



User Guide – Correspondent

# MORTGAGE CADENCE

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**Assistance/Questions** - Contact VHDA LOS Support at [HomeOwnershipSupport@VHDA.com](mailto:HomeOwnershipSupport@VHDA.com) or reach out to your VHDA representatives. **Note:** *If your question is loan specific it is a good idea to include the Borrower Name and Loan Number.*

**Purchase/Quality Review:** [purchasereview@vhda.com](mailto:purchasereview@vhda.com)

**MERS:** [MERS@vhda.com](mailto:MERS@vhda.com)

**Servicing:** [vhdaservicing@vhda.com](mailto:vhdaservicing@vhda.com)

**VHDA Origination System (Mortgage Cadence):** [HomeownershipSupport@vhda.com](mailto:HomeownershipSupport@vhda.com)

**Locks/Reservations:** [lockdesk@vhda.com](mailto:lockdesk@vhda.com)

**Underwriting:** [underwriting@vhda.com](mailto:underwriting@vhda.com)

(800) 227-VHDA (8432) or (804) 783-6725

**VHDA Single Family Staff Directory:** [www.vhda.com](http://www.vhda.com)

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## RECOMMENDED BROWSER

- Internet Explorer 8.0 and higher

**Note:** Internet Explorer is the *ONLY* browser that is Mortgage Cadence compatible. VHDA will not offer any assistance if any other browser is being used.

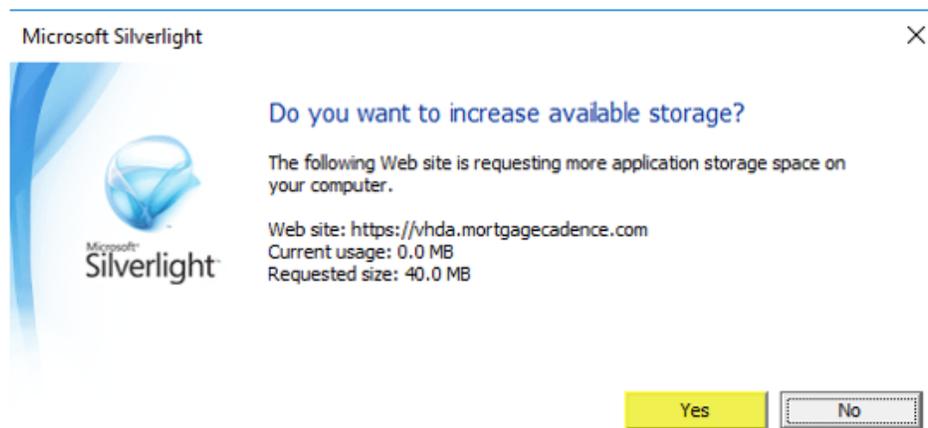
Recommended

## OTHER REQUIREMENTS

- Scanner setting for uploading attachments: 300dpi
- Microsoft Silverlight 5.0 or higher (see below for enabling Silverlight)
- TLS 1.1 or 1.2 encryption

## ENABLE SILVERLIGHT

When you log into Mortgage Cadence for the first time, you will see this message. Click **Yes** and the system will continue the log on process.



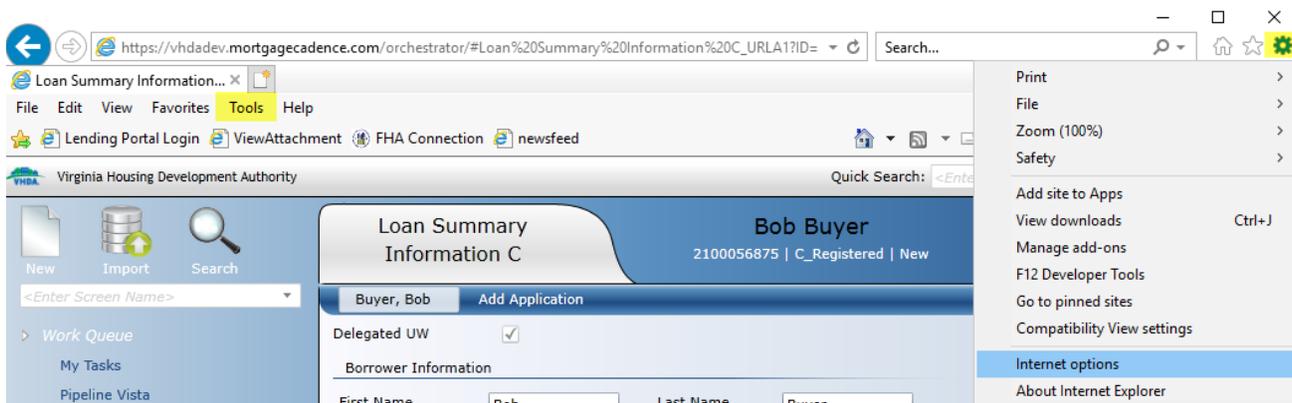
## ENABLE TLS 1.1 or 1.2 ENCRYPTION IN INTERNET EXPLORER

TLS stands for Transport Layer Security. It's a protocol that ensures privacy between communicating applications and their users on the Internet. Mortgage Cadence requires TLS 1.1 or 1.2 encryption.

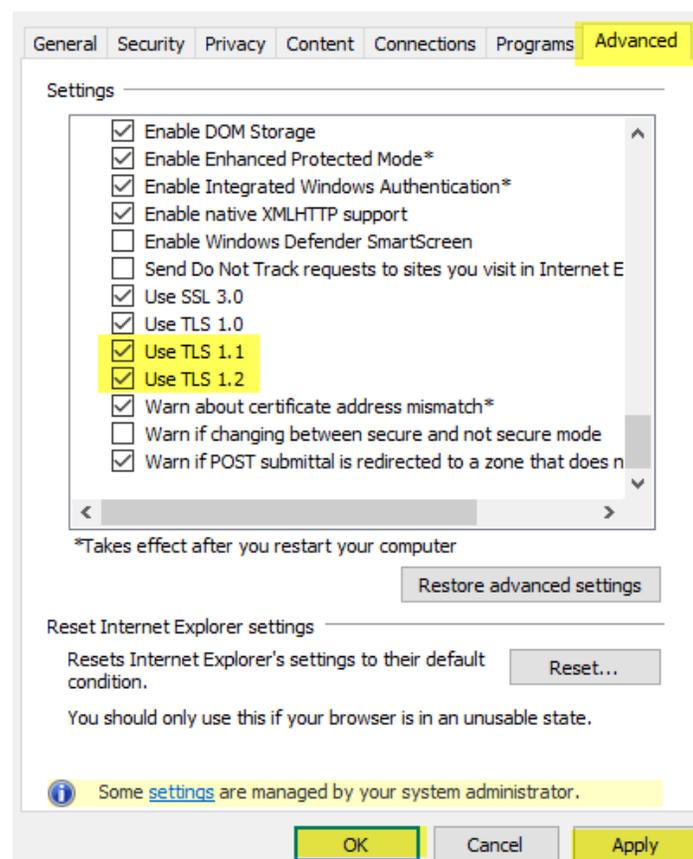
1. Open Internet Explorer.

**Note:** Depending on your version of Internet Explorer, the location and appearance of menu items may vary.

2. Click **Tools** or the  icon in the top menu bar.
3. Click **Internet Options**.



4. In the **Internet Options** window, click the **Advanced** tab.
5. Scroll through the **Advanced** tab's settings menu until you locate the **Security** section, and check the **TLS 1.1 or 1.2** checkbox (if not already checked).



6. Click **Apply**, then **OK**.
7. Restart Internet Explorer.

## SECURITY LEVELS FOR CORRESPONDENT USERS

**The lender's Administrator is responsible for maintaining (Adding, Editing, and Locking all acceptable individuals) all users.**

**Note:** All requests for new Lender Administrators need to be facilitated and approved by your VHDA BDO.

*Agreement taken from the Lender Administrator and Trainer Assignment form.*

*As Lender Administrator, I take responsibility for controlling all Lender access to Mortgage Cadence. I understand that it is my responsibility to give access only to the appropriate individuals within my organization who have a business need for such access, as well as to modify or remove their access as needed. Further, I understand that it is my responsibility to immediately remove access for employees that are terminated or otherwise separate from employment with Lender. Additionally, I understand that Lender will remain responsible for the conduct of any person to whom I have given access to Mortgage Cadence.*

*The Lender Administrator will perform access audits every 90-days on users who have access within their Lender. If users are found to no longer be employed by the Lender, the Lender Administrator will disable their access immediately and report the user being disabled to VHDA within 3 business days. The Lender Administrator shall retain all books, records, and other documents relative to system access to Mortgage Cadence, and VHDA, its authorized agents or auditors shall have full access to and the right to examine any of said materials during regular business hours.*

*VHDA will suspend access to all users that have not logged in to the system for a period of 90 days; however, this statement shall not be construed as waiving or relieving the Lender Administrator or Lender from all responsibility of managing access to Mortgage Cadence. In addition, the system will require all users to change their password every 90 days.*

### Level 1 - User Administrators, Operations Managers

- Has access to add new users.
- Has access to all security levels and functions listed below – including the ability to lock loans.

### Level 2 – Underwriters

- Can view all loans for Lender
- Can add/update loan data – manual or import
- Can view and print documents
- Register loans

#### **Access to the following Utilities:**

- Address Validation
- C\_Exception Request (*Waivers*)
- C\_Request Delegated Confirmation (*Delegated UW*)
- C\_Submit Closed Loan Package (*Closed loan for purchase*)
- C\_Submit Conditions for Review
- C\_Submit Loan for Review (*Non-delegated UW*)
- C\_Submit Pre Purchase Conditions
- Submit Final Documents
- Submit Post Closing Conditions

**Level 3** – Secondary Marketing

- Can Register, Price, and Lock loans
- View daily pricing
- Can request extensions and product changes
- Can add/update loan data – manual or import
- Can view and print documents
- Can view all loans for Lender

**Access to the following Utilities:**

- Address Validation
- C\_Exception Request (*Waivers*)
- C\_Generate Lock Confirmation
- Cancelled/Withdrawn Loan

**Level 4** – Loan Officers

- Register loans
- Can add/update loan data – manual or import
- Can view all loans for lender
- Can view and print documents

**Access to the following Utilities:**

- Address Validation
- C\_Exception Request
- C\_Submit Conditions for Review

**Level 5** – Loan Officers (*Read Only*)

- Read only
- Can view all loans for lender
- Can view and print documents

**Level 6** – Loan Processors, Closers, Post-Closers, and Funders

- Register loans
- Can add/update loan data – manual or import
- Can view all loans for lender
- Can view and print documents

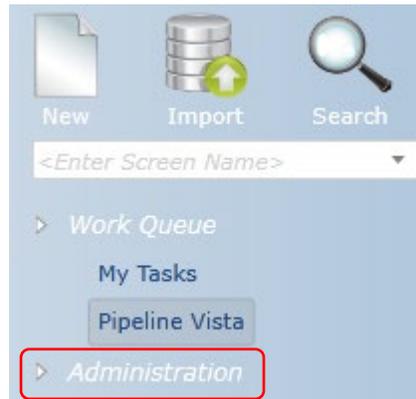
**Access to the following Utilities:**

- Address Validation
- C\_Exception Request (*Waivers*)
- C\_Submit Closed Loan Package (*Closed loan for purchase*)
- C\_Submit Conditions for Review
- C\_Submit Loan for Review (*Non-delegated UW*)
- C\_Submit Pre Purchase Conditions
- Submit Final Documents
- Submit Post Closing Conditions

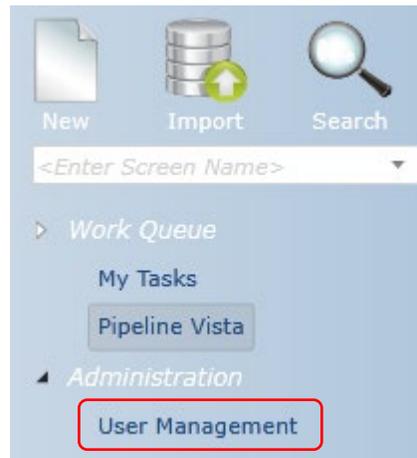
**Note:** All Users must be set up in User Management.

## ADD A USER

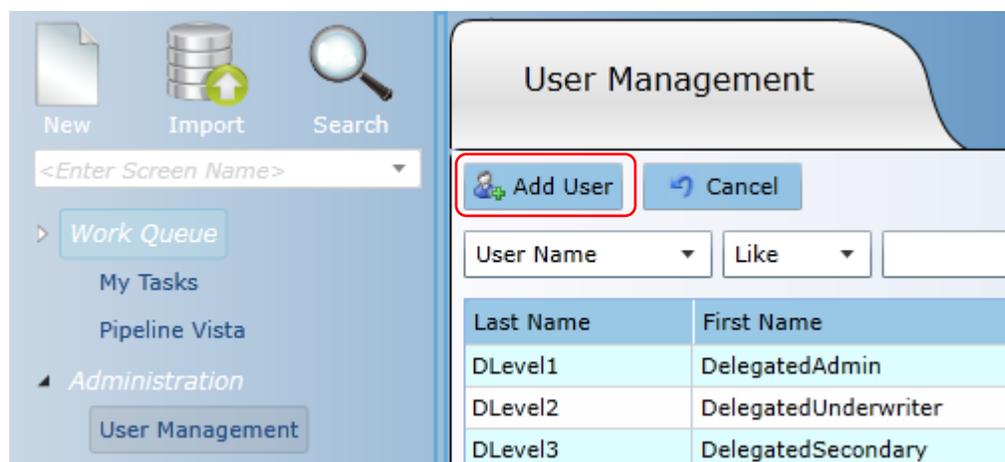
1. After [LOGGING INTO MORTGAGE CADENCE](#), click **Administration** to expose User Management.



2. Click **User Management**. This will bring up a list of all current active users.



3. Click **Add User**. You will be brought to the User Information section of this screen.



4. **User Information** - enter the user's name, email, and phone.

| User Information |                             |
|------------------|-----------------------------|
| First Name       | Patty                       |
| Middle Name      |                             |
| Last Name        | Postcloser                  |
| Email Address    | Ppostcloser@abcmortgage.com |
| Phone            | (800)555-5555               |

5. **Authentication Details** – complete the following fields:

- User name - *VHDA recommends using the user's email address for the user name. Unique user names are required.*
- Password
- Conform Password
- Active User - *Check the box. **WARNING:** If you ever uncheck this box that user will be removed from historical data.*
- Account Locked - *If an individual does not need access to Mortgage Cadence but their name needs to appear in a drop down under Loan Involvement (Example: Loan Officer), check this box.*
- Force Password Change – Check the box.
- Default Department - Choose the best option in the dropdown.
- Account Expiration Date – Enter a date far in the future to avoid access expiration.

| Authentication Details |                                     |
|------------------------|-------------------------------------|
| User Name              | ppostcloser@abcmortgage.com         |
| New Password           | *****                               |
| Confirm Password       | *****                               |
| Active User            | <input checked="" type="checkbox"/> |
| Manager                | <input type="checkbox"/>            |
| Account Locked         | <input type="checkbox"/>            |
| Force Password Change  | <input checked="" type="checkbox"/> |
| Default Department     | C_Post Closing                      |
| Account Expiration     | 12/31/2090                          |
| SMS Provider           |                                     |
| SMS Phone              |                                     |
| Multi-Factor Email     |                                     |

**Note:** SMS Provider, SMS phone, and Multi-Factor Email are not used at this time.

6. **Group Membership** – select security level(s)

**Note:** VHDA recommends selecting only 1 security level per user; however, multiple group memberships can be selected. Level 1 will have access to all activities.

**Only Levels 1 and 3 may lock loans.**

**Seller – Level 1** – Lender Administrator/Operations Managers (Full access)

**Seller – Level 2** – Underwriters

**Seller – Level 3** – Secondary Marketing/Locking Loans

**Seller – Level 4** – Loan Officers

**Seller – Level 5** – Read Only access – Loan Officers

**Seller – Level 6** – Processors, Closers, Post Closers, Funders

For more details on Security Levels click here [SECURITY LEVELS FOR CORRESPONDENT USERS](#)

Group Membership (you can only add or remove from a group to which you are a member)

|                                               |                                                       |                                              |
|-----------------------------------------------|-------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> C_QC Vendor          | <input type="checkbox"/> Originator Manager           | <input type="checkbox"/> Seller - Level 1    |
| <input type="checkbox"/> C_Seller Secondary   | <input type="checkbox"/> Pipeline Coordinator Level 1 | <input type="checkbox"/> Seller - Level 2    |
| <input type="checkbox"/> C_Seller Underwriter | <input type="checkbox"/> Pipeline Coordinator Level 2 | <input type="checkbox"/> Seller - Level 3    |
| <input type="checkbox"/> Closer               | <input type="checkbox"/> Post Closer Manager          | <input type="checkbox"/> Seller - Level 4    |
| <input type="checkbox"/> Compliance           | <input type="checkbox"/> Post Closer-Funder Level 1   | <input type="checkbox"/> Seller - Level 5    |
| <input type="checkbox"/> Correspondant        | <input type="checkbox"/> Post Closer-Funder Level 2   | <input type="checkbox"/> Seller - Level 6    |
| <input type="checkbox"/> Create Users         | <input type="checkbox"/> Processor                    | <input type="checkbox"/> Servicing - Docs    |
| <input type="checkbox"/> Finance              | <input type="checkbox"/> Purchase Review Level 1      | <input type="checkbox"/> Super User          |
| <input type="checkbox"/> Level I - Read Only  | <input type="checkbox"/> Purchase Review Level 2      | <input type="checkbox"/> Supervisor          |
| <input type="checkbox"/> Loan Contacts Module | <input type="checkbox"/> Quality Review               | <input type="checkbox"/> Underwriter         |
| <input type="checkbox"/> Loan Servicing       | <input type="checkbox"/> Quality Review Manager       | <input type="checkbox"/> Underwriter Manager |
| <input type="checkbox"/> Loan Setup           | <input type="checkbox"/> Records Room                 | <input type="checkbox"/> User Admin          |
| <input type="checkbox"/> MCAdministrators     | <input type="checkbox"/> Secondary                    |                                              |
| <input type="checkbox"/> Originator           | <input type="checkbox"/> Secondary Manager            |                                              |

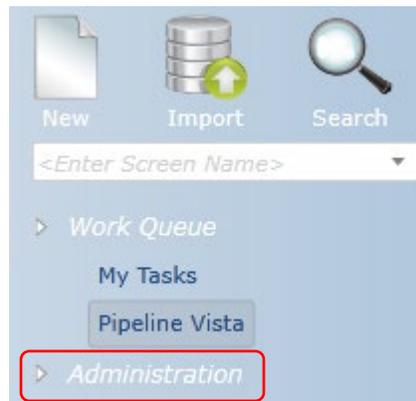


- Click  in the upper right hand corner of the screen.
- Repeat for any additional users to be added.
- When providing the new user with his/her user name and temporary password, you must provide the correct URL: <https://vhda.mortgagecadence.com/orchestrator/>

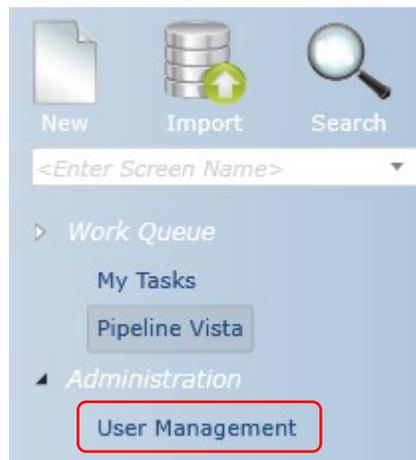
**Note:** The user’s information will not appear in the appropriate drop down lists in Mortgage Cadence until the following business day. If you would like to request a name appear immediately please contact VHDA.

## EDIT AN EXISTING USER

1. After [LOGGING INTO MORTGAGE CADENCE](#), click **Administration** to expose User Management.



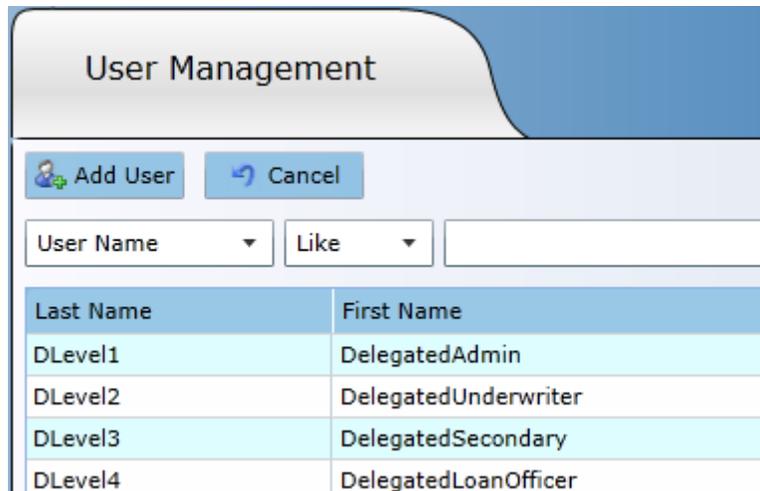
2. Click **User Management**. This will bring up a list of all current active users.



**Note:** If you want to view all users make sure the Active Users Only box is unchecked. It is **not** recommended to make any users inactive by doing so you remove them from historical data.

 A screenshot of the 'User Management' interface. The title 'User Management' is at the top. Below it are two buttons: 'Add User' and 'Cancel'. There are two dropdown menus: 'User Name' and 'Like'. To the right of these is a search input field. Next to the search field is a checkbox labeled 'Active Users Only', which is currently unchecked and circled in red. To the right of the checkbox is a 'Search' button with a magnifying glass icon. Below the search area is a table header with four columns: 'Last Name', 'First Name', 'User Name', and 'Email'.

- Double click on the User you wish to edit.



The image shows a 'User Management' dialog box. At the top, there are buttons for 'Add User' and 'Cancel'. Below these are two dropdown menus labeled 'User Name' and 'Like'. The main part of the dialog is a table with two columns: 'Last Name' and 'First Name'. The table contains four rows of user data.

| Last Name | First Name           |
|-----------|----------------------|
| DLevel1   | DelegatedAdmin       |
| DLevel2   | DelegatedUnderwriter |
| DLevel3   | DelegatedSecondary   |
| DLevel4   | DelegatedLoanOfficer |

- Make changes to the user record as needed.

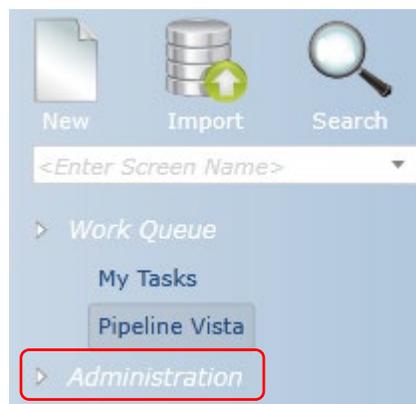


- Click  in the upper right hand corner of the screen.
- Repeat as needed for additional users.

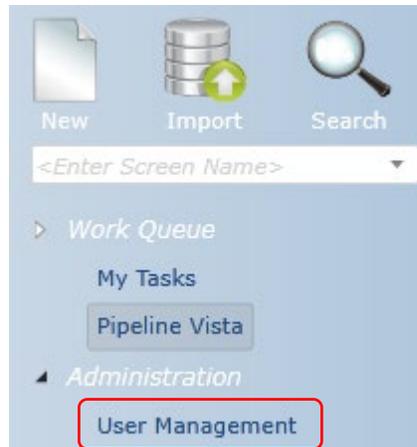
## LOCK AN EXISTING USER

**Note:** You may want to lock an account for a User that is no longer with your company. Locking their account assures their name will still appear in historical data but they can't access the system while the account is locked.

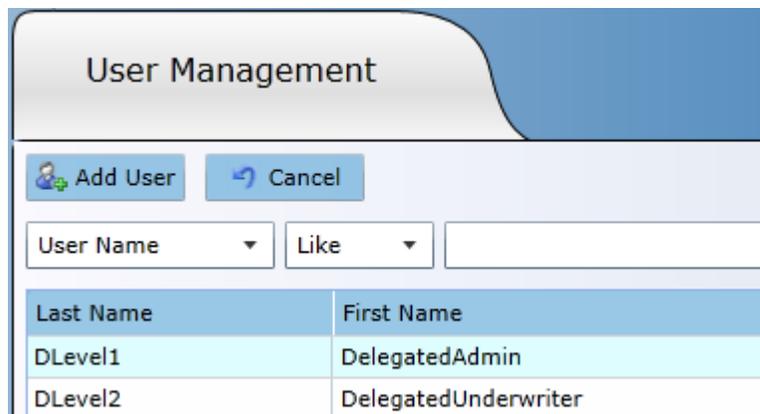
- After [LOGGING INTO MORTGAGE CADENCE](#), click **Administration** to expose User Management.



- Click **User Management**. This will bring up a list of all current active users.



- Double click on the User you need to Lock.



- The user's information will be displayed. Under Authentication Details, check the **Account Locked** box to Lock the account.

**Authentication Details**

User Name: ppostcloser@abcmortgage.com

New Password: \*\*\*\*\*

Confirm Password: \*\*\*\*\*

Active User:

Manager:

Account Locked:

Force Password Change:

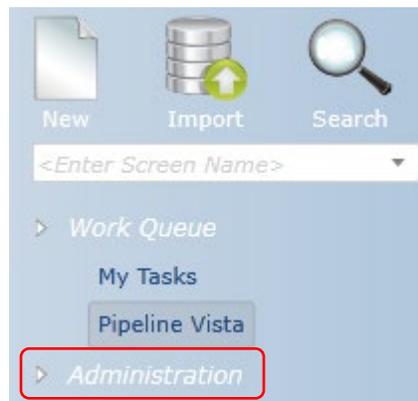
Default Department: C\_Post Closing



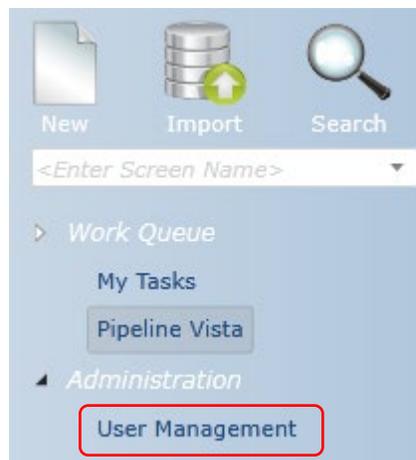
- Click **Save** in the upper right hand corner of the screen.

