

# CONVENTIONAL CalPLUS & CalZIP LOAN PROGRAM

Product Codes: CONVCALPLUS & CZIP



<p><b>PROGRAM SUMMARY</b></p>	<ul style="list-style-type: none"> <li>• The CalPLUS Conventional program is a Fannie Mae HFA Preferred <sup>TM</sup>fully amortized thirty (30) year fixed interest rate first mortgage.</li> <li>• This loan is combined with the CalHFA Conventional Zero Interest Program (CZIP) for closing cost and/or prepaid items only.</li> <li>• The Conventional ZIP (CZIP) second loan is only available with CalPLUS and is a silent second loan for 3.00% or 4.00% of the first mortgage loan amount.</li> <li>• The interest rate is zero percent (0.00%) and the payment(s) are deferred for the life of the first mortgage or until the property is transferred or the first mortgage loan is refinanced.</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><u>ALL</u></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 (Loan Product Advisor)</li> <li>• Manual Underwrites</li> <li>• Manufactured Homes</li> </ul>
<p><b>LOAN OPERATING SYSTEM (LOS)</b></p>	<ul style="list-style-type: none"> <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> or 3<sup>rd</sup> lien CZIP requires a disclosure packet from LOS and TIL will be drawn from Doc Magic.             <ul style="list-style-type: none"> <li>▪ Closing doc package from LOS</li> <li>▪ Note, Deed and TIL from Doc Magic                 <ul style="list-style-type: none"> <li>➤ <u>CZIP</u> is a non TRID loan regardless of application date.</li> </ul> </li> </ul> </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>CONVCALPLUS</b></li> <li>• <b>CZIP</b></li> <li>• <b>ECTP</b></li> </ul>

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<b>FUNDING/DOCS</b>	<ul style="list-style-type: none"> <li>• Closing Note/Deed of Trust for the Conventional CalPLUS is generated from LOS.</li> <li>• <b>Closing Note/Deed of Trust for the MyHome or School Teacher and Employee Assistance Program (School Program), and CZIP loan programs are generated from Doc Magic.</b></li> <li>• All CalHFA loans must be funded and delivered prior 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>○ No Exceptions</li> </ul> </li> <li>• Files should be received by the Master Servicer LLS/CalHFA 10 business days after funding to ensure time to clear conditions and purchase, prior to CalHFA rate lock expiration date.             <ul style="list-style-type: none"> <li>○ No Exceptions</li> </ul> </li> </ul> <p><b><u>Note: All loan documents must be in Provident Bank Mortgage's name</u></b></p>
<b>AUTOMATED UNDERWRITING</b>	<p>Acceptable Automated Underwriting Systems (AUS):</p> <ul style="list-style-type: none"> <li>• Fannie Mae Desktop Underwriter (DU<sup>®</sup>) with an Approve/Eligible recommendation.             <ul style="list-style-type: none"> <li>○ HFA Preferred must be selected in the Community Lender Product Field                 <ul style="list-style-type: none"> <li>▪ CalHFA MyHome Assistance Mortgage or School Program subordinate loan must be entered as a Community Second</li> </ul> </li> </ul> </li> <li>• <b>Freddie Mac Loan Product Advisor (LPA) and other customized automated underwriting systems are <u>NOT</u> acceptable.</b></li> <li>• <b>Manual Underwriting is <u>NOT</u> permitted</b></li> </ul>
<b>BORROWER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Each borrower must:             <ul style="list-style-type: none"> <li>○ Be a first-time homebuyer</li> <li>○ Be a U.S. citizen, <b><u>permanent resident alien or qualified alien</u></b></li> </ul> </li> </ul> <p><a href="http://www.calhfa.ca.gov/homeownership/forms/checklist-citizenship.pdf">http://www.calhfa.ca.gov/homeownership/forms/checklist-citizenship.pdf</a></p> <ul style="list-style-type: none"> <li>○ Meet the credit, income and loan requirements detailed in these guidelines, as well as CalHFA Lender Manual, PBM, the mortgage insurer and CalHFA's master servicer's requirements</li> </ul>
<b>CALHFA SUBORDINATE FINANCING</b>	<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 more restrictive.</li> <li>▪ <b>MUST</b> be recorded in <b>Second Lien Position</b></li> <li>▪ For full MyHome underwriting guidelines and details</li> </ul> </li> </ul> </li> </ul>

