

# THDA LENDER NOTICE: #2023-1 January 6<sup>th</sup>, 2023

# SUBJECT: Early Payment Defaults, Quality Control Reviews, Indemnifications, Repurchase, Annual Renewals and General Updates

Effective immediately, THDA has updated language in our guide for maintaining originating lender approval status. Sections affected by the update are:

#### **THDA Quality Control and Risk Management**

#### **Quality Control Reviews**

Monthly, THDA will conduct a QC review of no less than 10% of the loans we purchase. OAs will be notified of any loan level defect and work with THDA to remedy. Pg. 11

#### **Early Payment Default Reviews**

Monthly, THDA will provide our OA's a request for an EPD QC for any loans 60 days delinquent in the first 6 months of loan purchase. OA's will have the responsibility of providing the EPD QC within 60 days of the request. THDA will conduct a QC for all EPD loans 90 days delinquent in the first 12 months. OA will be notified of any loan level defect and work with THDA to remedy. Pg. 11

#### **Loan Level Defects/Findings**

THDA has outlined guidelines around defects and potential remedies. Indemnification process, including reimbursement of Service Release Premium, and \$1,500 Administrative Fee. Pg. 11

#### Loan Repurchase

#### **Repurchase Obligations**

Section has been updated to align with other state HFAs. Pg. 12

#### **Original Title Policy**

THDA does not require the original title policy, only the original mortgage notes and recorded Deed of Trust for the first mortgage.

#### **Uninsured Conventional Loans**

Uninsured Conventional mortgage loans are a portfolio product of THDA's under the Great Choice Mortgage loan program, THDA is adding language to the guide as a reference.

#### Renewals

THDA will be utilizing Optimal Blue's Comergence for annual renewals this year, we anticipate renewals will be launching later this month. The launch date will be based upon the anniversary date of becoming a THDA Originating Agent.



# February 1, 2023

#### SUBJECT: Interest Rate Decrease-Mortgage Revenue Bond (MRB) Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will change to 6.00%. Based on this rate, the Homeownership for the Brave Mortgage Loan Program will change to 5.50%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30-day extension</u>. Extensions can be completed in THDA's Electronic Loan Management Application (THELMA).

All steps, including acknowledgment of terms must be completed at the time of rate lock. Rate lock confirmations are emailed immediately to the lender, if the confirmation is not received timely, please email <u>SFask@thda.org</u>. For more information on THDA's rate lock, please refer to the Rates and Rate Lock section in THDA's Originating Agent's Guide (page 25) or <u>https://thda.org/homeownership-partners/lenders/training-for-lenders</u>.

To alleviate any delays with the review of the loan application submission, as well as the receipt of timely commitments from THDA, please verify all submission documentation reflects the correct interest rate as indicated on the lock confirmation. Incorrect interest rates on documentation will delay the review of the mortgage loan file.

Access THDA's rates any time at https://thda.org/homeownership-partners/lenders.



# February 1, 2023

### **SUBJECT: Lender Compensation Change**

Effective for loans with an interest rate locked on and after March 1, 2023, THDA is changing the Originating Agent (OA) compensation for all THDA loan programs. THDA will allow OAs to charge up to a 1% origination. Originating Agents will be compensated 100 basis points (bps) at the time THDA purchases the loan. THDA will provide 75 bps in Service Release Premium at the time of loan completion, as outlined in Section 8.6 of THDA's Origination Agent Guide. Therefore, the total OA compensation from THDA on an eligible loan purchase is 1.75%, with the OA allowed to charge up to 1% in origination.

THDA will continue to allow up to \$1,400 for other customary and allowable fees such as underwriting, processing, application fee, and other similar program fees listed in Section A. page 2 of the first mortgage loan estimate/closing disclosure.

With the new compensation structure, THDA anticipates a rate change that will be announced no later than March 1, 2023 and effective same day when the rate desk opens at 9:30 AM CT.

Thank you for your continued participation in THDA's mortgage loan programs.

If you have any questions, please email <u>sfASK@thda.org</u> or call 615-815-2100.



## February 6, 2023

#### SUBJECT: Form 1103 and Freddie Mac HFA Advantage Program Enhancements

#### Supplemental Consumer Information Form (SCIF, FORM 1103)

The Federal Housing Finance Agency (FHFA) announced that the Supplemental Consumer Information Form (SCIF) will be required for loans sold to Freddie Mac and Fannie Mae starting with application dates on or after March 1, 2023. The SCIF (Form 1103) collects information about a borrower's language preference and any homeowner education or counseling that the borrower completed in the prior 12 months.

Borrower response to the language preference question is voluntary and lenders should accept the form from borrowers as provided. Borrowers may indicate a language preference, select that they do not wish to respond, or choose not to select an option. The form has been revised with an updated footer date of 5/2022 and can be found on Freddie Mac URLA resource website.

#### Income Limits

The income limits increased for the HFA Advantage mortgage loan program in December. Qualifying income inclusions/exclusions must meet Freddie Mac guidelines. Qualifying income is the maximum income per county based upon the Great Choice Mortgage program limits for a 3+ person household.

This enhancement does affect **Mortgage Insurance Coverage.** All HFA Advantage mortgage loans must comply with the required coverage levels as indicated in Freddie Mac's guidelines and the LPA Feedback results, example below.

