

# Administrator's Guidelines for the 2008, Series 1 Florida Housing Finance Corporation Homeowner Mortgage Revenue Bond Program

April 14, 2008

April 15, 2008 Page 2, Florida Housing paragraph updated

April 25, 2008 Page 5, Added Targeted Census Tracts

May 7, 2008 Page 2, Table of Contents all pages after page 11 have been updated. Added verbiage concerning Florida Plus for Government Loans (pages 12-17). Made changes throughout to include 2 first mortgage options. Other housekeeping updates throughout.

June 9, 2008, Pages 6, 18-20 , Florida Assist revised to include buyers up to 100% of AMI adjusted for household size, new income limits posted

June 30, 2008 Page 6, Veterans Exception added

July 30, 2008, Pages 10, 15, revised Acquisition Limits

September 5, 2008 - Throughout added more information regarding origination and discount



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## WHO DOES WHAT

### FLORIDA HOUSING

The Florida Housing Finance Corporation (Florida Housing) provides a first mortgage program also known as the bond program. If a person uses a Florida Housing first mortgage, they may also qualify for down payment and closing cost assistance. The program does not provide down payment and closing cost assistance with lenders' first mortgage products

Florida Housing has two first mortgage options in this program. There's something for everyone qualified in all Florida counties. Florida Housing also sets the rate, term and points of its first and second mortgages. Two second mortgage options provide down payment and closing cost assistance. Automatic down payment assistance is provided with two of the Florida Housing first mortgage options. Florida Housing also markets the program.

### PARTICIPATING LENDERS

Take applications, reserve in their own systems to provide funds for closing, process, underwrite, approve, fund first and second mortgage loans and the automatic assistance, close and sell qualified loans to the program. It's the responsibility of lenders to review program documents and to originate loans that meet the requirements. Check with your company on how to reserve a bond loan in your own system. Your company may have their own codes. Direct borrowers to attend homebuyer ed. Give proper closing instructions Lenders are responsible for servicing all program loans in accordance with Fannie Mae, Freddie Mac and Ginnie Mae requirements until they're purchased by the Master Servicer.

#### US Bank Master Servicer

Provides training concerning general underwriting info, acceptable loan products and the delivery and funding of program loans. Receives all mortgage and compliance files, reviews mortgage files, posts and notifies lenders of mortgage file exceptions, approves mortgage files, purchases first and second mortgage loans and wires funds to lenders; services all program loans for the Agencies. Servicer is not obligated to purchase loans that don't comply.

#### eHousingPlus Program Administration/Bond Compliance

Maintains the program reservation system and websites; posts guides, bond program forms, and training materials; provides training on compliance issues and system; answers bond compliance questions, reviews bond compliance file, posts and notifies lenders of exceptions, compliance approves, issues final

**HOW IT WORKS****TRAIN**

**Lender training provided by the Servicer and Administrator.** Training announcements online at <http://www.ehousing.cc/fhfc08.htm>. If not available online, contact [sue@ehousing.cc](mailto:sue@ehousing.cc)

**APPLY**

**Lenders apply** for username and password <http://www.hdsoftware.com/usbhm-mrbp> In the left margin, click on the blue button "**User Access**" Complete screen and submit. 24-48 hr confirmation

**QUALIFY**

**Lenders qualify** applicants for the bond program. **Lenders** may pre-qualify and complete **application** process in their **own internal systems** using their internal codes. For the bond program buyers must present an executed sales agreement before being entered into the program reservation system.

**RESERVE**

**Lenders** reserve funds in program's online system at <http://www.hdsoftware.com/usbhm-mrbp> In left margin, click on "**Lender Portal**".

**DISCLOSE**

**Lenders** have borrowers sign the **Notices to Buyers**. To buyer's copy attach a **Recapture Brochure**. That's it for the extra paperwork upfront. Must to be signed upfront because it contains all the bond program disclosures. Find both on Website under "**Forms**" at <http://www.ehousing.cc/fhfc08.htm>

**JUSTIFY**

**Lenders process** the loan normally and consider bond requirements (1) **Notices to Buyers** has been signed (2) secure past three years **federal income tax returns** (complete with schedules) for borrowers and spouses unless buying in Targeted Area (including Go Zones). Remember **45 day lock extended** only **with Underwriter's Certification** or cancels automatically.

**UNDERWRITE AND CERTIFY**

**Lenders underwrite** and are responsible for credit decisions of the loans in the program. Servicer does not re-underwrite loans. Following credit approval, **Underwriter completes the online Underwriter Certification** form. Access system at <http://www.hdsoftware.com/usbhm-mrbp> In left margin, click on "**Lender Portal**". Enter **username and password**. From the drop down menu, choose correct Florida Housing program. Submit & from Main Menu, select **Underwriter Certification**.

**CLOSE AND VERIFY**

It's important to provide accurate closing instructions to closing agents. All bond program docs must be returned to you. At closing have (1) **Borrower and Seller execute** (and have notarized) the **Affidavits' Certification form**, (2) **borrower execute the Tax Exempt Rider** and (3) **if using Florida Housing second, have borrowers execute the correct second Mortgage and Note & correct Servicer DPA form**. All are under "**Forms**" at <http://www.ehousing.cc/fhfc08.htm>

**SHIP**

**Lenders use** the Bond Compliance Checklist for the compliance file and correct Mortgage file Checklist for the mortgage file. Ship both to US Bank MRBP Division. Recorded documents should be submitted using the Final Document Submission Checklist. Find all under "**Forms**" at <http://www.ehousing.cc/fhfc08.htm> Exceptions posted online as well as sent to lenders. Please clear timely. Lenders service loans until purchased by US Bank.

### First Mortgage Loan Reservation

Buyers MUST HAVE A FULLY- EXECUTED SALES CONTRACT FOR A SPECIFIC PROPERTY in order to have funds reserved or be on the waiting list. The contract may be dated prior to the date of the loan application. (Buyers may be prequalified. However, if the buyer does not have a contract on a property, BOND FUNDS MAY NOT BE HELD for the buyer until such time as the buyer presents a valid contract.) **New construction must be reserved on Wait List until 45 days before closing.**

Encourage buyers to complete their Homebuyer Education immediately following application. If you don't know of approved courses just click here <http://www.ehousing.cc/fhfc08.htm> and under "Program Information" click on "Links for List of Approved Homebuyer Counseling Agencies". You aren't limited to agencies on the list. Read these guidelines in their entirety and review all Homebuyer Education requirements.

All loans must be registered through the eHousingPlus Website. Complete the reservation form online and submit it via the Internet. Reservations submitted correctly receive a confirmation that the loan has been accepted and a loan number. If submitted incorrectly, there is instant online feedback identifying non-compliance and/or missing information issues. Lenders may choose to print confirmation from "Loan Detail" screen.

Bond funds are locked for a buyer when a reservation is submitted on and accepted by the system and a loan number is obtained. .

### Second Mortgage Loan Reservation

If borrowers choose to utilize a Florida Housing second mortgage loan, following submission of first mortgage loan, reserve second mortgage loan by choosing "Additional Mortgage". Complete information. Again, system provides instant online feedback identifying non-compliance and/or missing information issues. Lenders may choose to print confirmation from "Loan Detail" screen.

### Lock-In Loan In Lender's Internal System

Lenders must follow standard internal lock-in procedures so you have funds to close the loan. Lock it in, lock it in!!

### LOAN PROCESSING, DELIVERY & PURCHASE TIMETABLE:

Reservation to Underwriter Certification = 45 days  
Reservation to Closed & Delivered to Servicer = 80 days (\*)  
Reservation to Exceptions Cleared, Loans Purchased = 115days

*Loans not meeting the timetable above cancel automatically without notice. If the loan is still active and IF FUNDS ARE AVAILABLE, a loan may be reactivated at the discretion of the Compliance office. This is not automatic. There must be a good reason for the delay.*

*\* Only one extension of up to 10 calendar days will be permitted for loan delivery to the Servicer at a cost of .25% that must be paid by the party causing the delay. Requests for delivery extension must be completed and submitted online at [www.ehousing.cc/fhfc08.htm](http://www.ehousing.cc/fhfc08.htm) - scroll down to the "Delivery 10-day Extension Request" in the Forms area. Check the pipeline 48 hours (2 business days) after submitting a request to verify the extension. If the extension is not approved, you will be notified. U S Bank will be netting the .25% fee at loan purchase. Please note NO ADDITIONAL DAYS will be granted and the loan MUST be purchased within 115 total days.*

**Don't promise** a borrower a particular product until you've locked it in the program system. Then meet deadlines to assure the lock.

### CONTINUOUS FUNDING

Because Florida Housing has made a commitment to continuous funding, when funds are fully utilized, Florida Housing may establish an interim waiting list or provide its own funds for the time between bond issues. In such instances, the program may be referred to as a Bridge Program.