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<p><b>CALHFA SUBORDINATE FINANCING CONTINUED</b></p>	<ul style="list-style-type: none"> <li>✓ <b>Refer to Provident Bank Mortgage’s MyHome Loan Program guidelines product code <b>CONVMHM2ND</b></b></li> <li style="text-align: center;">✚ <b>OR</b></li> <li>○ School Teacher and Employee Assistance Program (School Program)             <ul style="list-style-type: none"> <li>▪ May be used for down payment assistance and/or closing cost</li> <li>▪ In the case of conflicting guidelines, the Underwriter must follow the more restrictive.</li> <li>▪ Must be recorded in Second Lien Position</li> <li>▪ For full School Program underwriting guidelines and details <b>refer to Provident Bank Mortgage’s School Teacher and Employee Assistance Program guidelines (School Program)</b></li> <li>▪ <b>MyHome and School Program may not be combined</b></li> </ul> </li> </ul>
<p><b>CALHFA ZERO INTEREST PROGRAM (CZIP)</b></p>	<ul style="list-style-type: none"> <li>● The CalHFA Conventional Zero Interest Program (CZIP) can only be used with the CalPLUS Conventional loan for closing cost and/or prepaid items only. Any funds due to the borrower from CZIP financing must be applied to the borrower’s principal balance; cash back to the borrower from this loan is prohibited. Cash back to the borrower from this loan is prohibited. Credit Underwriting guidelines and details are inclusive within these guidelines.             <ul style="list-style-type: none"> <li>○ Interest rate: 0.00%</li> <li>○ For first-time homebuyers only</li> <li>○ The maximum CZIP loan amount options are based on daily rate sheet pricing                 <ul style="list-style-type: none"> <li>▪ Either 3.00% or 4.00% of the CalPLUS Conventional first mortgage loan amount                     <ul style="list-style-type: none"> <li>– Example: \$200,000 loan amount = \$6,000 CZIP</li> <li>– Example: \$200,000 loan amount = \$8,000 4% CZIP</li> </ul> </li> </ul> </li> </ul> </li> <li>● Term matches the term of the first mortgage. Payments on the CZIP are deferred for the life of the CalPLUS Conventional first mortgage.</li> <li>● CZIP must be in second lien position or may be in third position when combined with the MyHome Assistance Program or School Program only.</li> <li>● Repayment of the principal on the CZIP shall be due and payable at the earliest of the following events:             <ul style="list-style-type: none"> <li>○ Transfer of title</li> <li>○ Payoff or refinance* of the CalPLUS Conventional first mortgage</li> <li>○ Formal filing and recording of a Notice of Default (unless rescinded)</li> </ul> </li> </ul> <p>*unless the CZIP is allowed to be resubordinated by CalHFA</p>
<p><b>CURRENT HOMEOWNERSHIP REQUIREMENT</b></p>	<p>First-time homebuyer only</p>

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<b>DISASTER POLICY</b>	<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 with the original appraiser is not available</li> </ul> </li> </ul>
<b>EMPLOYMENT/ INCOME VERIFICATION</b>	<ul style="list-style-type: none"> <li>• Follow DU requirements</li> <li>• VOE as a stand-alone document is not acceptable</li> <li>• IRS transcripts (1040, 1099, W-2 as applicable) are required for each borrower whose income is used to qualify</li> <li>• For future income, paystubs are required prior to funding</li> </ul>
<b>FIRST-TIME HOMEBUYER DEFINITION</b>	<ul style="list-style-type: none"> <li>• To qualify for the CalPLUS Conventional loan program, all borrowers, including co-borrowers must reside in the home and meet the definition of a first-time homebuyer.</li> <li>• For CalHFA purposes a first-time homebuyer is a borrower who has not had an ownership interest in any principal residence during the previous three years.</li> </ul>
<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> </ul>

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## FAMILY INCOME INCLUDES

- Gross pay
- Overtime
- Bonuses
- Commissions
- Part-time employment
- Dividends Interest
- Annuities
- Child support payments
- Human assistance/services
- Income received from Trust or Business & Investments from all sources (both taxable and nontaxable) including but not limited to earnings
- Pensions
- Veterans Administration (VA) compensation
- Gross rental or leased income
- Deferred income
- Welfare payments
- Social Security Benefits
- Disability payments
- Alimony/Spousal support
- Sick Pay
- Unemployment Compensation
- Any regular occurring additional income
- 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 for loan approval.