Area Median Income (AMI)* per Freddie Mac	Coverage	Up to 85%	Up to 90%	Up to 95%	Up to 97%
Less than or <u>equal to 80%</u> * Per Freddie Mac's Income & Property Eligibility Tool	Custom	6%	12%	16%	18%
Greater than 80% (See <u>FHLMC Guide Section</u> <u>4701.1</u> )	Standard	12%	25%	30%	35%

Tips for successful delivery of HFA Advantage mortgage loans:

- Assignment to THDA is no longer required.
- Assessment Summary and Mortgage Details reflects Purchase Eligibility is Eligible, Risk Class is Accept, and Offering Identifier is HFA Advantage.
- Affordable Lending and Access to Credit Messages
  - o Code FAL0011 will include the Area Median Income for the address submitted
  - Code FAL0002 will determine VLIP (50% AMI) and LIP (80% AMI) by comparing qualifying income and the AMI where the property is located. These are Freddie Mac's housing goal indicators.
  - Code FAL0008 is the messaging when qualifying income exceeds 80%, this is also a reminder to compare the income to THDA's maximum income limits.

Questions may be directed to <u>sfask@thda.org</u> or 615-815-2100.



# February 21, 2023

## **SUBJECT: Third Party Origination**

THDA will allow licensed and authorized Third parties to originate (TPO) THDA loans through an approved and authorized correspondent lender of THDA ("Wholesale Lender"). Collectively, the parties enter into a broker agreement. THDA's agreement remains solely with the wholesale lender. Wholesale lender is responsible for the complete underwriting and approval of the mortgage loan, as well as delivering post-closing documents to meet THDA's delivery deadlines.

Additional requirements will consist of the following:

- Most recent copy of the broker agreement utilized by your organization. Proprietary information can be redacted.
- Annual list of active TPOs licensed in Tennessee.
- Immediate notice of any termination of TPO agreement for TPOs originating THDA loans.
- Schedule annual training in conjunction with THDA for all TPOs

THDA will provide written approval for participation in the TPO channel.

Thank you for your continued participation in THDA's mortgage loan programs. If you have any questions, please contact <u>SFask@thda.org</u> or call 615-815-2100.



# THDA LENDER NOTICE: #2023-6 February 24, 2023

#### SUBJECT: Homeownership for Heroes Mortgage Loan Program (MRB)

Effective with rate locks starting March 1, 2023, THDA is excited to announce a new enhancement and rebrand to the Homeownership for the Brave Program. It will now be called Homeownership for Heroes. In collaboration with the Governor's office, THDA will be offering a 50 basis points discount in interest rate in the Great Choice Mortgage Loan Program for Firefighters, State and Local Law Enforcement Officers, EMT and Paramedics in addition to Veterans, active duty Military, Reservists and members of the National Guard. A current license, certification, DD-214 or Leave & Earnings statement (LES-active military) must be included in the submitted file to receive the reduced rate. The applicant must be currently employed in the State of Tennessee in one of the above professions.

The Homeownership for Heroes program will replace, the Homeownership for the Brave effective March 1, 2023. Any current locks under Homeownership for the Brave will reflect the new name change as of the March 1<sup>st</sup> launch date to Homeownership for Heroes.

Your Customer Account Manager will be providing training for the new program and it will be included in the March operations training.

Thank you for your continued participation in THDA's mortgage loan programs. If you have any questions, please contact <u>SFask@thda.org</u> or contact your Customer Account Manager.



## March 1, 2023

### SUBJECT: Interest Rate Decrease - Mortgage Revenue Bond (MRB) Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will change to 5.875%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will change to 5.375%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one-30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

All steps, including acknowledgment of terms must be completed at the time of rate lock. Rate lock confirmations are emailed immediately to the lender, if the confirmation is not received timely, please email <u>SFask@thda.org</u>. For more information on THDA's rate lock, please refer to the Rates and Rate Lock section in THDA's Originating Agent's Guide (page 25) or <u>https://thda.org/homeownership-partners/lenders/training-for-lenders</u>.

To alleviate any delays with the review of the loan application submission, as well as the receipt of timely commitments from THDA, please verify all submission documentation reflects the correct interest rate as indicated on the lock confirmation. Incorrect interest rates on documentation will delay the review of the mortgage loan file.

Access THDA's rates any time here.

#### Reminder: Lender Notice #2023-3

Lender Notice # 2023-3 also takes effect today regarding lender compensation and new rate locks. Please review the rate sheet for allowable origination percentage (points), Lender Compensation paid by THDA at the time of loan purchase and Service Release Premium (SRP) paid by THDA at the time of loan completion.



# THDA LENDER NOTICE: #2023-8 March 24, 2023

SUBJECT: HFA1 Affordable Homeownership Toolkit

Yesterday, the National Council of State Housing Agencies (NCSHA) announced the HFA1 Affordable Homeownership Program Toolkit, a new online resource that enables lenders to partner more easily with state housing finance agencies (HFAs) in providing affordable home mortgage loans and down payment assistance to lower-income home buyers.

The tools identify the key features of HFA homeownership programs that are most important for lenders in determining how and where to partner with the agencies to serve their borrowers and reflect substantial progress by a growing number of agencies to align elements of their programs to support more efficient participation in them by multi-state lenders.