**CENSUS TRACT LINKS**

Here are some very important links --

The following is a link to the Geocode site:

To determine the census tract of a property address

<http://www.ffiec.gov/Geocode/default.aspx>

The following is a link to the Census Bureau site:

[http://factfinder.census.gov/servlet/AdvGeoSearchByListServlet?\\_command=getPlacenames&\\_programYear=50&\\_geoAreaType=140&\\_treeld=420&\\_disp\\_order=1007&\\_currentGeoAreaType=040&\\_geoldsHierarchy=61115338&\\_lang=en](http://factfinder.census.gov/servlet/AdvGeoSearchByListServlet?_command=getPlacenames&_programYear=50&_geoAreaType=140&_treeld=420&_disp_order=1007&_currentGeoAreaType=040&_geoldsHierarchy=61115338&_lang=en)

Then to determine the census tract and block group of a property address

Under “Choose a Geography Selection Method”, click on **ADDRESS SEARCH**

**TARGETED AREAS**

See above for links to identify, (1) census tracts for property addresses and (2) maps for federally designated census tracts

<b>County</b>	<b>Tract Numbers</b>
Alachua	2, 6, 9.01, 9.02, 15.02 and 19.02
Bay	18
Brevard	607 and 626
Broward	303.01, 304.02, 414, 415, 416, 417, 603.03, 805 and 1005
Collier	112.04 and 112.05
Duval	4, 10, 13, 15, 16, 17, 18, 26, 29.01 and 115
Escambia	4, 15, 17, 18 and 20
Hillsborough	7, 18, 30, 32, 34, 36, 39, 40, 43, 108.07, 108.08 and 129
Lee	3.02, 5.02 and 6
Leon	5, 6, 10.01, 11.01, 12, 14, 20.01 and 20.02
Marion	17, 18
Miami-Dade	4.08, 5.03, 7.03, 8.03, 9.03, 10.04, 14.01, 14.02, 15.01, 15.02, 17.02, 18.01, 18.03, 19.01, 19.03, 19.04, 20.01, 20.03, 20.04, 24.01, 24.02, 25, 26, 28, 30.01, 30.03, 30.04, 31, 34, 36.01, 36.02, 37.01, 37.02, 39.07, 44.02, 49.01, 52.01, 52.02, 53.01, 53.02, 54.02, 57.03, 66.02, 93.10, 102.06, 106.02, 108, 109 , 110.01, 113
Orange	104, 105, 106, 114, 117.02, 119.01 and 145.02
Palm Beach	14.04, 19,09, 22, 24, 26, 68.01, 82.01,82.02, 83.01
Pinellas	205, 207, 209, 210, 212, 213 and 216
Polk	101, 102, 110, 112.01, 120.04, 133 and 137.01
St. Lucie	1, 2 and 3
Seminole	205
Volusia	815, 819, 820 and 821

## CHOOSING THE BEST LOAN FOR YOUR BUYER

There are two first mortgage options and two types of down payment and closing cost assistance second mortgages. A brief description follows but a detailed product sheet with all requirements is provided.

**PLEASE NOTE THAT RATES MAY CHANGE. Check the website on Tuesday mornings. Other changes will also be listed on the website. Email notification is utilized for changes that occur at other times.**

### The first mortgage options --

**FLORIDA FIRST** - All buyers who qualify for a bond loan qualify for this product that may be used with one of two second mortgages (HAMI or Florida Assist) that provide down payment and closing cost assistance. This is a 30 year, fixed rate loan. There is Zero Origination and Zero Discount on this loan

**FLORIDA PLUS FOR GOVERNMENT LOANS** - All buyers who qualify for a bond loan qualify for this product that provides 3.00% of the full loan amount as non-repayable assistance. Assistance is calculated and reimbursed as 3.00% of the First Note amount. **HAMI and Florida Assist CANNOT be used with this option.** There is Zero Origination and Zero Discount on this loan

### The down payment assistance options are (to the extent funds are available) –

**HAMI DPA** is available to all who qualify for a first mortgage bond loan. It's available at a rate of **5.00%** for up to \$5,000. This is a 10-year amortizing second mortgage loan. Amount should be determined by need. There is Zero Origination and Zero Discount on this loan

### Revised 6-9-08

**FLORIDA ASSIST** is available to buyers at 100% of AMI or below (adjusted for Household size). It offers up to \$10,000. It is a 30 year, deferred, **0.00%** second mortgage loan. **It is NOT forgiven.** Amount should be determined by need. There is Zero Origination and Zero Discount on this loan

**Buyers are limited to using only one of the DPA options. FULL DESCRIPTIONS OF THE PRODUCTS ARE PROVIDED IN THIS GUIDE ON THE PAGES THAT FOLLOW.**

**Lenders ADVANCE the Assistance on the Florida Plus. Lenders also advance HAMI and Florida Assist Second Mortgages.** All are reimbursed by the Servicer at loan purchase.

### June 30, 2008

**An advantage for Veterans:...they need not be first-time homebuyers.** Congress has reinstated the Veterans Exception provision. For this feature, "veteran" is defined as "a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable." The Mortgagor Affidavit has a checkbox that states: "Mortgagor(Comortgagor) meets the requirements to qualify as a "veteran" as defined in 38 U.S.C. Section 101 and has not previously obtained a loan financed by single family mortgage revenue bonds utilizing the veteran exception to the first-time homebuyer requirement set forth in Section 416 of the Tax Relief and Health Care Act of 2006. Attached hereto are true and correct copies of my discharge or release papers, which demonstrate that such discharge or release was other than dishonorable.

**FLORIDA FIRST 30 YEAR TERM, ZERO POINTS**

**Qualify as First Time Homebuyer** - That's someone who hasn't owned their legal residence in past three years unless buying in Targeted Area or Wilma Go Zone. Borrower and spouse must qualify regardless of whether or not a party to the transaction or residing in the property being purchased.

**Homebuyer Education**

All borrowers and anyone listed on the Deed must take face to face homebuyer education from an approved agency. The only allowed exceptions are for borrowers that have been homeowners in the last 3 years. Homebuyer Education Certificates are acceptable for a period of one year.

**Wilma Go Zone counties are** Brevard, Broward, Collier, Glades, Hendry, Indian River, Lee, Martin, Miami-Dade, Monroe, Okeechobee, Palm Beach, and St. Lucie Counties.

**Non-citizen applicants** may qualify under the following circumstances --

- 1) Borrowers with lawful permanent resident alien status must provide evidence of lawful permanent residency issued by the Bureau of Citizenship and Immigration Services (BCIS) within the Department of Homeland Security (formerly the Immigration and Naturalization Service).
- 2) Borrowers who are non-permanent resident aliens must satisfy the following requirements: the property will be the borrower's principal residence, the borrower has a valid SSN, the borrower is eligible to work in the U.S. as evidenced by an Employment Authorization Document (EAD) issued by BCIS and the borrower satisfies any additional requirements imposed by Fannie Mae or Freddie Mac (conventional loans) or the Federal Housing Administration (FHA loans). A social security card is not sufficient evidence of work status for non-permanent resident aliens.
- 3) Other non-citizen borrowers must satisfy requirements imposed by Fannie Mae, Freddie Mac, VA, USDA, or FHA.
- 4) Persons qualifying for political asylum are eligible in this program and should produce an I-9.
- 5) In the case of married persons, both must qualify under the above rules of Citizenship whether or not a party to the mortgage transaction or residing in the household.

**All applicants must be considered irrespective** of age, race, color, religion, national origin, sex, marital status, military status or physical handicap.

**Buyers must occupy** the property purchased within 60 days of closing. Contact Bond Compliance with questions regarding eligibility.

For bond program purposes, **borrower and spouses federal income tax returns** for the past three years are required (but not for Targeted Area buyers or GO Zone buyers). Must be complete returns including schedules. See "Other Documents Required for Bond Compliance File" in this Guide.

**Qualify Income**

Bond program income is not averaged. It is annualized. That's different from income used for credit underwriting. More detailed guidelines for calculating bond program income are in the Underwriter's Program Income Calculation Guide included in this Guide.

FLORIDA HOUSING Income Limits Effective 2-13-08 until superceded

Household = HH Non-Target Area = NT Targeted Area = T Go Zone = \* High Cost County = +

Household Income Limits- Income of borrower, spouse (regardless of address) & income of all in HH 18 yrs+ cannot exceed.