## 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>



**FLOOD INSURANCE  
COVERAGE  
CONTINUED**

**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 SFHA. Flood insurance on detached buildings, such as stand-alone 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.

**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.



<p><b>FLOOD INSURANCE COVERAGE CONTINUED</b></p>	<p>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.</p> <p>“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.</p> <p>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</p> <ol style="list-style-type: none"> <li>a) The maximum limit available for the type of structure; or</li> <li>b) The “insurable value” of the structure (the replacement cost value)”</li> </ol> <p><b>5. Acceptable Policies</b></p> <p>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.</p> <p><b>6. Multiple Structures</b></p> <p>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.</p> <p><b>7. Mortgagee Clause</b></p> <p>The mortgagee clause on all mortgage policies, binders, and certificates of insurance must show the mortgagee using the following language.</p> <p>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</p>
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**FLOOD INSURANCE  
COVERAGE  
CONTINUED**

**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.

**12. Flood Insurance Coverage**

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

**1. 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).

**2. 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).

**b) PUDS**

**1. Coverage Amount for Individual PUD Unit**

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





<p><b>FLOOD INSURANCE COVERAGE CONTINUED</b></p>	<p><b>2. Coverage Amount for PUD Project</b>                      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:</p> <ul style="list-style-type: none"> <li>• 100% of the insurable value of the facilities; or</li> <li>• The maximum coverage available under the appropriate NFIP Program.</li> </ul> <p><b>3. Deductible</b></p> <ul style="list-style-type: none"> <li>• Individual unit- The maximum deductible available from the NFIP (currently \$10,000)</li> <li>• PUD Project- The maximum deductible available from the NFIP (currently \$25,000)</li> </ul> <p><b>c) Condominiums</b></p> <p><b>1. Homeowner’s Association</b>                      The condominium homeowner’s owners must obtain an NFIP Residential Condominium Building Association Policy (RCBAP) with the following coverage:</p> <ul style="list-style-type: none"> <li>• <b>Building Coverage</b>                      Building coverage must equal to the lesser of the following:                     <ol style="list-style-type: none"> <li>1. 100% of the insurable value (replacement cost) of the building, including amounts to repair or replace the foundation and its supporting structure); or</li> <li>2. The total number of units in the condominium building times \$250,000</li> </ol> </li> <li>• <b>Contents coverage</b> must equal the lesser of the following:                     <ol style="list-style-type: none"> <li>1. 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</li> <li>2. The maximum amount of contents coverage sold by the NFIP for a condominium building.</li> </ol> </li> </ul> <p><b>2. Unit Owner’s Coverage</b>                      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.</p>
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**FLOOD INSURANCE  
COVERAGE  
CONTINUED**

**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*

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.

**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.



**HAZARD INSURANCE REQUIREMENTS CONTINUED**

- 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.

**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:

For loans purchased on and after June 1, 2016, the mortgagee clause is as follows:  
 LoanCare, LLC  
 ISAOA/ATIMA  
 PO Box 202049  
 Florence, SC 29502-2049



**HAZARD INSURANCE REQUIREMENTS CONTINUED**

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;
- 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.

**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.



**HAZARD INSURANCE REQUIREMENTS, CONTINUED**

- **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 also must 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 or 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 homeowner’s 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

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.

# CONVENTIONAL CalPLUS & CalZIP LOAN PROGRAM

Product Codes: CONVCALPLUS & CZIP



<p><b>HOMEBUYER EDUCATION</b></p>	<p>Homebuyer Education counseling is required for one occupying first-time homebuyer.</p> <ul style="list-style-type: none"> <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>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 Investor Specific exception</b> – refer to <u>Escrow Holdback</u> guidelines in the <i>Quick Look Manual</i></li> </ul>
<p><b>INCOME &amp; 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>CalHFA Income Limits</b> <a href="http://www.calhfa.ca.gov/homeownership/limits/income/income.pdf">http://www.calhfa.ca.gov/homeownership/limits/income/income.pdf</a></li> <li>○ <b>Sales Price Limits</b> <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>