Programs from HFAs in the following states are featured in the toolkit: Alabama, Arizona, Idaho, California, Colorado, Illinois, Iowa, Massachusetts, New Mexico, South Dakota, Tennessee, Utah, and Washington. HFAs in other states are expected to join later this year.

Through a multi-year process with leading members of the Mortgage Bankers Association and other industry stakeholders, the agencies reduced or eliminated loan overlays, created a common loan delivery checklist to reduce operational differences, and aligned their affordable mortgage and down payment assistance requirements in numerous areas.

Effective immediately, THDA's HFA Advantage Programs are an eligible offering in the HFA1 Affordable Homeownership Program Toolkit. Plans of adding the Great Choice Programs are underway and are expected to be added in the near future. THDA is not requiring the HFA1 Delivery Checklist, however will accept it.

Program approval is required to offer any THDA mortgage loan program. All internal processes and procedures remain the same for THDA. Substantial enhancements have been implemented to all THDA mortgage loan programs over the past two years for this initiative. Learn more by visiting the <u>HFA1</u> <u>Affordable Homeownership Lender Toolkit webpage</u>. If you have any questions please email <u>SFAsk@thda.org</u>.



## March 29, 2023

### SUBJECT: Interest Rate Decrease - Mortgage Revenue Bond (MRB) Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will change to 5.625%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will change to 5.125%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

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# THDA LENDER NOTICE: #2023-10 March 30, 2023

### SUBJECT: GC97 Freddie Mac HFA Advantage Mortgage Loan

Effective immediately, THDA will eliminate the lower rate offering for the Freddie Mac HFA Advantage standalone first mortgage, which was implemented with Lender Notice 2021-03. Approved originating lenders may continue to offer the product, however, it is priced at the same rate as the Freddie Mac HFA Advantage Plus Mortgage.

Standalone first mortgages only consist of 2% of THDA's overall mortgage production, therefore aligning all programs with the same structure should provide ease to program management and execution.



## March 31, 2023

### SUBJECT: Interest Rate Decrease - Mortgage Revenue Bond (MRB) Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will change to 5.50%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will change to 5.00%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

All steps, including acknowledgment of terms must be completed at the time of rate lock. Rate lock confirmations are emailed immediately to the lender, if the confirmation is not received timely, please email <u>SFask@thda.org</u>. For more information on THDA's rate lock, please refer to the Rates and Rate Lock section in THDA's <u>Originating Agent's Guide</u> (page 25) or <u>https://thda.org/homeownership-partners/lenders/training-for-lenders</u>.

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# April 13, 2023

### SUBJECT: Lender Renewal Launch in Comergence

THDA has partnered with <u>Comergence by Optimal Blue</u> to launch our new lender application and renewal process.

Effective April 21, 2023, all renewals will be conducted through the Comergence Platform. The renewal period will be from April 21<sup>st</sup> to June 30<sup>th</sup>. We plan to stagger lender renewal dates based on prior renewal approval. The renewal invite will appear on your organization's Comergence Dashboard.

As in previous years, we require the following documents for renewal:

- Recertification Form (This will require DocuSign use through Comergence.)
- Most Recent Audited Financials
- QC Plan as well as most recent 90 days of QC Reports with Management Responses
- W9
- IT Security Policy and Procedures Note: Lender must provide current information security policy. Written notice must also be provided to document any information security incident or breaches that have taken place in the past three years.

If you have any questions, please email <u>sfask@thda.org</u> or call 615-815-2100.



May 18, 2023

### SUBJECT: Shipping Address Update for Closing Documents

In an effort to create more efficiency and better serve our lending partners and their borrowers, THDA is updating the shipping address for Closing Documents. THDA temporarily made a change to the delivery address in the summer of 2020 as a response to COVID-19 delivery delays. We plan to phase this change in throughout the summer and will accept documents through both locations until September 1, 2023.

Please make the necessary updates to your processes. After September 1, 2023, you may experience a longer turnaround time for loan review.

<u>Current Address:</u> THDA/VMLS Attn: SFLO Closing Department 404 James Robertson Pkwy, Suite 1450 Nashville, TN 37219-1536

<u>New Address</u>: THDA/VMLS Attn: SFLO Closing Department 502 Deaderick Street, 3rd Floor Nashville, TN 37243

If you have any questions, please email <u>sfask@thda.org</u> or call 615-815-2100.



### May 23, 2023

#### SUBJECT: Interest Rate Increase - Mortgage Revenue Bond Programs

Effective May 24, 2023, the interest rate on the Great Choice Mortgage Loan Program will change to 5.75%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will change to 5.25%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

All steps, including acknowledgment of terms must be completed at the time of rate lock. Rate lock confirmations are emailed immediately to the lender, if the confirmation is not received timely, please email <u>SFask@thda.org</u>. For more information on THDA's rate lock, please refer to the Rates and Rate Lock section in THDA's <u>Originating Agent's Guide</u> (page 25) or <u>https://thda.org/homeownership-partners/lenders/training-for-lenders</u>.

To alleviate any delays with the review of the loan application submission, as well as the receipt of timely commitments from THDA, please verify all submission documentation reflects the correct interest rate as indicated on the lock confirmation. Incorrect interest rates on documentation will delay the review of the mortgage loan file.

Access THDA's rates any time here.