	Non Targeted		Targeted	
	1-2 person HH	3 + person HH	1-2 person HH	3+ person HH
Alachua, Gilchrist +	\$67,920	\$79,240	\$68,640	\$80,080
Baker +	\$65,400	\$76,300	\$68,640	\$80,080
Bay +	\$64,560	\$75,320	\$68,640	\$80,080
Bradford +	\$58,200	\$67,900	\$68,640	\$80,080
Brevard * +	\$73,560	\$85,820	\$73,560	\$85,820
Broward *+	\$85,440	\$99,680	\$85,440	\$99,680
Charlotte +	\$63,120	\$73,640	\$68,640	\$80,080
Clay, Duval, Nassau, St. Johns +	\$76,680	\$89,460	\$76,680	\$89,460
Collier * +	\$83,760	\$97,720	\$83,760	\$97,720
Escambia, Santa Rosa +	\$67,080	\$78,260	\$68,640	\$80,080
Flagler +	\$66,720	\$77,840	\$68,640	\$80,080
Gadsden, Jefferson, Leon +	\$70,037	\$80,542	\$74,520	\$86,940
GladesHendryIndian River+,Okeechobee*+	\$68,640	\$80,080	\$68,640	\$80,080
Hernando, Hillsborough Pasco, Pinellas +	\$67,800	\$79,100	\$68,640	\$80,080
Lake Orange, Osceola, Seminole +	\$71,040	\$82,880	\$71,040	\$82,880
Lee * +	\$71,880	\$83,860	\$71,880	\$83,860
Manatee, Sarasota +	\$71,520	\$83,440	\$71,520	\$83,440
Marion +	\$58,560	\$68,320	\$68,640	\$80,080
Martin, St. Lucie * +	\$71,760	\$83,720	\$71,760	\$83,720
Miami-Dade * +	\$72,360	\$84,420	\$72,360	\$84,420
Monroe * +	\$85,080	\$99,260	\$85,080	\$99,260
Okaloosa +	\$75,840	\$88,480	\$75,840	\$88,480
Palm Beach * +	\$83,040	\$96,880	\$83,040	\$96,880
Polk +	\$60,840	\$70,980	\$68,640	\$80,080
Volusia +	\$62,760	\$73,220	\$68,640	\$80,080
<b>All Other Counties</b>	<b>\$57,200</b>	<b>\$65,780</b>	<b>\$68,640</b>	<b>\$80,080</b>

“All Other Counties for Income Limits” includes Calhoun, Citrus, Columbia, DeSoto, Dixie, Franklin, Gulf, Hamilton, Hardee, Highlands, Holmes, Jackson, Lafayette, Levy, Liberty, Madison, Putnam, Sumter. Suwannee, Taylor, Union, Wakulla, Walton, Washington

**FLORIDA FIRST 30 YEAR TERM, ZERO POINTS (continued)**

**“All Other Counties for Sales Price Limits” includes** Bradford, Calhoun, Citrus, Columbia, DeSoto, Dixie, Escambia, Gadsden, Gulf, Hamilton, Hardee, Highlands, Holmes, Jackson, Jefferson, Lafayette, Leon, Levy, Liberty, Madison, Marion, Putnam, Santa Rosa, Suwanee, Taylor, Union, Wakulla, Washington

- Construction to perm is not permitted.
- Refinances not permitted.
- Temporary, construction or bridge financing with a term of 2 years or less may be refinanced.
- Temporary 2/1 buydowns of FHA loans are permitted but buydown cannot be paid by borrower or borrower's assistance.
- See U S Bank bulletin on Manufactured Housing on the web page.
- No more than 15% of the space of the home will be used in a trade or business (including child care).
- The appraisal must indicate that the home has at least a 30 year remaining useful life .

**MAXIMUM SALES PRICES (ACQUISITION LIMITS)**

1. Properties may be new or existing and may be 1-4 units under following conditions:
2. Buyer must live in one of the units as their permanent, legal residence.
3. Existing 2-4 unit homes must be at least five years old.
4. No new 2-4 unit dwellings in non-targeted areas.
5. In Targeted Areas only 1 and 2 unit new dwellings.
6. Program permits attached and detached dwellings, condos, townhomes but not mobile, recreational, seasonal or other types of vacation or non-permanent homes are not permitted.
7. The amount paid by the buyer or on behalf of the buyer for the property cannot be more than the numbers in the chart that

FLORIDA HOUSING - MAXIMUM ACQUISITION LIMITS

Key: NT = Non Targeted T = Targeted Bolded = Go Zone

County(ies)	1Unit NT	1 Unit T	2 Unit NT	2 Unit T	3 Unit NT	3 Unit T	4 Unit NT	4 Unit T
Baker, Clay, Duval, Nassau, St. Johns	458,881	560,854	587,427	717,966	710,052	867,841	882,473	1,078,578
Bay	469,242	573,519	600,690	734,177	726,098	887,453	902,367	1,102,894
<b>Brevard</b>	---	<b>421,545</b>	---	<b>539,651</b>	---	<b>652,328</b>	---	<b>810,670</b>
<b>Broward, Miami-Dade, Palm Beach</b>	---	<b>613,321</b>	---	<b>785,125</b>	---	<b>949,039</b>	---	<b>1,179,459</b>
Charlotte	350,821	428,782	449,111	548,914	542,841	663,472	674,644	824,565
<b>Collier</b>	---	<b>768,914</b>	---	<b>984,354</b>	---	<b>1,189,808</b>	---	<b>1,478,703</b>
Flagler	340,460	416,117	435,848	532,703	526,854	643,933	654,750	800,250
Franklin	361,183	441,446	462,375	565,125	558,887	683,084	694,598	848,953
<b>Glades, Hendry, Okeechobee</b>	---	<b>392,308</b>	----	<b>502,235</b>	---	<b>607,026</b>	---	<b>754,440</b>
Hernanco, Hillsborough, Pasco, Pinellas	346,381	423,354	443,427	541,966	535,973	655,078	666,117	814,144
<b>Indian River</b>	---	<b>410,690</b>	---	<b>525,756</b>	---	<b>635,466</b>	---	<b>789,756</b>
<b>Lee</b>	---	<b>515,625</b>	---	<b>660,071</b>	---	<b>797,860</b>	---	<b>991,591</b>
Manatee, Sarasota	524,012	640,459	670,795	819,860	810,887	991,084	1,007,703	1,231,638
<b>Martin, St. Lucie</b>	---	<b>542,763</b>	---	<b>694,808</b>	---	<b>839,907</b>	---	<b>1,043,769</b>
<b>Monroe</b>	---	<b>1,056,216</b>	---	<b>1,352,131</b>	---	<b>1,634,440</b>	---	<b>2,031,235</b>
Okaloosa	370,065	452,302	473,742	579,019	572,625	699,875	711,650	869,795
Orange, Lake, Osceola, Seminole	418,914	512,006	536,269	655,440	648,236	792,289	805,617	984,644
Sumter	330,098	403,453	422,585	516,492	510,808	624,321	634,795	775,860
Volusia	359,703	439,638	460,479	562,808	556,578	680,263	691,756	845,479
Walton	429,619	525,090	549,946	672,157	664,815	812,552	826,164	1,009,756
<b>All Other Counties</b>	<b>320,979</b>	<b>392,308</b>	<b>410,920</b>	<b>502,235</b>	<b>496,657</b>	<b>607,026</b>	<b>617,269</b>	<b>754,440</b>

Based on FHA Mortgage Limits released March 5, 2008

**FLORIDA FIRST 30 YEAR TERM, ZERO POINTS (continued)**

**ABOUT THE FINANCING**

It's expected that lenders have reviewed some **preliminary documentation and believe that applicants will also qualify for credit. Excessive cancellations will be reviewed** to assure that allocation is not being utilized inappropriately.

**There is Zero Origination and Zero Discount on this loan**

**Assumptions** - First mortgage loans may be assumed by a qualified borrower meeting first-time homebuyer requirements, income and acquisition price restrictions in place at the time of the assumption. Such loans must continue to fully comply and be insured or guaranteed by the *insurer/guarantor* or the mortgage insurer. Florida Housing's second mortgages are not assumable.

**Cosigners** are allowable to the extent permitted by FHA and when meeting the following conditions (1) a cosigner cannot have any ownership interest in the property (they cannot be on the title) and (2) the cosigner cannot reside in the property being purchased. A cosigner's income is not considered for bond program purposes, tax returns are not required and cosigners do not sign any bond documents. Follow FHA guidelines for credit purposes only. **In this program, loans to students may not utilize cosigners.**

Borrowers are **not required** to use all available **assets**.

**Cash Back** to the borrower is **not permitted**. However, borrowers are permitted a **reimbursement of overage of earnest money deposit** to the extent any minimum contribution has been satisfied and permitted by Agency guidelines

**There is no minimum loan amount** required in the bond program.

**Recapture Tax** - The conditions of repayment of the federal subsidy are explained in a separate brochure provided on the Website. Starting with the 2007 Series 1 program, Florida Housing will reimburse any borrower that must pay the recapture tax. The guidelines for reimbursement will be posted on the Florida Housing website **[www.floridahousing.org](http://www.floridahousing.org)**

**Doc Stamp and Intangible Tax** - Under SECTIONS 199.183, 420.513(1), FLORIDA STATUTES, **mortgages and notes for Florida Housing first and second mortgages are exempt from Documentary stamp tax and Intangible tax. Deeds are not exempt.** Borrowers may not pay this charge with the exception of homes purchased from HUD.