## UNLOCK A USER

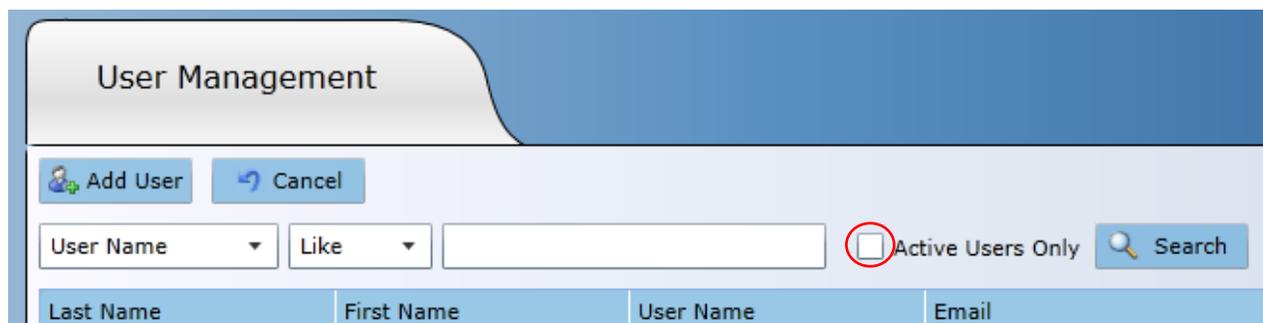
1. After [LOGGING INTO MORTGAGE CADENCE](#), click **Administration** to expose User Management.



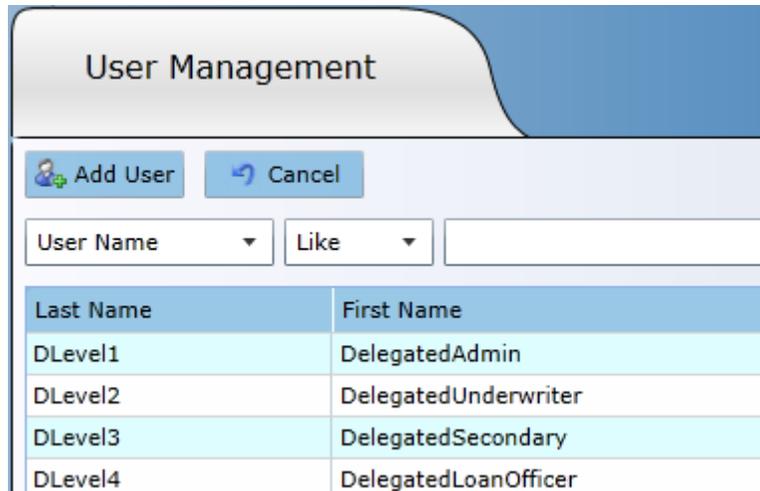
2. Click **User Management**. This will bring up a list of all current active users.



3. Make sure the Active Users Only box is unchecked to see all users.



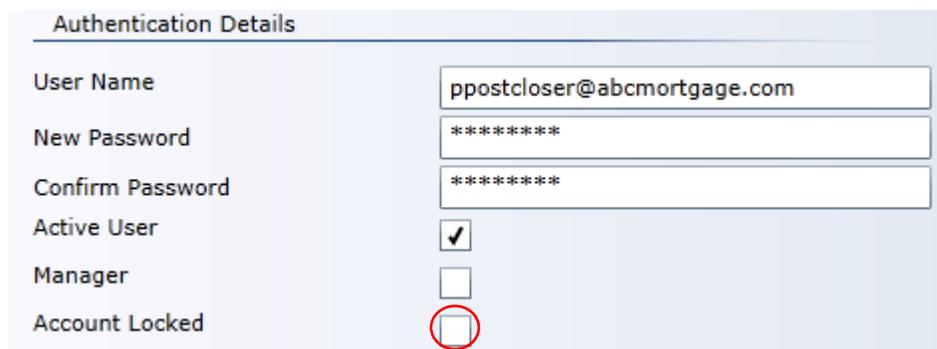
4. Double-click the user to be unlocked.



The screenshot shows a 'User Management' window. At the top, there are buttons for 'Add User' and 'Cancel'. Below these are two dropdown menus labeled 'User Name' and 'Like', followed by an empty text input field. The main area contains a table with two columns: 'Last Name' and 'First Name'.

| Last Name | First Name           |
|-----------|----------------------|
| DLevel1   | DelegatedAdmin       |
| DLevel2   | DelegatedUnderwriter |
| DLevel3   | DelegatedSecondary   |
| DLevel4   | DelegatedLoanOfficer |

5. The user's information will be displayed. Under Authentication Details, uncheck the **Account Locked** box to unlock the user.



The screenshot shows the 'Authentication Details' section of a user management interface. It includes the following fields and controls:

- User Name: ppostcloser@abcmortgage.com
- New Password: \*\*\*\*\*
- Confirm Password: \*\*\*\*\*
- Active User:
- Manager:
- Account Locked:  (This checkbox is circled in red in the original image.)



6. Click  in the upper right hand corner of the screen.

## LOGGING INTO MORTGAGE CADENCE

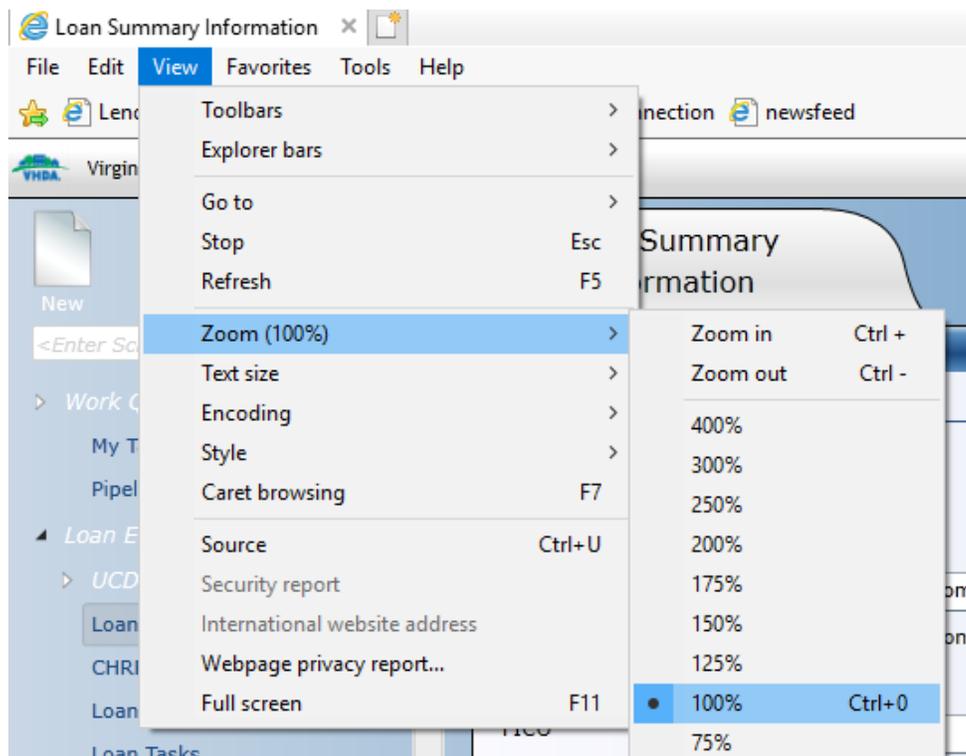
Click this link: <https://vhda.mortgagecadence.com/orchestrator/> then enter your Username and Password.



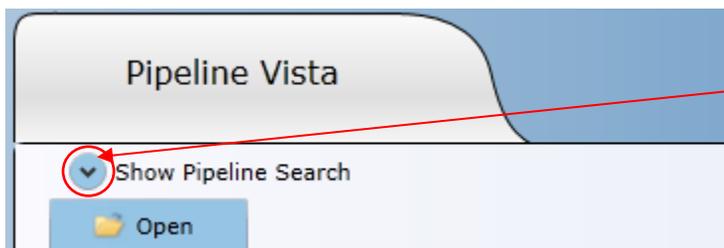
## CHANGE THE SIZE OF TEXT ON A SCREEN (Zoom)

Mortgage Cadence works best at 100%. Click **View** then **Zoom** but if you need to make the text larger you can.

**Note:** By selecting a setting over 100% you may not be able to see all of the buttons or scroll bars.



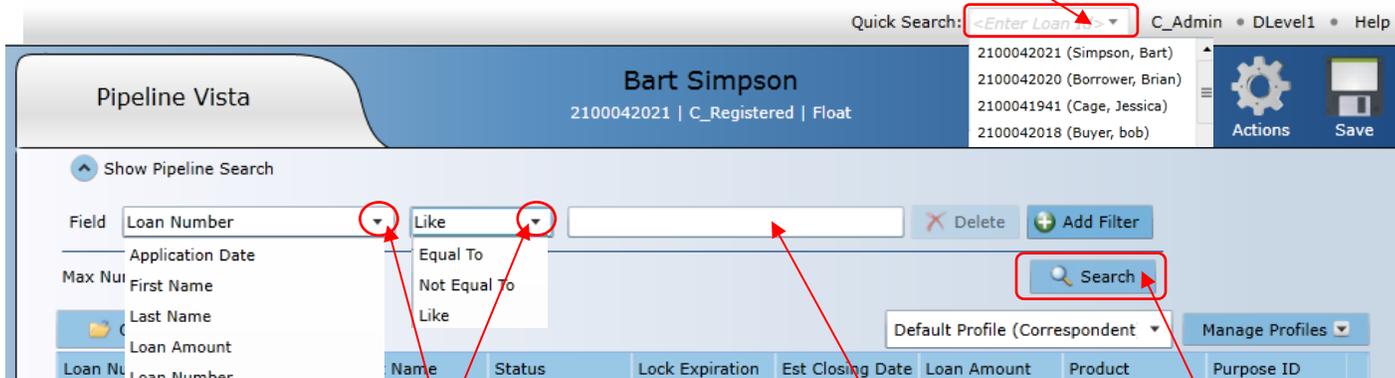
## ACCESS AN EXISTING LOAN



Any time you see this  icon you can click to expand.

When you see this  icon the information is already expanded.

To access loans that you have been working on click this down arrow or enter the loan number.



You can change the search criteria by clicking these down arrows.

Enter search criteria

click Search

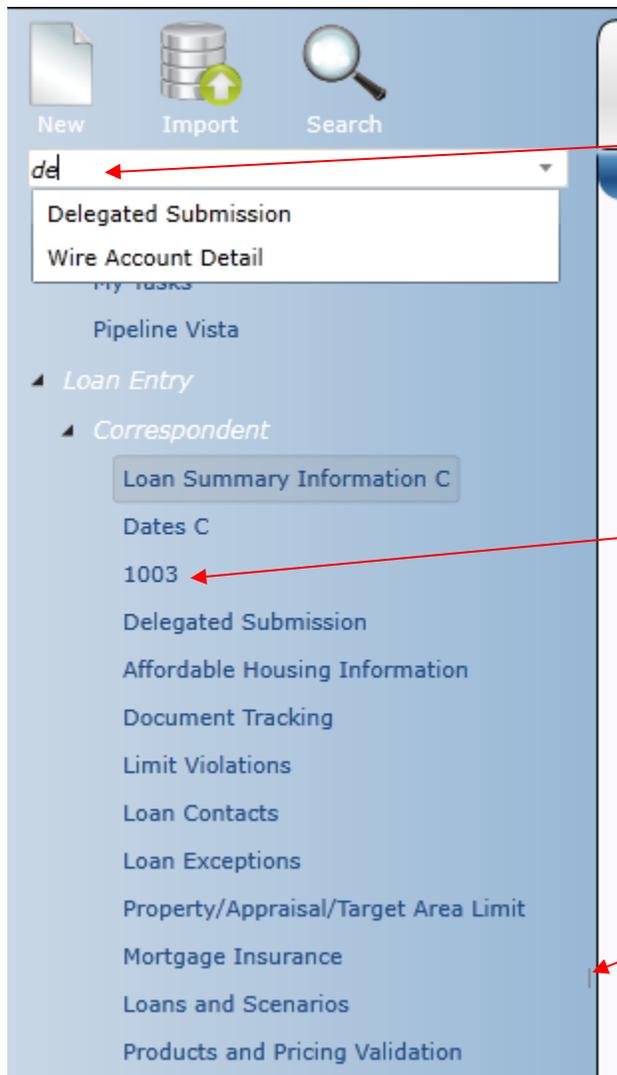
## ACCESS A SYNCED PLUS LOAN

This is the Page Bar. It shows the screen you are on, Borrower(s), Loan number(s), Current Status, and Lock Status.



If there is a Plus loan synced to the first you can access it by clicking on link.

## SCREENS MENU

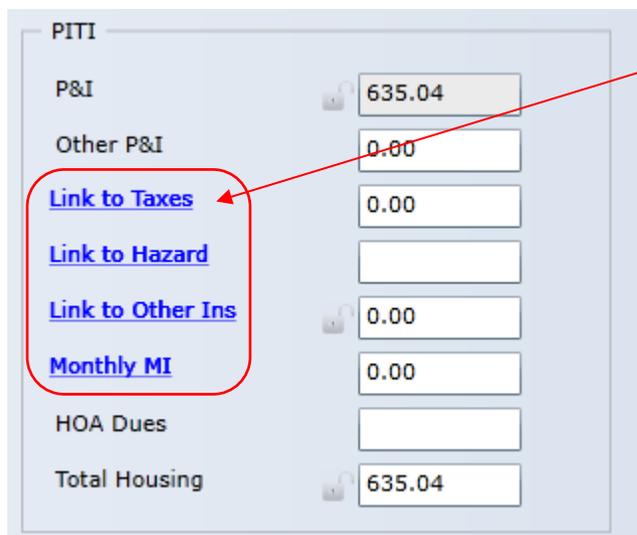


To search for a certain screen start typing in the search window. Double click the desired name to navigate to that screen.

To change screens click on the screen name from the side menu.

To change the width of the side menu click and drag to desired size.

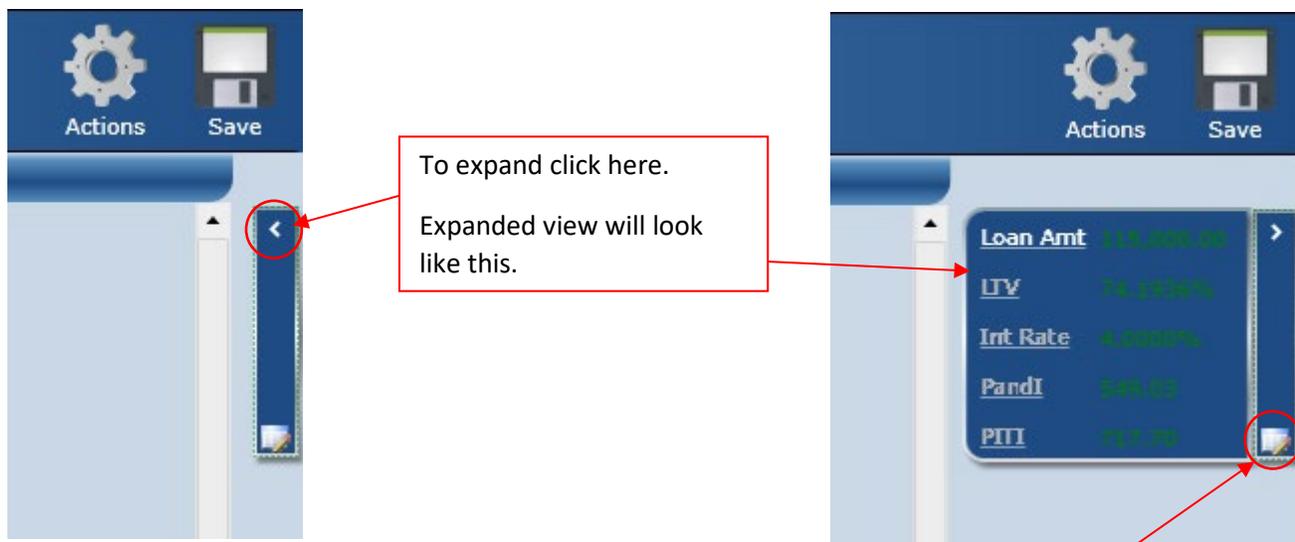
## LINKS



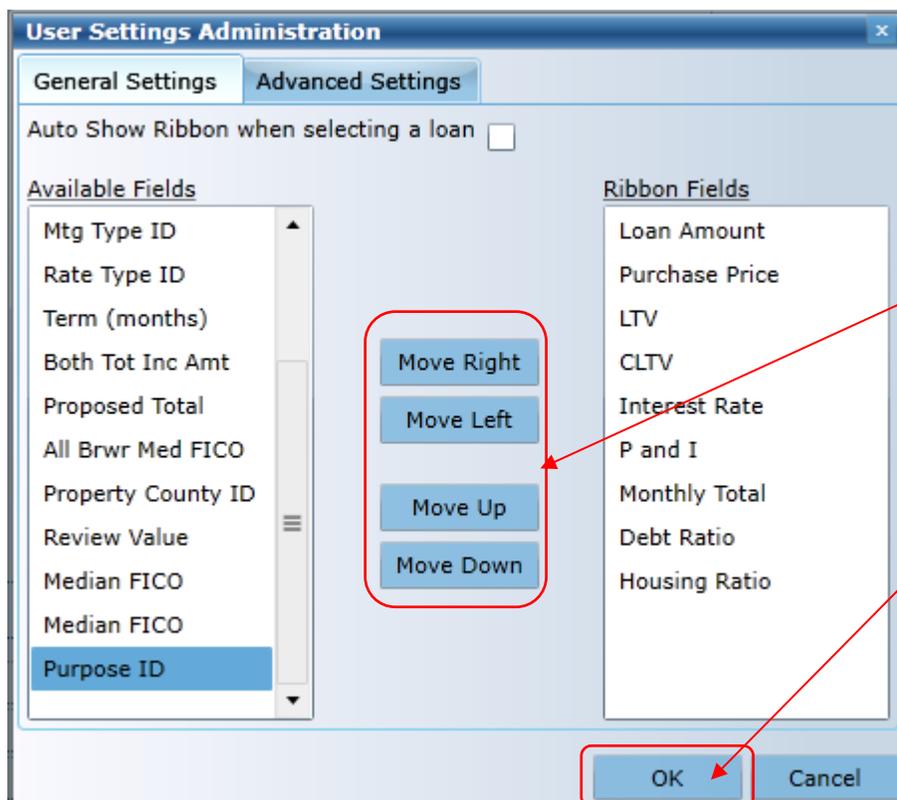
Blue field names are links to other screens or websites.

## QUICK VIEW RIBBON

On the far right of the screen under the Actions and Save buttons is a customizable Quick View Ribbon.



To personalize the Ribbon click here.



Within this window under the General Settings Tab you can use the center buttons to add or remove fields and set them up in any order you like. Click OK after you make the changes.

**NOTE:** once you make these changes they will not be lost when you log out.

**User Settings Administration**

General Settings | **Advanced Settings**

Field: Loan Amount

Settings

Label Text: Loan Amt

Label Color: White

Value Color: Yellow

Jump To Screen: Loan Summary Information

Display Popup or Navigate to Screen:  Popup  Navigate

OK | Cancel

Within this window under the Advanced Settings Tab you can change the Label and Value colors. You can also change the label to be a link to a screen of your preference. Click OK after you make the changes.

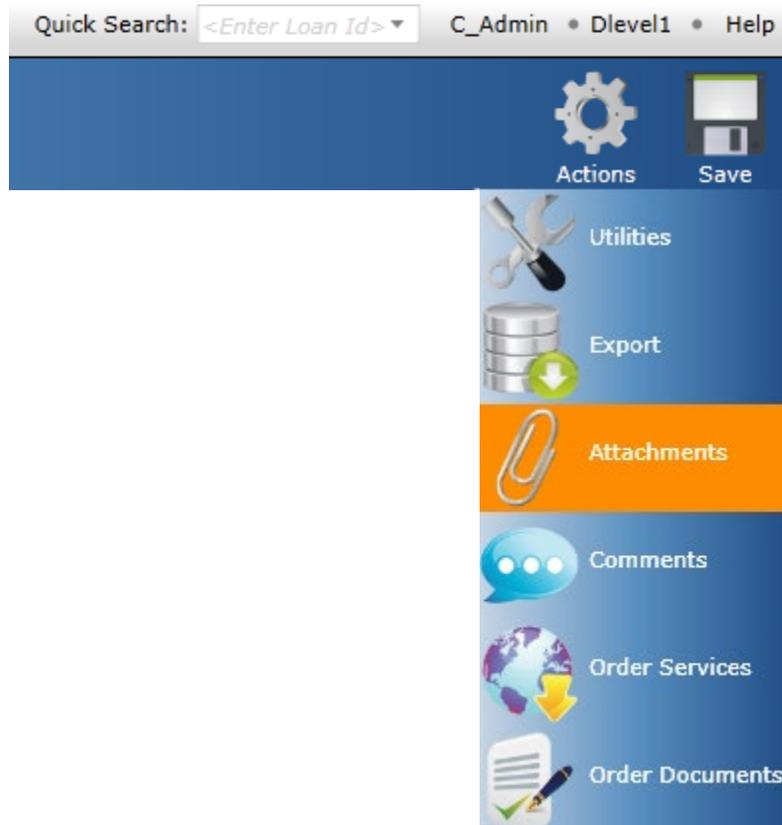
**NOTE:** once you make these changes they will not be lost when you log out.

| Field        | Value      |
|--------------|------------|
| Loan Amt     | 206,125.00 |
| Sale Price   | 212,500.00 |
| LTV          | 97.0000%   |
| Loan Purpose | Purchase   |
| CLTV         | 101.4998%  |
| Int Rate     | 3.8750%    |
| Total DTI    | 43.38%     |
| HTI          | 35.86%     |
| PandI        | 969.27     |
| PITI         | 1,796.01   |

Once you have made your changes, your view will be customized.