# May 30, 2023

### SUBJECT: Volatile Mortgage Revenue Bond Market

Close monitoring of the MRB market has become critical during this volatile time. Last week and continuing today, market indicators which affect the cost of THDA's funds in the bond market have continued to rise.

Taking the above into consideration, <u>effective immediately</u>, THDA will suspend **ADVANCED** notice of rate increases for MRB loans (Great Choice/Homeownership for Heroes). THDA will continue to provide an effective immediately Lender Notice when the MRB rate increases.

When locking your loans, please keep in mind the rate lock timeline, extension requests, and the hours for locking THDA's rates as outlined in the <u>Originating</u> <u>Agents Guide</u>. Rate locks are available until 5:30 pm CT daily, however, THDA's office closes at 4:30 pm CT. If you are needing to re-lock a loan with a new property address please follow these steps:

- Please cancel any existing lock, providing the reason within the cancellation.
- Email <u>SFAsk@thda.org</u> for the ability to re-lock the borrower with the new property address. This request must be completed prior to the closing of THDA's office. No exceptions will be given for late rate locks.



### June 8, 2023

#### SUBJECT: Interest Rate Increase - Mortgage Revenue Bond Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will change to 6.00%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will change to 5.5%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

All steps, including acknowledgment of terms must be completed at the time of rate lock. Rate lock confirmations are emailed immediately to the lender, if the confirmation is not received timely, please email <u>SFask@thda.org</u>.

For more information on THDA's rate lock, please refer to the Rates and Rate Lock section in THDA's <u>Originating Agent's Guide</u> (page 25) or visit the <u>Lender Training</u> page on our website.

To alleviate any delays with the review of the loan application submission, as well as the receipt of timely commitments from THDA, please verify all submission documentation reflects the correct interest rate as indicated on the lock confirmation. Incorrect interest rates on documentation will delay the review of the mortgage loan file.

Access THDA's rates any time here.



June 14, 2023

### SUBJECT: HFA Advantage IRS 4506-C Procedure Update

THDA received notification of a procedure change from our QC Vendor for the 4506-C. This is only for the Freddie Mac HFA Advantage mortgage loan program. Freddie Mac requires IRS transcripts on all loans selected for QC audit, except for when the income and employment is submitted to the AUS validation service.

Effective immediately, the IRS has officially implemented new procedures to process the 4506C form. The IVES participant information MUST be listed on line 5a of the form and MUST match the requestor's information. This means that the IRS will begin to reject any 4506-Cs that are ordered by QC vendors and do not include specific information in section 5a.

- Ives Participant Name: KCB Credit LLC
- Ives Participant Address: 1407 N Batavia ST #201 Orange CA 92867
- Participant ID: 304088
- Mailbox ID: fawcettinc

Therefore, THDA will require two 4506-C forms completed at closing; one (1) with THDA's vendor information (listed above) and one (1) with your own information. We need your partnership with this process to mitigate transcript delays, rejections, and unnecessary defects/findings in the reports. THDA will be providing the 4506-C form which includes all data points.



# June 27, 2023

### SUBJECT: GENERAL UPDATES FROM THDA

### THDA PROGRAM NAMES

To allow our program partners that utilize Optimal Blue's pricing engine ease of programming with their LOS, THDA has updated the program names on all programs by removing the "dash" (-) and replacing it with the word "with".

THDA has also worked with Optimal Blue to add the Great Choice Uninsured Conventional Portfolio products into the product tree for THDA.

### COMERGENCE BY OPTIMAL BLUE

Information regarding the application process with Comergence by Optimal Blue has been added to the guide.

### SHIPPING ADDRESS REMINDER

All original mortgage notes and original recorded Deeds of Trust should be shipped to the following address:

THDA Attn: SFLO Closing Department 502 Deaderick Street, Third Floor Nashville, TN 37243

### ACCESSORY UNITS

After receiving additional guidance/clarification from THDA's bond council, THDA has updated our Property Eligibility guidelines. Accessory unit/mother in-law suite is acceptable if documentation is provided that the unit is not to be used in a trade or business. If the unit is to be rented, then it is subject to the not greater than 15% trade or business rule and the unit has to be at least 5 years old under the tax code.

### FHA SUPPLEMENT CONSUMER INFORMATION FORM REQUIREMENT

The Federal Housing Administration (FHA) published <u>Mortgagee Letter (ML) 2023-13</u>, *Supplemental Consumer Information Form*. The Supplemental Consumer Information Form (SCIF) contains information about the borrower's language preference, if any, and any homeownership education and housing counseling the borrower may have received. This ML requires mortgagees to provide prospective forward mortgage borrowers with the SCIF at the time of application, and to submit this information to FHA as part of the lender's required loan application data submissions. Borrowers may elect to provide their lenders with no information, some information or all the information requested in the SCIF. THDA will require the form to be submitted with application dates outlined in the ML.



July 5, 2023

#### SUBJECT: Interest Rate Decrease - Mortgage Revenue Bond Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will change to 5.875%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will change to 5.375%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

All steps, including acknowledgment of terms must be completed at the time of rate lock. Rate lock confirmations are emailed immediately to the lender, if the confirmation is not received timely, please email <u>SFask@thda.org</u>.

For more information on THDA's rate lock, please refer to the Rates and Rate Lock section in THDA's <u>Originating Agent's Guide</u> (page 25) or visit the <u>Lender Training</u> page on our website.