**INCOME REQUIREMENTS**

- 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.
- **QUALIFYING INCOME VS. PROGRAM COMPLIANCE INCOME**
  - Qualifying income is the income used by the Underwriter to determine that the borrowers have the ability to meet their monthly obligation. Underwriters 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.
- **MAXIMUM PROGRAM COMPLIANCE INCOME LIMITS**
  - The income of all borrowers cannot exceed the published CalHFA income limits established for the county which the property is located.
- CalHFA will calculate family income for CalPLUS Conventional loan eligibility. “Family income” is defined as the annualized gross income of a mortgagor, and any other person who is expected to:
  - be liable on the mortgage
  - be vested on title **and**
  - live in the residence being financed
- Due to federal regulations, CalHFA is required to compile all information regarding borrower’s income

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IRS TRANSCRIPTS REQUIREMENTS	IRS Transcripts Requirements				
	Application Date	All transactions (2 years tax returns required per AUS findings)			
	Prior to April 17, 2018	<table border="1"> <thead> <tr> <th>2017 tax return filed</th> <th>2017 tax return not filed</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>2016 and 2017 tax returns</li> <li>2016 and 2017 IRS transcripts<sup>1</sup></li> </ul> </td> <td> <ul style="list-style-type: none"> <li>2015 and 2016 tax returns</li> <li>2015 and 2016 IRS transcripts</li> </ul> </td> </tr> </tbody> </table>	2017 tax return filed	2017 tax return not filed	<ul style="list-style-type: none"> <li>2016 and 2017 tax returns</li> <li>2016 and 2017 IRS transcripts<sup>1</sup></li> </ul>
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April 17, 2018 – October 15, 2018	<table border="1"> <thead> <tr> <th>2017 tax return filed</th> <th>2017 tax return not filed</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>2016 and 2017 tax returns</li> <li>2016 and 2017 IRS transcripts<sup>1</sup></li> </ul> </td> <td> <ul style="list-style-type: none"> <li>2015 and 2016 tax returns</li> <li>2015 and 2016 IRS transcripts</li> <li>Copy of 2017 transcript indicating “No Record Found”</li> <li>Copy of 2017 IRS form 4868 (Application for Automatic Extension of time to File U.S. Individual Income Tax Return) filed with the IRS                             <ul style="list-style-type: none"> <li>The total tax liability reported on IRS Form 4868 must be reviewed and compared with the borrower’s tax liability from the previous two years as a measure of income source stability and continuance. An estimated tax liability that is inconsistent with previous years may make it necessary to require the current returns in order to proceed.</li> </ul> </li> </ul> </td> </tr> </tbody> </table>	2017 tax return filed	2017 tax return not filed	<ul style="list-style-type: none"> <li>2016 and 2017 tax returns</li> <li>2016 and 2017 IRS transcripts<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>2015 and 2016 tax returns</li> <li>2015 and 2016 IRS transcripts</li> <li>Copy of 2017 transcript indicating “No Record Found”</li> <li>Copy of 2017 IRS form 4868 (Application for Automatic Extension of time to File U.S. Individual Income Tax Return) filed with the IRS                             <ul style="list-style-type: none"> <li>The total tax liability reported on IRS Form 4868 must be reviewed and compared with the borrower’s tax liability from the previous two years as a measure of income source stability and continuance. An estimated tax liability that is inconsistent with previous years may make it necessary to require the current returns in order to proceed.</li> </ul> </li> </ul>
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On or after October 18, 2017	<ul style="list-style-type: none"> <li>2016 and 2017 tax returns</li> <li>2016 and 2017 IRS transcripts</li> <li>Use of 2017 tax extension is not permitted.</li> </ul>				

<sup>1</sup>Typically, tax transcripts are not available from the IRS until two to three weeks after a consumer e-files their tax return and six to eight weeks after filing by mail. If the 2017 tax return has been filed but the corresponding tax transcript is not yet available due to IRS lag times, the prior 2 years’ transcripts are required in addition to the 2017 tax return and 2017 transcript request returned as “No Record Found.” The 2017 tax returns must be reviewed to validate the stability of income/business and determine the reasonableness of any positive trends for the purpose of considering as qualifying income. The tax returns (if required), do not need to be stamped “Received” by the IRS, but must be signed and dated by the borrower(s).