## ACCESS DOCUMENTS THAT HAVE BEEN UPLOADED

1. Click on **Actions**, then **Attachments**.



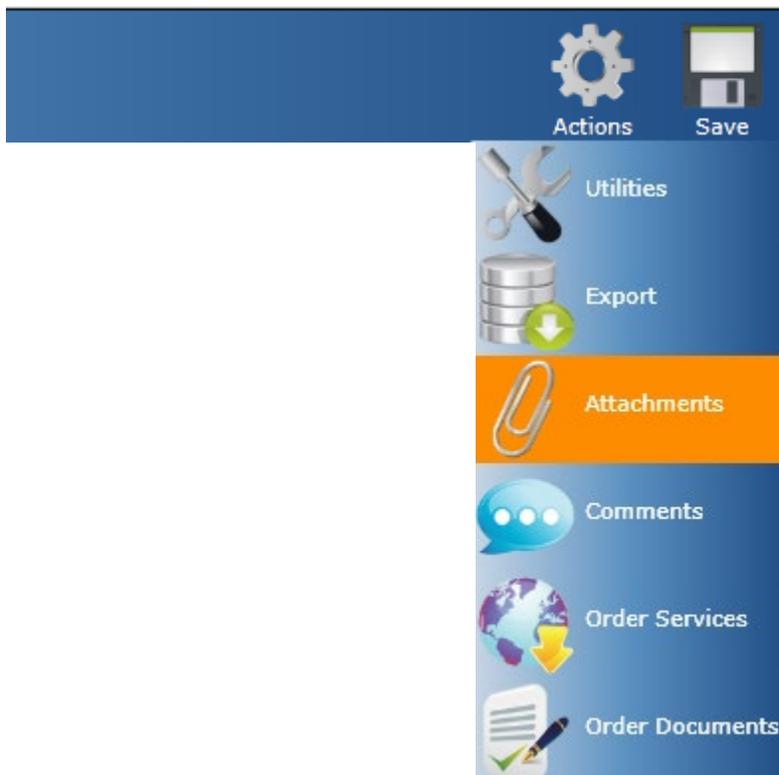
2. This window will pop up double click on the blue link to open the document.

| Attachments                                  |          |                    |
|----------------------------------------------|----------|--------------------|
| Attachment Upload for 2100042020             |          |                    |
| Attachment Name                              | Category | Attached Date      |
| <a href="#">VHDA - Loan Lock Information</a> | Document | 11/18/2019 1:10 PM |

**Note:** To access any docs in this window click on the blue link for that document.

## UPLOAD DOCUMENTS

1. Click on **Actions**, then **Attachments**.



2. This window will pop up click on the  to expand.

| Attachments                        |          |                    |
|------------------------------------|----------|--------------------|
| ▼ Attachment Upload for 2100042020 |          |                    |
| Attachment Name                    | Category | Attached Date      |
| VHDA - Loan Lock Information       | Document | 11/18/2019 1:10 PM |

3. **Browse** to find your package, select the **Category** type from the dropdown list then add a name to the **Comments** field, click **Upload**.

| Attachments                        |                                                             |                                       |
|------------------------------------|-------------------------------------------------------------|---------------------------------------|
| ▲ Attachment Upload for 2100042020 |                                                             |                                       |
| File                               | <input type="text" value="SAMPLE Closed Loan Package.pdf"/> | <input type="button" value="Browse"/> |
| Category                           | <input type="text" value="Closed Loan Package"/>            |                                       |
| Comments                           | <input type="text" value="Borrower, Brian Closed Ln Pkg"/>  | <input type="button" value="Upload"/> |
| Attachment Name                    | Category                                                    | Attached Date                         |

Once your document or package has been uploaded it will appear in the list.

| Attachments                      |                     |                    |
|----------------------------------|---------------------|--------------------|
| Attachment Upload for 2100042020 |                     |                    |
| Attachment Name                  | Category            | Attached Date      |
| VHDA - Loan Lock Information     | Document            | 11/18/2019 1:10 PM |
| VHDA - Loan Lock Information     | Document            | 11/18/2019 1:12 PM |
| VHDA - Loan Lock Information     | Document            | 11/18/2019 1:15 PM |
| SAMPLE Closed Loan Package.pdf   | Closed Loan Package | 11/18/2019 2:20 PM |

**Format and File Size Requirements:**

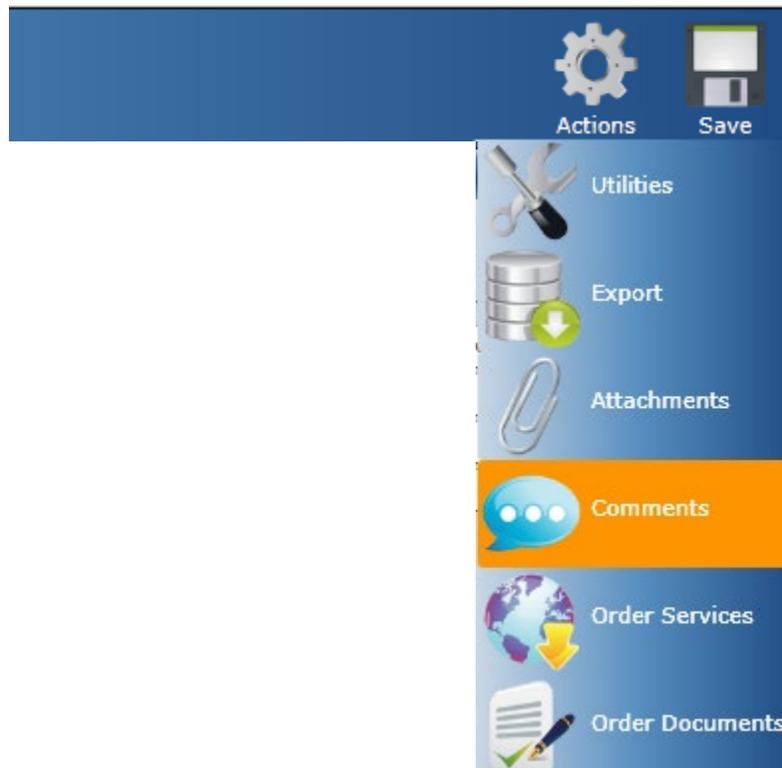
- Must be a PDF
- 100 MB maximum file size
- Grayscale (*black and white*) is preferred
- Scan at 300 dpi for ideal results (*higher is not better*)

**Notes:**

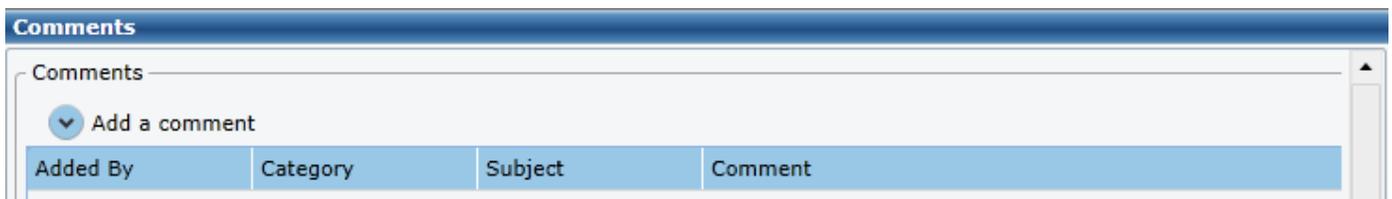
- Upload Underwriting and Closed Loan packages as one PDF.
- Documents with pictures (*like appraisals*) need to be scanned in color.
- Color documents can be uploaded as a separate PDF since the rest of the file is grayscale.

## COMMENTS

1. Click on **Actions**, then **Comments**.



2. This window will pop up click on the  to expand.



3. Select the **Category** type from the dropdown list, add the **Subject**, and add a message to the **Comments** field, click **Save Comment**.

**Comments**

Comments

↑ Add a comment

Category: Exceptions

Subject: Affidavit of Seller Exception

Comment:  
To VHDA: Unable to obtain Affidavit of Seller; seller is HUD. Attached please find the sales contract and appraisal.

Save Comment

Once your comment has been recorded it will appear in the list.

**Comments**

Comments

↓ Add a comment

| Added By | Category   | Subject                | Comment                                                                                                              |
|----------|------------|------------------------|----------------------------------------------------------------------------------------------------------------------|
| DLevel1  | Exceptions | Affidavit of Seller Ex | To VHDA: Unable to obtain Affidavit of Seller; seller is HUD. Attached please find the sales contract and appraisal. |

# CREATING A NEW LOAN MANUALLY

1. After [LOGGING INTO MORTGAGE CADENCE](#), click **New**, then **New Loan**.



The **PPE Wizard** should then appear.

**Products And Pricing Wizard**

**Loan Information** *Loan Information*

Wizard Navigation

- Loan Information**
- Subordinate Financing
- Product Eligibility
- Pricing

Client Selection

Client:  Channel:  Op Center:

Seller Loan No.:

Borrower Information

First Name:  Middle Name:  Last Name:  Suffix:  SSN:

Co Borrower Information

First Name:  Middle Name:  Last Name:  Suffix:  SSN:

Property Information

Street:  City:  County:  State:  Zip:  Property Type:  Occupancy Type:  Units:

Targeted Area:  Yes  No

Combined Credit & Household Information

Median FICO:  Household Members:

Non-Traditional Credit:  (Yes) Annual Income (Household)\*:

AMI %:  Annual Qualifying Income:

Loan Information

Application Date:  Sales Price:  Est Appraised Value:  Loan Amount:  Down Payment:  PLUS 2nd Mtg:

Lien Position:  Borrower FTHB:  Co-Borrower:  VHDA Employee:  Available Cash:  LTV:

Rate Type:  Rate:  SPARC:

Duplicate Check

Duplicate Check

**\*DO NOT CLICK DUPLICATE CHECK IF LOAN HAS ALREADY BEEN CREATED**

Back Next Save and Exit Cancel

You will need to scroll to the bottom of this window to see all of the fields.

Rate Type:  PLUS 2nd Mtg:  LTV:

SPARC:  Other Financing:  CLTV:

Duplicate Check

Duplicate Check

**\*DO NOT CLICK DUPLICATE CHECK IF LOAN HAS ALREADY BEEN CREATED**

Back Next Save and Exit Cancel

- Client Selection** – you must select “Correspondent” in the Channel drop-down list and “Main” in the Op Center drop down.

**Client Selection**

Client:  Channel:  Op Center:

Seller Loan No.:

- Borrower Information** – you must complete borrower(s) First and Last name and SSN.

| Borrower Information |                                          | Co Borrower Information |                                          |
|----------------------|------------------------------------------|-------------------------|------------------------------------------|
| First Name           | <input type="text" value="Brian"/>       | First Name              | <input type="text" value="Betty"/>       |
| Middle Name          | <input type="text"/>                     | Middle Name             | <input type="text"/>                     |
| Last Name            | <input type="text" value="Borrower"/>    | Last Name               | <input type="text" value="Borrower"/>    |
| Suffix               | <input type="text"/>                     | Suffix                  | <input type="text"/>                     |
| SSN                  | <input type="text" value="888-99-1234"/> | SSN                     | <input type="text" value="444-77-1234"/> |

- Property Information** - you must complete the property information.

**Property Information**

Street:  Property Type:

City:  Zip:  Occupancy Type:

County:  State:  Units:

Targeted Area:  Yes  No

This link will take you to the Targeted Area webpage. Select the radio button once area determined.

**Targeted Area Webpage**

\* Required fields

\* Address 1:  State: Virginia

Address 2:

\* City:  \* Zip Code:

Enter Address and click “Search”

Results will appear below. Enter results in Loan Information screen.

**Search Results**

Click on a column heading for sorting.

|        | Address 1      | Address 2 | City           | State | Zip Code | Targeted Area |
|--------|----------------|-----------|----------------|-------|----------|---------------|
| Select | 123 Happy Lane |           | MECHANICSVILLE | VA    | 23116    | No            |

5. **Combined Credit & Household Information** – you must complete the Median FICO, Household Members, and **ANNUAL Household Income**.

| Combined Credit & Household Information |                                  |                            |                                        |
|-----------------------------------------|----------------------------------|----------------------------|----------------------------------------|
| Median FICO                             | <input type="text" value="755"/> | Household Members          | <input type="text" value="2"/>         |
| Non-Traditional Credit                  | <input type="checkbox"/> (Yes)   | Annual Income (Household)* | <input type="text" value="48,000.00"/> |
| AMI %                                   | <input type="text"/>             | Annual Qualifying Income   | <input type="text"/>                   |

6. **Loan Information** – you must complete the following fields:

- Application Date – *Date 6 data points were obtained.*
- Lien Position
- Loan Purpose
- Mortgage Type
- Rate Type
- Sales Price - *If this is a refinance, enter the Appraised Value into the Sales Price field.*
- Est. Appraised Value
- Loan Amount
- Down Payment
- PLUS 2<sup>nd</sup> Mtg – *field must have a value. If there is no VHDA 2<sup>nd</sup> you must enter 0.00*
- Other Financing – *field must have a value. If there are multiple liens enter the TOTAL. If there is no other financing you must enter 0.00*
- Borrower FT HB – *First Time Home Buyer must be checked to see all eligible first time homebuyer products.*
- Available Cash - *this field is only used for product eligibility, consider inflating assets to see all eligible products.*

| Loan Information |                                           |                                 |                     |                                         |                |                                        |
|------------------|-------------------------------------------|---------------------------------|---------------------|-----------------------------------------|----------------|----------------------------------------|
| Application Date | <input type="text" value="12/5/2019"/>    | <input type="text" value="10"/> | Sales Price         | <input type="text" value="100,000.00"/> | Borrower FT HB | <input checked="" type="checkbox"/>    |
| Lien Position    | <input type="text" value="First"/>        |                                 | Est Appraised Value | <input type="text" value="100,000.00"/> | Co-Borrower    | <input type="checkbox"/>               |
| Loan Purpose     | <input type="text" value="Purchase"/>     |                                 | Loan Amount         | <input type="text" value="95,000.00"/>  | VHDA Employee  | <input type="checkbox"/>               |
| Mortgage Type    | <input type="text" value="Conventional"/> |                                 | Down Payment        | <input type="text" value="5,000.00"/>   | Available Cash | <input type="text" value="20,000.00"/> |
| Rate Type        | <input type="text" value="Fixed"/>        |                                 | PLUS 2nd Mtg        | <input type="text" value="0.00"/>       | LTV            | <input type="text" value="95.0000%"/>  |
| SPARC            | <input type="text"/>                      |                                 | Other Financing     | <input type="text" value="0.00"/>       | CLTV           | <input type="text" value="95.0000%"/>  |

**Note:** If the loan is a SPARC loan, please select SPARC from the dropdown box.

7. **Duplicate Check** – Click the **Duplicate Check** box.

Duplicate Check

Duplicate Check

\*DO NOT CLICK DUPLICATE CHECK IF LOAN HAS ALREADY BEEN CREATED

If no duplicates are found this message will pop up.

Duplicate Check

No Duplicates Found

click **Next**.

If duplicates are found this message will pop up. Verify there is not an active borrower and address. Additionally, if a duplicate is found, the system notifies the VHDA Lock Desk. You will not be able to lock the loan until the duplicate flag is removed by VHDA.

| Loan Number | Borrower  | SSN         | Loan Amount   | Status                    | Subject Property                |
|-------------|-----------|-------------|---------------|---------------------------|---------------------------------|
| 1100001480  | Bob Buyer | 111-99-1111 | 122735.000000 | R_Submitted to Processing | 601 S Belvidere St N RICHMONDVA |
| 1100001481  | Bob Buyer | 111-99-1111 | 120000.000000 | R_Application Submitted   | 601 S Belvidere St N RICHMONDVA |

click **OK** to return to the Products and Pricing Wizard.

PLUS 2nd Mtg

Other Financing

- 8. If no amounts are entered in either of these fields in the Products and Pricing Wizard when you select **Next** you will be directed to the **Product Eligibility** window.

### Plus Loan or Other Subordinate Financing – Manually Created Loan

PLUS 2nd Mtg

Other Financing

- 9. If an amount is entered for either of these fields in the Products and Pricing Wizard when you select **Next** you will be directed to the **Subordinate Financing** window. See [CREATING A PLUS SECOND LOAN](#).

**Note:** A VHDA Plus 2<sup>nd</sup> must be a whole dollar amount.

**Products And Pricing Wizard**

**Subordinate Financing**

Wizard Navigation

- Loan Information
- Subordinate Financing**
- Product Eligibility
- Pricing

**Will there be a VHDA PLUS 2nd Mortgage?**  Yes  No

**Sub Financing Itemization**

PLUS 2nd MTG

Third Mortgage

Fourth Mortgage

**Summary**

PLUS 2nd Mtg

Other Financing

Click **Next**.

If there is a VHDA PLUS 2<sup>nd</sup> select **Yes**

Enter the amount of the VHDA PLUS 2<sup>nd</sup>

If there is other financing in addition to the VHDA PLUS 2nd, it must be itemized here (enter in values for the Third and Fourth Mortgage Fields).  
If there is no Other Financing, enter 0.00 for both of these fields.

10. In the Product Eligibility window verify the correct Mortgage Type, Terms, and Rate Types are selected. Select the Lock Period. Loan Information and Loan Characteristics do not have to be completed. Click **Run Eligibility**.

**Note:** Only one Lock Period can be selected but all lock period options will available for selection on the Pricing screen.

The screenshot shows the 'Eligibility Criteria' window with the following selections:

- Mortgage Types:**  Conventional,  FHA,  VA,  Non-Conforming,  USDA/Rural Housing Service,  HELOC,  Other,  Reverse
- Terms:**  30 Year
- Lock Periods:**  30,  45,  60,  90
- Rate Types:**  Fixed,  ARM

**Loan Information:** Borrower Goal, Target Price (100), Monthly Debt (\$0.00), Monthly Income (\$0.00), Annual Taxes (\$0.00), Annual Insurance (\$0.00), Monthly HOA, Waive Escrows (checkbox).

**Loan Characteristics:** Assumable, Demand Feature, Finance Charge Refundable, Convertible, Late Charge, Interest Only, Balloon, Prepay, Construction, Buydown.

The **Run Eligibility** button is highlighted with a red box. Below the form, the status is 'Eligibility Results 0/0' with a note: '\* Taxes and insurance not included on second lien loans.' There are also filters for 'Only Show Selected' and sorting options (PITI, Rate, APR, Fees, Cash to Close).

11. To see the reason why a product is Conditionally Valid or Invalid click on the  to expand the message.

The screenshot shows the 'Eligibility Criteria' window with the following results:

- Eligibility Results:** 3/3 \* Taxes and insurance not included on second lien loans.
- Valid Products (2/3):**
  - F30F\_HFA\_PREF: Rate: 4.875%, APR: 4.8805%, Price: 100.5, PITI\*: \$502.74, Fees: \$252.90, Cash To Close: \$5,252.90
  - F30F\_PREF\_NOMI: Rate: 5.500%, APR: 5.5057%, Price: 100.5, PITI\*: \$539.39, Fees: \$277.65, Cash To Close: \$5,277.65
- Conditionally Valid Products (0/3)**
- Invalid Products (1/3):**
  - REO30F\_CONDO: Guideline grid evaluation failed: Ineligible Property Type (035)

The **Run Eligibility** button is highlighted with a red box. Below the results, there are filters for 'Only Show Selected' and sorting options (PITI, Rate, APR, Fees, Cash to Close).

12. To select a loan product click the **Select** button. Click **Save and Exit**.

Eligibility Criteria

Run Eligibility Cancel

Eligibility Results 3/3 \* Taxes and insurance not included on second lien loans.

Only Show Selected Sorting: PITI Rate APR Fees Cash to Close

Valid Products (2/3)

|                          |                |              |              |              |                 |                |                           |        |              |
|--------------------------|----------------|--------------|--------------|--------------|-----------------|----------------|---------------------------|--------|--------------|
| <input type="checkbox"/> | F30F_HFA_PREF  | Rate: 4.875% | APR: 4.8805% | Price: 100.5 | PITI*: \$502.74 | Fees: \$252.90 | Cash To Close: \$5,252.90 | Select | View Pricing |
| <input type="checkbox"/> | F30F_PREF_NOMI | Rate: 5.500% | APR: 5.5057% | Price: 100.5 | PITI*: \$539.39 | Fees: \$277.65 | Cash To Close: \$5,277.65 | Select | View Pricing |

Conditionally Valid Products (0/3)

Invalid Products (1/3)

Do not check these boxes to select product

Back Next Save and Exit Cancel

The system has created the new loan and issued a VHDA loan number. On the Page Bar you will see the **Loan Number**, Status of **C\_Registered**, and the lock status of **Float**.



On the **Loan Summary Information C** screen make sure the following fields are completed.

13. **Borrower Information** - Credit Scores – for each borrower. Does not carry over from the Products and Pricing Wizard.

Borrower Information

First Name: Bob Last Name: Buyer

Middle Name: Name Suffix:

SSN: 777-55-8952 Phone:

E-mail:

First Time HB:  (Yes) Non-Traditional Credit:  (Yes)

Credit Ref No:

FICO: Experian Equifax TransUnion Median FICO

14. **Household Information** – Household Composition, No. of Wage Earners, and No. of Minors.

Household Information

Household Composition: [Dropdown]

No. of Household Members: 1

No. of Wage Earners: [Input]

No. of Minors: [Input]

15. **Government Loan Data** – Applies to FHA/VA/RD Loans.

- **FHA** – Case #, FHA Case Assign Date, ADP Code, Section of Act
- **VA** – Case #
- **RD** – Rd Commitment Date – Needed to calculate the Guarantee Fee. If Conditional Commitment has not been obtained yet, use current day and update once obtained.

| Government Loan Data |                                            |                      |                                                  |
|----------------------|--------------------------------------------|----------------------|--------------------------------------------------|
| FHA/VA/RD Case#      | <input type="text" value="544-123456"/>    | FHA Case Assign Date | <input type="text" value="11/21/2019"/> 22       |
| ADP Code             | <input type="text" value="703"/>           | Section of Act       | <input type="text" value="203(b) Basic Progra"/> |
| RD Commitment Date   | <input type="text" value="mm/dd/yyyy"/> 22 |                      |                                                  |

- **FHA Streamline Refinance** – Previous Endorsement Date must be entered to calculate MIP correctly. NCO Refi Doc Type should be Non-Credit Qualifying.

|                           |                                                   |
|---------------------------|---------------------------------------------------|
| Previous Endorsement Date | <input type="text" value="1/15/2016"/> 22         |
| NCO Refi Doc Type         | <input type="text" value="Non-Credit Qualifyir"/> |

16. **Third Party Loan Involvement – Correspondent** – Loan Officer, Secondary. The secondary contact will receive the lock confirmation once the loan is locked.

| Third Party Loan Involvement - Correspondent |                                                          |                   |                      |
|----------------------------------------------|----------------------------------------------------------|-------------------|----------------------|
| Client                                       | <input type="text" value="Example Correspondent - 166"/> |                   |                      |
| Seller Loan No.                              | <input type="text"/>                                     | Post Closer       | <input type="text"/> |
| Primary Contact                              | <input type="text"/>                                     | Administrator     | <input type="text"/> |
| Loan Officer                                 | <input type="text"/>                                     | Underwriter       | <input type="text"/> |
| Secondary                                    | <input type="text"/>                                     | Underwriter Email | <input type="text"/> |

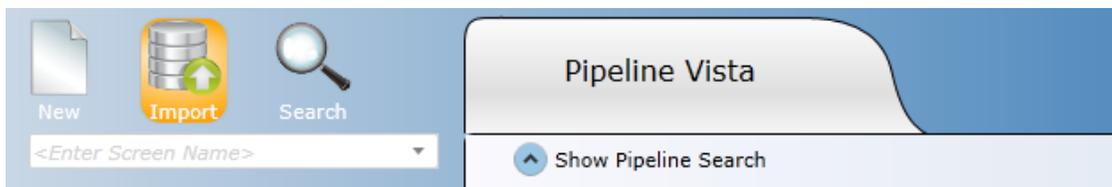


17. Click

## IMPORTING A NEW LOAN

**Note:** Be sure when exporting from your LOS the file is in **.FNM** file format.

1. After [LOGGING INTO MORTGAGE CADENCE](#), click **Import**.



2. Select **FNMA** for file type from the dropdown list, Browse to find the **.fnm** file, Select **C\_Registered** in the Loan Status dropdown list, Select **Main** in the Operations Center dropdown list. Click **OK**.

 A screenshot of the 'Import Loan' dialog box. The dialog has several fields and options:
 

- File Type:** A dropdown menu set to 'FNMA'.
- Mapping Set:** An empty text field with a '...' button to its right.
- Import file:** A text field containing 'Buyer Bob test.fnm' and a 'Browse...' button.
- Options:** Three radio buttons: 'Update Active Loan' (unselected), 'Insert into New Loan' (selected), and 'Allow Mapping Set to determine update or insert' (unselected).
- Loan Status:** A dropdown menu set to 'C\_Registered'.
- Client:** A text field containing 'Example Correspondent' with a search icon.
- Channel:** A dropdown menu set to 'Correspondent'.
- Operations Center:** A dropdown menu set to 'Main'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

3. Once the file import is complete you will be brought to the Loan Summary Information C screen. Click the **ellipsis** in the Loan Information section to open the Products and Pricing Wizard.

On the Page Bar you will see the VHDA **Loan Number**, Status of **C\_Registered**, and the lock status of **New**.

**Bob Buyer**  
2100057194 | C\_Registered | New

 A screenshot of the 'Loan Information' screen. The screen displays various loan details:
 

- Loan Type:** A section header.
- Product:** A dropdown menu set to 'Products and Pricing', with a red circle around the ellipsis button to its right.
- Interest Rate:** A text field containing '0.0000%'.
- Rate Type:** A dropdown menu set to 'Fixed'.
- Mortgage Type:** A dropdown menu set to 'Conventional'.
- Loan Purpose:** A dropdown menu set to 'Purchase'.
- Lien Position:** A dropdown menu set to 'First'.
- Doc Type:** A dropdown menu.

4. **Client Selection** – you must select “Correspondent” in the Channel drop-down list and “Main” in the Op Center drop down. **\*\*Some of this information may have come over in the import\*\***

Client Selection

Client  Channel  Op Center

Seller Loan No.

5. **Borrower Information** – you must complete borrower(s) First and Last name and SSN. **\*\*Some of this information may have come over in the import\*\***

| Borrower Information |                                          | Co Borrower Information |                                          |
|----------------------|------------------------------------------|-------------------------|------------------------------------------|
| First Name           | <input type="text" value="Brian"/>       | First Name              | <input type="text" value="Betty"/>       |
| Middle Name          | <input type="text"/>                     | Middle Name             | <input type="text"/>                     |
| Last Name            | <input type="text" value="Borrower"/>    | Last Name               | <input type="text" value="Borrower"/>    |
| Suffix               | <input type="text"/>                     | Suffix                  | <input type="text"/>                     |
| SSN                  | <input type="text" value="888-99-1234"/> | SSN                     | <input type="text" value="444-77-1234"/> |

6. **Property Information** - you must complete the property information. **\*\*Some of this information may have come over in the import\*\***

Property Information

Street  Property Type

City  Zip  Occupancy Type

County  State  Units

Targeted Area  Yes  No

This link will take you to the Targeted Area webpage. Select the radio button once area determined.

Targeted Area Webpage

\* Required fields

\* Address 1:  State: Virginia

Address 2:

\* City:  \* Zip Code:

Enter Address and click “Search”

Results will appear below. Enter results in Loan Information screen.

Search Results

Click on a column heading for sorting.

|        | Address 1      | Address 2 | City           | State | Zip Code | Targeted Area |
|--------|----------------|-----------|----------------|-------|----------|---------------|
| Select | 123 Happy Lane |           | MECHANICSVILLE | VA    | 23116    | No            |

7. **Combined Credit & Household Information** – you must complete the Median FICO, Household Members, and **ANNUAL Household Income**. **\*\*Some of this information may have come over in the import\*\***

| Combined Credit & Household Information |                                  |                            |                                        |
|-----------------------------------------|----------------------------------|----------------------------|----------------------------------------|
| Median FICO                             | <input type="text" value="755"/> | Household Members          | <input type="text" value="2"/>         |
| Non-Traditional Credit                  | <input type="checkbox"/> (Yes)   | Annual Income (Household)* | <input type="text" value="48,000.00"/> |
| AMI %                                   | <input type="text"/>             | Annual Qualifying Income   | <input type="text"/>                   |

8. **Loan Information** – you must complete the following fields:

- Application Date – *Date 6 data points were obtained.*
- Lien Position
- Loan Purpose
- Mortgage Type
- Rate Type
- Sales Price - *If this is a refinance, enter the Appraised Value into the Sales Price field.*
- Est. Appraised Value
- Loan Amount
- Down Payment
- PLUS 2<sup>nd</sup> Mtg – *field must have a value. If there is no VHDA 2<sup>nd</sup> you must enter 0.00*
- Other Financing – *field must have a value. If there are multiple liens enter the TOTAL. If there is no other financing you must enter 0.00*
- Borrower FTHB – *First Time Home Buyer must be checked to see all eligible first time homebuyer products.*
- Available Cash - *this field is only used for product eligibility, consider inflating assets to see all eligible products.*

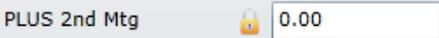
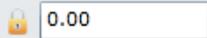
**\*\*Some of this information may have come over in the import\*\***

| Loan Information |                                                                        |                     |                                         |
|------------------|------------------------------------------------------------------------|---------------------|-----------------------------------------|
| Application Date | <input type="text" value="12/5/2019"/> <input type="text" value="10"/> | Sales Price         | <input type="text" value="100,000.00"/> |
| Lien Position    | <input type="text" value="First"/>                                     | Est Appraised Value | <input type="text" value="100,000.00"/> |
| Loan Purpose     | <input type="text" value="Purchase"/>                                  | Loan Amount         | <input type="text" value="95,000.00"/>  |
| Mortgage Type    | <input type="text" value="Conventional"/>                              | Down Payment        | <input type="text" value="5,000.00"/>   |
| Rate Type        | <input type="text" value="Fixed"/>                                     | PLUS 2nd Mtg        | <input type="text" value="0.00"/>       |
| SPARC            | <input type="text"/>                                                   | Other Financing     | <input type="text" value="0.00"/>       |
|                  |                                                                        | Borrower FTHB       | <input checked="" type="checkbox"/>     |
|                  |                                                                        | Co-Borrower         | <input type="checkbox"/>                |
|                  |                                                                        | VHDA Employee       | <input type="checkbox"/>                |
|                  |                                                                        | Available Cash      | <input type="text" value="20,000.00"/>  |
|                  |                                                                        | LTV                 | <input type="text" value="95.0000%"/>   |
|                  |                                                                        | CLTV                | <input type="text" value="95.0000%"/>   |

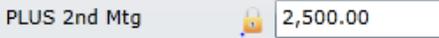
**Note:** If the loan is a SPARC loan, please select SPARC from the dropdown box.