To alleviate any delays with the review of the loan application submission, as well as the receipt of timely commitments from THDA, please verify all submission documentation reflects the correct interest rate as indicated on the lock confirmation. Incorrect interest rates on documentation will delay the review of the mortgage loan file.

Access THDA's rates any time here.



# July 26, 2023

## SUBJECT: Acquisition Cost Limits (Sales Price)/ Income Limit Increases

Effective Wednesday July 26, 2023, THDA will be increasing the Acquisition Cost Limits to \$400,000 for all counties in Tennessee.

Also effective Wednesday July 26, 2023, THDA will be increasing the Income Limits in all counties in Tennessee.

All THDA loan applications received on and after July 26, 2023 will be considered in accordance with these updated Acquisition and Income Limits.

The above changes are reflected on our website at <u>Acquisition/Income Limits</u>.



## SUBJECT: HFA Advantage IRS 4506-C Procedure Update

THDA received additional guidance for the 4506-C. This is only for the Freddie Mac HFA Advantage mortgage loan program. Freddie Mac requires IRS transcripts on all loans selected for QC audit, except for when the income and employment is submitted to the AUS validation service.

Effective immediately, the IRS has officially implemented new procedures to process the 4506C form. The IVES participant information MUST be listed on line 5a of the form and MUST match the requestor's information. This means that the IRS will begin to reject any 4506-Cs that are ordered by QC vendors and do not include specific information in section 5a.

- Ives Participant Name: KCB Credit LLC
- Ives Participant Address: 1407 N Batavia ST #201 Orange CA 92867
- Participant ID: 304088
- Mailbox ID: fawcettinc

Therefore, THDA will require two 4506-C forms completed at closing; one (1) with THDA's vendor information (listed above) and one (1) with your own information. We need your partnership with this process to mitigate transcript delays, rejections and unnecessary defects/findings in the reports. THDA will be providing the 4506-C form located on our website. In lieu of the 4506-C with THDA's vendor information, the lender can provide a tax transcript from the IRS.



### **SUBJECT: Prior THDA Foreclosure**

Effective immediately, THDA has updated our guide for previous defaults of a THDA mortgage loan. The applicants are eligible for another THDA loan 7 years after the date that the Applicant transferred ownership of the Property to the foreclosing entity/designee or date of Deed in Lieu.

### **Underwriting Submission Checklist**

THDA has also updated the Underwriting Submission Checklist. The updated Checklist can be located <u>here</u> on our website.

Questions may be directed to <u>sfask@thda.org</u> or 615-815-2100.



## September 8, 2023

#### SUBJECT: Underwriting Fast Track Launch

THDA continues to experience high volumes in loan submissions. In an effort to expedite underwriting review, we would like to announce a new pilot process.

Effective September 11, 2023, loans that are submitted with complete documentation requiring **no additional processing or "prior to underwriting" conditions** to be uploaded to the loan, will be reviewed by an underwriter within the next business day.

What is a complete file?

- All documentation listed on <u>Underwriting Submission Checklist</u> is included **and** in the listed order with submission or categorized in uploads that are easily identified for review.
- All information from Documentation matches information in the system.
- All pages in the upload are facing in the same direction.
- All files submitted after regular business hours will be considered as received the following day.

THDA does reserve the right to end the pilot at any given time. Notification will be sent in the event this is discontinued.

Thank you for being a valued THDA partner and for your continued support.

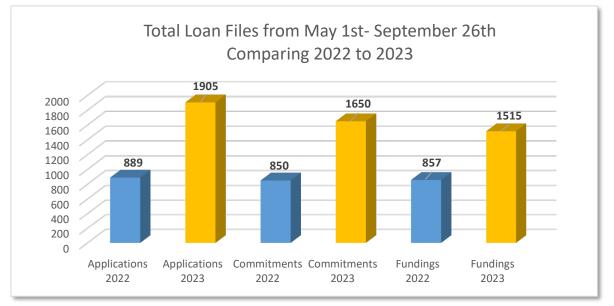


# **September 27, 2023**

### SUBJECT: High Volumes and Underwriting Fast Track Update

### High Volumes:

THDA continues to experience high volumes of loan submissions due to our low interest rates that we have been able to offer for the past several months. Our interest rates have been well below the outside market due to our bond pricing. We wanted to provide the data below to remain transparent about our turnaround times and provide a clear picture of our production numbers. Please take a moment to review the information below.



### Underwriting Fast Track Update:

Effective September 11, 2023 THDA announced an expedited underwriting review process for loans submitted according to the submission checklist which did not require any additional processing or "prior to underwriting" conditions.

For loans meeting the criteria, the intent was to review the loans within the next business day of the loan being processed by THDA and to expedite those files where no additional time was used to insure all documents were included in the submission. THDA has since experienced files with "prior to underwriting" conditions as high as 18, which ultimately bogs down the overall process.

### What is a complete file?

 All Documentation listed on <u>Underwriting Submission Checklist</u> according to the loan type (FHA,USDA, VA, Portfolio, Freddie Mac) is included and applicable, all required information is included in those documents <u>and</u> in the listed order with submission or categorized utilizing the category upload option in THELMA. This makes items easier to identify and review.