**Prepayments** - The first and second mortgages may be prepaid at any time without penalty.

**Lenders underwrite** loans in this program. Please check with you company's underwriter for more information.

**U S Bank Product Descriptions are available online.**

**FLORIDA PLUS FOR GOVERNMENT LOANS ,30 YEAR TERM, ZERO POINT  
Government Loans only – 3.00% Assistance (non repayable)**

**Qualify as First Time Homebuyer** - That's someone who hasn't owned their legal residence in past three years unless buying in Targeted Area or Wilma Go Zone. Borrower and spouse must qualify regardless of whether or not a party to the transaction or residing in the property being purchased.

**Homebuyer Education**

All borrowers and anyone listed on the Deed must take face to face homebuyer education from an approved agency. The only allowed exceptions are for borrowers that have been homeowners in the last 3 years. Homebuyer Education Certificates are acceptable for a period of one year.

**Wilma Go Zone counties are** Brevard, Broward, Collier, Glades, Hendry, Indian River, Lee, Martin, Miami-Dade, Monroe, Okeechobee, Palm Beach, and St. Lucie Counties.

**Non-citizen applicants** may qualify under the following circumstances --

- 1) Borrowers with lawful permanent resident alien status must provide evidence of lawful permanent residency issued by the Bureau of Citizenship and Immigration Services (BCIS) within the Department of Homeland Security (formerly the Immigration and Naturalization Service).
- 2) Borrowers who are non-permanent resident aliens must satisfy the following requirements: the property will be the borrower's principal residence, the borrower has a valid SSN, the borrower is eligible to work in the U.S. as evidenced by an Employment Authorization Document (EAD) issued by BCIS and the borrower satisfies any additional requirements imposed by the Federal Housing Administration (FHA loans). A social security card is not sufficient evidence of work status for non-permanent resident aliens.
- 3) Other non-citizen borrowers must satisfy requirements imposed by VA, USDA, or FHA.
- 4) Persons qualifying for political asylum are eligible in this program and should produce an I-9.
- 5) In the case of married persons, both must qualify under the above rules of Citizenship whether or not a party to the mortgage transaction or residing in the household.

**All applicants must be considered irrespective** of age, race, color, religion, national origin, sex, marital status, military status or physical handicap.

**Buyers must occupy** the property purchased within 60 days of closing. Contact Bond Compliance with questions regarding eligibility.

For bond program purposes, **borrower and spouses federal income tax returns** for the past three years are required (but not for Targeted Area buyers or GO Zone buyers) Must be complete returns including schedules. See "Other Documents Required for Bond Compliance File" in this Guide.

**Qualify Income**

Bond program income is not averaged. It is annualized. That's different from income used for credit underwriting. More detailed guidelines for calculating bond program income are in the Underwriter's Program Income Calculation Guide included in this Guide.

FLORIDA PLUS FOR GOVERNMENT LOANS Income Limits Effective 2-13-08 until superceded

Household = HH Non-Target Area = NT Targeted Area = T Go Zone = \* High Cost County = +

Household Income Limits- Income of borrower, spouse (regardless of address) & income of all in HH 18 yrs+ cannot exceed.

	Non Targeted		Targeted	
	1-2 person HH	3 + person HH	1-2 person HH	3+ person HH
Alachua, Gilchrist +	\$67,920	\$79,240	\$68,640	\$80,080
Baker +	\$65,400	\$76,300	\$68,640	\$80,080
Bay +	\$64,560	\$75,320	\$68,640	\$80,080
Bradford +	\$58,200	\$67,900	\$68,640	\$80,080
Brevard * +	\$73,560	\$85,820	\$73,560	\$85,820
Broward *+	\$85,440	\$99,680	\$85,440	\$99,680
Charlotte +	\$63,120	\$73,640	\$68,640	\$80,080
Clay, Duval, Nassau, St. Johns +	\$76,680	\$89,460	\$76,680	\$89,460
Collier * +	\$83,760	\$97,720	\$83,760	\$97,720
Escambia, Santa Rosa +	\$67,080	\$78,260	\$68,640	\$80,080
Flagler +	\$66,720	\$77,840	\$68,640	\$80,080
Gadsden, Jefferson, Leon +	\$70,037	\$80,542	\$74,520	\$86,940
GladesHendryIndian River+,Okeechobee*+	\$68,640	\$80,080	\$68,640	\$80,080
Hernando, Hillsborough Pasco, Pinellas +	\$67,800	\$79,100	\$68,640	\$80,080
Lake Orange, Osceola, Seminole +	\$71,040	\$82,880	\$71,040	\$82,880
Lee * +	\$71,880	\$83,860	\$71,880	\$83,860
Manatee, Sarasota +	\$71,520	\$83,440	\$71,520	\$83,440
Marion +	\$58,560	\$68,320	\$68,640	\$80,080
Martin, St. Lucie * +	\$71,760	\$83,720	\$71,760	\$83,720
Miami-Dade * +	\$72,360	\$84,420	\$72,360	\$84,420
Monroe * +	\$85,080	\$99,260	\$85,080	\$99,260
Okaloosa +	\$75,840	\$88,480	\$75,840	\$88,480
Palm Beach * +	\$83,040	\$96,880	\$83,040	\$96,880
Polk +	\$60,840	\$70,980	\$68,640	\$80,080
Volusia +	\$62,760	\$73,220	\$68,640	\$80,080
All Other Counties	\$57,200	\$65,780	\$68,640	\$80,080

“All Other Counties for Income Limits” includes Calhoun, Citrus, Columbia, DeSoto, Dixie, Franklin, Gulf, Hamilton, Hardee, Highlands, Holmes, Jackson, Lafayette, Levy, Liberty, Madison, Putnam, Sumter. Suwannee, Taylor, Union, Wakulla, Walton, Washington

**FLORIDA PLUS FOR GOVERNMENT LOANS ,30 YEAR TERM, ZERO POINT continued)**

**“All Other Counties for Sales Price Limits” includes** Bradford, Calhoun, Citrus, Columbia, DeSoto, Dixie, Escambia, Gadsden, Gulf, Hamilton, Hardee, Highlands, Holmes, Jackson, Jefferson, Lafayette, Leon, Levy, Liberty, Madison, Marion, Putnam, Santa Rosa, Suwanee, Taylor, Union, Wakulla, Washington

- Construction to perm is not permitted.
- Refinances not permitted.
- Temporary, construction or bridge financing with a term of 2 years or less may be refinanced.
- Temporary 2/1 buydowns of FHA loans are permitted but buydown cannot be paid by borrower or borrower's assistance.
- See U S Bank bulletin on Manufactured Housing on the web page.
- No more than 15% of the space of the home will be used in a trade or business (including child care).
- The appraisal must indicate that the home has at least a 30 year remaining useful life.

**MAXIMUM SALES PRICES (ACQUISITION LIMITS)**

1. Properties may be new or existing and may be 1-4 units under following conditions:
2. Buyer must live in one of the units as their permanent, legal residence.
3. Existing 2-4 unit homes must be at least five years old.
4. No new 2-4 unit dwellings in non-targeted areas.
5. In Targeted Areas only 1 and 2 unit new dwellings.
6. Program permits attached and detached dwellings, condos, townhomes but not mobile, recreational, seasonal or other types of vacation or non-permanent homes are not permitted.
7. The amount paid by the buyer or on behalf of the buyer for the property cannot be more than the numbers in the chart that