9. Click **Next**. There is no need to click the Duplicate Check box this function is run automatically on imported loans.

| Duplicate Check                                     |                                                                       |
|-----------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Duplicate Check | <b>*DO NOT CLICK DUPLICATE CHECK IF LOAN HAS ALREADY BEEN CREATED</b> |
| <input type="button" value="Back"/>                 | <input checked="" type="button" value="Next"/>                        |
| <input type="button" value="Save and Exit"/>        | <input type="button" value="Cancel"/>                                 |

10. If no amounts are entered in either of these fields  and  in the Products and Pricing Wizard when you select **Next** you will be directed to the **Product Eligibility** window.

## Plus Loan or Other Subordinate Financing – Imported Loans

11. If an amount is entered for either of these fields  and  in the Products and Pricing Wizard when you select **Next** you will be directed to the **Subordinate Financing** window. See [CREATING A PLUS SECOND LOAN](#)

**Note:** A VHDA Plus 2<sup>nd</sup> must be a whole dollar amount.

**Products And Pricing Wizard**

**Subordinate Financing**

Wizard Navigation

- Loan Information
- Subordinate Financing**
- Product Eligibility
- Pricing

**Will there be a VHDA PLUS 2nd Mortgage?**  Yes  No

**Sub Financing Itemization**

|                 |                                       |
|-----------------|---------------------------------------|
| PLUS 2nd MTG    | <input type="text" value="4,500.00"/> |
| Third Mortgage  | <input type="text"/>                  |
| Fourth Mortgage | <input type="text"/>                  |

**Summary**

|                 |                                       |
|-----------------|---------------------------------------|
| PLUS 2nd Mtg    | <input type="text" value="4,500.00"/> |
| Other Financing | <input type="text" value="0.00"/>     |

If there is a VHDA PLUS 2<sup>nd</sup> select **Yes**

Enter the amount of the VHDA PLUS 2<sup>nd</sup>

If there is other financing in addition to the VHDA PLUS 2<sup>nd</sup>, it must be itemized here (enter in values for the Third and Fourth Mortgage Fields).  
If there is no Other Financing, enter 0.00 for both of these fields.

12. Click **Next**.

13. In the **Product Eligibility** window verify the correct Mortgage Type, Terms, and Rate Types are selected. Select the Lock Period. Loan Information and Loan Characteristics do not have to be completed. Click **Run Eligibility**.

**Note:** Only one Lock Period can be selected but all lock period options will be shown and will be available to select on the Pricing screen.

**Eligibility Criteria**

| Mortgage Types                                      | Terms                                       | Lock Periods                           | Rate Types                                |
|-----------------------------------------------------|---------------------------------------------|----------------------------------------|-------------------------------------------|
| <input checked="" type="checkbox"/> Conventional    | <input checked="" type="checkbox"/> 30 Year | <input type="checkbox"/> 30            | <input checked="" type="checkbox"/> Fixed |
| <input type="checkbox"/> FHA                        |                                             | <input type="checkbox"/> 45            | <input type="checkbox"/> ARM              |
| <input type="checkbox"/> VA                         |                                             | <input checked="" type="checkbox"/> 60 |                                           |
| <input type="checkbox"/> Non-Conforming             |                                             | <input type="checkbox"/> 90            |                                           |
| <input type="checkbox"/> USDA/Rural Housing Service |                                             |                                        |                                           |
| <input type="checkbox"/> HELOC                      |                                             |                                        |                                           |
| <input type="checkbox"/> Other                      |                                             |                                        |                                           |
| <input type="checkbox"/> Reverse                    |                                             |                                        |                                           |

| Loan Information                                      | Loan Characteristics                            |
|-------------------------------------------------------|-------------------------------------------------|
| Borrower Goal: <input type="text"/>                   | Assumable: <input type="text"/>                 |
| Target Price: <input type="text" value="100"/>        | Demand Feature: <input type="text"/>            |
| Monthly Debt: <input type="text" value="\$0.00"/>     | Finance Charge Refundable: <input type="text"/> |
| Monthly Income: <input type="text" value="\$0.00"/>   | Convertible: <input type="text"/>               |
| Annual Taxes: <input type="text" value="\$0.00"/>     | Late Charge: <input type="text"/>               |
| Annual Insurance: <input type="text" value="\$0.00"/> | Interest Only: <input type="text"/>             |
| Monthly HOA: <input type="text"/>                     | Balloon: <input type="text"/>                   |
| Waive Escrows: <input type="checkbox"/>               |                                                 |

**Run Eligibility**

Eligibility Results 0/0 \* Taxes and insurance not included on second lien loans.

Only Show Selected      Sorting: PITI   Rate   APR   Fees   Cash to Close

- Valid Products (0/0)
- Conditionally Valid Products (0/0)
- Invalid Products (0/0)

14. To see the reason why a product is Conditionally Valid or Invalid click on the  to expand the message.

**Eligibility Criteria**

**Run Eligibility**

Eligibility Results 3/3 \* Taxes and insurance not included on second lien loans.

Only Show Selected      Sorting: PITI   Rate   APR   Fees   Cash to Close

- Valid Products (2/3)
 

|                                         |              |              |              |                 |                |                           |                                       |                                             |
|-----------------------------------------|--------------|--------------|--------------|-----------------|----------------|---------------------------|---------------------------------------|---------------------------------------------|
| <input type="checkbox"/> F30F_HFA_PREF  | Rate: 4.875% | APR: 4.8805% | Price: 100.5 | PITI*: \$502.74 | Fees: \$252.90 | Cash To Close: \$5,252.90 | <input type="button" value="Select"/> | <input type="button" value="View Pricing"/> |
| <input type="checkbox"/> F30F_PREF_NOMI | Rate: 5.500% | APR: 5.5057% | Price: 100.5 | PITI*: \$539.39 | Fees: \$277.65 | Cash To Close: \$5,277.65 | <input type="button" value="Select"/> | <input type="button" value="View Pricing"/> |
- Conditionally Valid Products (0/3)
- Invalid Products (1/3)
 

|                                       |                                                                  |  |  |  |  |  |  |  |
|---------------------------------------|------------------------------------------------------------------|--|--|--|--|--|--|--|
| <input type="checkbox"/> REO30F_CONDO | Guideline grid evaluation failed: Ineligible Property Type (035) |  |  |  |  |  |  |  |
|---------------------------------------|------------------------------------------------------------------|--|--|--|--|--|--|--|

15. To select a loan product click the **Select** button. Click **Save and Exit**.

The system has created the new loan and issued a loan number. On the Page Bar you will see the **Loan Number**, Status of **C\_Registered**, and the lock status of **Float**.



On the **Loan Summary Information C** screen make sure the following fields are completed.

16. **Borrower Information** - Credit Scores – for each borrower. Does not carry over from the Products and Pricing Wizard.

17. **Household Information** – Household Composition, No. of Wage Earners, and No. of Minors.

### 18. Government Loan Data – Applies to FHA/VA/RD Loans.

- **FHA** – Case #, FHA Case Assign Date, ADP Code, Section of Act
- **VA** – Case #
- **RD** – RD Commitment Date – Needed to calculate the Guarantee Fee. If Conditional Commitment has not been obtained yet, use current day and update once obtained.

| Government Loan Data |                                            |                      |                                                  |
|----------------------|--------------------------------------------|----------------------|--------------------------------------------------|
| FHA/VA/RD Case#      | <input type="text" value="544-123456"/>    | FHA Case Assign Date | <input type="text" value="11/21/2019"/> 22       |
| ADP Code             | <input type="text" value="703"/>           | Section of Act       | <input type="text" value="203(b) Basic Progra"/> |
| RD Commitment Date   | <input type="text" value="mm/dd/yyyy"/> 22 |                      |                                                  |

- **FHA Streamline Refinance** – Previous Endorsement Date must be entered to calculate MIP correctly. NCO Refi Doc Type should be Non-Credit Qualifying.

|                           |                                                   |
|---------------------------|---------------------------------------------------|
| Previous Endorsement Date | <input type="text" value="1/15/2016"/> 22         |
| NCO Refi Doc Type         | <input type="text" value="Non-Credit Qualifyir"/> |

### 19. Third Party Loan Involvement – Correspondent – Loan Officer, Secondary. The secondary contact will receive the lock confirmation once the loan is locked.

| Third Party Loan Involvement - Correspondent |                                                          |                   |                      |
|----------------------------------------------|----------------------------------------------------------|-------------------|----------------------|
| Client                                       | <input type="text" value="Example Correspondent - 166"/> |                   |                      |
| Seller Loan No.                              | <input type="text"/>                                     | Post Closer       | <input type="text"/> |
| Primary Contact                              | <input type="text"/>                                     | Administrator     | <input type="text"/> |
| Loan Officer                                 | <input type="text"/>                                     | Underwriter       | <input type="text"/> |
| Secondary                                    | <input type="text"/>                                     | Underwriter Email | <input type="text"/> |



20. Click

## CREATING A PLUS SECOND LOAN

**Note:** The first mortgage must be created prior to creating a Plus Loan. See [Plus Loan or Other Subordinate Financing – Manually Created Loan](#) or [Plus Loan or Other Subordinate Financing – Imported Loans](#) for further details.

1. After [LOGGING INTO MORTGAGE CADENCE](#) and [ACCESSING THE EXISTING FIRST LOAN](#) click **New**, then **Piggyback Loan**.



2. This window will pop up with the loan number of the 1<sup>st</sup> mortgage entered. Click **OK**.

3. Once the Plus loan has been created you will be brought to the Loan Summary Information C screen. On the Page Bar you will see the **Loan Number**, Status of **C\_Registered**, and the lock status of **New**.



**Note:** To switch to the first mortgage loan click on the loan number.

4. In the loan Information section select **Fixed** for Rate Type and make sure the mortgage Type is **Conventional**.

**Loan Information**

Loan Type

Product  ...

Interest Rate

Rate Type

Mortgage Type

Loan Purpose

Lien Position

Doc Type

TRID Version

Disclosure Type

SPARC



5. Click

6. Click on the ellipsis to navigate to the Products and Pricing Wizard.

**Loan Information**

Loan Type

Product  ...

Interest Rate

Rate Type

**Note:** Most of the information on the Loan Information section of the Products and Pricing Wizard will be copied from the 1<sup>st</sup> mortgage.

7. **Combined Credit & Household Information** – you must complete the Median FICO, Household Members, and **ANNUAL Household Income**.

| Combined Credit & Household Information |                                  |                            |                                        |
|-----------------------------------------|----------------------------------|----------------------------|----------------------------------------|
| Median FICO                             | <input type="text" value="755"/> | Household Members          | <input type="text" value="2"/>         |
| Non-Traditional Credit                  | <input type="checkbox"/> (Yes)   | Annual Income (Household)* | <input type="text" value="48,000.00"/> |
| AMI %                                   | <input type="text"/>             | Annual Qualifying Income   | <input type="text"/>                   |

8. **Loan Information** – you must complete the following fields:

- Application Date – *Date 6 data points were obtained.*
- Lien Position
- Loan Purpose
- Mortgage Type
- Rate Type
- Sales Price - *If this is a refinance, enter the Appraised Value into the Sales Price field.*
- Est. Appraised Value
- Loan Amount
- Down Payment
- PLUS 2<sup>nd</sup> Mtg – *field must have a value. If there is no VHDA 2<sup>nd</sup> you must enter 0.00*
- Other Financing – *field must have a value. If there are multiple liens enter the TOTAL. If there is no other financing you must enter 0.00*
- Borrower FTHB – *First Time Home Buyer must be checked to see all eligible first time homebuyer products.*
- Available Cash - *this field is only used for product eligibility, consider inflating assets to see all eligible products.*

**\*\*Some of this information may have been copied from the 1<sup>st</sup> mortgage.\*\***

| Loan Information |                                                                         |                     |                                         |                |                                       |
|------------------|-------------------------------------------------------------------------|---------------------|-----------------------------------------|----------------|---------------------------------------|
| Application Date | <input type="text" value="mm/dd/yyyy"/> <input type="text" value="21"/> | Sales Price         | <input type="text" value="100,000.00"/> | Borrower FTHB  | <input checked="" type="checkbox"/>   |
| Lien Position    | <input type="text" value="Second"/>                                     | Est Appraised Value | <input type="text" value="100,000.00"/> | Co-Borrower    | <input type="checkbox"/>              |
| Loan Purpose     | <input type="text" value="Purchase"/>                                   | Loan Amount         | <input type="text" value="2,000.00"/>   | VHDA Employee  | <input type="checkbox"/>              |
| Mortgage Type    | <input type="text" value="Conventional"/>                               | Down Payment        | <input type="text" value="4,000.00"/>   | Available Cash | <input type="text"/>                  |
| Rate Type        | <input type="text" value="Fixed"/>                                      | PLUS 2nd Mtg        | <input type="text" value="0.00"/>       | LTV            | <input type="text" value="2.0000%"/>  |
| SPARC            | <input type="text"/>                                                    | Other Financing     | <input type="text" value="95,000.00"/>  | CLTV           | <input type="text" value="97.0000%"/> |

**Note:** If the loan is a SPARC loan, please select SPARC from the dropdown box.

9. Click **Next**. There is no need to click the Duplicate Check box this function is run automatically on Plus loans.

| Duplicate Check                                     |                                                                       |
|-----------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Duplicate Check | <b>*DO NOT CLICK DUPLICATE CHECK IF LOAN HAS ALREADY BEEN CREATED</b> |
| <input type="button" value="Back"/>                 | <input checked="" type="button" value="Next"/>                        |
| <input type="button" value="Save and Exit"/>        | <input type="button" value="Cancel"/>                                 |

10. In the **Product Eligibility** window verify the correct Mortgage Type, Terms, and Rate Types are selected. Select the **Lock Period**. Loan Information and Loan Characteristics do not have to be completed. Click **Run Eligibility**.

**Note:** Only one Lock Period can be selected but all lock period options will be available for selection on the Pricing screen.

**Eligibility Criteria**

| Mortgage Types                                      | Terms                                       | Lock Periods                           | Rate Types                                |
|-----------------------------------------------------|---------------------------------------------|----------------------------------------|-------------------------------------------|
| <input checked="" type="checkbox"/> Conventional    | <input checked="" type="checkbox"/> 30 Year | <input type="checkbox"/> 30            | <input checked="" type="checkbox"/> Fixed |
| <input type="checkbox"/> FHA                        |                                             | <input type="checkbox"/> 45            | <input type="checkbox"/> ARM              |
| <input type="checkbox"/> VA                         |                                             | <input checked="" type="checkbox"/> 60 |                                           |
| <input type="checkbox"/> Non-Conforming             |                                             | <input type="checkbox"/> 90            |                                           |
| <input type="checkbox"/> USDA/Rural Housing Service |                                             |                                        |                                           |
| <input type="checkbox"/> HELOC                      |                                             |                                        |                                           |
| <input type="checkbox"/> Other                      |                                             |                                        |                                           |
| <input type="checkbox"/> Reverse                    |                                             |                                        |                                           |

| Loan Information                        | Loan Characteristics                  |
|-----------------------------------------|---------------------------------------|
| Borrower Goal: [Dropdown]               | Assumable: [Dropdown]                 |
| Target Price: 100                       | Demand Feature: [Dropdown]            |
| Monthly Debt: \$0.00                    | Finance Charge Refundable: [Dropdown] |
| Monthly Income: \$0.00                  | Convertible: [Dropdown]               |
| Annual Taxes: \$0.00                    | Late Charge: [Dropdown]               |
| Annual Insurance: \$0.00                | Interest Only: [Dropdown]             |
| Monthly HOA: [Input]                    | Balloon: [Dropdown]                   |
| Waive Escrows: <input type="checkbox"/> |                                       |

**Run Eligibility** [Cancel]

11. To select the Plus loan product click the **Select** button. Click **Save and Exit**.

**Eligibility Results 1/1** \* Taxes and insurance not included on second lien loans.

Only Show Selected    Sorting: PITI   Rate   APR   Fees   Cash to Close

| Product                                                     | Rate   | APR     | Price   | PITI*    | Fees   | Cash To Close | Actions                    |
|-------------------------------------------------------------|--------|---------|---------|----------|--------|---------------|----------------------------|
| <input checked="" type="checkbox"/> PLUS_2nd MTG            | 4.500% | 4.5000% | 100.625 | \$491.48 | \$3.75 | \$3,003.75    | <b>Select</b> View Pricing |
| <b>Do not check this box to select product</b>              |        |         |         |          |        |               |                            |
| <input type="checkbox"/> Conditionally Valid Products (0/1) |        |         |         |          |        |               |                            |
| <input type="checkbox"/> Invalid Products (0/1)             |        |         |         |          |        |               |                            |

[Back] [Next] **Save and Exit** [Cancel]

On the Page Bar you will see the lock status has been changed to **Float**.

**Bobby Buyer**

2100057196 | C\_Registered | Float

Primary Loan: 2100057195

On the **Loan Summary Information C** screen make sure the following fields are completed.

12. **Borrower Information** - Credit Scores – for each borrower. Does not carry over from the Products and Pricing Wizard.

| Borrower Information |                                           |                        |                                    |
|----------------------|-------------------------------------------|------------------------|------------------------------------|
| First Name           | <input type="text" value="Bob"/>          | Last Name              | <input type="text" value="Buyer"/> |
| Middle Name          | <input type="text"/>                      | Name Suffix            | <input type="text"/>               |
| SSN                  | <input type="text" value="777-55-8952"/>  | Phone                  | <input type="text"/>               |
| E-mail               | <input type="text"/>                      |                        |                                    |
| First Time HB        | <input checked="" type="checkbox"/> (Yes) | Non-Traditional Credit | <input type="checkbox"/> (Yes)     |
| Credit Ref No        | <input type="text"/>                      |                        |                                    |
| FICO                 | <input type="text"/>                      | <input type="text"/>   | <input type="text"/>               |
|                      | Experian                                  | Equifax                | TransUnion Median FICO             |

13. **Household Information** – Household Composition, No. of Wage Earners, and No. of Minors.

| Household Information    |                                |                     |                               |
|--------------------------|--------------------------------|---------------------|-------------------------------|
| Household Composition    | <input type="text" value=""/>  | No. of Wage Earners | <input type="text" value=""/> |
| No. of Household Members | <input type="text" value="1"/> | No. of Minors       | <input type="text" value=""/> |

14. **Third Party Loan Involvement – Correspondent** – Loan Officer, Secondary. The secondary contact will receive the lock confirmation once the loan is locked.

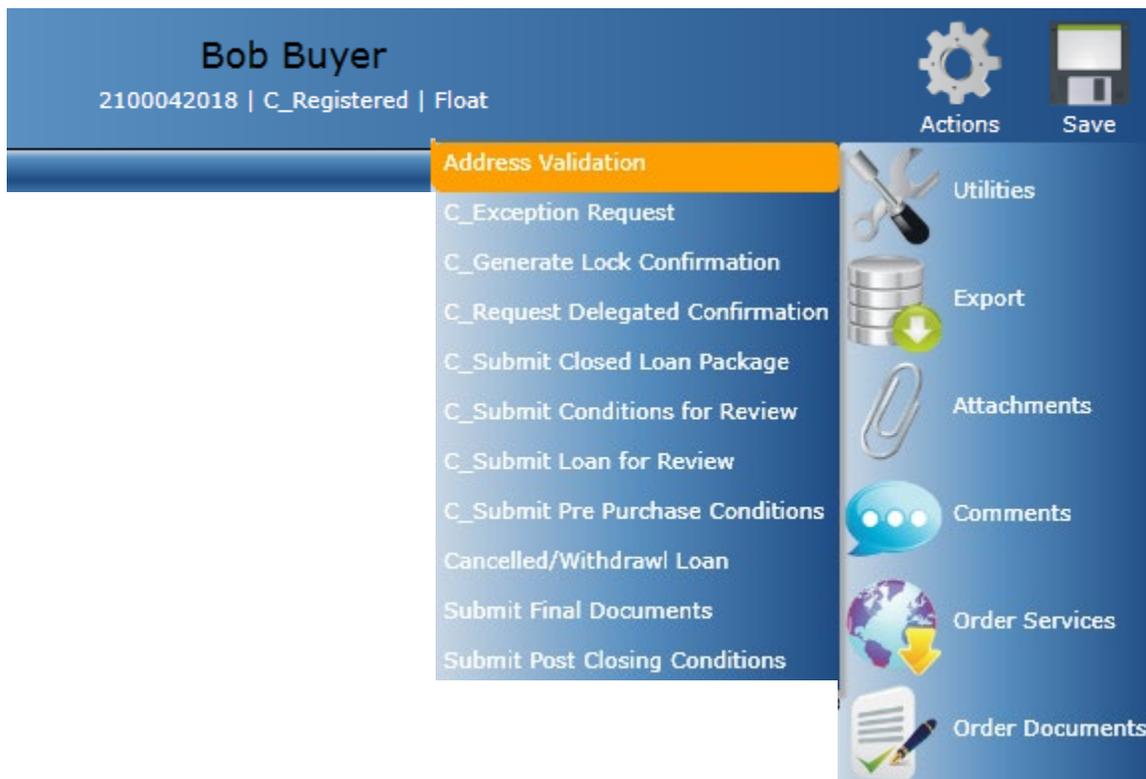
| Third Party Loan Involvement - Correspondent |                                                          |                   |                      |
|----------------------------------------------|----------------------------------------------------------|-------------------|----------------------|
| Client                                       | <input type="text" value="Example Correspondent - 166"/> |                   |                      |
| Seller Loan No.                              | <input type="text"/>                                     | Post Closer       | <input type="text"/> |
| Primary Contact                              | <input type="text"/>                                     | Administrator     | <input type="text"/> |
| Loan Officer                                 | <input type="text"/>                                     | Underwriter       | <input type="text"/> |
| Secondary                                    | <input type="text"/>                                     | Underwriter Email | <input type="text"/> |



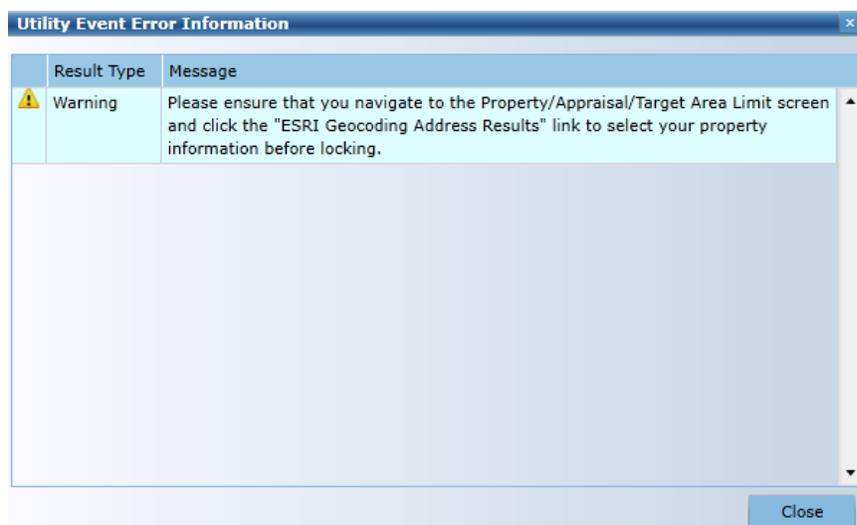
15. Click

## ADDRESS VALIDATION AND GEOCODING

1. Click **Actions**, then **Utilities**, then **Address Validation**.



2. This window will pop up instructing you to go to the Property/Appraisal/Target Area Limit screen. Click **Close** then navigate to the **Property/Appraisal/Target Area Limit** screen.