- All information from Documentation matches information in the THELMA system.
- All pages in the upload are facing in the same direction.
- All files submitted after regular business hours will be considered as received the following day.

Additional training regarding submitting a file can be located here.

Trending items that THDA is continuing to see missing in the loan submissions:

- Second mortgage amount and/or payment missing from the transmittal, AUS and/or URLA (section 4b)
- Credit report, appraisals, HOI, and Homebuyer Education Certificates
- 6% DPA is an amortizing DPA that must comply with TRID guidelines, we must have the initial LE and the LE reflecting the rate is locked.
- <u>All</u> preliminary disclosures that are signed at the time of application and listed on the submission checklist
- <u>All</u> parties of the transaction must be ran against all the exclusionary lists as listed on the submission checklist.

#### How do you know if your file qualifies for Fast Track?

On the public facing login page of THELMA, it will state the date underwriters are working on, as well as the date we are processing loans. If your loan qualifies for Fast Track, the status will change to "Assigned to Underwriter" by the next business day after processing. If the processor that submitted the loan receives and email with pre-underwriting conditions, it did not qualify.

Loan Number		Borrower Name	Date/Time Submitted	Status
	MRB		09/25/2023 10:28 AM	Unassigned
	MRB		09/21/2023 3:33 PM	AssignedToHos
	MRB		09/21/2023 4:02 PM	SubmitToUnder
	MRB		09/25/2023 1:29 PM	Unassigned

Below is an example of a pipeline in THELMA.



- **AssignedToHos** Loan has been assigned to an underwriter (Would be considered the Fast Track option if within the next business day after processing and file submission)
- **PendedPriorToUW** Did not qualify and must upload conditions, loan contains over 5 conditions and/or approval documents are missing
- **SubmitToUnderwriter** Loan did not qualify for Fast Track or just not assigned to Fast Track yet...*Click on loan number for any conditions.* If files are missing less than 5 items and the missing items are not related to the approval of the loan, we will move the file along through the normal review process.
- Unassigned Loan has not been processed yet

THDA is also working on instructions for the Submission Checklist to be utilized as a quick reference guide.

Thank you for being a valued THDA partner and for your continued support.



# **October 4**, 2023

# SUBJECT: Underwriting Turnaround Time, Rate Lock Extension Fees, Instructions Submission Checklist

Effective immediately, THDA is waiving the extension fee for all current and new rate locks, to include all loans in the underwriting queue and all loans committed that were affected by the current underwriting turnaround time. THDA will provide communication when rate lock fees are reinstated.

Reinstatement will be for new rates locks, locked on a specific date, and moving forward from that date. THDA's system will automatically extend rate locks for any loan that has been submitted or has been committed by THDA. Any rate locks that need complete files submitted to THDA must be extended in the THELMA system.

THDA appreciates the continued support and understanding as we continue to move through the large increase in volume we have experienced. The current interest rates are below market and make THDA a great decision for affordable homeownership.

THDA will finish the review of all files submitted on the 12<sup>th</sup> and 13<sup>th</sup> today. We are currently at a three week turnaround time. Please communicate this turnaround time to all parties.

As an incentive for submitting perfectly processed files, THDA can move that file to our Fast Track queue, please refer to <u>Lender Notice # 2023-24</u> for additional information on Fast Track. Currently, files without any prior to underwriting conditions submitted from October 2<sup>nd</sup> are being reviewed.

Current underwriting turnaround times can be found on the public facing THELMA login page.

# Announcements

UNDERWRITING STATUS - REVIEWING FILES SUBMITTED 9/13

FAST TRACK STATUS - REVIEWING FILES SUBMITTED 10/2

PROCESSING STATUS - REVIEWING FILES SUBMITTED 10/3

Review time varies depending on the volume of files received on date listed above.

THDA is also providing <u>instructions</u> for the <u>Submission Checklist</u> to be utilized as a quick reference guide. This is a reference guide based upon the origination quality control performed on file submissions.

Thank you for being a valued THDA partner and for your support.

Questions may be directed to <u>sfask@thda.org</u> or 615-815-2100.



**October 10, 2023** 

#### SUBJECT: Interest Rate Increase - Mortgage Revenue Bond Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will change to 7.00%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will change to 6.50%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

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For more information on THDA's rate lock, please refer to the Rates and Rate Lock section in THDA's <u>Originating Agent's Guide</u> (page 25) or visit the <u>Lender Training</u> page on our website.

To alleviate any delays with the review of the loan application submission, as well as the receipt of timely commitments from THDA, please verify all submission documentation reflects the correct interest rate as indicated on the lock confirmation. Incorrect interest rates on documentation will delay the review of the mortgage loan file.

Access THDA's rates any time here.



# THDA LENDER NOTICE: #2023-27 October 19, 2023

### SUBJECT: Interest Rate Increase- Mortgage Revenue Bond (MRB) Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will increase to 7.125%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will increase to 6.625%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

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# THDA LENDER NOTICE: #2023-28 October 23, 2023

### SUBJECT: Interest Rate Increase- Mortgage Revenue Bond (MRB) Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will increase to 7.250%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will increase to 6.750%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

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# THDA LENDER NOTICE: #2023-29 October 31, 2023

### SUBJECT: Interest Rate Increase- Mortgage Revenue Bond (MRB) Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will increase to 7.375%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will increase to 6.875%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

All steps, including acknowledgment of terms must be completed at the time of rate lock. Rate lock confirmations are emailed immediately to the lender, if the confirmation is not received timely, please email <u>SFask@thda.org</u>.