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<b>LOAN PURCHASE CHECKLIST</b>	<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>
<b>LTV/CLTV</b>	<ul style="list-style-type: none"> <li>• Loan-to-Value (LTV) cannot exceed 97.00%</li> <li>• Combined Loan-to-Value (CLTV) cannot exceed 105.00%</li> <li>• Additional subordinate loan(s) and grants may also be eligible to be layered with the CalPLUS Conventional loan. <ul style="list-style-type: none"> <li>○ CONVMHM2nd</li> <li>○ ECTP</li> <li>○ CZIP</li> </ul> </li> </ul>
<b>MANDATORY FEES</b>	<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>○ A \$50 ZIP processing fee may be added to the processing fee of the CalPLUS first loan. However, branches that choose to add the \$50.00 processing fee <b>MUST consistently charge the fee on ALL CalPLUS first loans.</b></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 (LLS) Funding Fee is \$250.00 per loan</li> <li>○ The master servicer (LLS) Tax Service is \$75.00 per loan</li> <li>○ The master servicer (LLS) Life of Loan Flood Certificate fee is \$10.00 per loan</li> </ul> </li> <li>• Funding fees paid by the borrower or seller must be disclosed and documented on the final Closing Disclosure. <ul style="list-style-type: none"> <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>• NO additional fees are allowed for CZIP</li> <li>• MyHome or School Program \$250 Processing Fee</li> </ul>

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<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 <ul style="list-style-type: none"> <li>▪ <a href="http://www.calhfa.ca.gov/homeownership/forms/affidavit-borrower.pdf">http://www.calhfa.ca.gov/homeownership/forms/affidavit-borrower.pdf</a></li> </ul> </li> <li>○ Tax Return Affidavit <ul style="list-style-type: none"> <li>▪ <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> </ul> </li> <li>○ CalHFA Loan Submission Checklist <ul style="list-style-type: none"> <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> </ul> </li> <li>○ ZIP Interest Rate Disclosure <ul style="list-style-type: none"> <li>▪ <a href="http://www.calhfa.ca.gov/homeownership/forms/disclosure-zip-interest-rate.pdf">http://www.calhfa.ca.gov/homeownership/forms/disclosure-zip-interest-rate.pdf</a></li> </ul> </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</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> <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> </ul> </li> </ul>
<p><b>MAXIMUM LOAN AMOUNT</b></p>	<ul style="list-style-type: none"> <li>• The maximum first mortgage loan amount cannot exceed Fannie Mae loan limits.</li> <li>• All loans with a loan amount exceeding \$453,100 up to \$679,650 will be subject to an additional fee. See <a href="#">CalHFA rate sheet</a> for applicable fees.</li> <li>• <u>Maximum LTV for Fannie Mae High Balance Loan Limits: 95.00%</u></li> </ul>
<p><b>MAXIMUM SALES PRICE LIMITS</b></p>	<ul style="list-style-type: none"> <li>• The Sales Price of the home cannot exceed CalHFA <a href="#">Sales Price Limits</a> for the county in which the property is located. <ul style="list-style-type: none"> <li>▪ <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>MINIMUM CREDIT SCORE</b></p>	<p><b>The minimum credit score is 640</b></p> <ul style="list-style-type: none"> <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 not accepted</li> </ul> </li> </ul>