3. Click the **ESRI Geocoding Address Results** link.

Property/Appraisal/  
Target Area Limit

**Bob Buyer**  
 2100042018 | C\_Registered | Float

**Actions**  
**Save**

Buyer, Bob Add Application

**Property**

**Address**

|                 |                        |     |       |               |  |
|-----------------|------------------------|-----|-------|---------------|--|
| Street          | 601 S Belvidere Street |     |       |               |  |
| City            | Richmond               |     |       |               |  |
| State           | VA                     | Zip | 23220 | Richmond City |  |
| Actual County   | RICHMOND CITY          |     |       |               |  |
| County Override |                        |     |       |               |  |

**Construction**

Existing     Proposed     New (less than 1 year)

**Target Area Limits**

Target Area Limit  Yes  No    Number of Household Members     Total Income

**ESRI Geocoding**

ESRI Geocoding Address Results

|                   |  |                   |  |
|-------------------|--|-------------------|--|
| Y Coordinate      |  | X Coordinate      |  |
| Census Tract      |  | Census Block      |  |
| Jurisdiction FIPS |  | Jurisdiction Name |  |
|                   |  | Jurisdiction ID   |  |

4. Select the address with the highest match accuracy. Click **Update**.

**ESRI Geocoding Address Results**

Please select the appropriate address

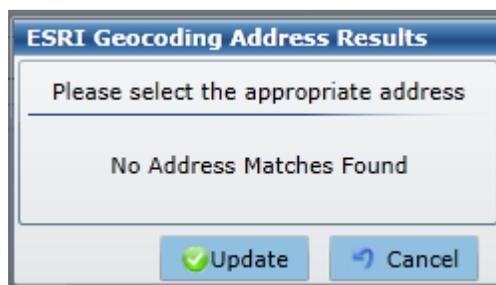
| Match Accuracy                   | Street     | City                 | State    | Zip | X Coordinate | Y Coordinate                           |
|----------------------------------|------------|----------------------|----------|-----|--------------|----------------------------------------|
| <input checked="" type="radio"/> | 92.4300000 | 601 S Belvidere St N | RICHMOND | VA  | 23220        | -77.449102311064976 37.537714924758944 |
| <input type="radio"/>            | 84.8599999 | 601 N Belvidere St N | RICHMOND | VA  | 23220        | -77.445085609205947 37.551110423730407 |

Update    Cancel

The Geocoding information will be filled in.

| ESRI Geocoding                        |                    |                   |                     |
|---------------------------------------|--------------------|-------------------|---------------------|
| <b>ESRI Geocoding Address Results</b> |                    | Geocoding Source  | GIS Auto            |
| Y Coordinate                          | 37.537714924758944 | X Coordinate      | -77.449102311064976 |
| Census Tract                          | 030500             | Census Block      | 1                   |
| Jurisdiction FIPS                     | 51760              | Jurisdiction Name | Richmond City       |
|                                       |                    | Jurisdiction ID   | 69                  |

**Note:** It is unusual, however if no results appear, a pop-up box will indicate no address matches found. If this happens contact homeownership support.



5. Click



**Note:** This Utility does not need to be run on Plus 2nds.

# LOCKING A LOAN INTEREST RATE

**Note:** For complete Lock-In Policies and Procedures see Chapter 3 of the [VHDA Origination Guide](#)

1. [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#).
2. Navigate to the income section of the 1003 and confirm income is entered.

**V. Monthly Income and Combined Housing Expense Information**

| Gross Monthly Income                |                 |              |             | Combined Monthly Housing Expense |         |          |  |
|-------------------------------------|-----------------|--------------|-------------|----------------------------------|---------|----------|--|
|                                     | Borrower        | Source       | Co-Borrower | Source                           | Present | Proposed |  |
| Base Empl. Income                   | 3,500.00        | Manual Input |             |                                  |         |          |  |
| Overtime                            |                 |              |             |                                  |         |          |  |
| Bonuses                             |                 |              |             |                                  |         |          |  |
| Commissions                         |                 |              |             |                                  |         |          |  |
| Dividends/Interest                  |                 |              |             |                                  |         |          |  |
| Net Rental Income                   |                 |              |             |                                  |         |          |  |
| Other                               | 0.00            |              | 0.00        |                                  |         |          |  |
| <b>Total</b>                        | <b>3,500.00</b> |              | <b>0.00</b> |                                  |         |          |  |
| Non Borrower Household Income       | 0.00            |              | 0.00        |                                  |         |          |  |
| <b>Total Income (includes NBHI)</b> | <b>3,500.00</b> |              | <b>0.00</b> |                                  |         |          |  |

| Borrower Other Income |                | CoBorrower Other Income |                |
|-----------------------|----------------|-------------------------|----------------|
| Description           | Monthly Amount | Description             | Monthly Amount |
|                       |                |                         |                |
| Add                   |                | Add                     |                |

| Qualifying Ratios - Borrower                                                                                                                                                                                                                                  | Qualifying Ratios - Co-Borrower                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Non-occupying borrower income, assets, and liabilities to be included in qualifying ratios?<br><input checked="" type="checkbox"/> Check box to INCLUDE financial information in qualifying ratios<br>Do NOT check this box to EXCLUDE from qualifying ratios | Non-occupying co-borrower income, assets, and liabilities to be included in qualifying ratios?<br><input type="checkbox"/> Check box to INCLUDE financial information in qualifying ratios<br>Do NOT check this box to EXCLUDE from qualifying ratios |

3. Run the [ADDRESS VALIDATION](#) Utility.
4. If the loan is conventional with MI make sure the information is entered in the [Mortgage Insurance](#) screen.

**Note:** If the loan has a Plus 2<sup>nd</sup> you must follow these steps to lock that loan as well. The income will already be completed as it flows over from the 1<sup>st</sup> and you will not need to run the address validation again.

5. Navigate to the Loan Summary Information C screen. Click on the ellipsis in the Loan Information section to go to the Products and Pricing Wizard.

**Loan Information**

Loan Type

Product: F30F\_PREF\_NOMI ...

Interest Rate: 5.2500%

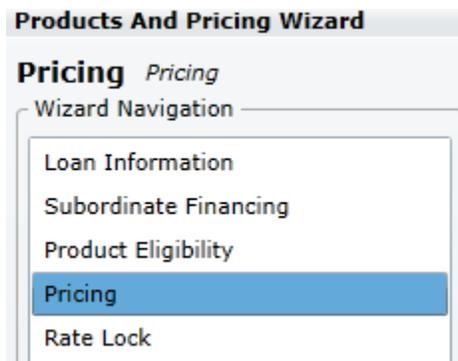
Rate Type: Fixed

Mortgage Type: Conventional

Loan Purpose: Purchase

Lien Position: First

6. In the Products and Pricing Wizard click **Pricing** to get to the Pricing Details.



7. In the Pricing Details select the pricing by clicking appropriate box. An orange box will reflect selection.

**Information on this screen is specific to the proposed record. Changes made will not reflect on the current record (if any).**

**Selected Pricing**

Add Edit Delete

|                        | Interest Rate | Margin | Price   |
|------------------------|---------------|--------|---------|
| Base:                  | 5.125%        | 0.000% | 100.750 |
| System Adjustments (2) | 0.125%        | 0.000% | 1.500   |
| Manual Adjustments (0) | 0.000%        | 0.000% | 0.000   |
| Total Adjustments:     | 0.125%        | 0.000% | 1.500   |
| Net:                   | 5.250%        | 0.000% | 102.250 |

**Current Loan Information**

|                         |              |
|-------------------------|--------------|
| Cash Due From Borrower: | \$3,267.75   |
| Debt Ratio:             | 15.278%      |
| Interest Rate:          | 5.250%       |
| APR:                    | 5.2556%      |
| APOR:                   | Not Set      |
| HPML Limit:             | Not Tested   |
| HPCT Limit:             | Not Tested   |
| Points:                 | (2.250 %)    |
| Dollar Amount:          | (\$2,137.50) |

APOR Int Rate Set Date: 11/21/2019 2:47 PM

Pricing Date: 11/21/2019 3:06 PM Refresh Pricing

**Pricing Details**

| Interest Rate | Lock Period |         |         |
|---------------|-------------|---------|---------|
|               | 30 Days     | 45 Days | 60 Days |
| 4.25          | 1.5         | 1.5     | 1.5     |
| 4.375         | 1.5         | 1.5     | 1.5     |
| 4.5           | 100.625     | 100.625 | 100.5   |
| 4.625         | 100.875     | 100.875 | 100.875 |
| 4.75          | 101.125     | 101     | 101     |
| 4.875         | 101.375     | 101.25  | 101.125 |
| 5             | 102         | 101.875 | 101.75  |
| 5.125         | 102.25      | 102.125 | 102     |
| 5.25          | 102.5       | 102.375 | 102.25  |
| 5.375         | 102.875     | 102.75  | 102.625 |
| 5.5           | 103.375     | 103.25  | 103.125 |
| 5.625         | 103.625     | 103.5   | 103.375 |

Back Next Save and Exit Cancel

8. Click **Next**. You will be brought to the Rate Lock screen.

8. Click **Initial Lock**.

**Products And Pricing Wizard**

**Rate Lock** *Rate Lock*

Wizard Navigation

- Loan Information
- Subordinate Financing
- Product Eligibility
- Pricing
- Rate Lock**

Proposed Pricing (Not Locked)

Interest Rate: 5.2500%      Net Price: 102.25

Pricing Term: 60

Lock Actions

**Initial Lock**      **Cancel Lock**

After your initial lock, additional lock modifications must be completed via the submission of a Lock Change Request form (see below). Once complete, the Lock Change Request form, must be uploaded to Attachments in the "Lock Change Request" Attachment Category. Failure to select the correct category, will result in no action being taken.

Lock Change Request Form: [Click Here](#)

SPARC Lock Request Form: [Click Here](#)

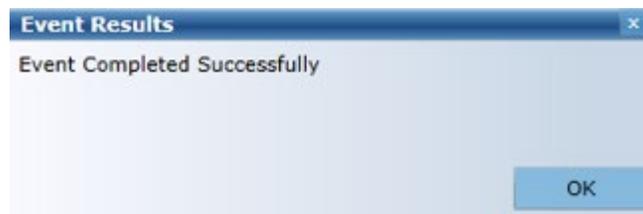
Lock Information

Product: F30F\_PREF\_NOMI      Lock Status: Float

Interest Rate: 0      Net Price: 0

Lock Date: mm/dd/yyyy 21      Lock Expiration: mm/dd/yyyy 21

9. This window will pop up. Click **OK**.



The Lock information at the bottom of the screen will be completed with lock details.

Lock Information

Product: F30F\_PREF\_NOMI      Lock Status: **Locked**

Interest Rate: 5.2500%      Net Price: 102.25

Lock Date: 11/21/2019 21      Lock Expiration: 1/20/2020 21

10. Click **Save and Exit**.



11. To view the lock confirmation see [ACCESS DOCUMENTS THAT HAVE BEEN UPLOADED](#)

On the Page Bar you will see the lock status has been changed to **Locked**.



## Locking a Loan that has a Plus 2nd

**Note:** If the loan has a Plus 2<sup>nd</sup> a value greater than 0.00 has to be entered in the **PLUS 2<sup>nd</sup> Mtg** fields within the Products and Pricing Wizard.

**Loan Information** screen

PLUS 2nd Mtg

**Subordinate Financing** screen

Sub Financing Itemization

PLUS 2nd MTG

A System Adjustment labeled as PLUS – 1<sup>st</sup> Lien will appear.

Selected Pricing

|                        | Interest Rate | Margin | Price   |
|------------------------|---------------|--------|---------|
| Base:                  | 5.125%        | 0.000% | 100.750 |
| System Adjustments (2) | 0.125%        | 0.000% | 1.500   |
|                        | Rate          | Margin | Price   |
| PLUS - 1st Lien        | 0.125%        | 0.000% | 0.000   |
| SRP                    | 0.000%        | 0.000% | 1.500   |
| Manual Adjustments (0) | 0.000%        | 0.000% | 0.000   |
| Total Adjustments:     | 0.125%        | 0.000% | 1.500   |

This adjustment will depend on the Mortgage Product selected.

FNMA = 0.125% interest rate adjustment.

FHA = 0.250% interest rate adjustment.

**Note:** If the loan has a Plus 2<sup>nd</sup> you must follow the [LOCKING A LOAN INTEREST RATE](#) steps to lock that loan as well. The income will already be completed as it flows over from the 1<sup>st</sup> and you will not need to run the Address Validation utility again.

# LOCKING A SPARC INTEREST RATE

1. [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#).
2. Navigate to the income section of the 1003 and confirm income is entered.

**V. Monthly Income and Combined Housing Expense Information**

| Gross Monthly Income          |                 |              |             |        | Combined Monthly Housing Expense |             |               |
|-------------------------------|-----------------|--------------|-------------|--------|----------------------------------|-------------|---------------|
|                               | Borrower        | Source       | Co-Borrower | Source |                                  | Present     | Proposed      |
| Base Empl. Income             | 3,500.00        | Manual Input |             |        | Rent                             |             |               |
| Overtime                      |                 |              |             |        | First Mortgage                   |             | 481.35        |
| Bonuses                       |                 |              |             |        | Other Financing                  |             | 10.13         |
| Commissions                   |                 |              |             |        | Hazard Insurance                 |             | 0.00          |
| Dividends/Interest            |                 |              |             |        | Real Estate Taxes                |             | 0.00          |
| Net Rental Income             |                 |              |             |        | Mortgage Insurance               |             | 0.00          |
| Other                         | 0.00            |              | 0.00        |        | Homeowner Assn.                  |             | 0.00          |
|                               |                 |              |             |        | Other                            |             | 0.00          |
| <b>Total</b>                  | <b>3,500.00</b> |              | <b>0.00</b> |        | <b>Total</b>                     | <b>0.00</b> | <b>491.48</b> |
| Non Borrower Household Income | 0.00            |              | 0.00        |        |                                  |             |               |
| Total Income (includes NBHI)  | 3,500.00        |              | 0.00        |        |                                  |             |               |

| Borrower Other Income |                | CoBorrower Other Income |                |
|-----------------------|----------------|-------------------------|----------------|
| Description           | Monthly Amount | Description             | Monthly Amount |
|                       |                |                         |                |

Qualifying Ratios - Borrower  
 Check box to INCLUDE financial information in qualifying ratios  
 Do NOT check this box to EXCLUDE from qualifying ratios

Qualifying Ratios - Co-Borrower  
 Check box to INCLUDE financial information in qualifying ratios  
 Do NOT check this box to EXCLUDE from qualifying ratios

3. Run the [ADDRESS VALIDATION](#) Utility.
4. If the loan is conventional with MI make sure the information is entered in the [Mortgage Insurance](#) screen.

**Note:** If the loan has a Plus 2<sup>nd</sup> you must follow these steps to lock that loan as well. The income will already be completed as it flows over from the 1<sup>st</sup> and you will not need to run the address validation again.

5. Navigate to the Loan Summary Information C screen. Click on the ellipsis in the Loan Information section to go to the Products and Pricing Wizard.

**Loan Information**

Loan Type

Product:  ...

Interest Rate:

Rate Type:

Mortgage Type:

Loan Purpose:

Lien Position:

- In the Products and Pricing Wizard you will be brought to the Loan Information screen. Make sure to select SPARC in the SPARC dropdown box.

**Loan Information**

|                  |              |                     |            |                |                                     |
|------------------|--------------|---------------------|------------|----------------|-------------------------------------|
| Application Date | 12/5/2019    | Sales Price         | 100,000.00 | Borrower FTHB  | <input checked="" type="checkbox"/> |
| Lien Position    | First        | Est Appraised Value | 100,000.00 | Co-Borrower    | <input type="checkbox"/>            |
| Loan Purpose     | Purchase     | Loan Amount         | 95,000.00  | VHDA Employee  | <input type="checkbox"/>            |
| Mortgage Type    | Conventional | Down Payment        | 5,000.00   | Available Cash | 20,000.00                           |
| Rate Type        | Fixed        | PLUS 2nd Mtg        | 0.00       | LTV            | 95.0000%                            |
| SPARC            | SPARC        | Other Financing     | 0.00       | CLTV           | 95.0000%                            |

- Navigate to the Pricing screen and select pricing. Click **Next**.

**Pricing Details**

| Interest Rate | Lock Period |         |         |
|---------------|-------------|---------|---------|
|               | 30 Days     | 45 Days | 60 Days |
| 2.25          | 1.5         | 1.5     | 1.5     |
| 2.375         | 1.5         | 1.5     | 1.5     |
| 2.5           | 1.5         | 1.5     | 1.5     |
| 2.625         | 1.5         | 1.5     | 1.5     |
| 2.75          | 1.5         | 1.5     | 1.5     |
| 2.875         | 100.5       | 100.375 | 99.75   |
| 3             | 101.5       | 101.375 | 101.375 |
| 3.125         | 102         | 101.875 | 101.875 |
| 3.25          | 102.5       | 102.375 | 102.375 |
| 3.375         | 103         | 102.875 | 102.875 |
| 3.5           | 103.5       | 103.375 | 103.375 |
| 3.625         | 1.5         | 103.5   | 103.5   |
| 3.75          | 1.5         | 1.5     | 1.5     |
| 3.875         | 1.5         | 1.5     | 1.5     |
| 4             | 1.5         | 1.5     | 1.5     |
| 4.125         | 1.5         | 1.5     | 1.5     |

Navigation: Back, Next, Save and Exit, Cancel

- You will be brought to the Rate Lock screen. Click on the SPARC Lock Request Form Link.

**Lock Actions**

Initial Lock

Cancel Lock

After your initial lock, additional lock modifications must be completed via the submission of a Lock Change Request form (see below). Once complete, the Lock Change Request form, must be uploaded to Attachments in the "Lock Change Request" Attachment Category. Failure to select the correct category, will result in no action being taken.

Lock Change Request Form: [Click Here](#)

SPARC Lock Request Form: [Click Here](#)

- Be sure to **Save and Exit**.

Navigation: Back, Next, Save and Exit, Cancel

10. Complete and Save the fillable PDF.



Sponsoring Partnerships & Revitalizing Communities  
**SPARC Reservation Form**

**SPARC Information**

Purpose:  Allocation:

**Sponsor Acknowledgement**

Sponsor Name:   
Approved By (signature):

**Originating Lender Information**

Originating Lender Name:  Lender Loan #:   
Branch Address:   
Loan Officer Name:  Lock Contact Name:   
Lock Contact Email:  Lock Contact Phone #:

**Loan Information**

Borrower Full Name:  SSN:   
Co-Borrower Full Name:  SSN:   
Property Full Address:  Targeted Area:   
County:  Property Type:   
Base Loan Amt: \$  Loan Product:   
Sales Price: \$  Appraised Value: \$   
Plus Second:  Amount: \$   
Outside Sub. Financing:  Amount: \$  Entity:   
Application Date:  Interest Rate:  % Lock Period:   
Closing Date:  Median FICO:   
Deed Restriction:  Affordable Dwelling Unit (ADU):   
Has the applicant(s) owned a primary residence in the last 3 years?

**Housing Information**

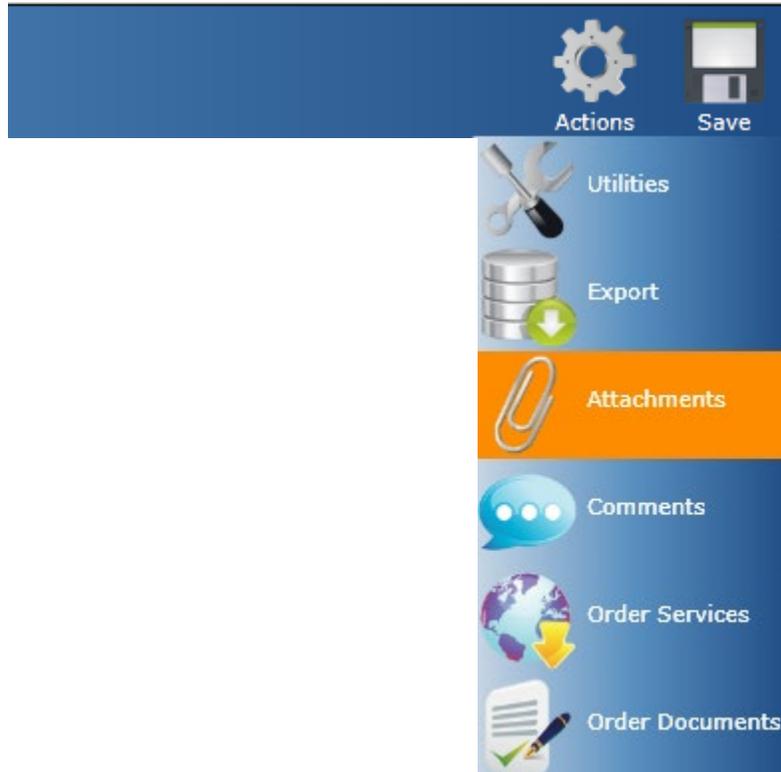
Annual Household Income: \$  Household Composition:   
Total Household Size:  # Wage Earners:  # Minors:

- VHDA Down Payment and Closing Cost Assistance:**
- The only eligible products for SPARC loans when using the VHDA DPA Grant are: FHA & Conventional.
  - The only eligible products for SPARC loans when using the VHDA CCA Grant are: Rural Housing Services (RHS) & Veterans Affairs (VA).
  - The VHDA Plus Second Mortgage cannot be paired with a VHDA Grant.
  - The VHDA Grant cannot be paired with another VHDA Grant.
  - The VHDA Grant must be reserved after the first loan is locked.
- VHDA Mortgage Credit Certificate:**
- If the loan has an MCC, the MCC checkbox in Mortgage Cadence must be checked.

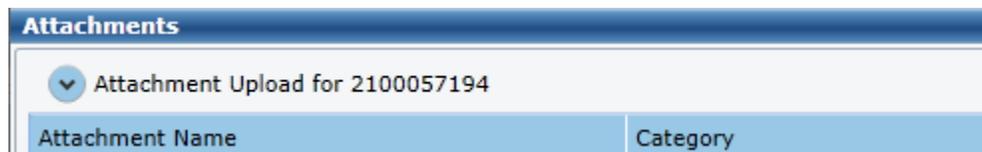
Last Revised: February 2020



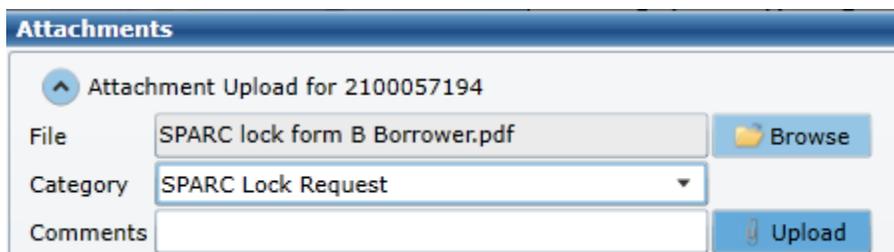
11. Upload the completed SPARC Reservation form. Click on **Actions**, then **Attachments**.



12. This window will pop up click on the  to expand.



13. **Browse** to select the saved SPARC Reservation form. Select **SPARC Lock Request** from dropdown list, Click **Upload**.



**Note:** upon clicking Upload an email will be generated and sent to the VHDA Lockdesk. The loan will be manually locked.

## REQUESTING A LOCK PROGRAM CHANGE OR EXTENSION

**Note:** Lenders cannot benefit from better pricing or increased lock period due to multiple product changes.

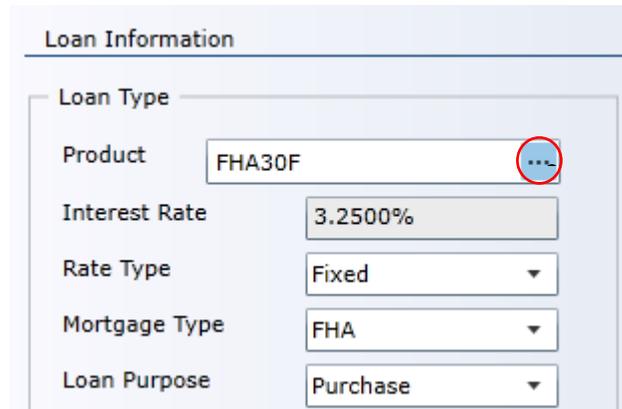
6. [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#).
7. If the change results in a change to the loan amount it needs to be changed on the Loan Summary Information C screen prior to requesting the Lock change.

| LTV                    |                                                                              |
|------------------------|------------------------------------------------------------------------------|
| Sales Price            | <input type="text" value="100,000.00"/>                                      |
| Est Appraised Value    | <input type="text" value="100,000.00"/>                                      |
| Appraised Value        | <input type="text"/>                                                         |
| Down Payment           | <input type="text" value="5,000.00"/>                                        |
| Acquisition Cost       | <input type="text" value="0.00"/>                                            |
| Base Loan Amt          | <input type="text" value="95,000.00"/>                                       |
| <b>UFMIP/FF/GF%</b>    | <input type="text" value="1.750000%"/> <input type="text" value="1,662.50"/> |
| Fin UFMIP/FF/GF        | <input type="text" value="0.00"/>                                            |
| Cash UFMIP/FF/GF       | <input type="text" value="1,662.50"/>                                        |
| <b>Total Loan Amt</b>  | <input type="text" value="95,000.00"/>                                       |
| PLUS 2nd Mtg           | <input type="text" value="1,000.00"/>                                        |
| <b>Other Financing</b> | <input type="text" value="0.00"/>                                            |
| LTV                    | <input type="text" value="95.0000%"/>                                        |
| CLTV                   | <input type="text" value="96.0000%"/>                                        |

8. Click



9. Navigate to the Products and Pricing Wizard, click on the ellipsis.



**Loan Information**

Loan Type

Product:  ...

