

Ralph M. Perrey, Executive Director



**ORIGINATING AGENTS
GUIDE REVISION 116**

October 31, 2016

Remove and discard:

Replace with enclosed:

Page 7 (Revised 10/17/14)	Page 7 (Revised 10/31/2016)
Page 50 (Revised 10/03/16).....	Page 50 (Revised 10/31/2016)
Substitute GFE Form for THDA Subordinates	
<i>HO-0575 (10.15)</i>	<i>HO-0575 (10.16)</i>

EFFECT OF CHANGE

Page 7 contains language change only for the purpose of clarification regarding Discount Points.

Page 50 contains correction to 5% of down payment assistance.

Form HO-0575 is changed to reflect term of 360 months.



Andrew Jackson Building Third Floor - 502 Deaderick St. - Nashville, TN 37243
THDA.org - (615) 815-2200 - Toll Free: 800-228-THDA

THDA is an equal opportunity, equal access, affirmative action employer.



2. Discount Points – ¼% of the actual or total loan amount is permissible, and is paid to the Origination Agent. Either the Borrower or seller may pay the ¼% discount fee.
3. Application Fee – Up to \$600. Either Applicant or Seller may pay this fee.
4. Service Release Fee - The amount depends on the agreement between Originating Agent and an approved THDA Servicer in connection with the sale of servicing. This agreement must be in writing, fully executed, and approved by THDA before a Commitment can be issued by THDA. Servicing can only be sold directly to an approved THDA Servicer.
5. Interest - For loans closed by the Purchase Method, an Originating Agent may retain per diem interest at the note rate for the number of days Originating Agent holds the loan prior to purchase by THDA.

REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY

SELLER AFFIDAVIT HO-0451 (09/99)

The seller of the property must complete a Seller Affidavit for each application file submitted to THDA. The Seller Affidavit is to assist in determining whether the purchase of the property involves more than the purchase price specified in the sales contract.

The seller must sign and date the Seller Affidavit, and it must be notarized. Enclose the original Seller Affidavit in the application file when submitting for THDA underwriting. In the absence of the original Affidavit at the time of loan approval, a prior to closing contingency will be THDA receipt of the original.

APPLICATION FOR ASSISTANCE HO-0573 (10/16)

This form must be completed and the original included in each loan application package submitted under the Great Choice Plus Loan Program. The application should indicate the total FHA loan amount including MIP, the exact (dollars and cents) amount of assistance based on 5% of the sales price, the anticipated closing date, and the complete name of the settlement agent. This form must be signed by the Borrower(s) and an authorized representative of the lender.

BUYER PROFILE HO-0439 (02/15)

This form is critical to facilitate accurate reports by THDA. Complete this form accurately and completely and enclose it with the application file when submitted for THDA underwriting.

UNDERWRITING SUBMISSION CHECKLIST HO-0549 (10/15)

Use this form as a cover sheet for all application files submitted to THDA.

Follow the checklist closely and complete all information. Items omitted may cause the application file to be returned for completion and resubmission. Do not change the size of this form.

The checklist has five main sections:

1. General Information.
2. THDA Program Eligibility. Must include original documents, notarized as indicated.
3. Great Choice Plus Loans/Downpayment/Closing Cost Assistance. Must be documented as indicated, if applicable.
4. Credit Package. Must include documentation, as indicated.

Originating Agent Information: Provide complete information, including the Originating Agent's four-digit O. A. Number as assigned by THDA. An omitted or incorrect Originating Agent number and

SUBSTITUTE GFE FORM FOR THDA SUBORDINATES

Second Mortgage Good Faith Estimate Disclosure

Great Choice Plus Mortgage Loan

Name of Applicant(s): _____

Application/Loan No: _____
Date Prepared: _____

Property Address: _____

Prepared by: **TENNESSEE HOUSING DEVELOPMENT AGENCY**
502 Deaderick St., Third Floor
Nashville, TN 37243

The information provided below reflects estimates of the charges which you are likely to incur at the settlement of your loan. The fees listed are estimated – actual charges may be more or less. Your transaction may not involve a fee for every item listed. The numbers listed beside the estimates generally correspond to the numbered lines contained in the HUD-1 settlement statement which you will be receiving at settlement. The HUD-1 settlement statement will show you the actual cost for items paid at settlement.

Total Loan Amount: \$ **Interest Rate: 0%** **Term: 360 months**

800 ITEMS PAYABLE IN CONNECTION WITH LOAN:

801	Loan Origination Fee	\$
802	Loan Discount	
803	Appraisal Fee	
804	Credit Report	
805	Lender's Inspection Fee	
808	Mortgage Broker Fee	
809	Tax Related Service Fee	
810	Processing Fee	
811	Underwriting Fee	
812	Wire Transfer Fee	

1100 TITLE CHARGES:

1101	Closing or Escrow Fee	\$
1105	Document Preparation Fee	
1106	Notary Fees	
1107	Attorney Fees	
1108	Title Insurance	

1200 GOVERNMENT RECORDING & TRANSFER CHARGES:

1201	Recording Fees	\$
1202	City/County Stamps	
1203	State Tax Stamps	

1300 ADDITIONAL SETTLEMENT CHARGES:

1202	Pest Inspection	\$
1203	THDA Grant	(\$ 50.00) paid by THDA
1204	Homebuyer Education	(\$ 150.00) POC paid by THDA

Estimated Closing Costs: \$

You are not required to complete this agreement merely because you have received these disclosures or signed a loan application.

These estimates are provided pursuant to the real Estate settlement Procedure Act of 1974, as amended (RESPA). Additional information can be found in the HUD Special Information Booklet at www.hud.gov/respa.

Applicant Signature

Applicant Signature