FLORIDA PLUS FOR GOVERNMENT LOANS - MAXIMUM ACQUISITION LIMITS

Key: NT = Non Targeted T = Targeted Bolded = Go Zone

County(ies)	1Unit NT	1 Unit T	2 Unit NT	2 Unit T	3 Unit NT	3 Unit T	4 Unit NT	4 Unit T
Baker, Clay, Duval, Nassau, St. Johns	458,881	560,854	587,427	717,966	710,052	867,841	882,473	1,078,578
Bay	469,242	573,519	600,690	734,177	726,098	887,453	902,367	1,102,894
<b>Brevard</b>	---	<b>421,545</b>	---	<b>539,651</b>	---	<b>652,328</b>	---	<b>810,670</b>
<b>Broward, Miami-Dade, Palm Beach</b>	---	<b>613,321</b>	---	<b>785,125</b>	---	<b>949,039</b>	---	<b>1,179,459</b>
Charlotte	350,821	428,782	449,111	548,914	542,841	663,472	674,644	824,565
<b>Collier</b>	---	<b>768,914</b>	---	<b>984,354</b>	---	<b>1,189,808</b>	---	<b>1,478,703</b>
Flagler	340,460	416,117	435,848	532,703	526,854	643,933	654,750	800,250
Franklin	361,183	441,446	462,375	565,125	558,887	683,084	694,598	848,953
<b>Glades, Hendry, Okeechobee</b>	---	<b>392,308</b>	----	<b>502,235</b>	---	<b>607,026</b>	---	<b>754,440</b>
Hernanco, Hillsborough, Pasco, Pinellas	346,381	423,354	443,427	541,966	535,973	655,078	666,117	814,144
<b>Indian River</b>	---	<b>410,690</b>	---	<b>525,756</b>	---	<b>635,466</b>	---	<b>789,756</b>
<b>Lee</b>	---	<b>515,625</b>	---	<b>660,071</b>	---	<b>797,860</b>	---	<b>991,591</b>
Manatee, Sarasota	524,012	640,459	670,795	819,860	810,887	991,084	1,007,703	1,231,638
<b>Martin, St. Lucie</b>	---	<b>542,763</b>	---	<b>694,808</b>	---	<b>839,907</b>	---	<b>1,043,769</b>
<b>Monroe</b>	---	<b>1,056,216</b>	---	<b>1,352,131</b>	---	<b>1,634,440</b>	---	<b>2,031,235</b>
Okaloosa	370,065	452,302	473,742	579,019	572,625	699,875	711,650	869,795
Orange, Lake, Osceola, Seminole	418,914	512,006	536,269	655,440	648,236	792,289	805,617	984,644
Sumter	330,098	403,453	422,585	516,492	510,808	624,321	634,795	775,860
Volusia	359,703	439,638	460,479	562,808	556,578	680,263	691,756	845,479
Walton	429,619	525,090	549,946	672,157	664,815	812,552	826,164	1,009,756
All Other Counties	320,979	392,308	410,920	502,235	496,657	607,026	617,269	754,440

Based on FHA Mortgage Limits released March 5, 2008

## FLORIDA PLUS FOR GOVERNMENT LOANS ,30 YEAR TERM, ZERO POINT(continued)

**ABOUT THE FINANCING**

It's expected that lenders have reviewed some **preliminary documentation and believe that applicants will also qualify for credit. Excessive cancellations will be reviewed** to assure that allocation is not being utilized inappropriately.

**There is Zero Origination and Zero Discount on this loan**

**Assumptions** - First mortgage loans may be assumed by a qualified borrower meeting first-time homebuyer requirements, income and acquisition price restrictions in place at the time of the assumption. Such loans must continue to fully comply and be insured or guaranteed by the *insurer/guarantor* or the mortgage insurer. Florida Housing's second mortgages are not assumable.

**Cosigners** are allowable to the extent permitted by FHA and when meeting the following conditions (2) a cosigner cannot have any ownership interest in the property (they cannot be on the title) and (2) the cosigner cannot reside in the property being purchased. A cosigner's income is not considered for bond program purposes, tax returns are not required and cosigners do not sign any bond documents. Follow FHA guidelines for credit purposes only. **In this program, loans to students may not utilize cosigners.**

Borrowers are **not required** to use all available **assets**.

**Cash Back** to the borrower is **not permitted**. However, borrowers are permitted a **reimbursement of overage of earnest money deposit** to the extent any minimum contribution has been satisfied and permitted by Agency guidelines

**There is no minimum loan amount** required in the bond program.

**Recapture Tax** - The conditions of repayment of the federal subsidy are explained in a separate brochure provided on the Website. Starting with the 2007 Series 1 program, Florida Housing will reimburse any borrower that must pay the recapture tax. The guidelines for reimbursement will be posted on the Florida Housing website **[www.floridahousing.org](http://www.floridahousing.org)**

**Doc Stamp and Intangible Tax** - Under SECTIONS 199.183, 420.513(1), FLORIDA STATUTES, **mortgages and notes for Florida Housing first and second mortgages are exempt from Documentary stamp tax and Intangible tax. Deeds are not exempt.** Borrowers may not pay this charge with the exception of homes purchased from HUD.

**Prepayments** - The first and second mortgages may be prepaid at any time without penalty.

**Lenders underwrite** loans in this program. Please check with you company's underwriter for more information.

**DOWN PAYMENT ASSISTANCE  
IN THE FORM OF A SECOND MORTGAGE OFFERS TWO OPTIONS**

**HOMEOWNER ASSISTANCE FOR MODERATE INCOME LOANS (HAMI)**

HAMI loans are for persons who do not qualify for Florida Assist loans. It uses the same income and sales price limits as the first mortgage product..

**Use of Second Mortgage Loan Proceeds** Funds may be used for down payment, closing costs and prepaids. There is no "cash-back" to the borrower. To the extent the funds advanced by the borrower plus the first and second mortgage amounts exceed amounts required at closing, the Mortgage Lender will reduce the second mortgage amount.

**Owner Occupancy Requirement** The borrower receiving the Down Payment Assistance Loan must occupy the residence for the term of the loan or until the loan is satisfied.

**Loan Term** 10 year amortizing loan but accelerated if any of the following occur – sale, transfer, other disposition of the property (including any involuntary transfer by or as a result of foreclosure or judicial sale or operation of law), refinance or satisfaction of the first mortgage loan.

**Interest Rate** 5.00%.

**Loan Amount** Loan will be in an amount up to \$5,000.00.

**Disclosure Requirements** The second mortgage must meet Federal Truth-in-Lending Disclosure requirements and any other applicable state and federal lending regulations.

**Allowable Fees to the Mortgage Lender** No commitment or origination fee will be charged for the HAMI Loan however, the Mortgage Lender may collect a \$225 Second Mortgage Loan Application Fee for each Down Payment Assistance Loan. The Lender may retain \$75 and \$150 will be netted from the second mortgage proceeds by the Servicer at loan purchase.

**Insurance Requirements** The hazard insurance policy, when issued, must name the Florida Housing Finance Corporation as an insured second mortgagee. The mortgage title insurance policy, when issued, must include the second mortgage as a valid lien against the property subordinate only to the first mortgage.

**Recordation Requirements** The first and second mortgages must be recorded in the following order:  
First Mortgage, Assignment of First Mortgage;  
Second Mortgage (Marital Status must be noted for all borrowers)

**Funding of Loans** Mortgage Lender advances the funds, services second loans until purchased by the Servicer, is reimbursed at purchase by the Servicer for the amortized balance less applicable fees.

**Assumption** The second mortgage loan is not assumable.

**Prepayment** The second mortgage loan may be prepaid at any time without penalty.

**Mortgagee** The Mortgagee is the Florida Housing Finance Corporation as preprinted in the Note and Mortgage and, therefore, an Assignment is not required.

**Cash Back** Florida Housing does not permit cash back to the borrower. Borrowers are permitted a reimbursement of overage of earnest money deposit to the extent any minimum contribution has been satisfied and permitted by Agency guidelines

This loan is for borrowers whose income does not exceed 100% of median (adjusted for household size) as shown on the income chart that follows this page. This product is not limited to first-time buyers. Also, it is available for one or two unit properties.

**Use of Second Mortgage Loan Proceeds** Funds may be used for down payment, closing costs and prepaids. There is no "cash-back" to the borrower. To the extent the funds advanced by the borrower plus the first and second mortgage amounts exceed amounts required at closing, the Mortgage Lender will reduce the second mortgage amount.

**Owner Occupancy Requirement** The borrower receiving the Down Payment Assistance Loan must occupy the residence for the term of the loan or until the loan is satisfied.

**Loan Term** 30 year deferred loan but accelerated if any of the following occur – sale, transfer, other disposition of the property (including any involuntary transfer by or as a result of foreclosure or judicial sale or operation of law), refinance or satisfaction of the first mortgage loan. This loan is repayable and is never forgiven.

**Interest Rate** 0.00%.

**Loan Amount** Loan will be in an amount up to \$10,000.00.

**Disclosure Requirements** The second mortgage must meet Federal Truth-in-Lending Disclosure requirements and any other applicable state and federal lending regulations.

**Allowable Fees to the Mortgage Lender** No commitment or origination fee will be charged for the FLORIDA ASSIST loans however, the Mortgage Lender may collect a \$75 Second Mortgage Loan Application Fee for each FLORIDA ASSIST Loan.

**Insurance Requirements** The hazard insurance policy, when issued, must name the Florida Housing Finance Corporation as an insured second mortgagee. The mortgage title insurance policy, when issued, must include the second mortgage as a valid lien against the property subordinate only to the first mortgage.

**Recordation Requirements** The first and second mortgages must be recorded in the following order:  
First Mortgage, Assignment of First Mortgage;  
Second Mortgage (Marital Status must be noted for all borrowers)

**Funding of Mortgage Loans** Lender advances the funds, services second loans until purchased by the Servicer, is reimbursed at purchase by the Servicer.

**Assumption** The second mortgage loan is not assumable.

**Prepayment** The second mortgage loan may be prepaid at any time without penalty.

**Mortgagee** The Mortgagee is the Florida Housing Finance Corporation as preprinted in the Note and Mortgage and, therefore, an Assignment is not required.