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### November 14, 2023

### SUBJECT: Rate Lock Extension Fee Reinstated

Effective Wednesday, November 15, 2023, THDA is reinstating the extension fee for all new rate locks. The reinstatement will be for <u>NEW LOCKS</u> moving forward from November 15, 2023.

As a reminder, <u>current interest rates</u> are listed on our website at <u>www.thda.org</u> on the Lenders page. Rates are also available through Optimal Blue.

Great Choice and Homeownership for Heroes have a 60-day lock for existing constructions and a 120-day lock for new/proposed construction. HFA Advantage has a 60-day lock regardless of the construction type.

One 30-day extension may be allowed at a cost of 25 bps. The cost of the lock extension will be deducted from the lender compensation. This fee can be passed on to the borrower.



### November 15, 2023

### SUBJECT: Interest Rate Decrease - Mortgage Revenue Bond (MRB) Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will change to 7.25%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will change to 6.75%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

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To alleviate any delays with the review of the loan application submission, as well as the receipt of timely commitments from THDA, please verify all submission documentation reflects the correct interest rate as indicated on the lock confirmation. Incorrect interest rates on documentation will delay the review of the mortgage loan file.

Access THDA's rates any time here.



# THDA LENDER NOTICE: #2023-32 November 17, 2023

# SUBJECT: Interest Rate Decrease- Mortgage Revenue Bond (MRB) Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will decrease to 7.125%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will decrease to 6.625%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

All steps, including acknowledgment of terms must be completed at the time of rate lock. Rate lock confirmations are emailed immediately to the lender, if the confirmation is not received timely, please email <u>SFask@thda.org</u>.

For more information on THDA's rate lock, please refer to the Rates and Rate Lock section in THDA's <u>Originating Agent's Guide</u> (page 25) or visit the <u>Lender Training</u> page on our website.

To alleviate any delays with the review of the loan application submission, as well as the receipt of timely commitments from THDA, please verify all submission documentation reflects the correct interest rate as indicated on the lock confirmation. Incorrect interest rates on documentation will delay the review of the mortgage loan file.

Access THDA's rates any time here.



# November 27, 2023

# SUBJECT: Interest Rate Decrease- Mortgage Revenue Bond (MRB) Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will decrease to 7.00%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will decrease to 6.50%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

All steps, including acknowledgment of terms must be completed at the time of rate lock. Rate lock confirmations are emailed immediately to the lender, if the confirmation is not received timely, please email <u>SFask@thda.org</u>.

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To alleviate any delays with the review of the loan application submission, as well as the receipt of timely commitments from THDA, please verify all submission documentation reflects the correct interest rate as indicated on the lock confirmation. Incorrect interest rates on documentation will delay the review of the mortgage loan file.

Access THDA's rates any time here.

Thank you for your continued support and participation in THDA mortgage loan programs.

\*Initially disclosed as LN 2023-32, it should have been 2023-33



### November 29, 2023

### SUBJECT: Interest Rate Decrease - Mortgage Revenue Bond (MRB) Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will change to 6.875%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will change to 6.375%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

All steps, including acknowledgment of terms must be completed at the time of rate lock. Rate lock confirmations are emailed immediately to the lender, if the confirmation is not received timely, please email <u>SFask@thda.org</u>.

For more information on THDA's rate lock, please refer to the Rates and Rate Lock section in THDA's <u>Originating Agent's Guide</u> (page 25) or visit the <u>Lender Training</u> page on our website.

To alleviate any delays with the review of the loan application submission, as well as the receipt of timely commitments from THDA, please verify all submission documentation reflects the correct interest rate as indicated on the lock confirmation. Incorrect interest rates on documentation will delay the review of the mortgage loan file.

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# **December 1, 2023**

## SUBJECT: Down Payment & Closing Cost Assistance Changes

Effective with rate locks as of Thursday, February 1, 2024, THDA will be implementing program changes to the Great Choice Plus, Homeownership for Heroes Plus and HFA Advantage Plus mortgage loan programs. THDA will continue to offer two second mortgage loan program options that are available across the entire state for Down Payment Assistance (DPA).

# Great Choice Plus-Payment, Homeownership for Heroes Plus-Payment, and HFA Advantage Plus-Payment Terms:

- Loan amount assistance is up to 5% of the Sales Price for sales prices up to \$300,000.
- Sales price greater than \$300,000 up to \$400,000, loan amount assistance is up to \$15,000.
- \$15,000 is the maximum DPA available.
- 30-Year Term Amortizing
- Interest rate is the same as the first mortgage.
- Monthly payment must be considered in the debt ratio.
- Second mortgage loan will be locked simultaneously with the first mortgage.

#### All loan products listed with the Deferred (No Payment) DPA option will not change.

The current DPA option of 6% will be suspended from rate lock options as of the close of business on Wednesday, January 31, 2024. All loans that are currently locked in THDA's loan portal should close with the existing terms as outlined in the rate lock confirmation and <u>Originating Agent's Guide</u>. Only one 30-day extension is available. Please provide a copy of this notice to your Information Technology Department to prepare for any required system changes to your Loan Origination System.