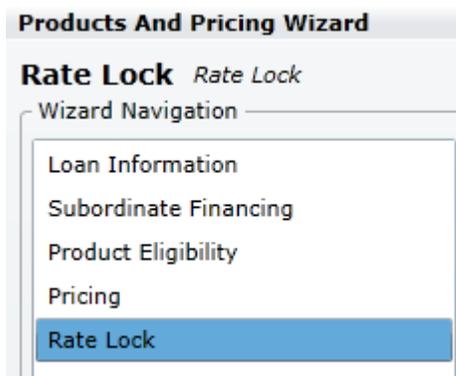
Interest Rate:

Rate Type:

Mortgage Type:

Loan Purpose:

10. Click **Rate Lock**.



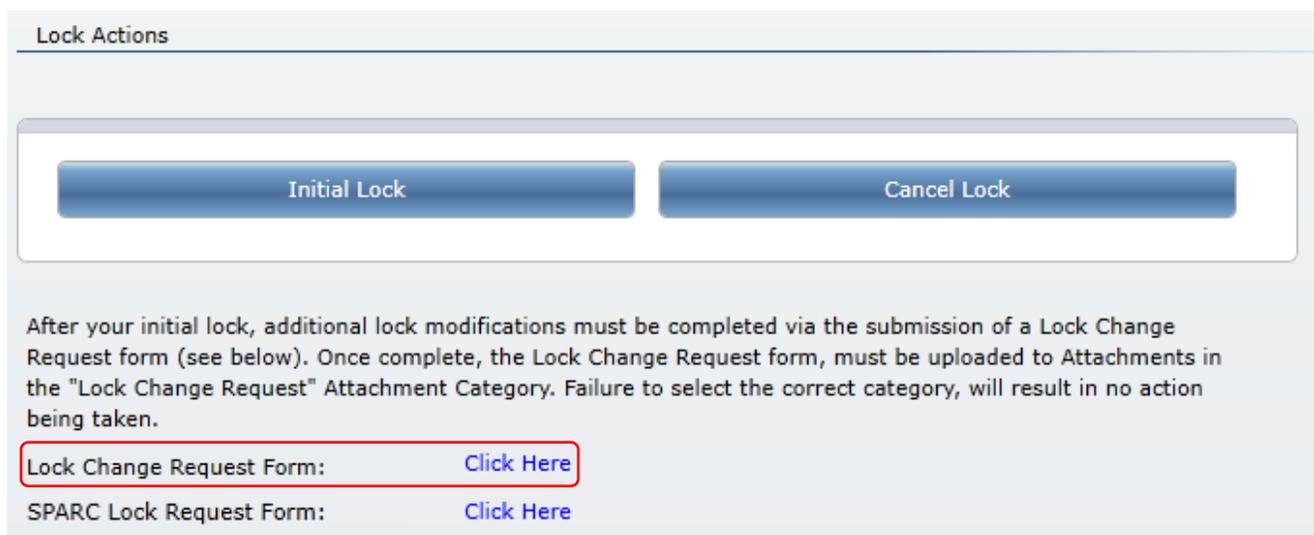
**Products And Pricing Wizard**

**Rate Lock** *Rate Lock*

Wizard Navigation

- Loan Information
- Subordinate Financing
- Product Eligibility
- Pricing
- Rate Lock**

11. You will be brought to the Rate Lock screen. Click on the Lock Change Request Form Link.



**Lock Actions**

After your initial lock, additional lock modifications must be completed via the submission of a Lock Change Request form (see below). Once complete, the Lock Change Request form, must be uploaded to Attachments in the "Lock Change Request" Attachment Category. Failure to select the correct category, will result in no action being taken.

Lock Change Request Form: [Click Here](#)

SPARC Lock Request Form: [Click Here](#)

12. Be sure to Save and Exit.



13. Complete and Save the fillable PDF.



## VHDA Lock Change Request Form

Please confirm the last 5 digits of your VHDA Loan Number:

### Extensions:

Requesting an extension of  days at .

*\*Please review section B of Lock-In Policies and Procedures found on the next page prior to submitting a Lock Extension request.*

### Price / Rate Changes:

Please specify:

### Product Changes:

Requesting a Product Change from  to .

Will this loan have a VHDA Plus Second Mortgage?  Yes  No

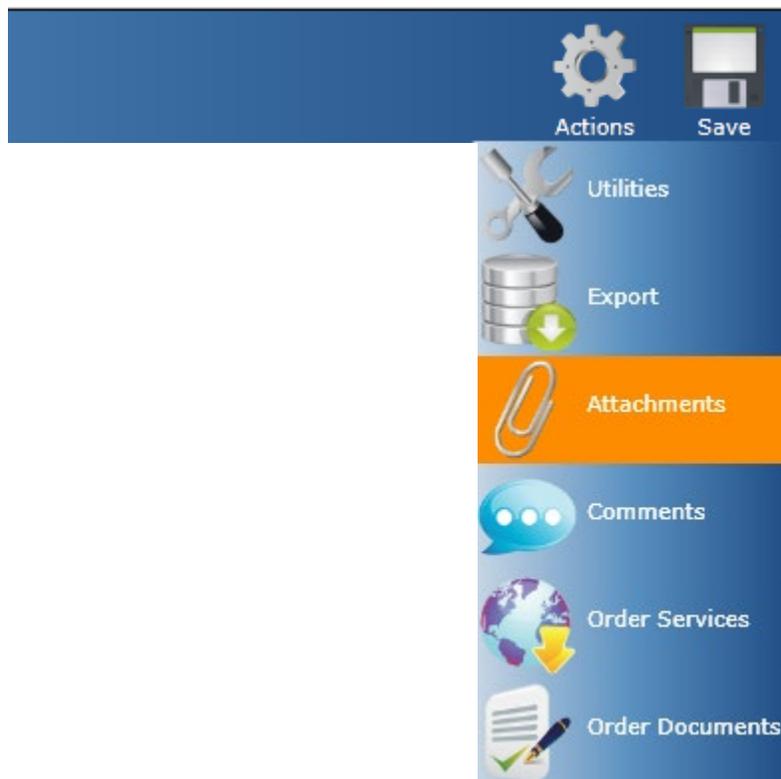
*\*Please review section H of VHDA's Lock-In Policies and Procedures found on the next two pages prior to submitting a Product Change request.*

### Submitting this form:

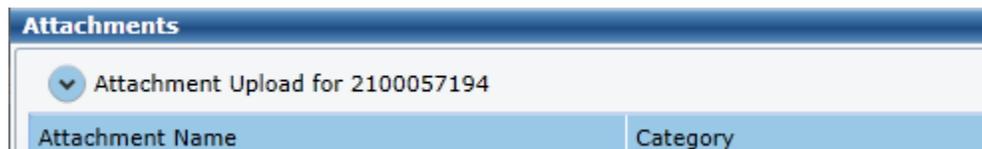
Once you've completed the form, please upload it into Mortgage Cadence. To do so:

1. Login into Mortgage Cadence, and open the loan corresponding to the request
2. In the top right hand corner, select "Actions" followed by "Attachments"
3. In the Attachments pop-up, click the button next to "Attachment Upload for [ Loan Number ]". Three text boxes "File", "Category" and "Comment" should appear.
4. Across from "File", click the "Browse" button, then select the PDF located on your PC
5. In the "Category" dropdown, select "Lock Change Request". **If you do not select this category, your request will not be processed.**
6. Across from Comments, select "Upload".
7. You're done! Please wait for our Lock Desk to evaluate and respond.

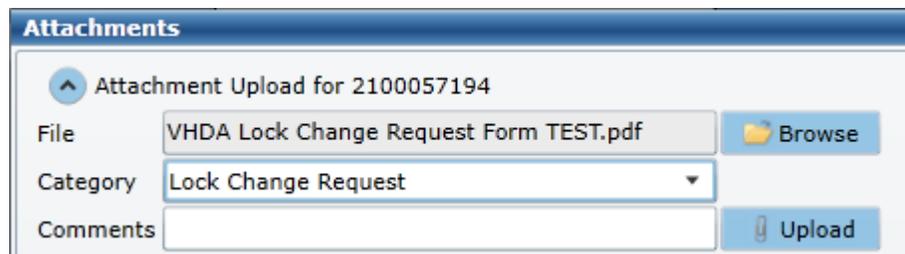
9. Upload the completed Lock Change Request form. Click on **Actions**, then **Attachments**.



10. This window will pop up click on the  to expand.



11. **Browse** to select the saved Lock Change Request form. Select **Lock Change Request** from dropdown list, Click **Upload**.



**Note:** upon clicking Upload an email will be generated and sent to the VHDA Lockdesk. The loan will be updated manually.

## LOANS WITH AN MCC

**Note:** To submit a request for an MCC Lenders must have access to the VHDA MCC System.

See [MCC System User Guide](#) for further details.

1. [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#).
2. In the VHDA Attributes section of the Loan Summary Information screen check the box for MCC.

| VHDA Attributes           |                                           |
|---------------------------|-------------------------------------------|
| Annual Income (Household) | 41,000.00                                 |
| Grant Status              | None                                      |
| Grant Current Amount      | \$0.00                                    |
| MCC                       | <input checked="" type="checkbox"/> (Yes) |
| MCC #                     |                                           |
| MCC Credit Rate           | <input type="checkbox"/>                  |
| Recapture Tax             | <input type="checkbox"/> (Yes)            |
| VHDA Employee             | <input type="checkbox"/> (Yes)            |
| Duplicate Loan            | <input type="checkbox"/>                  |
| Related Loan #            | 2100057197                                |

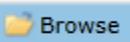
3. Upload the signed (by Borrower and Underwriter) MCC Application and Fact Sheet. Click on **Actions**, then **Attachments**.



4. This window will pop up click on the  to expand.

| Attachments                      |          |
|----------------------------------|----------|
| Attachment Upload for 2100057194 |          |
| Attachment Name                  | Category |

5. **Browse** to select the saved MCC Application and Fact Sheet. Select **MCC Documents** from dropdown list, Click **Upload**. (Comments are Optional)

| Attachments                      |                                                                                                                         |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Attachment Upload for 2100057194 |                                                                                                                         |
| File                             | MCC Application and Fact Sheet.pdf   |
| Category                         | MCC Documents                                                                                                           |
| Comments                         | Bob Borrower MCC app and fact sheet  |

Once the MCC Application and Fact sheet has been uploaded it will appear in the list.

| Attachments                                            |                     |                     |
|--------------------------------------------------------|---------------------|---------------------|
| Attachment Upload for 2100057194                       |                     |                     |
| Attachment Name                                        | Category            | Attached Date       |
| <a href="#">CHR-lock-form TEST.pdf</a>                 | CHR Lock Request    | 11/22/2019 10:16 AM |
| <a href="#">MCC Application and Fact Sheet.pdf</a>     | MCC Documents       | 11/25/2019 1:35 PM  |
| <a href="#">VHDA Lock Change Request Form TEST.pdf</a> | Lock Change Request | 11/22/2019 1:11 PM  |

**Note:** For more information on Grant programs, please visit our [Loan Information and Guidelines](#).

## RESERVING A DPA GRANT

1. [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#). (Loan must be locked.)
2. In the LTV section of the Loan Summary Information C screen enter the **Appraised Value**. If you don't have the appraised value use the estimated appraised value and update once the value has been determined.

| LTV                 |                                         |
|---------------------|-----------------------------------------|
| Sales Price         | <input type="text" value="100,000.00"/> |
| Est Appraised Value | <input type="text" value="100,000.00"/> |
| Appraised Value     | <input type="text" value="100,000.00"/> |
| Down Payment        | <input type="text" value="1,000.00"/>   |
| Acquisition Cost    | <input type="text"/>                    |
| Base Loan Amt       | <input type="text" value="96,000.00"/>  |

3. Navigate to the Grant screen. Max Grant amount will be filled in if you want the Max Amount click **Yes**, then click **Reserve Grant**.

### Down Payment Assistance Grant

**Reserve Grant**

Max Gross Income Limit

Max Grant Amount

Reserve the Max Grant Amount?  Yes (Max)  No (Less than max)

If no, enter the desired Grant Amount:

**Reservation Status & Amount**

Grant Status

Current Grant Amount

Grant Reservation Date

Grant Expiration Date

**Cancel / Withdraw Grant**

Grant Cancellation Reason

- If you don't want the Max Grant amount click **No** and enter the amount to be reserved, then click **Reserve Grant**.

### Down Payment Assistance Grant

**Reserve Grant**

Max Gross Income Limit

Max Grant Amount

Reserve the Max Grant Amount?  Yes (Max)  No (Less than max)

If no, enter the desired Grant Amount:

**Reservation Status & Amount**

Grant Status

Current Grant Amount

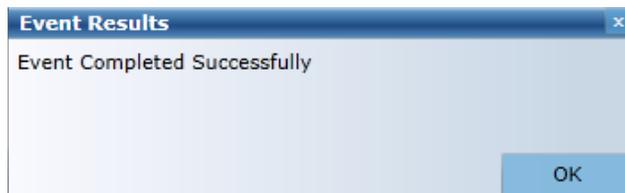
Grant Reservation Date

Grant Expiration Date

**Cancel / Withdraw Grant**

Grant Cancellation Reason

- This window will pop up. Click **OK**.



- Once the Grant has been reserved the Reservation Status & Amount on the Grant screen will be filled in with the reservation details. The Loan Summary Information C screen will also populate in the VHDA Attributes section.

**Reservation Status & Amount**

Grant Status

Current Grant Amount

Grant Reservation Date

Grant Expiration Date

- On the Loan Summary Information C screen the reservation details will populate in the VHDA Attributes section.

**VHDA Attributes**

Annual Income (Household)

Grant Status Reserve/Reserved

Grant Current Amount \$2,000.00

- On the Delegated Submission screen in the Household Information section the Gift Yes button will be checked.

**Household Information**

Household Composition  No. of Wage Earners

No. of Household Members  No. of Minors

Annual Income (Household)  Gift  Yes  No

Homeownership Education Course Completed Date   MCC  (Yes)

- A Grant Award letter will be generated and stored in Attachments. See [ACCESS DOCUMENTS THAT HAVE BEEN UPLOADED](#). An Obligation Letter will be attached to the Grant Award Letter.

| Attachment Name        | Category |
|------------------------|----------|
| DPA Grant Award Letter | Document |

## RESERVING A CCA GRANT

- [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#). (Loan must be locked.)
- In the LTV section of the Loan Summary Information C screen enter the **Appraised Value**. If you don't have the appraised value use the estimated appraised value and update once the value has been determined.

**LTV**

Sales Price

Est Appraised Value

Appraised Value 105,000.00

Down Payment

Acquisition Cost

Base Loan Amt

3. Navigate to the Grant screen. Max Grant amount will be filled in if you want the Max Amount click **Yes**, then click **Reserve Grant**.

**Closing Cost Assistance Grant**

Reserve Grant

|                                        |                                                                                     |
|----------------------------------------|-------------------------------------------------------------------------------------|
| Max Gross Income Limit                 | \$78,700.00                                                                         |
| Max Grant Amount                       | \$2,100.00                                                                          |
| Reserve the Max Grant Amount?          | <input checked="" type="radio"/> Yes (Max) <input type="radio"/> No (Less than max) |
| If no, enter the desired Grant Amount: | <input type="text"/>                                                                |

**Reserve Grant**

Reservation Status & Amount

|                        |                      |
|------------------------|----------------------|
| Grant Status           | None                 |
| Current Grant Amount   | \$0.00               |
| Grant Reservation Date | <input type="text"/> |
| Grant Expiration Date  | <input type="text"/> |

Cancel / Withdraw Grant

Grant Cancellation Reason

**Cancel Grant**

4. If you don't want the Max Grant amount click **No** and enter the amount to be reserved, then click **Reserve Grant**.

**Closing Cost Assistance Grant**

Reserve Grant

|                                        |                                                                                     |
|----------------------------------------|-------------------------------------------------------------------------------------|
| Max Gross Income Limit                 | \$78,700.00                                                                         |
| Max Grant Amount                       | \$2,100.00                                                                          |
| Reserve the Max Grant Amount?          | <input type="radio"/> Yes (Max) <input checked="" type="radio"/> No (Less than max) |
| If no, enter the desired Grant Amount: | 1,800.00                                                                            |

**Reserve Grant**

Reservation Status & Amount

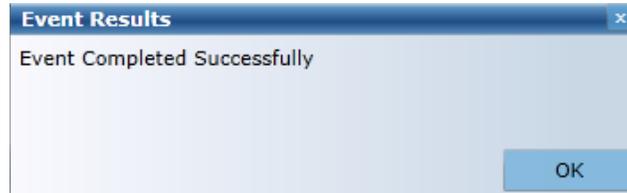
|                        |                      |
|------------------------|----------------------|
| Grant Status           | None                 |
| Current Grant Amount   | \$0.00               |
| Grant Reservation Date | <input type="text"/> |
| Grant Expiration Date  | <input type="text"/> |

Cancel / Withdraw Grant

Grant Cancellation Reason

**Cancel Grant**

5. This window will pop up. Click **OK**.



6. Once you have reserved the Grant the Reservation Status & Amount will be filled in with the reservation details.

| Reservation Status & Amount |                  |
|-----------------------------|------------------|
| Grant Status                | Reserve/Reserved |
| Current Grant Amount        | \$1,800.00       |
| Grant Reservation Date      | 12/2/2019        |
| Grant Expiration Date       | 1/31/2020        |

7. On the Loan Summary Information C screen the reservation details will populate in the VHDA Attributes section.

| VHDA Attributes           |                  |
|---------------------------|------------------|
| Annual Income (Household) | 41,000.00        |
| Grant Status              | Reserve/Reserved |
| Grant Current Amount      | \$1,800.00       |

8. On the Delegated Submission screen in the Household Information section the Gift Yes button will be checked.

| Household Information                         |              |                     |                                                               |
|-----------------------------------------------|--------------|---------------------|---------------------------------------------------------------|
| Household Composition                         | Single       | No. of Wage Earners | 1                                                             |
| No. of Household Members                      | 1            | No. of Minors       |                                                               |
| Annual Income (Household)                     | 41,000.00    | Gift                | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Homeownership Education Course Completed Date | mm/dd/yyyy 3 | MCC                 | <input type="checkbox"/> (Yes)                                |

9. A Grant Award letter will be generated and stored in Attachments. See [ACCESS DOCUMENTS THAT HAVE BEEN UPLOADED](#)

| Attachment Name        | Category |
|------------------------|----------|
| CCA Grant Award Letter | Document |

## MAKING CHANGES TO AN EXISTING RESERVATION

**Note:** Procedure is the same for DPA or CCA Grant.

### Updating A Sales Price or Appraised Value

1. [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#).
2. In the LTV section of the Loan Summary Information C screen enter the new Sales Price or Appraised Value.

| LTV                 |                                         |
|---------------------|-----------------------------------------|
| Sales Price         | <input type="text" value="100,000.00"/> |
| Est Appraised Value | <input type="text" value="100,000.00"/> |
| Appraised Value     | <input type="text" value="100,000.00"/> |
| Down Payment        | <input type="text" value="0.00"/>       |
| Acquisition Cost    | <input type="text" value=""/>           |



3. Click .
4. One of the following messages will pop up. Click **Close**. A new Grant Award Letter will be generated See [ACCESS DOCUMENTS THAT HAVE BEEN UPLOADED](#)

| Ace Results |                                                                                                                                                                                                                                                                        |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Result Type | Message                                                                                                                                                                                                                                                                |
| Warning     | VHDA Grant: An <b>increase</b> to the Sales Price or Appraised Value has resulted in a increase in the max Grant amount. The Grant has been re-reserved at the new maximum. If you would like to reserve below the new maximum, please re-reserve on the grant screen. |

[Close](#)

| Ace Results |                                                                                                                                                                                                                                                                    |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Result Type | Message                                                                                                                                                                                                                                                            |
| Warning     | VHDA Grant: A <b>decrease</b> to Sales Price or Appraised Value has resulted in a reduction in the max Grant amount. The Grant has been re-reserved at the new maximum. If you would like to reserve below the new maximum, please re-reserve on the grant screen. |

[Close](#)

**Note:** The Grant information in Mortgage Cadence will be updated to reflect the change in the Grant amount.

## Changing a Grant Amount

1. [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#).
2. Navigate to the Grant screen.
3. To Re-Reserve for less than the Max Grant Amount click **No** and enter the amount to be reserved, then click **Reserve Grant**.

**Down Payment Assistance Grant**

Reserve Grant

|                                        |                                                                                     |
|----------------------------------------|-------------------------------------------------------------------------------------|
| Max Gross Income Limit                 | \$78,700.00                                                                         |
| Max Grant Amount                       | \$2,000.00                                                                          |
| Reserve the Max Grant Amount?          | <input type="radio"/> Yes (Max) <input checked="" type="radio"/> No (Less than max) |
| If no, enter the desired Grant Amount: | 1,800.00                                                                            |

**Reserve Grant**

---

Reservation Status & Amount

|                        |                  |
|------------------------|------------------|
| Grant Status           | Reserve/Reserved |
| Current Grant Amount   | \$2,000.00       |
| Grant Reservation Date | 12/2/2019        |
| Grant Expiration Date  | 1/31/2020        |

4. To Re-Reserve for the Max Grant Amount click **Yes** and delete the amount from Desired Grant Amount field, then click **Reserve Grant**.

**Down Payment Assistance Grant**

Reserve Grant

|                                        |                                                                                     |
|----------------------------------------|-------------------------------------------------------------------------------------|
| Max Gross Income Limit                 | \$78,700.00                                                                         |
| Max Grant Amount                       | \$2,000.00                                                                          |
| Reserve the Max Grant Amount?          | <input checked="" type="radio"/> Yes (Max) <input type="radio"/> No (Less than max) |
| If no, enter the desired Grant Amount: | 1,800.00                                                                            |

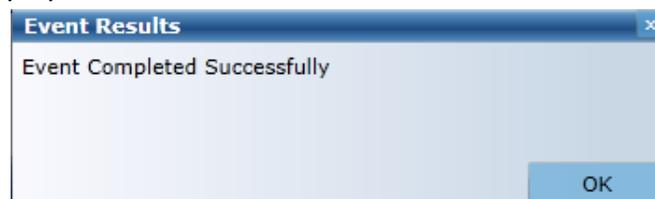
**Reserve Grant**

---

Reservation Status & Amount

|                        |                  |
|------------------------|------------------|
| Grant Status           | Reserve/Reserved |
| Current Grant Amount   | \$1,800.00       |
| Grant Reservation Date | 12/2/2019        |
| Grant Expiration Date  | 1/31/2020        |

5. This window will pop up, Click **OK**.



6. The Reservation Status & Amount section on the Grant screen will be updated with the new information.

| Reservation Status & Amount |                  |
|-----------------------------|------------------|
| Grant Status                | Reserve/Reserved |
| Current Grant Amount        | \$2,000.00       |
| Grant Reservation Date      | 12/2/2019        |
| Grant Expiration Date       | 1/31/2020        |

7. A new Grant Award Letter will be generated See [ACCESS DOCUMENTS THAT HAVE BEEN UPLOADED](#)

## Cancel/Withdraw a Grant

- [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#).
- Navigate to the Grant screen. Select the reason for the cancellation from the dropdown box. Click **Cancel Grant**.

### Down Payment Assistance Grant

Reserve Grant

Max Gross Income Limit

Max Grant Amount

Reserve the Max Grant Amount?  Yes (Max)  No (Less than max)

If no, enter the desired Grant Amount:

Reservation Status & Amount

Grant Status

Current Grant Amount

Grant Reservation Date

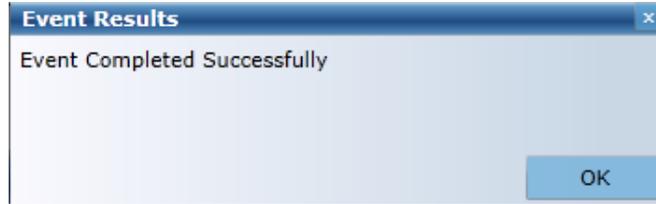
Grant Expiration Date

Cancel / Withdraw Grant

Grant Cancellation Reason

- 1st Loan Cancelled/Withdrawn
- 1st Loan Rejected
- Changed Product
- Exceeds Maximum Income
- Not FTHB
- Withdrawn by Borrower

- This window will pop up, Click **OK**.



- The Reservation Status & Amount section on the Grant screen will be updated with the cancellation information.

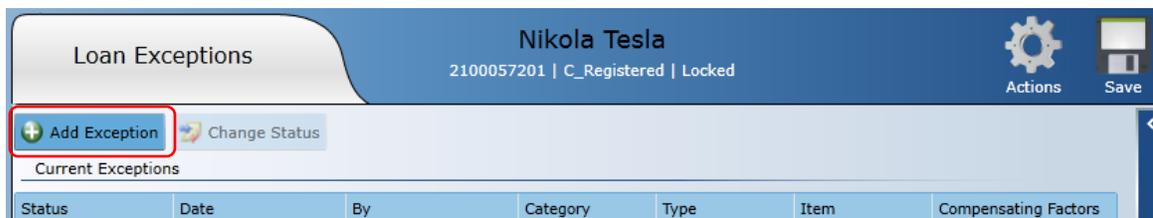
| Reservation Status & Amount |                     |
|-----------------------------|---------------------|
| Grant Status                | Cancelled/Withdrawn |
| Current Grant Amount        | \$0.00              |
| Grant Reservation Date      | 12/2/2019           |
| Grant Expiration Date       | 1/31/2020           |

- A Grant Cancellation Letter will be generated See [ACCESS DOCUMENTS THAT HAVE BEEN UPLOADED](#)

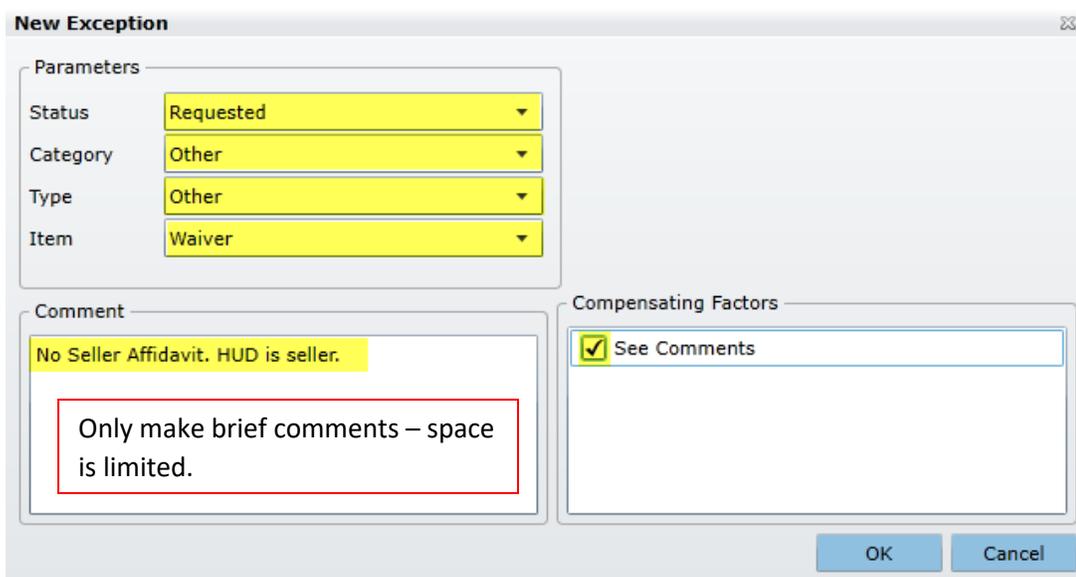
| Attachment Name              | Category |
|------------------------------|----------|
| VHDA - Loan Lock Information | Document |
| DPA Grant Award Letter       | Document |
| Grant Cancellation Letter    | Document |

# REQUEST AN UNDERWRITING EXCEPTION

1. [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#).
2. Navigate to the Loan Exceptions screen. Click **Add Exception**.