**Cash Back** Florida Housing does not permit cash back to the borrower. Borrowers are permitted a reimbursement of overage of earnest money deposit to the extent any minimum contribution has been satisfied and permitted by Agency guidelines

FLORIDA ASSIST INCOME LIMITS								
Number of Persons in Household								
COUNTY	1	2	3	4	5	6	7	8
<b>Alachua</b>	39,600	45,300	50,900	56,600	61,100	65,700	70,200	74,700
<b>Baker</b>	38,200	43,600	49,100	54,500	58,900	63,200	67,600	71,900
<b>Bay</b>	37,700	43,000	48,400	53,800	58,100	62,400	66,700	71,000
<b>Bradford</b>	34,000	38,800	43,700	48,500	52,400	56,300	60,100	64,000
<b>Brevard</b>	42,900	49,000	55,200	61,300	66,200	71,100	76,000	80,900
<b>Broward</b>	49,800	57,000	64,100	71,200	76,900	82,600	88,300	94,000
<b>Charlotte</b>	36,800	42,100	47,300	52,600	56,800	61,000	65,200	69,400
<b>Citrus</b>	32,300	37,000	41,600	46,200	49,900	53,600	57,300	61,000
<b>Clay</b>	44,700	51,100	57,500	63,900	69,000	74,100	79,200	84,300
<b>Collier</b>	48,900	55,800	62,800	69,800	75,400	81,000	86,600	92,100
<b>Duval</b>	44,700	51,100	57,500	63,900	69,000	74,100	79,200	84,300
<b>Escambia</b>	39,100	44,700	50,300	55,900	60,400	64,800	69,300	73,800
<b>Flagler</b>	38,900	44,500	50,000	55,600	60,000	64,500	68,900	73,400
<b>Gadsden</b>	43,500	49,700	55,900	62,100	67,100	72,000	77,000	82,000
<b>Gilchrist</b>	39,600	45,300	50,900	56,600	61,100	65,700	70,200	74,700
<b>Hernando</b>	39,600	45,200	50,900	56,500	61,000	65,500	70,100	74,600
<b>Highlands</b>	32,300	36,900	41,500	46,100	49,800	53,500	57,200	60,900
<b>Hillsborough</b>	39,600	45,200	50,900	56,500	61,000	65,500	70,100	74,600
<b>Indian River</b>	39,900	45,600	51,300	57,000	61,600	66,100	70,700	75,200
<b>Jefferson</b>	43,500	49,700	55,900	62,100	67,100	72,000	77,000	82,000
<b>Lake</b>	41,400	47,400	53,300	59,200	63,900	68,700	73,400	78,100
<b>Lee</b>	41,900	47,900	53,900	59,900	64,700	69,500	74,300	79,100
<b>Leon</b>	43,500	49,700	55,900	62,100	67,100	72,000	77,000	82,000
<b>Manatee</b>	41,700	47,700	53,600	59,600	64,400	69,100	73,900	78,700
<b>Marion</b>	34,200	39,000	43,900	48,800	52,700	56,600	60,500	64,400
<b>Martin</b>	41,900	47,800	53,800	59,800	64,600	69,400	74,200	78,900
<b>Miami-Dade</b>	42,200	48,200	54,300	60,300	65,100	69,900	74,800	79,600
<b>Monroe</b>	49,600	56,700	63,800	70,900	76,600	82,200	87,900	93,600
<b>Nassau</b>	44,700	51,100	57,500	63,900	69,000	74,100	79,200	84,300
<b>Okaloosa</b>	44,200	50,600	56,900	63,200	68,300	73,300	78,400	83,400
<b>Orange</b>	41,400	47,400	53,300	59,200	63,900	68,700	73,400	78,100
<b>Osceola</b>	41,400	47,400	53,300	59,200	63,900	68,700	73,400	78,100
<b>Palm Beach</b>	48,400	55,400	62,300	69,200	74,700	80,300	85,800	91,300
<b>Pasco</b>	39,600	45,200	50,900	56,500	61,000	65,500	70,100	74,600

<b>COUNTY</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Pinellas</b>	39,600	45,200	50,900	56,500	61,000	65,500	70,100	74,600
<b>Polk</b>	35,500	40,600	45,600	50,700	54,800	58,800	62,900	66,900
<b>Santa Rosa</b>	39,100	44,700	50,300	55,900	60,400	64,800	69,300	73,800
<b>St. Johns</b>	44,700	51,100	57,500	63,900	69,000	74,100	79,200	84,300
<b>St. Lucie</b>	41,900	47,800	53,800	59,800	64,600	69,400	74,200	78,900
<b>Sarasota</b>	41,700	47,700	53,600	59,600	64,400	69,100	73,900	78,700
<b>Seminole</b>	41,400	47,400	53,300	59,200	63,900	68,700	73,400	78,100
<b>Sumter</b>	33,000	37,700	42,400	47,100	50,900	54,600	58,400	62,200
<b>Union</b>	32,500	37,100	41,800	46,400	50,100	53,800	57,500	61,200
<b>Volusia</b>	36,600	41,800	47,100	52,300	56,500	60,700	64,900	69,000
<b>Wakulla</b>	36,100	41,200	46,400	51,500	55,600	59,700	63,900	68,000
<b>Walton</b>	33,500	38,300	43,100	47,900	51,700	55,600	59,400	63,200
<b>ALL OTHERS</b>	31,800	36,300	40,900	45,400	49,000	52,700	56,300	59,900

**All Others includes** Calhoun, Columbia, De Soto, Dixie, Franklin, Glades, Gulf, Hamilton, Hardee, Hendry, Holmes, Jackson, Lafayette, Levy, Liberty, Madison, Okeechobee, Putnam, Suwannee, Taylor, Washington

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**PROGRAM INTERNET RESERVATION SYSTEM**

**(You'll also be able to Track a Loan, Review your Pipeline or View Reports)**

You do not need a username and password to access the program guidelines, training materials or bond program forms. You do need a username and password to log in and reserve money for a borrower.

**Here's your link to everything you need to do – <http://www.hdsoftware.com/usbhm-mrbp>**

The Programs button will take you to a list of all programs. Choose "Florida Housing 2008 Series1".

Look in the left margin at the top of the page and click on Lender Portal. The system is live and available 24/7. When you reserve a loan, it is immediately reflected in the remaining available funds. When you cancel a loan, it is immediately available.

If you need a username and password or if you haven't used yours in a while, click on User Access (a blue button in the left margin). During the 5 day business week, you will receive a response within 24 hours. If you do not, contact the Compliance Office.

If you have a property address and don't know the census tract, just click on the Census Tract button in the left margin.

If you need the program or delivery and funding guidelines, program forms or training materials, just click on Program Forms verbiage to the right of the left margin information. You may download any of the information on this page and get back to the main program page by clicking on Lender Portal. The program forms are interactive whether accessed online or downloaded. Interactive means that you may type information in the blanks without changing the margins. We recommend that you periodically revisit the online forms and guidelines as they are sometimes updated. You are contacted via email when changes occur. Remember to refresh your screen each time you visit the ehousing.cc page.

The security features control the information each user can access. For example, only Underwriters may access the Underwriter Certification.

**With your username and password you'll be able to:**

**View Allocation**

Lenders are encouraged to select this option from the Main Menu. This selection provides a quick "live" view of the allocations available in the selected program.

**New Reservation**

Lenders access this feature and submit the homebuyer/loan information. As an additional feature, the available allocation is always displayed prior to each reservation.

**Additional Mortgages**

After reserving the first mortgage, use this feature to register HAMI and Florida Assist loans.

**Change Loan**

During the processing of a loan, a Lender may need to change certain information related to the loan, such as the loan amount, purchase price and other pertinent information. While the loan is in RESERVATION STAGE, a Lender may change this information online. This will ensure that the loan record is as accurate as possible prior to the underwriting process. For address changes, contact the Bond Compliance office.

**Loan Detail Confirmation**

At any given time, a Lender may access a Loan Detail Confirmation. This confirmation is a full detail of the loan record plus the status of the loan. This screen may be printed for your file as confirmation that the loan was reserved.

**Underwriter Certification**

A required step in the loan process is the online Underwriter Certification which can only be accessed by a Lender's Underwriter. Underwriters have a special security level. The Underwriter Certification serves as the required COMMITMENT for a loan. This process locks the loan and certifies to the lender that they can proceed to closing.

**Pipeline**

The Pipeline is one of the most important features online because it allows a lender to view all of their loans and the loan status. It also assists in the management of the program by making it easily for lenders to check the loans they have in any given stage and make sure that all their loans in the system are still active. It also details loans that are deficient, loans purchased and date of sale.

**File Conditions to Correct**

Files are reviewed in two steps. Compliance Files are reviewed by the Bond Compliance office and the Mortgage File is reviewed by the Master Servicer. Any deficiencies are immediately emailed and posted online. This area should be checked often. This separate menu item was developed for the post closing/shipping /corporate departments that cure file deficiencies. It consolidates in one area any files that have problems that may need to be resolved in order to be purchased. This provides a quick and easy means to check these loans.

