

**TO: CLOSING AGENTS HOUSING FINANCE AUTHORITY (HFA) OF PINELLAS COUNTY SINGLE FAMILY PROGRAM**

**RE: SPECIAL REQUIREMENTS OF THE PROGRAM**

Closing agents must be approved by the HFA of Pinellas County in order to close loans in this program. Approval is contingent upon attending training and passing a test.

The Home Key first mortgage and Home Key Plus second mortgage, if applicable, are being provided by the Housing Finance Authority of Pinellas County's Single Family Program.

These mortgages are exempt from documentary stamp tax and intangible tax. The following legend is preprinted on the second mortgages and must appear on the first mortgage *.MORTGAGES AND NOTES IN THIS PROGRAM ARE EXEMPT FROM DOCUMENTARY STAMP TAX UNDER 201.08, F.S. AND FLORIDA NONRECURRING INTANGIBLE TAX UNDER 199, F.S. PER 159.621 FLORIDA STATUTES. DEEDS ARE NOT EXEMPT.*

**IF THESE FEES ARE CHARGED, PROOF OF REFUND MUST BE PROVIDED FOR THE LOAN TO BE PURCHASED.**

Buyers are not permitted to pay the fees on the deeds. This seller's expense must be paid by the seller.

Changes that occur at closing may affect the loan's compliance with tax law. Please check with the lender if any changes occur at closing including income, sales price and those who are to be listed on title.

**Questions should be directed to the participating lender who has originated this loan.**

Each county recorder has specific recording requirements for exempt loans. Closing agents should familiarize themselves with such conditions.

**All executed documents should be returned to the originating lender unless otherwise directed.**

We appreciate the role you play in delivering affordable housing to Florida residents.

Thank you for your kind attention.