3. This window will pop up. Complete highlighted fields then click **OK**. Click 



4. You will be able to see the details in the Current Exceptions and Status History sections.

| Current Exceptions |                    |         |          |       |        |                      |
|--------------------|--------------------|---------|----------|-------|--------|----------------------|
| Status             | Date               | By      | Category | Type  | Item   | Compensating Factors |
| Requested          | 12/12/2019 1:08:15 | DLevel1 | Other    | Other | Waiver | See Comments         |

| Status History |                       |         |                                | Compensating Factors |
|----------------|-----------------------|---------|--------------------------------|----------------------|
| Status         | Date                  | By      | Comment                        | See Comments         |
| Requested      | 12/12/2019 1:08:15 PM | DLevel1 | No Seller Affidavit. HUD is se |                      |

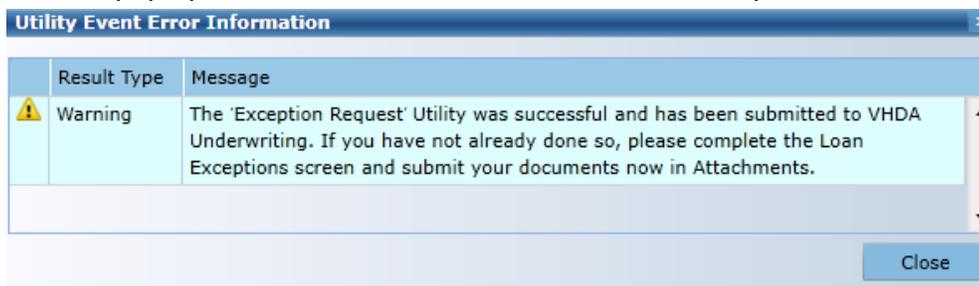
5. Add [COMMENTS](#). This is where you can share more detailed information.
6. [UPLOAD EXCEPTION DOCUMENTS](#) Make sure you select Exception Documents for the Category.

7. Click on **Actions, Utilities**, then you must select **C\_Exception Request**.



**Note:** By running the *C\_Exception Request* utility a notification will be sent to the Underwriting Department that you have requested an exception. If you select another utility the notification will not be generated.

8. This window will pop up. Click **Close**. A VHDA Underwriter will respond via email with decision.



## UNDERWRITING SUBMISSION (Delegated)

**Note:** *Delegated Confirmation, Delegated Confirmation Notice, Delegated Approval Confirmation, and Delegated approval notice are synonymous.*

1. [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#).
2. On the [LOAN SUMMARY INFORMATION C](#) screen verify the information is complete and accurate.
3. Make sure the [1003](#) has been completed/updated with current information.
4. Navigate to the [DELEGATED SUBMISSION](#) screen. Verify all of the information on screen is complete and accurate.
5. Click on **Actions, Utilities**, then you must select **C\_Request Delegated Confirmation**.



6. The system will generate and email a Delegated Confirmation Notice and Compliance Agreement.
  - If the loan has an MCC you will get the Recapture Notice
  - If the loan has a grant you will get and Award Letter
7. The loan status will change to Cleared to Close.



## UNDERWRITING SUBMISSION (Non-Delegated)

1. [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#).
2. On the [LOAN SUMMARY INFORMATION C](#) screen verify the information is complete and accurate.
3. Make sure the [1003](#) has been completed/updated with current information.
4. [UPLOAD UNDERWRITING PACKAGE](#) Make sure you select Underwriting Package for the Category.

The screenshot shows an 'Attachments' window titled 'Attachment Upload for 2100057201'. It contains a 'File' field with the text 'Underwriting Pkg, Tesla.pdf' and a 'Browse' button. Below that is a 'Category' dropdown menu with 'Underwriting Package' selected. At the bottom, there is a 'Comments' field with the text 'UW Pkg, Tesla, N' and an 'Upload' button.

5. Click on **Actions, Utilities**, then you must select **C\_Submit Loan for Review**.



6. The loan status will change to **C\_Submitted for Credit Approval**.



7. Once VHDA has acknowledged receipt of the loan for review the status will change to In Underwriting.



9. If the loan is **Approved** the system will generate and email an Approval Letter and Compliance Agreement. The status will change to **Cleared to Close**.
- If the loan has an MCC you will get the Recapture Notice
  - If the loan has a grant you will get and Award Letter



10. If the loan is **Suspended** the system will generate and email a Suspense Letter. The status will change to **Suspend**. See [SUBMITTING CONDITIONS TO UNDERWRITING ON SUSPENDED LOANS](#)



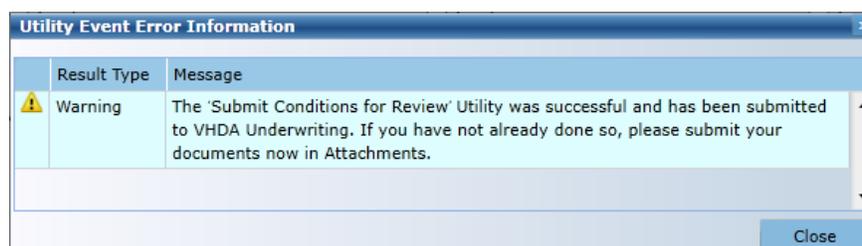
## SUBMITTING CONDITIONS TO UNDERWRITING ON SUSPENDED LOANS

1. [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#).
2. [UPLOAD UW CONDITIONS](#). Select Underwriting Conditions for the Category.

3. Click on **Actions, Utilities**, then you must select **C\_Submit Conditions for Review**.



4. This window will pop up. Click **Close**.



**Note:** By running the C\_Submit Conditions for Review utility a notification will be sent to the Underwriting Department that you have uploaded UW Conditions. If you select another utility the notification will not be generated.

## SUBMIT A CLOSED LOAN FOR PURCHASE

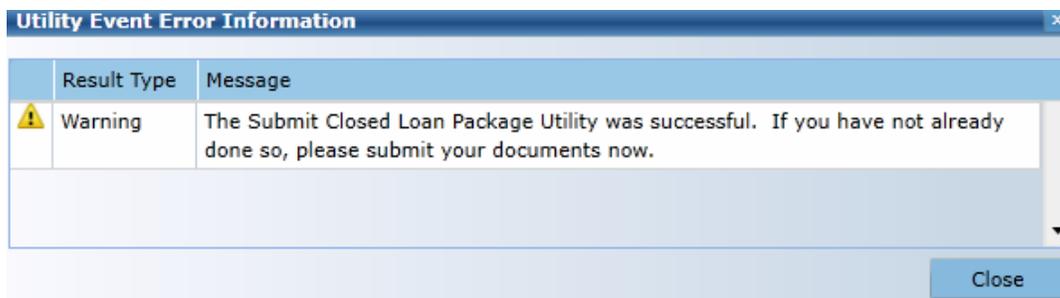
1. [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#). (Loan has to be Cleared to Close)
2. [UPLOAD CLOSED LOAN PACKAGE](#). Make sure you select Closed Loan Package for the Category.

The screenshot shows a form titled "Attachments" for "Attachment Upload for 2100042020". It includes a file input field with "SAMPLE Closed Loan Package.pdf" and a "Browse" button. The "Category" dropdown is set to "Closed Loan Package". The "Comments" field contains "Borrower, Brian Closed Ln Pkg" and an "Upload" button.

3. Click **Actions**, **Utilities**, then **C\_Submit Closed Loan Package**.



4. This window will pop up. Click **Close**.



5. The Status will change to **Closed Loan Submitted for Purchase**.



6. Once VHDA has acknowledged receipt of the file the status will change to **C\_In Purchase Review**.



7. VHDA Quality Review will review the loan and supporting documents then either approve or Pend the loan. See [Submitting Conditions for Pended Loans](#). If the loan is approved the status will be changed to **C\_Purchase Approved** and a notification will be sent to the Purchase/Post Closing contact with your company.



8. After the loan has been funded the status will reflect **C\_Purchased** and a Loan Purchase Advise will be sent to the Secondary contact with your company.



## SUBMITTING CONDITIONS FOR PENDED LOANS

If the loan is **Pended** the status will reflect **C\_Purchase Pended**. The Quality Review Analyst will email a Suspense Letter to the Purchase/Post Closing contact with your company.



1. [UPLOAD CONDITIONS](#). Make sure you select Prior To Purchase Conditions for the Category.

**Attachments**

Attachment Upload for 2100057198

File:

Category: **Prior To Purchase Conditions** (dropdown menu)

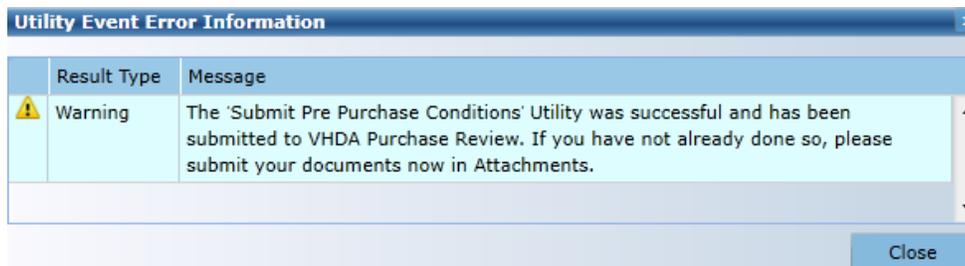
Comments:

2. Click on **Actions, Utilities**, then you must select **C\_Submit Pre Purchase Conditions**.



**Note:** By running the *C\_Submit Pre Purchase Conditions* utility a notification will be sent to the Pend desk that your Pre Purchase Conditions have been uploaded. If you select another utility the notification will not be generated.

3. This window will pop up. Click **Close**.



4. Once the loan is approved the status will be changed to **C\_Purchase Approved** and a notification will be sent to the Purchase/Post Closing contact with your company.



5. After the loan has been funded the status will reflect **C\_Purchased** and a Loan Purchase Advise will be sent to the Secondary contact with your company.



6. If the loan is denied the status will be changed to **C\_Denied** and a Denial Letter will be sent.



## SUBMIT POST CLOSING CONDITIONS

1. [LOG INTO MORTGAGE CADENCE](#) and [ACCESS THE LOAN](#). (Loan has to be Cleared to Close)
2. [UPLOAD FINAL POST CLOSING DOCUMENTS](#). For Post Closing Documents you can select Final Document or Post Funding Conditions for the Category.

Attachments

Attachment Upload for 2100057198

File:  Browse

Category:  ▼

Comments:  Upload

- Exception Documents
- Final Document
- Lock Change Request
- MCC Documents
- Other
- Post Funding Conditions
- Prior To Purchase Conditions
- Underwriting Conditions
- Underwriting Package

3. Click on **Actions, Utilities**, then you must select **Submit Post Closing Conditions**.



**Note:** By running the Submit Post Closing Conditions utility a notification will be sent to the Post Closing Department that your Final Documents have been uploaded. If you select another utility the notification will not be generated.

This section is an in depth look at the Mortgage Cadence screens. Information is not required to be entered into all fields but it is highly recommended that you complete as much of the information as possible. This will assist with a quicker turnaround time when submitting loans for Underwriting or Purchase Review.

## LOAN SUMMARY INFORMATION C

**Borrower/Co Borrower Information** - Be sure to complete this information for all borrowers.

| Loan Summary Information C                       |                                           | Benjamin Franklin & Deborah Read<br>2100057200   C_Registered   Float |                                |             |  |
|--------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------|--------------------------------|-------------|--|
| Franklin, Benjamin   Read, Deborah ▾             |                                           | <a href="#">Add Application</a>                                       |                                |             |  |
| Delegated UW <input checked="" type="checkbox"/> |                                           |                                                                       |                                |             |  |
| <b>Borrower Information</b>                      |                                           |                                                                       | <b>Co Borrower Information</b> |             |  |
| First Name                                       | Benjamin                                  | Last Name                                                             | Franklin                       |             |  |
| Middle Name                                      |                                           | Name Suffix                                                           |                                |             |  |
| SSN                                              | 655-99-3333                               | Phone                                                                 |                                |             |  |
| E-mail                                           |                                           |                                                                       |                                |             |  |
| First Time HB                                    | <input checked="" type="checkbox"/> (Yes) | Non-Traditional Credit                                                | <input type="checkbox"/> (Yes) |             |  |
| Credit Ref No                                    |                                           |                                                                       |                                |             |  |
| FICO                                             | 715                                       | 720                                                                   | 718                            | 718         |  |
|                                                  | Experian                                  | Equifax                                                               | TransUnion                     | Median FICO |  |
| First Name                                       | Deborah                                   | Last Name                                                             | Read                           |             |  |
| Middle Name                                      |                                           | Name Suffix                                                           |                                |             |  |
| SSN                                              | 351-68-4352                               | Phone                                                                 |                                |             |  |
| E-mail                                           |                                           |                                                                       |                                |             |  |
| First Time HB                                    | <input checked="" type="checkbox"/> (Yes) | Non-Traditional Credit                                                | <input type="checkbox"/> (Yes) |             |  |
| Credit Ref No                                    |                                           |                                                                       |                                |             |  |
| FICO                                             | 715                                       | 715                                                                   | 715                            | 715         |  |
|                                                  | Experian                                  | Equifax                                                               | TransUnion                     | Median FICO |  |

**Add a 3<sup>rd</sup> or 4<sup>th</sup> Borrower** – Add an Application.

To add a 3<sup>rd</sup> or 4<sup>th</sup> borrower you have to add an application. Click the Add Application button.

| Loan Summary Information C                       |  | Benjamin Franklin & Deborah Read<br>2100057200   C_Registered   Float |  |  |  |
|--------------------------------------------------|--|-----------------------------------------------------------------------|--|--|--|
| Franklin, Benjamin   Read, Deborah ▾             |  | <a href="#">Add Application</a>                                       |  |  |  |
| Delegated UW <input checked="" type="checkbox"/> |  |                                                                       |  |  |  |

Once the application has been added you can toggle between applications by clicking the names.

| Loan Summary Information C                       |  | Benjamin Franklin & Deborah Read<br>2100057200   C_Registered   Float |  |                                 |  |
|--------------------------------------------------|--|-----------------------------------------------------------------------|--|---------------------------------|--|
| Franklin, Benjamin   Read, Deborah ▾             |  | Franklin, Sarah ▾                                                     |  | <a href="#">Add Application</a> |  |
| Delegated UW <input checked="" type="checkbox"/> |  |                                                                       |  |                                 |  |

**Household Information** – These are all required fields.

| Household Information                    |        |                                           |   |
|------------------------------------------|--------|-------------------------------------------|---|
| Household Composition                    | Single | No. of Wage Earners                       | 1 |
| No. of Household Members                 | 1      | No. of Minors                             |   |
| <i>Total # people living in the home</i> |        | <i>If there are no minors leave blank</i> |   |

## Property Information – These are all required fields.

**Property Information**

Street: 123 Kite Lane  
 City: Richmond State: VA  
 County: Richmond City Zip: 23220  
 Mailing and Property Address are the same  
 Targeted Area:  Yes  No

Property Type: Single Family Detached  
 Occupancy Type: Owner Occupied  
 Units: 1

Flood Area:  (Yes) *Check if property is in a flood Zone*  
 Repo Indicator:  *Not currently being used*

## Loan Information

If you have a VA Loan or Conventional Loan w/ UFMIP the MI percentage needs to be entered. FHA and RD loans will autofill. Click the link to navigate to the Mortgage Insurance screen.

On RD loans the monthly fee will appear here.

**Loan Information**

Loan Type: Product: F30F\_HFA\_PREF  
 Interest Rate: 4.2500%  
 Rate Type: Fixed  
 Mortgage Type: Conventional  
 Loan Purpose: Purchase  
 Lien Position: First  
 Doc Type:   
 TRID Version: Standard  
 Disclosure Type: TILA-RESPA 2017  
 SPARC:   
 VHDA Attributes: Annual Income (Household): 39,000.00  
 Grant Status: None  
 Grant Current Amount: \$0.00  
 MCC:  (Yes)  
 MCC #:   
 MCC Credit Rate:   
 Recapture Tax:  (Yes)  
 VHDA Employee:  (Yes)  
 Duplicate Loan:   
 Related Loan #:   
 LTV: Sales Price: 150,000.00  
 Est Appraised Value: 150,000.00  
 Appraised Value:   
 Down Payment: 10,000.00  
 Acquisition Cost:   
 Base Loan Amt: 140,000.00  
**UFMIP/FF/GF%: 0.000000000 0.00**  
 Fin UFMIP/FF/GF:   
 Cash UFMIP/FF/GF:   
**Total Loan Amt: 140,000.00**  
 PLUS 2nd Mtg: 0.00  
**Other Financing: 0.00**  
 LTV: 93.3334%  
 CLTV: 93.3334%  
 APR: Disclosed APR:   
 Current APR: 4.2641%  
 Qualifying Income AMI: AMI %: 90.28%  
 Annual Qualifying Income: \$78,000.00  
 PITI: P&I: 468.88  
 Other P&I:   
[Link to Taxes](#): 0.00  
[Link to Hazard](#):   
**[Link to Other Ins](#): 30.66**  
[Monthly MI](#):   
 HOA Dues:   
 Total Housing: 499.54  
 Ratios: Total Monthly Qualifying Income: 6,500.00  
 Monthly Obligations: 688.71  
 HTI Ratio: 10.60%  
 DTI Ratio: 10.60%  
 Underwriting: AUS:   
 Rating:   
 Red arrows point from the explanatory text to the UFMIP/FF/GF% field and the Link to Other Ins field.

## Government Loan Data – Applies to FHA/VA/RD Loans.

**FHA** – Case #, FHA Case Assign Date, ADP Code, Section of Act

**VA** – Case #

**RD** – RD Commitment Date – Needed to calculate the Guarantee Fee. If Conditional Commitment has not been obtained yet, use current day and update once obtained.

**FHA Streamline Refinance** – Previous Endorsement Date must be entered to calculate MIP correctly. NCO Refi Doc Type should be Non-Credit Qualifying.

| Government Loan Data |               |                           |                      |
|----------------------|---------------|---------------------------|----------------------|
| FHA/VA/RD Case#      | 544-123456    | FHA Case Assign Date      | 11/21/2019 30        |
| ADP Code             | 703           | Section of Act            | 203(b) Basic Progra  |
| RD Commitment Date   | mm/dd/yyyy 30 | Previous Endorsement Date | 1/16/2016 30         |
|                      |               | NCO Refi Doc Type         | Non-Credit Qualifyir |

**Dates** – Be sure the first payment date is a date in the future. If you use a date in the past the P&I will not calculate.

| Dates            |               |                    |               |
|------------------|---------------|--------------------|---------------|
| Application Date | 11/26/2019 30 | Estimated Closing  | 12/18/2019 30 |
| Application Rcvd | 11/26/2019 30 | Est. Disbursement  | 12/18/2019 30 |
|                  |               | First Payment Date | 2/1/2020 30   |
|                  |               | Loan Approval      | mm/dd/yyyy 30 |

**Loan Involvement - VHDA** – Nothing needs to be entered here by the Correspondent Lender.

| Loan Involvement - VHDA |  |             |  |
|-------------------------|--|-------------|--|
| Setup                   |  | Closer      |  |
| Processor               |  | Post Closer |  |
| Underwriter             |  | Funder      |  |

**Third Party Loan Involvement - Correspondent** – Be sure to complete all of this information as possible as some phases of the loan process have autogenerated emails.

| Third Party Loan Involvement - Correspondent |                             |                   |                    |
|----------------------------------------------|-----------------------------|-------------------|--------------------|
| Client                                       | Example Correspondent - 166 |                   |                    |
| Seller Loan No.                              |                             | Post Closer       | Postcloser , Patty |
| Primary Contact                              |                             | Administrator     |                    |
| Loan Officer                                 | DLevel4, Delegated          | Underwriter       | DLevel2, Delegated |
| Secondary                                    | DLevel3, Delegated          | Underwriter Email | Test@vhda.com      |

# DATES C

This is a place to quickly access dates. The dates on this screen default from other screens.

| Underwriting                            | Loan Dates | Closing/Funding |
|-----------------------------------------|------------|-----------------|
| <b>Milestone Dates</b>                  |            |                 |
| Adverse Actioned                        | mm/dd/yyyy | 13              |
| Approval Date                           | 12/13/2019 | 13              |
| All PTC Conds Validated by Underwriting | mm/dd/yyyy | 13              |
| Appraisal Date                          | mm/dd/yyyy | 13              |
| Approved w/ Conditions                  | mm/dd/yyyy | 13              |
| Assigned To Underwriter                 | mm/dd/yyyy | 13              |
| Conditions Submitted                    | mm/dd/yyyy | 13              |
| Date to Underwriter                     | mm/dd/yyyy | 13              |
| Denied                                  | mm/dd/yyyy | 13              |
| Document Expiration Date                | mm/dd/yyyy | 13              |
| Appraisal Expiration Date               | mm/dd/yyyy | 13              |
| Submitted to Underwriting               | mm/dd/yyyy | 13              |
| Received In Underwriting                | mm/dd/yyyy | 13              |
| Suspended                               | mm/dd/yyyy | 13              |
| Underwriter Second Review               | mm/dd/yyyy | 13              |
| MCC Commitment Date                     | mm/dd/yyyy | 13              |
| MCC Issue Date                          | mm/dd/yyyy | 13              |
| MCC Sent Date                           | mm/dd/yyyy | 13              |
| Post-Closing UW Pend Date               | mm/dd/yyyy | 13              |
| Post-Closing UW Approve Date            | mm/dd/yyyy | 13              |

| Underwriting                            | Loan Dates | Closing/Funding |
|-----------------------------------------|------------|-----------------|
| <b>Milestone Dates</b>                  |            |                 |
| Received in Loan Setup                  | mm/dd/yyyy | 13              |
| Application Date                        | 11/26/2019 | 13              |
| Application Received                    | 11/26/2019 | 13              |
| Cancelled/Withdrawn                     | mm/dd/yyyy | 13              |
| Locked                                  | 12/3/2019  | 13              |
| Lock Expiration                         | 2/3/2020   | 13              |
| Lock Extension                          | mm/dd/yyyy | 13              |
| Lock Cancelled                          | mm/dd/yyyy | 13              |
| Estimated Closing                       | mm/dd/yyyy | 13              |
| Homeownership Education Course Complete | 12/3/2019  | 13              |

| Underwriting                 | Loan Dates | Closing/Funding |
|------------------------------|------------|-----------------|
| <b>Milestone Dates</b>       |            |                 |
| Note Date                    | mm/dd/yyyy | 13              |
| First Payment Date           | mm/dd/yyyy | 13              |
| Purchase Date                | mm/dd/yyyy | 13              |
| Approved Funding             | mm/dd/yyyy | 13              |
| Closed Loan Package Received | mm/dd/yyyy | 13              |
| Final Docs Complete          | mm/dd/yyyy | 13              |
| MIC/LGC Received             | mm/dd/yyyy | 13              |
| Registered with MERS         | mm/dd/yyyy | 13              |
| Transferred on MERS          | mm/dd/yyyy | 13              |

# 1003

Use these buttons to expand or collapse the sections of the 1003.

Expand All Collapse All

- ▼ I. Type of Mortgage and Terms of Loan
- ▼ II. Property Information and Purpose of Loan
- ▼ III. Borrower Information
- ▼ IV. Employment Information
- ▼ V. Monthly Income and Combined Housing Expense Information
- ▼ VI. Assets and Liabilities
- ▼ VII. Details of Transaction
- ▼ VIII. Declarations
- ▼ X. Information for Government Monitoring Purposes

## I. Type of Mortgage and Terms of Loan

▲ I. Type of Mortgage and Terms of Loan

The income or assets of a person other than the Borrower will be used as a basis for loan qualification  
 The income or assets of a person other than the Borrower will NOT be used as a basis for loan qualification

Mortgage Type:

Agency Case Number:

Lender Case #:

Amount:

Interest Rate:

Term (months):

Rate Type:

## II. Property Information and Purpose of Loan

▲ II. Property Information and Purpose of Loan

Subject Property Address:

Property Street:  Property City:  Property State:  Property Zip:  Units:

Legal:  Year Built:

Purpose:  Property Will Be:

Title Held:  Manner in Which Title Will be Held:  Estate Will be Held in:

Down Pmt Type:  Subordinate Financing Amt:  Leasehold Expiration Date:

**Complete the row below if this is a refinance loan.**

| Refinance Type       | Refinance Program    | Year Refinancing Acquired | Refinancing Orig. Cost | Existing Liens       | Describe Improvement | Cost of Improvements |
|----------------------|----------------------|---------------------------|------------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/>   | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[HMDA Refinance Questions](#)

### III. Borrower Information

**Note:** For the Borrower(s) Present Address we must have 2 years. If present address is less than 2 years the former address section needs to be completed.

**III. Borrower Information**

**Borrower's name (include Jr. or Sr. if applicable)**

First Name: Nikola

Middle Name:

Last Name: Tesla Suffix: Sr

SSN: 555-12-7777 Date of Birth: 1/13/1970 Yrs School: 31 16

**Contact Information**

Home Phone (US Only): (804) 555-5555 Int'l Home Phone - All Other Countries (Include Access, Country, Area Codes):

Cell Phone (US Only): Int'l Cell Phone - All Other Countries (Include Access, Country, Area Codes):

**Dependents (not listed by coborrower)**

Marital Status: Unmarried

Number of Dependents: 0 Dependent Ages:

**Present Address:**

Address: 123 Happy Lane, Apt #4

City: Richmond State: VA Zip: 23220

Ownership Type: Rent # of Years: 4.0

**Mailing Address:**

Address:

City: State: Zip:

**If residing at present address for less than two years, complete the following:**

**Former Address:**

| Street | City | State | Number Yrs |
|--------|------|-------|------------|
|        |      |       |            |

+ Add

**Co-Borrower's name (include Jr. or Sr. if applicable)**

First Name:

Middle Name:

Last Name: Suffix:

SSN: Date of Birth: Yrs School:

**Contact Information**

Home Phone (US Only): Int'l Home Phone - All Other Countries (Include Access, Country, Area Codes):

Cell Phone (US Only): Int'l Cell Phone - All Other Countries (Include Access, Country, Area Codes):

**Dependents (not listed by borrower)**

Marital Status:

Number Of Dependents: Dependent Ages:

**Present Address:**

Address:

City: State: Zip:

Ownership Type: # of Years:

**Mailing Address:**

Address:

City: State: Zip:

**Former Address:**

| Street | City | State | Number Yrs |
|--------|------|-------|------------|
|        |      |       |            |

+ Add

If you need to add a former address click here and add.

