or Extra Credit Teacher products will receive the same reservation, lock and purchase periods as the first mortgage.</li> <li>○ Contact PBM-Secondary Locks when the loans are ready to be locked.</li> <li>○ When requesting the Rate Lock, the request <b>MUST</b> be at the same or lower interest rate than the rate which the previously file was underwritten or rate lock request will <b>NOT</b> be accepted.             <ul style="list-style-type: none"> <li>○ Loans must be shipped to Provident Bank Mortgage Vault by the Provident Bank Mortgage lock expiration date.<b>NO EXCEPTIONS</b></li> </ul> </li> </ul>
<p><b>SALES CONCESSIONS AND CONTRIBUTIONS</b></p>	<ul style="list-style-type: none"> <li>● Concessions/contributions as per Fannie Mae guidelines except the following:             <ul style="list-style-type: none"> <li>○ Payment of condominium fees</li> <li>○ Personal Property</li> <li>○ Down Payment assistance</li> </ul> </li> </ul>
<p><b>TERM</b></p>	<ul style="list-style-type: none"> <li>● Up to 30 years</li> </ul>
<p><b>TRANSACTION TYPE</b></p>	<ul style="list-style-type: none"> <li>● Purchase Transactions ONLY</li> </ul>