**Cancel Reservation**

From time to time a loan may not make it through processing. It is important for lenders to cancel loans as soon as they know the applicant does not qualify. The PIPELINE feature assists in this process, as lenders can easily view the loans in reservation stage and determine if any are inactive. Should that be the case, the canceling of a loan is a very easy step. This will release funds and make them available for the next applicant.

**e-REPORTS**

e-Reports are a variety of reports, which allow users to see the performance of the program and their loans. The Program Summary, Loan Information Report and Loan Detail Report by Originator summarize these valuable elements for all authorized users.

**DOWNLOAD CRYSTAL VIEWER**

The e-Reports on the Web require a special download file (Crystal Viewer) in order for the user to view them on line. This file is downloaded from our secure site and installed on any computer you would like to access the reports. The Crystal Viewer download and installation is very similar to the download and installation of Adobe Reader and has similar functions.

**PROGRAM FEES****FOR FIRST MORTGAGE LOANS**

There's no origination or discount on the first mortgage products in this program.

The first mortgage program includes a **Bond Application Fee of \$215**. The fee is payable at closing and netted at loan purchase. The fee must be disclosed on the HUD-1 as being paid to the Servicer.

**Tax Service Fee of \$75** (paid by buyer or seller as per insurer/guarantor requirements) on the first mortgage. The fee is payable at closing and netted at loan purchase and must be disclosed on the HUD-1 as being paid to the Servicer.

**LENDERS** are permitted to charge reasonable and customary charges for out of pocket expenses and costs. Other financing costs such as legal fees and underwriting fees may be charged and courier fees may be charged if such fees are normally charged. Lenders may charge the usual and reasonable settlement costs. Settlement costs include titling and transfer costs, title insurance, survey fees or other similar costs. Other allowable fees include doc prep fees, notary fees, hazard, mortgage and life insurance premiums, recording or registration charges, prepaid escrow deposits and other similar charges allowable by the insurer/guarantor. "Junk" fees are not a defined term and may not be charged. Excessive fees are not permitted in the program.

**FOR SECOND MORTGAGE LOANS**

- No origination or discount on HAMI or FLORIDA ASSIST loans.
- On **HAMI loans** lenders may collect **\$225 Second Mortgage Loan Application Fee** and retain \$75.00 The Servicer nets \$150 at loan purchase. \$150 should be shown on the HUD-1 as being paid to the Servicer.
- On **Florida Assist** loans Lenders collect and retain **\$75 Second Mortgage Loan Application Fee**.

**BOND COMPLIANCE UNDERWRITING**

Underwriters should remember that CALCULATION OF PROGRAM (COMPLIANCE) INCOME IS DIFFERENT THAN CALCULATION OF INCOME FOR CREDIT PURPOSES. The Bond program requires that underwriters consider the income of borrowers and their spouses (regardless of their address) and all household members 18 years of age or older (related or unrelated). Use the information below as a general guide. Because each case is different, please contact Bond Compliance if you have questions.

Unlike income that is averaged for credit underwriting, the bond program is concerned with **actual current income**. You should be reviewing the YTD income, the income of the last 4 months and the income shown on previous tax returns for consistency. You should not be averaging income. If there are not inconsistencies in earnings, use the guidelines for each loan type to determine current gross monthly income. Current gross monthly income is multiplied by remaining months in the year to determine "total current annualized income".

**For the tax year in which the closing occurs, consider YTD income.** Then establish current base income for the balance of the year using the guidelines for each type of income. Then consider any additional income. For assistance, contact the Compliance Office.

Gross monthly income is the sum of monthly gross pay; any additional income from overtime, part-time employment, bonuses, income from self-employment, dividends, interest, royalties, pensions, VA compensation and net rental income, other income (such as alimony, child support, public assistance, sick pay, social security benefits, unemployment compensation, income received from trusts, and income received from business activities or investments, continuation of which is probable based on foreseeable economic circumstances based upon the Mortgagor's Affidavit (to such effect), all as computed at the time of application for a mortgage loan and confirmed at the time of closing.

We will check information with respect to gross monthly income obtained from the reservation form, Underwriter's Certification and applicable certificates and affidavits executed the date of the Closing of the Mortgage Loan, provided that any gross monthly income not included for credit underwriting purposes must be included in determining gross monthly income. The limit is the limit and any amount over the limit is not acceptable. Include the income of non-borrower co-habitants who will reside in the property. However, do not include (1) dependents that are claimed on tax returns but who will not permanently reside in the home the majority of the time and (2) co-signers. The Affidavit, executed by the borrower(s), and certified by the lender, must include the total verified annual household income.

**This program considers HOUSEHOLD INCOME not income of the borrower. Household income includes the income of borrower, spouse. Remember if persons are not divorced they are married. We count the income of the spouse whether they reside in property or not. Also include the income of all who will reside in the home 18 years of age or older (children, parents on social security, etc).**

Questions regarding the calculation of income for bond program purposes should be directed to the Compliance office 954-217-0817. There are many variables and the Compliance office will be pleased to assist.

"Alternate Documentation" (Alt Docs) as defined by FHA and other secondary market entities is acceptable Lender verification for compliance purposes, provided that such documentation includes the necessary, acceptable income tax returns. The Servicer requires a credit package as indicated on the various loan delivery checklists. However, the Servicer does not re-underwrite the loans for credit purposes. See bolded paragraph below.

Although reference is made to VOE's and VOD's in the guidelines below, they are not required if acceptable alternate documentation is in the file. This documentation includes, but may not be limited to, current pay stubs which delineate "current period", W-2's, for all borrowers and all employers, and bank statements to verify assets. If W-2's are present in the loan file, lending personnel should verify that the total of W-2's presented equals the total income shown on borrower's tax returns. If a VOE is in the file, the borrower does not have to provide W-2's unless the underwriter deems this necessary for prudent underwriting. Figures shown on all documents should be consistent. See bolded paragraph below.

Because a program qualifier is "income", even if not required for credit purposes (i.e. automated underwriting), you should be seeking the two most current paystubs with YTD. Do not include in the compliance file, keep copies for your records.

**Although reference is made to the last 4 to 6 weeks income, Underwriters should be reviewing the income tax returns submitted to verify that there are no unexplained and/or unacceptable differences current income to past income.**

**Examples below not intended to serve as exclusive methodology. Please contact the Compliance office 954-217-0817 with questions regarding individual cases.**

**Please note that the income reported for bond income calculation CAN NEVER BE LOWER THAN THE INCOME USED TO QUALIFY FOR CREDIT PURPOSES.**

### **Hourly Employees**

For the tax year in which the loan is closing, use the Year to Date base income. If consistent, utilize the base to determine the balance of the year by

1. Using last 4 to 6 weeks' pay stubs, identify hourly rate of pay and average number of regular hours worked per week. Multiply hourly rate times regular weekly hours. Multiply result times number of weeks for balance of year and add to YTD for an annualized base salary.
2. If the person has no other sources of income (for example: overtime, bonus, commissions, second jobs, interest, dividends, child support, alimony, public assistance), this will be the Current Total Annual Income.
3. Compare the total annual income in #2 above to Paystubs, VOE's, previous year's income per W2's and tax returns.

You should not find significant differences. In some cases, the Current Total Annual Income will be higher than the previous year's income. Variances should be attributable to increases/decreases in pay or number of hours worked.

### **Salaried Employees**

1. Using last 4 to 6 weeks' pay stubs, identify weekly (or other frequency) rate of pay. Multiply rate times the number of regular pay periods in the year (52 weeks, 12 months, 24 semi-months)
2. If the person has no other sources of income (for example: overtime, bonus, commissions, second jobs, interest, dividends, child support, alimony, public assistance), this will be the Current Total Annual Income.
3. Compare the total annual income in #2 above to Paystubs, VOE's, previous year's income per W2's and tax returns.

You should not find significant differences. In some cases, the Current Total Annual Income will be higher than the previous year's income. Variances should be attributable to increases/decreases in pay or number of hours worked

**Business, Self Employment**

1. Use the quarterly tax returns and financial statements to identify the current NET year to date income.
2. Divide the year to date income by the number of months during which it was earned and multiply times remaining number of months in year. Add to actual YTD. **ADD DEPRECIATION.**
3. If the person has no other sources of income (for example: overtime, bonus, commissions, second jobs, interest, dividends, child support, alimony, public assistance), this will be the Current Total Annual Income.
4. Compare the total annual income in #2 above to the previous year's income per W2's and tax returns. You should not find significant differences.

**Verified Termination of Overtime, Commission, Bonus, Seasonal, Periodic, One Time Overtime, Bonus, Commissions**

Using last 4 to 6 weeks' pay stubs, identify the year to date total earnings of the borrower. Subtract the Current Total Base Income (see above) to arrive at the total year to date extraordinary income. If verification of termination of overtime, commission or bonus is provided in writing (i.e. a letter from an employer) or such termination is due to a change of employment, use the current YTD overtime, commission or bonus, do not annualize and add as a lump sum to the Current Total Annual Income.