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<p><b>MINIMUM CREDIT SCORE CONTINUED</b></p>	<ul style="list-style-type: none"> <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 <b><u>not</u></b> allowed</li> </ul>
<p><b>MISCELLANEOUS UNDERWRITING</b></p>	<ul style="list-style-type: none"> <li>• Credit Underwriting is the responsibility of the Underwriter</li> <li>• Underwriters must consider the income, assets, liabilities and credit histories of co-signers</li> <li>• Underwriters <b>MUST</b>:             <ul style="list-style-type: none"> <li>○ Make sound credit decisions</li> <li>○ Assure data 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> <li>○ For W-2 borrowers, and where tax returns are not required per AUS, W-2 only transcripts are permitted.</li> <li>○ First-time Homebuyer Program Compliance: Three years' 1040 transcripts to verify no home mortgage interest are to be obtained and placed in Branch Docs.</li> </ul> </li> <li>• Verification of Mortgage/Verification of Rents as stand-alone document is not permitted; 12 months cancelled checks are required if required by AUS</li> <li>• Non-arm's length transactions must be fully disclosed</li> <li>• Underwriter to pull and review a Soft Pull (Credit Report) prior to 48 hours of funding.             <ul style="list-style-type: none"> <li>○ <b>No Exceptions</b></li> </ul> </li> <li>• Appraisal Requirements:             <ul style="list-style-type: none"> <li>○ Determined by AUS findings</li> <li>○ Appraisal Condition Rating of C5/C6 or a Quality Rating of Q6 is not permitted</li> <li>○ Successful and complete UCD Findings Report from Fannie Mae is required. All pages of the UCD Findings Report must be provided, including all edit messages, and the UCD Findings Report must be free from fatal errors.                 <ul style="list-style-type: none"> <li>▪ Fannie Mae UCD Findings Report reflecting "Successful" with no Fatal edit messages</li> <li>▪ Loan will be suspended by Master Servicer if report is missing and/or does not indicate it is successful.</li> </ul> </li> <li>○ Master Servicer LLS will not purchase any loan that includes 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.</li> </ul> </li> </ul>

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## MISCELLANEOUS UNDERWRITING CONTINUED

- 2-1 temporary buydowns are **NOT** permitted
- Borrower may not have an ownership interest in any other residential dwelling at the time of loan closing
  - A Manufactured home, regardless of the type of property ownership is considered a residential dwelling for this purpose.
  - An ownership interest in a timeshare is acceptable.
- In the case of conflicting guidelines, Underwriter must follow the more restrictive to meet the credit, income limits, total debt-to-income ratio and loan and property requirements of CalHFA, Fannie Mae, Provident Bank Mortgage or master servicer.
- All loans are subject to audit by both CalHFA and Lakeview Loan Servicing.
- Underwriter to pull and review a Soft Pull (Credit Report) prior to 48 hours of funding
  - **No Exceptions**

## MORTGAGE INSURANCE

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

- Mortgage insurance is required for all loans that are 80.01% LTV or higher
- For information regarding Genworth Mortgage Insurance’s current HFA MI rates, please see Genworth website:
- Rate Card: <https://mortgageinsurance.genworth.com/pdfs/Rates/11244697.HFA.Monthly.RateCard.1117.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 mortgage insurance is not available.

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

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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 not be used for credit qualifying purposes</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 (2018 not yet posted): <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 costs 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><b><u>All CalHFA First Loans:</u></b> 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> <ul style="list-style-type: none"> <li>• Notes are to be endorsed to Lakeview Loan Servicing, LLC</li> <li>• Deed of Trust to be assigned to Lakeview Loan Servicing, LLC                             <ul style="list-style-type: none"> <li>○ Loans are to be registered via Mortgage Electronic Registration Systems (MERS)</li> <li>○ Register via MERS:                                     <ul style="list-style-type: none"> <li>▪ Investor: 1010298 Lakeview Loan Servicing</li> <li>▪ Servicer: 1010298 Lakeview Loan Servicing</li> <li>▪ Subservicer: 1000723 LoanCare LLC</li> </ul> </li> </ul> </li> </ul>

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## POST-CLOSING LOAN DELIVERY & PURCHASE CONTINUED

CalPLUS Conventional closed loan files are to be sent electronically to the master servicer via the Lakeview Correspondent Lending website within ten (10) business days

- Logon link will be in the top right section of the website
- Loss Payee Clause:  
LoanCare, LLC  
ISAOA/ATIMA  
PO Box 202049  
Florence, SC 29502-2049
- 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
- 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 registered 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 CZIP must be in second position or may be recorded in third lien position behind a MyHome or School Program only.