Please continue to utilize the subordinate lien documents that are on <u>THDA's website</u>. THDA requires MERS to be used for our second mortgages. Please ensure the first and second mortgage loans have the appropriate MIN listed, paper assignments are no longer acceptable.

The HFA Advantage Mortgage Loan Program will continue to utilize the 80% AMI threshold for determination of the private mortgage insurance coverage. Please refer to the LPA Feedback results to determine appropriate coverage.



## **December 6, 2023**

### SUBJECT: Interest Rate Decrease - Mortgage Revenue Bond (MRB) Programs

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will change to 6.750%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will change to 6.250%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

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Access THDA's rates any time here.



# December 13, 2023

### SUBJECT: Disaster Inspections

Due to severe weather impacting parts of Tennessee on December 10<sup>th</sup> and 11<sup>th</sup>, TEMA has identified 11 impacted counties, and THDA will be requiring a certification that the subject property was not damaged in the following cities within those counties.

Cities requiring inspections include:

- Clarksville
- Gallatin
- Hendersonville
- Madison
- Nashville
- Springfield

As these counties/cities have not yet been declared by FEMA, THDA will accept one of the following for all loans in the impacted areas prior to purchase.

- Lender Certification with post-disaster photos of all four sides of the property clearly indicating that the property has not been damaged. The certification must refer to the incident date, be completed by an employee not receiving compensation from the loan and signed/dated.
- **Borrower Certification** with post-disaster photos of all four sides of the property clearly indicating that the property has not been damaged. The certification must refer to the incident date and signed/dated. The Lender will also execute this certification.

Once FEMA advises of declared counties/zip codes, THDA will follow the applicable Agency guidelines for disaster inspections prior to purchase.



## December 14, 2023

### SUBJECT: Interest Rate Decrease - Mortgage Revenue Bond (MRB) Programs & Disaster Inspections Updated (3 Cities Added)

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will change to 6.625%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will change to 6.125%.

Rate locks for existing properties are for 60 days, new construction are 120 days. Closed Loans must be delivered to THDA in purchasable condition by rate lock expiration date. THDA only allows <u>one 30 day extension</u>, extensions can be completed in THDA's Electronic Loan Management Application (THELMA). Rates locked prior to this notice must close at the rate identified in the rate lock confirmation.

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Due to severe weather impacting parts of Tennessee on December 10<sup>th</sup> and 11<sup>th</sup>, TEMA has identified 11 impacted counties, and THDA will be requiring a certification that the subject property was not damaged in the following cities within those counties.

Cities requiring inspections include:

- Clarksville
- Gallatin
- Hendersonville
- Madison
- Nashville
- Springfield
- White Bluff
- Cumberland Furnace
- Indian Mound

As these counties/cities have not yet been declared by FEMA, THDA will accept one of the following for all loans in the impacted areas prior to purchase.

- Lender Certification with post-disaster photos of all four sides of the property clearly indicating that the property has not been damaged. The certification must refer to the incident date, be completed by an employee not receiving compensation from the loan and signed/dated.
- **Borrower Certification** with post-disaster photos of all four sides of the property clearly indicating that the property has not been damaged. The certification must refer to the incident date and signed/dated. The Lender will also execute this certification.

Once FEMA advises of declared counties/zip codes, THDA will follow the applicable Agency guidelines for disaster inspections prior to purchase.



### December 15, 2023

#### SUBJECT: No Credit Scores, MERS, and Principal Reductions

#### **Credit Scores and Debt Ratios**

Eligible applicants must meet credit underwriting standards of THDA and the relevant Agency. Effective 1/2/2024, THDA is adopting FHA's debt ratio maximum for no credit score borrowers, maximum debt ratio is 41%.

#### **Principal Reduction**

Effective 1/2/2024, Principal reductions will be netted from the loan purchase amount. THDA will also require a payment history for the loan reflecting the PR. If the PR is due to too much DPA funds received from THDA, apply PR to second mortgage or reduce the loan amount for the second mortgage.

#### Use of MERS System

MERS registration and a separate MIN is required for both the first and second mortgages. Effective 1/2/2024, Paper assignments are no longer accepted.

#### Shipping Address \*Reminder\*

Due to the relocation of our servicing department in the first quarter of 2024, the address provided in <u>Lender Notice #2023-13</u> must be utilized to prevent delays in loan purchase and receiving SRP.

#### Insuring Documentation \*Reminder\*

As outlined on the closing checklist, all loans are expected to have insuring documentation submitted with the closing package. If delays take place with obtaining the insuring documentation, the delay should be communicated to THDA's post-closing promptly. This is required prior to purchase of the loan.



## **December 20, 2023**

### SUBJECT: Disaster Inspection Update and Interest Rate Decrease -Mortgage Revenue Bond (MRB) Programs

#### **Disaster Inspection Update**

Effective immediately, THDA is rescinding <u>Lender Notice #2023-37</u>, regarding Tennessee Severe Storms and Tornado Disasters. With FEMA implementing DR-4751-TN, all lenders should follow the appropriate Agency guidelines regarding disasters.

#### **MRB Interest Rate Decrease**

Effective immediately, the interest rate on the Great Choice Mortgage Loan Program will change to 6.375%. Based on this rate, the Homeownership for Heroes Mortgage Loan Program will change to 5.875%.

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