**Regular Overtime, Bonus, Commissions**

1. Using last 4 to 6 weeks' pay stubs, identify the year to date total earnings of the borrower. Subtract the Current Total Base Income (see above) to arrive at the total year to date extraordinary income.
2. Divide the year to date extraordinary income by the number of pay periods during which it was earned (to obtain an average). Multiply times the appropriate factor (Balance of year weeks, months, semi-months, etc.) for balance of year figure and add to actual YTD extraordinary income **and Current Total Base Income for total** annual income.
3. If the person has no other sources of income (for example: second jobs, interest, dividends, child support, alimony, public assistance), this will be the Current Total Annual Income.
4. Compare the total annual income in #2 above to Paystubs, VOE's, previous year's income per W2's and tax returns. You should not find significant differences. In most cases, the Current Total Annual Income will be higher than the previous year's income. It will also generally be higher than the annualized year to date income. The variances should be attributable to increases/decreases in pay.

**Interest, Dividends**

1. Use current earnings statements issued by the bank, investment broker or agent. Identify the year to date interest or dividend earnings. Divide by the investment term year to date (for an average) and multiply times appropriate factor to annualize the earnings.
2. If statements are not available, and the terms of the investment agreement are available, multiply the principal amount of the asset times the annual interest yield factor for a projected interest earnings amount.
3. If neither are available, use the previous year's earnings statements or tax returns to identify total annual interest and dividend income. If the assets are still invested in the same instruments, use the previous year's figure.
4. Add the result of the computation in either #1, #2 or #3 above to the Current Total Annual Income.

**Alimony, Child Support**

1. Use the monthly amount appearing in the divorce decree, separation agreement or other support document.
2. If the borrower receives more than the amount stipulated in the agreements, use the monthly figure that the borrower declares and can be verified.
3. If the borrower receives less than the amount stipulated in the agreements and there is a verifiable history of the underpayments for at least 2 years (as evidenced by Court records), then use the past 2 years' historical monthly earnings. If there is no such history that can be verified, use the amount stipulated in #1 above.
4. Multiply the monthly amount of alimony or child support times 12. Add to the Current Total Annual Income (plus any other income sources).

**Pensions, Temporary Payments**

1. Use the benefits statement issued by the benefits provider (pensions, workers compensation, disability compensation, social security, AFDC, etc.) to identify the amount of the benefit, payment frequency and expected term of the benefit.
2. Multiply the amount of the benefit times the payment frequency for the balance of year and add to actual YTD for an annualized amount. Add to the Current Total Annual Income (plus any other income sources).
3. If the benefit is absolutely not payable to the recipient beyond a given date (that means a complete and permanent stop of benefits without extensions, exceptions, waivers or other conditions) and such date is within 12 calendar months of the anticipated closing date, then calculate the benefits expected through the end of the benefits term. That will be the total annual income amount from the specific benefits source. Add to the Current Total Annual Income (plus any other income sources).

**Boarder's Income and Rental Income in One Unit Properties**

The Boarder's wages/income and rental income paid to the borrower must be included in the bond calculation of income.

**Rental Income from 2-4 Unit Properties**

Anticipated rental income from the property being purchased is not included in the bond calculation of income but may be treated as detailed in Agency (FHA, VA, Freddie, etc) guidelines.

If the borrower's own other rental property from which income is derived, that income must be included in the bond calculation of income.

This topic addresses the specific bond forms required for the HFA program for originating, processing, closing and loan delivery.

All are in an interactive format. You may download these forms onto your PC or laptop in their interactive format. An interactive form allows you to place your cursor on the first blank, complete and then "tab" to the next blank.

While forms may be downloaded on your PC or laptop, going to the Website for forms each time you need them assures that the most current version is being used.

A complete Mortgage package must include all standard FHA, RD , VA or conventional forms.

Original, personal signatures of all borrowers and sellers are required and must match on all documents associated with the transaction.

Whenever a party is known in any of the documents by more than a single name, a Name Affidavit Will Be Required.

Powers of Attorney and/or Personal Representatives for the Borrower Are Not Acceptable. Exception: Active Duty Military Personnel may provide an "Alive and Well" letter.

**Only those who have an ownership interest in the property – those in title – sign the bond forms.** No one else signs. Too many signatures is an exception just like not having enough sign.

### **ORIGINATING COMPLIANCE FORMS**

In addition to all the standard disclosures, the bond program has specific disclosures all contained in the Notices to Buyers that is executed at the time of loan application. To the borrower's copy attach the 2-page Recapture Brochure. The Original of the Notices to Buyers should be included in the package that goes to the Underwriter. For conventional loans, there is also a Loan Acknowledgment Form.

### **FIRST MORTGAGE CLOSING FORMS**

Affidavit/Certifications  
Tax Exempt Rider (must be recorded)  
DPA Memo  
Florida Housing Mortgagor Survey

### **SECOND MORTGAGE FORMS**

Acknowledgment Form or Grant Acknowledgment Memo  
HAMI Second Note  
HAMI Second Mortgage  
FLORIDA ASSIST Second Note  
FLORIDA ASSIST Second Mortgage

### **POST CLOSING FORMS**

Compliance File Checklist  
Mortgage File Checklists  
Final Document Delivery Submission Checklist

**Questions Regarding Forms should be directed to [sue@ehousing.cc](mailto:sue@ehousing.cc) or 813-671-7344.**

**OTHER DOCUMENTS REQUIRED FOR BOND COMPLIANCE FILE****Tax Returns** (Tax returns for the preceding year are due April 15 of the current year.)

Not required for those buying in Targeted Areas (including GO Zone Areas). Signed copies of the past 3 years' returns and all schedules are required for all borrowers and their spouses, regardless of whether the spouses are taking title to the property. IT IS THE RESPONSIBILITY OF THE BORROWER(S) TO SUPPLY THIS INFORMATION. If they do not have the required tax returns, they need to request a copy or transcript immediately to be provided prior to loan commitment. Please remember that the Underwriter is certifying that they have reviewed the appropriate returns. So returns must be provided to your Underwriter prior to Underwriter's Certification.

Acceptable Federal Income Tax Returns: Copies of returns filed with the IRS including 1040 REGULAR, 1040-A, 1040-EZ, Letter 1722, an IRS line-by-line transcript and a Telefile return that meets the following conditions: (1) has the preprinted taxpayer name and address - such name and address cannot be altered in any way (2) has the preprinted Code number, (3) has the 6 digit IRS confirmation number and (4) has the signature of the taxpayer(s). Electronic returns and PC returns are not acceptable. Also acceptable are the electronic cover sheet accompanied by copies of returns filed with the IRS and PC (i.e. Turbo Tax) returns. Requests for Extensions are not acceptable in lieu of tax returns.

Full tax returns (schedules included) are required. All returns must include names, social security number(s) and address and must be signed by all named taxpayers. Original signatures are not required. Other types of returns are not acceptable. If a borrower did not file federal income tax returns for any or all of the three year period and were required by law to do so, they cannot participate in the program until such returns are filed. If a borrower did not file federal income tax returns for any or all of the three year period and were not required by law to do so, use the space provided on the Mortgagor Affidavit and list the name(s) of the party(ies), the tax year(s) and the reason for not filing. A form 4506 is available on the IRS Website: [www.irs.ustreas.gov](http://www.irs.ustreas.gov) for borrower requests for a line-by-line (aka Tax return transcript). Borrowers may request a Letter 1722 by calling 1-800-829-3676.

Link to the IRS via [www.irs.gov](http://www.irs.gov)

**Real Estate Purchase Contract**

The full address of the property, full names of all sellers and buyers and total purchase price of the property must be included. If there is not an address for new construction, a lot number and subdivision name are required. All named persons must sign. Include the name and title whenever a representative is signing for a corporation.

**Final Typed Loan Application (1003)**

The typed application signed and dated by all parties is required. Loan interviewer must complete and sign page 3 of 4 of the 1003. If this is not possible, then an Officer must sign in place of the interviewer. All persons taking title to the property must execute all bond documents. The income disclosed on the Affidavit must be the same or more than that shown on the 1003. The purchase price, loan amount, and other financial details must be the same as shown on all other documents.

**HUD-1 Settlement Statement**

Buyer, seller and closing agent must fully execute the HUD-1. Borrowers on the HUD-1 must be all persons taking title to the property and match the Affidavit and application. Persons not taking title to the property may not appear or sign the HUD-1. The Bond Application Fee must be shown as being payable to Servicer. Please do not bundle charges. Itemize all charges to the transaction. Payoffs of other debt must appear on Page 1 under Section 100 of the HUD-1 as part of "Settlement Costs".

**Warranty Deed**

A copy of the Warranty Deed is required.