

THDA LENDER NOTICE: #2024-31

October 10, 2024

SUBJECT: Reminders 4506-C, Fastrack, Loan Purchases/Servicing Transfers

4506-C

For HFA Advantage Loans, THDA is continuing to see the 4506-C missing information. Originating Agents must utilize the [4506-C](#) which contains THDA's vendor information and ensure the following:

- Box 6 should only have 1 box checked, THDA prefers for it to be 6a.
- Box 7 should be checked (do not complete 7a or 7b)
- Box 8 should be completed with the most recent two years

FASTRACK

As a reminder, perfectly submitted underwriting files do receive a priority for review. Please review the [Underwriting Checklist Reference Guide](#) for successful submissions. Files with excessive processing conditions (6 or more) or missing approval documents will be suspended, which will delay the file review process.

LOAN PURCHASES/SERVICING TRANSFERS

THDA makes strides to purchase all loans prior to the first payment due date. Loans purchased after the first payment due date will not receive a Service Release Premium (SRP). In the event the first payment becomes due prior to THDA purchasing the loan, the OA is responsible for all servicing activities up to the transfer effective date. This includes:

1. Collect timely payment from the borrower(s); proof of current due date will be required prior to THDA Purchase
2. Disburse timely PMI/MIP payments to Agency's guidelines.
3. Disburse additional Hazard Insurance, Flood Insurance, or Tax payments that come due prior to the THDA Purchase date
4. Complete required Agency monthly reporting, if applicable
5. Send a new Goodbye Letter meeting all RESPA requirements and coordinate the Service Transfer effective date with VMLS

Immediately following the effective Service Transfer date, Originating Agent is to send the following to VMLS:

1. Loan History indicating due date, payments received, principal curtailments, suspense balance, escrow disbursements, and escrow balance at transfer
2. All payments collected; disbursed escrow may be netted from funds transferred to VMLS
3. Copy of notices sent to borrower(s) including Goodbye Letter

MERS

When THDA has purchased a loan, a transfer via TOS/TOB (both Servicing & Investor Rights) MUST be initiated/transferred within five calendar days.

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

Questions may be directed to sfask@thda.org or 615-815-2100.