

THDA LENDER NOTICE: #2024-36

November 15, 2024

SUBJECT: HOLIDAY SCHEDULE AND GENERAL REMINDERS

As we approach the holiday season, THDA would like to remind our lending partners of our holiday schedule for the appropriate expectations to be set for borrowers and realtor partners. THDA will be closed November 28th and 29th, December 24th, 25th, 31st, and January 1st. THDA's official hours are 8:00AM- 4:30PM Central Time.

TURNAROUND TIME

THDA sets an expectation of a turnaround time of two business days. Please keep this in mind during the holiday season and that the turnaround time could be extended. Please review the login page to our Electronic Loan Management Application (THELMA) to review current turnaround times.

FAST TRACK

THDA continues to promote Fast Track Underwriting for complete packages. A complete package is submitted in accordance with the requirements on the [Underwriting Submission Checklist](#). These files receive priority review. When a file is suspended prior to Underwriting or when an underwriter issues conditions on a file, please allow one business day for conditions to be reviewed. All conditions should be submitted at the same time to reduce the number of times files are reviewed.

EXCESSIVE PAGES UPLOADED

For both underwriting and post-closing submissions, please review the checklists to prevent excessive documents from being submitted. Underwriting documents do not need to be resubmitted with the closing package, unless a second mortgage DPA is being reduced.

ORIGINAL 2ND MORTGAGE DOT

THDA only requires the original recorded DOT to be provided. If an original second mortgage DOT is received, it will either be shredded or returned to the lender at the lender's expense.

1ST MORTGAGE SECURITY INSTRUMENT - RIDER

Please ensure the appropriate box is checked in section F of the Deed of Trust and states THDA Rider. All THDA bond loans are required to have a THDA Rider recorded with the DOT. If any additional rider is needed, condo, PUD, etc., please ensure the appropriate box is also checked.

Access THDA's rates any time on the [Lender Page](#) of our website.

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