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<b>POST-CLOSING LOAN DELIVERY &amp; PURCHASE CONTINUED</b>	<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>
<b>PRE-CLOSING LOAN SUBMISSION TO CALHFA</b>	<p><u>Loan Submission Process</u></p> <ul style="list-style-type: none"> <li>The Branch 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 MAS a fully approved loan package per CalHFA’s Loan Submission Checklist 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, the lender is authorized to close the loan(s).</li> <li><b>Click the Link below for CalHFA Daily Turn Times.</b></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>
<b>PROPERTY REQUIREMENTS</b>	<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, one-unit residence, including condominium/PUDs 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> <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>Per investor guidelines: 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>

# CONVENTIONAL CalPLUS & CalZIP LOAN PROGRAM

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<p><b>PROPERTY REQUIREMENTS CONTINUED</b></p>	<ul style="list-style-type: none"> <li>• Leasehold Estates             <ul style="list-style-type: none"> <li>○ Must follow Fannie Mae guidelines</li> <li>○ Leasehold Agreement should not expire before the maturity date of mortgage and ground rents must be paid current.</li> <li>○ All Leasehold Estate documentation must be submitted to CalHFA’s Master Servicer with purchase package for review and approval.</li> </ul> </li> <li>• Manufactured housing is <b>not</b> permitted</li> <li>• 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>• Escrow Holdbacks will be allowed for minor outstanding repairs not completed prior to 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>○ See <u>Escrow Holdback</u> guidelines in <i>Quick Look Manual</i></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> <li>• A MCC may not be used for credit qualifying purposes</li> </ul>
<p><b>RECAPTURE TAX</b></p>	<ul style="list-style-type: none"> <li>• The CalPLUS Conventional &amp; CZIP loans are not subject to Recapture Tax</li> </ul>
<p><b>RESERVATION &amp; RATE LOCK</b></p>	<ul style="list-style-type: none"> <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 2:00pm Pacific Time Monday through Friday, excluding state-recognized holidays, and days that the U.S. financial markets are closed for business.</li> <li>• Interest rates are available on the CalHFA Internet Rate page.             <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>• <b><i>Interest rates are subject to change at any time without notice.</i></b></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 and Master Servicer LLS.</li> </ul>



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<b>RESERVATION &amp; RATE LOCK</b>	<ul style="list-style-type: none"> <li>• Provident Bank Mortgage CalHFA’s Reservation form must be completed             <ul style="list-style-type: none"> <li>○ Located in forms on the intranet and wholesale website in forms</li> </ul> </li> <li>• Rate lock period will be for thirty (30) days for all existing/resale properties and new constructions properties.             <ul style="list-style-type: none"> <li>○ All CZIP, MyHome or School Program products will be locked concurrently with the Provident Bank Mortgage CalHFA 1<sup>st</sup> loan program.                 <ul style="list-style-type: none"> <li>▪ The CZIP, MyHome or School Program products will receive the same reservation, lock and purchase periods as the first mortgage.</li> </ul> </li> </ul> </li> <li>• Contact PBM-Secondary Locks when the loans are ready to be locked.             <ul style="list-style-type: none"> <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.</li> <li>○ Loans must be shipped to Provident Bank Mortgage Vault by the Provident Bank Mortgage lock expiration date.                 <ul style="list-style-type: none"> <li>▪ <b>No Exceptions.</b></li> </ul> </li> </ul> </li> </ul>
<b>SALES CONCESSIONS/ CONTRIBUTIONS</b>	<ul style="list-style-type: none"> <li>• Concessions/contributions are permitted per Fannie Mae guidelines except for 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>
<b>TERM</b>	<ul style="list-style-type: none"> <li>• Up to 30 years</li> </ul>
<b>TRANSACTION TYPE</b>	<ul style="list-style-type: none"> <li>• Purchase Transactions ONLY</li> </ul>
<b>VERBAL VERIFICATION OF EMPLOYMENT</b>	<ul style="list-style-type: none"> <li>• All loan files must contain a verbal verification of employment for each borrower whose income was used to qualify the loan. If the borrower is in the military a military Leave and Earnings Statement dated within 30 days of closing is acceptable in lieu of a verbal verification. VVOE must have the following information:             <ul style="list-style-type: none"> <li>○ Must be dated within 10 business days of closing</li> <li>○ Borrower’s date of employment</li> <li>○ Borrower’s employment status and job title</li> <li>○ Name, phone number, and title of individual contact at employer</li> <li>○ Name of the employer contacted</li> <li>○ Name and title of associate contacting employer from PBM</li> </ul> </li> </ul>