Edit New Row Details

Previous Address

Street:

City:

State:

Zip:

Ownership Type:

Number of Years:

OK Cancel

## IV. Employment Information

**IV. Employment Information**

| Borrower Primary Employment Information                                          |                          |                          |    | CoBorrower Primary Employment Information                                        |                          |                          |    |
|----------------------------------------------------------------------------------|--------------------------|--------------------------|----|----------------------------------------------------------------------------------|--------------------------|--------------------------|----|
| Name                                                                             | Military Income          | Self Employed            |    | Name                                                                             | Military Income          | Self employed            |    |
| Inventions R Us                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |    |                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |    |
| Street                                                                           | City                     |                          |    | Street                                                                           | City                     |                          |    |
| 789 New Highway                                                                  | Richmond                 |                          |    |                                                                                  |                          |                          |    |
| State                                                                            | Zip                      |                          |    | State                                                                            | Zip                      |                          |    |
| VA                                                                               | 23220                    |                          |    |                                                                                  |                          |                          |    |
| Years On Job                                                                     | Months On Job            | Yrs in Line of Work      |    | Years On Job                                                                     | Months On Job            | Yrs in Line of Work      |    |
| 6                                                                                | 0                        | 6.000000                 |    |                                                                                  | 0                        |                          |    |
| Position/Title/Type of Business                                                  |                          |                          |    | Position/Title/Type of Business                                                  |                          |                          |    |
| Inventor                                                                         |                          |                          |    |                                                                                  |                          |                          |    |
| Business Phone (US Only)                                                         | Source                   |                          |    | Business Phone (US Only)                                                         | Source                   |                          |    |
| (804) 888-1234                                                                   | Manual Input             |                          |    |                                                                                  |                          |                          |    |
| Int'l Business Phone - All Other Countries (Include Access, Country, Area Codes) |                          |                          |    | Int'l Business Phone - All Other Countries (Include Access, Country, Area Codes) |                          |                          |    |
|                                                                                  |                          |                          |    |                                                                                  |                          |                          |    |
| Borrower Previous / Other Employment                                             |                          |                          |    | CoBorrower Previous / Other Employment                                           |                          |                          |    |
| Name                                                                             | Position                 | From                     | To | Name                                                                             | Position                 | From                     | To |
|                                                                                  |                          |                          |    |                                                                                  |                          |                          |    |
| <a href="#">+ Add</a>                                                            |                          |                          |    | <a href="#">+ Add</a>                                                            |                          |                          |    |

If you need to add another/previous employer click here and add.

**Employment Details**

If employed in current position for less than two years or if currently employed in more than one position, complete the following:

**Employment Status**

Self Employed:

Currently Employed:

Military Income:

**Employer Details**

Name:

Street:

City:  State:  Zip:

Phone:

Fax:

**Employment Details**

Position/Title/Type of Business:

From:  To:

Monthly Income:  Source:

Part-Time

Family-Owned Business where borrower is not an Owner

Seasonal

[OK](#) [Cancel](#)

## V. Monthly Income and Combined Housing Expense Information

**V. Monthly Income and Combined Housing Expense Information**

| Gross Monthly Income          |                 |              |             |        | Combined Monthly Housing Expense |               |               |
|-------------------------------|-----------------|--------------|-------------|--------|----------------------------------|---------------|---------------|
|                               | Borrower        | Source       | Co-Borrower | Source | Present                          | Proposed      |               |
| Base Empl. Income             | 3,177.00        | Manual Input |             |        | Rent                             | 550.00        |               |
| Overtime                      |                 |              |             |        | First Mortgage                   |               | 464.20        |
| Bonuses                       |                 |              |             |        | Other Financing                  |               |               |
| Commissions                   |                 |              |             |        | Hazard Insurance                 |               | 18.00         |
| Dividends/Interest            |                 |              |             |        | Real Estate Taxes                |               | 86.00         |
| Net Rental Income             |                 |              |             |        | Mortgage Insurance               |               | 0.00          |
| Other                         | 0.00            |              | 0.00        |        | Homeowner Assn.                  |               | 0.00          |
|                               |                 |              |             |        | Other                            |               | 0.00          |
| <b>Total</b>                  | <b>3,177.00</b> |              | <b>0.00</b> |        | <b>Total</b>                     | <b>550.00</b> | <b>568.20</b> |
| Non Borrower Household Income | 0.00            |              | 0.00        |        |                                  |               |               |
| Total Income (includes NBHI)  | 3,177.00        |              | 0.00        |        |                                  |               |               |

| Borrower Other Income |                | CoBorrower Other Income |                |
|-----------------------|----------------|-------------------------|----------------|
| Description           | Monthly Amount | Description             | Monthly Amount |
|                       |                |                         |                |

Qualifying Ratios - Borrower

Non-occupying borrower income, assets, and liabilities to be included in qualifying ratios?  
 Check box to INCLUDE financial information in qualifying ratios  
 Do NOT check this box to EXCLUDE from qualifying ratios

Qualifying Ratios - Co-Borrower

Non-occupying co-borrower income, assets, and liabilities to be included in qualifying ratios?  
 Check box to INCLUDE financial information in qualifying ratios  
 Do NOT check this box to EXCLUDE from qualifying ratios

To add additional income (child support) click here and enter income in the window.

**Edit New Row Details**

**Other Income**

Description:

Monthly Amount:

Source:

**Note:** The Assets and Liabilities section must be completed. If you have to add Assets or Liabilities you can add multiple items as a lump sum.

## VI. Assets and Liabilities

If you need to add additional Assets click here.

Edit New Row Details

Asset Details

Depository

Street

City

State  Zip

Account Type

Account #

Balance

Source

Joint Account

Joint Holder's First Name

Joint Holder's Last Name

OK Cancel

**VI. Assets and Liabilities**  
VI. Assets and Liabilities

---

Borrower Checking and Saving Accounts

| Bank Name             | Account Type | Bank Acct Amt |
|-----------------------|--------------|---------------|
| Money Bank USA        | Checking     | 5,000.00      |
| <a href="#">+ Add</a> |              |               |

Co-Borrower Checking and Saving Accounts

| Bank Name             | Account Type | Bank Acct Amt |
|-----------------------|--------------|---------------|
|                       |              |               |
| <a href="#">+ Add</a> |              |               |

---

Joint Assets and Liability Status

Completed Jointly [View full joint assets and liabilities statement.](#)

Liquid Assets

Cash Deposit toward purchase held by

| Description | Value | Owner | Source |
|-------------|-------|-------|--------|
|             |       |       |        |
|             |       |       |        |

Stocks and Bonds

| Company Name, #Shares, Desc | Value | Owner | Source |
|-----------------------------|-------|-------|--------|
|                             |       |       |        |
|                             |       |       |        |
|                             |       |       |        |

Life Insurance

| Face Amount | Cash Value | Owner | Source |
|-------------|------------|-------|--------|
|             |            |       |        |

Liquid Assets

Non Liquid Assets

Real Estate Owned - Market Value

Vested Interest in Retirement Fund  Source

Net Worth of Business Owned

Automobiles

| Make and Model | Value | Owner | Source |
|----------------|-------|-------|--------|
|                |       |       |        |
|                |       |       |        |
|                |       |       |        |

Other Assets

| Description | Value | Owner | Source |
|-------------|-------|-------|--------|
|             |       |       |        |
|             |       |       |        |
|             |       |       |        |

Total Assets

If you need to add any Liabilities click here.

**Liability Detail**

Name: FUN CITY CREDIT CARD

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Account Number: 9999-99999999-999

Liability Type: Revolving

If Liability Type is Other, Description: \_\_\_\_\_

REO: \_\_\_\_\_

Lien: \_\_\_\_\_

Liability Mortgage Type: \_\_\_\_\_

Balance: 3,000.00

Monthly Payment: 75.00

Number of Months Left to Pay: \_\_\_\_\_

Credit Limit: \_\_\_\_\_

Paid in Full:

Paid at Closing:  Yes  No

Ref # for Payoff: \_\_\_\_\_

Existing Payoff Balance: \_\_\_\_\_

Previous Loan Open Date: mm/dd/yyyy 23

Date Payoff Generated: mm/dd/yyyy 23

Payoff Exp. Date: mm/dd/yyyy 23

Payoff Type: \_\_\_\_\_

Payoff Per Diem: \_\_\_\_\_

Late Fee Grace Period Date: mm/dd/yyyy 23

Payoff Late Fee: \_\_\_\_\_

Override Payoff Amount?

Payoff Amount: \_\_\_\_\_

Prepayment Penalty Payoff Amount: \_\_\_\_\_

Not Included in Totals:

Re Subordinate:

Purchase Money Second?

Comment: \_\_\_\_\_

Borrower Added Liability:

OK Cancel

Liabilities

**Borrower Liabilities**

| Company Nam            | Liability Type | Balance  | Monthly Pmt | Excluded |   |
|------------------------|----------------|----------|-------------|----------|---|
| CAPITALONE             | Revolving      | 758.00   | 25.00       | No       | X |
| CREDIT ONE BANK NA     | Revolving      | 836.00   | 42.00       | No       | X |
| DEPT OF ED/ NAVIENT    | Installment    | 5,433.00 | 30.00       | No       | X |
| DEPT OF ED/ NAVIENT    | Installment    | 1,653.00 | 9.00        | No       | X |
| LANGLEY FED CREDIT UNI | Revolving      | 952.00   | 50.00       | No       | X |
| NAVY FCU               | Revolving      | 1,287.00 | 64.00       | No       | X |
| NAVY FEDERAL CR UNION  | Revolving      | 1,287.00 | 64.00       | Yes      | X |

**Co-Borrower Liabilities**

| Company Name | Liability Type | Balance | Monthly Pmt | Excluded |   |
|--------------|----------------|---------|-------------|----------|---|
|              |                |         |             | No       | X |

+ Add

Make sure if the borrower has to pay alimony or child support the information is included here.

**Alimony/Child Support Owed:**

| Owed to | Owner | Months left | Payment | Not Included in Totals   |
|---------|-------|-------------|---------|--------------------------|
|         |       |             |         | <input type="checkbox"/> |

**Job Related Expenses:**

|  |  |  |  | <input type="checkbox"/> |
|--|--|--|--|--------------------------|
|  |  |  |  | <input type="checkbox"/> |
|  |  |  |  | <input type="checkbox"/> |

Total Monthly Payments 220.00

If entering a lump sum for monthly liabilities **DO NOT** enter here. The total must be entered in the Liabilities section above.

Total Assets 2,659.65      Total Liabilities 10,919.00      Total Net Worth -8,259.35



**Note:** A mortgage must be entered in the Liability section of the 1003 for the information to feed to the REO Screen for amount of mortgage and liens as well as mortgage payments.

If you need to add any Real Estate Owned click here.

**Edit New Row Details**  
Real Estate Owned

Street: 123 Happy Hill Road

City: Richmond

State: VA Zip: 23220

Type: Single Family Detached

Occupancy Factor:

Subject Property:

Current Residence:

Property Disposition: Pending Sale

Present Market Value: 300,000.00

Amt of Mortgages and Liens: 0.00

Gross Rental Income:

Rental Income/Loss claimed on tax returns?: No, without current lease agreement

Mortgage Payments: 0.00

Ins, Maint, Taxes and Misc:

Net Rental Income: 0.00

Source: Manual Input

OK Cancel

| Borrower Real Estate Owned                                      |               |         |   | Co-Borrower Real Estate Owned                                    |               |         |   |
|-----------------------------------------------------------------|---------------|---------|---|------------------------------------------------------------------|---------------|---------|---|
| Property Street                                                 | Property Type | Mtg Amt |   | Property Street                                                  | Property Type | Mtg Amt |   |
|                                                                 |               | 0.00    | X |                                                                  |               | 0.00    | X |
| <span style="border: 1px solid red; padding: 2px;">+ Add</span> |               |         |   | <span style="border: 1px solid gray; padding: 2px;">+ Add</span> |               |         |   |

**Total Real Estate Owned:**

|                      |                           |                     |                   |                                  |                   |
|----------------------|---------------------------|---------------------|-------------------|----------------------------------|-------------------|
| Present Market Value | Total Mortgages and Liens | Gross Rental Income | Mortgage Payments | Insurance, Taxes and Maintenance | Net Rental Income |
| 0.00                 | 0.00                      | 0.00                | 0.00              | 0.00                             | 0.00              |

Do Not Calculate Rental Income
 Apply Negative Rental Income as
Not Selected

Alternate names under which credit has been previously received

▼ List any additional names under which credit has been previously received and indicate appropriate creditor name(s) and account.

**Note:** The Details of Transaction section in Mortgage Cadence does not have to match the final 1003.

## VII. Details of Transaction

**VII. Details of Transaction**

|                                                                                  |            |                                |
|----------------------------------------------------------------------------------|------------|--------------------------------|
| a. Purchase Price                                                                | 80,000.00  |                                |
| b. Alterations, improvements, repairs                                            |            |                                |
| c. Land(if acquired separately)                                                  |            |                                |
| d. Refinance(incl. debts to be paid off)                                         |            |                                |
| e. Estimated prepaid items                                                       | 995.46     |                                |
| f. Estimated closing costs                                                       | 4,041.40   |                                |
| g. PMI, MIP, Funding Fee                                                         | 1,351.00   |                                |
| h. Discount(if borrower will pay)                                                | 0.00       |                                |
| i. Total cost(add items a through h)                                             | 86,387.86  |                                |
| j. Subordinate Financing                                                         | 3,010.00   |                                |
| k. Borrower's closing costs paid by seller                                       | 0.00       |                                |
| l. Other Credits(explain)                                                        |            |                                |
| Description                                                                      | Amount     | Type                           |
|                                                                                  |            |                                |
|                                                                                  |            |                                |
|                                                                                  | 500.00     | Cash Deposit on sales contract |
|                                                                                  | 2,400.00   | Seller Credit                  |
|                                                                                  |            |                                |
|                                                                                  |            |                                |
|                                                                                  | MIP Refund | .00                            |
| m. Loan Amount                                                                   | 77,200.00  |                                |
| n. PMI, MIP, Funding Fee Financed                                                | 1,351.00   |                                |
| o. Loan Amount(Add m & n)                                                        | 78,551.00  |                                |
| p. Cash from/to Borrower<br>(subtract j, k, l & o from i)<br>Sellers Concessions | 1,926.86   |                                |

**Note:** The Declarations section **MUST** be completed for each borrower.

## VIII. Declarations

- h. This answer should be YES if there is a Plus, Second, or a Grant that has a NOTE and Deed of Trust.
- k. If the Borrower is a Permanent Alien Resident we must have a copy of the Resident Alien Card.
- l. This answer should be YES. VHDA does not finance investment property.
- m. If the answer is NO the boxes below it will be blank. If YES be sure boxes are completed.

**VIII. Declarations**

If you answer "Yes" to any questions a through i, please use a continuation sheet for explanation and attach to the loan.

|                                                                                                                                                                                                                                                                                                                                                                  | Borrower                                                                                                                                                                                    |                                  | Co-Borrower           |                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------|-----------------------|
|                                                                                                                                                                                                                                                                                                                                                                  | Yes                                                                                                                                                                                         | No                               | Yes                   | No                    |
| a. Are there any outstanding judgments against you?                                                                                                                                                                                                                                                                                                              | <input type="radio"/>                                                                                                                                                                       | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Have you declared bankruptcy within the past 7 years?                                                                                                                                                                                                                                                                                                         | <input type="radio"/>                                                                                                                                                                       | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Description for Bankruptcy                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                             |                                  |                       |                       |
| Borrower                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> Confirmed CR BK Incorrect<br><input type="checkbox"/> Confirmed CR BK EC                                                                                           |                                  |                       |                       |
| Co-Borrower                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> Confirmed CR BK Incorrect<br><input type="checkbox"/> Confirmed CR BK EC                                                                                           |                                  |                       |                       |
| c. Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?                                                                                                                                                                                                                                                             | <input type="radio"/>                                                                                                                                                                       | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Description for Foreclosure                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                             |                                  |                       |                       |
| Borrower                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> Confirmed CR DIL<br><input type="checkbox"/> Confirmed CR FC Incorrect<br><input type="checkbox"/> Confirmed CR PFS<br><input type="checkbox"/> Confirmed CR FC EC |                                  |                       |                       |
| Co-Borrower                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> Confirmed CR DIL<br><input type="checkbox"/> Confirmed CR FC Incorrect<br><input type="checkbox"/> Confirmed CR PFS<br><input type="checkbox"/> Confirmed CR FC EC |                                  |                       |                       |
| d. Are you party to a lawsuit?                                                                                                                                                                                                                                                                                                                                   | <input type="radio"/>                                                                                                                                                                       | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| e. Have you directly or indirectly been obligated on any loan which resulted in foreclosures, transfer of title in lieu of foreclosure, or judgment? (This would include such loans as home mortgage loans, SBA loans, home improvement loans, educational loans, manufactured (mobile) home loans, any mortgage, financial obligation, bond or loan guarantee.) | <input type="radio"/>                                                                                                                                                                       | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| f. Are you presently delinquent or in default on any Federal debt or any other loan mortgage, financial obligation, bond or loan guarantee? (If "yes," give details as described in the preceding question.)                                                                                                                                                     | <input type="radio"/>                                                                                                                                                                       | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Description for Mortgage Delinquency                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                             |                                  |                       |                       |
| Borrower                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> Confirmed CR Del Incorrect                                                                                                                                         |                                  |                       |                       |
| Co-Borrower                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> Confirmed CR Del Incorrect                                                                                                                                         |                                  |                       |                       |
| g. Are you obligated to pay alimony, child support, or separate maintenance?                                                                                                                                                                                                                                                                                     | <input type="radio"/>                                                                                                                                                                       | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| h. Is any part of the down payment borrowed?                                                                                                                                                                                                                                                                                                                     | <input type="radio"/>                                                                                                                                                                       | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| i. Are you a co-maker or endorser on a note?                                                                                                                                                                                                                                                                                                                     | <input type="radio"/>                                                                                                                                                                       | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| j. Are you a U.S. citizen?                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="radio"/>                                                                                                                                                            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> |
| k. Are you a permanent resident alien?                                                                                                                                                                                                                                                                                                                           | <input type="radio"/>                                                                                                                                                                       | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| If you answered 'No' to questions j and k, are you a non-resident alien?                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                             |                                  |                       |                       |
| What is your immigration status?                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                             |                                  |                       |                       |
|                                                                                                                                                                                                                                                                                                                                                                  | <input type="radio"/>                                                                                                                                                                       | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| l. Do you intend to occupy the property as your primary residence? (If "Yes," complete question m below.)                                                                                                                                                                                                                                                        | <input checked="" type="radio"/>                                                                                                                                                            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> |
| m. Have you had an ownership interest in a property in the last three years?                                                                                                                                                                                                                                                                                     | <input type="radio"/>                                                                                                                                                                       | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 What type of property did you own (Investment Property, Primary Residence, or Second Home)?                                                                                                                                                                                                                                                                    | <input type="text"/>                                                                                                                                                                        |                                  | <input type="text"/>  |                       |
| 2 How did you hold title to the home (O - Jointly with Other, S - Solely, SP - Jointly with Spouse)?                                                                                                                                                                                                                                                             | <input type="text"/>                                                                                                                                                                        |                                  | <input type="text"/>  |                       |

# X. Information for Government Monitoring Purposes

## X. Information for Government Monitoring Purposes

[URLA Demographic Information Addendum](#)

### To be completed by Interviewer:

Application Interviewer  
 By internet

Loan Originator  
 Shawn Johnson

Loan Originator's Company  
 Mickey Mouse Mortgage, LLC

Company Address  
 4100 Monument Corner Drive

Company City  
 Fairfax

Company State  
 VA

Company Zip  
 22030

Loan Originator NMLS  
 208973

Company NMLS  
 0

Loan Officer Phone  
 (571) 421-1726

Interviewer  
 Shawn Dwayne Johnson

Interviewer Email  
 [Empty field]

Click this link and this window will pop up. Each section has to be completed for each borrower.

### Demographic Information of Borrower

The purpose of collecting this information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, sex, and race) in order to monitor our compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to provide this information, but are encouraged to do so. You may select one or more designations for "Ethnicity" and one or more designations for "Race." **The law provides that we may not discriminate** on the basis of this information, or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, Federal regulations require us to note your ethnicity, sex, and race on the basis of visual observation or surname. The law also provides that we may not discriminate on the basis of age or marital status information you provide in this application.

If you do not wish to provide some or all of this information, please check below.

#### Ethnicity: Check one or more

Hispanic or Latino

Mexican  Puerto Rican  Cuban

Other Hispanic or Latino - Print origin:  
 [Text field]

*For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.*

Not Hispanic or Latino

I do not wish to provide this information

#### Sex

Female

Male

I do not wish to provide this information

#### Race: Check one or more

American Indian or Alaska Native - Print name of enrolled or principal tribe:  
 [Text field]

Asian

Asian Indian  Chinese  Filipino

Japanese  Korean  Vietnamese

Other Asian - Print race:  
 [Text field]

*For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.*

Black or African American

Native Hawaiian or Other Pacific Islander

Native Hawaiian  Guamanian or Chamorro  Samoan

Other Pacific Islander - Print race:  
 [Text field]

*For example: Fijian, Tongan, and so on.*

White

I do not wish to provide this information

#### To Be Completed by Financial Institution (for application taken in person):

Was the ethnicity of the Borrower collected on the basis of visual observation or surname?  Yes  No

Was the sex of the Borrower collected on the basis of visual observation or surname?  Yes  No

Was the race of the Borrower collected on the basis of visual observation or surname?  Yes  No

#### The Demographic Information was provided through:

1003 - Demographic Information Source [Dropdown menu]

### Demographic Information of Co-Borrower

#### Ethnicity: Check one or more

Hispanic or Latino

Mexican  Puerto Rican  Cuban

Other Hispanic or Latino - Print origin:  
 [Text field]

*For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.*

Not Hispanic or Latino

I do not wish to provide this information

#### Sex

Female

Male

I do not wish to provide this information

#### Race: Check one or more

American Indian or Alaska Native - Print name of enrolled or principal tribe:  
 [Text field]

Asian

Asian Indian  Chinese  Filipino

Japanese  Korean  Vietnamese

Other Asian - Print race:  
 [Text field]

*For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.*

Black or African American

Native Hawaiian or Other Pacific Islander

Native Hawaiian  Guamanian or Chamorro  Samoan

Other Pacific Islander - Print race:  
 [Text field]

*For example: Fijian, Tongan, and so on.*

White

I do not wish to provide this information

#### To Be Completed by Financial Institution (for application taken in person):

Was the ethnicity of the Co-Borrower collected on the basis of visual observation or surname?  Yes  No

Was the sex of the Co-Borrower collected on the basis of visual observation or surname?  Yes  No

Was the race of the Co-Borrower collected on the basis of visual observation or surname?  Yes  No

#### The Demographic Information was provided through:

1003 - Demographic Information Source [Dropdown menu]

# DELEGATED SUBMISSION

**Note:** Prior to running the C\_Request Delegated Confirmation utility all of the applicable information on this screen must be completed.

## Delegated Underwriting

| Borrower Information                       |                                                                                                                                     |                                         |                                                               | Co Borrower Information                       |                                            |                        |                                            |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------|-----------------------------------------------|--------------------------------------------|------------------------|--------------------------------------------|
| First Name                                 | <input type="text" value="Nikola"/>                                                                                                 | Last Name                               | <input type="text" value="Tesla"/>                            | First Name                                    | <input type="text"/>                       | Last Name              | <input type="text"/>                       |
| SSN                                        | <input type="text" value="555-12-7777"/>                                                                                            | Date of Birth                           | <input type="text" value="1/13/1970"/> 13                     | SSN                                           | <input type="text"/>                       | Date of Birth          | <input type="text" value="mm/dd/yyyy"/> 13 |
| First Time HB                              | <input checked="" type="checkbox"/> (Yes)                                                                                           | Non-Traditional Credit                  | <input type="checkbox"/> (Yes)                                | First Time HB                                 | <input type="checkbox"/> (Yes)             | Non-Traditional Credit | <input type="checkbox"/> (Yes)             |
| FICO                                       | <input type="text" value="725"/> <input type="text" value="726"/> <input type="text" value="724"/> <input type="text" value="725"/> |                                         |                                                               | FICO                                          | <input type="text"/>                       | <input type="text"/>   | <input type="text"/>                       |
|                                            | Experian                                                                                                                            | Equifax                                 | TransUnion                                                    | Median FICO                                   | Experian                                   | Equifax                | TransUnion                                 |
| URLA Addendum                              |                                                                                                                                     |                                         |                                                               |                                               |                                            |                        |                                            |
| <a href="#">Demographic Information</a>    |                                                                                                                                     |                                         |                                                               |                                               |                                            |                        |                                            |
| Household Information                      |                                                                                                                                     |                                         |                                                               |                                               |                                            |                        |                                            |
| Household Composition                      | <input type="text" value="Single"/>                                                                                                 | No. of Wage Earners                     | <input type="text" value="1"/>                                | No. of Household Members                      | <input type="text" value="1"/>             | No. of Minors          | <input type="text"/>                       |
| Annual Income (Household)                  | <input type="text" value="39,000.00"/>                                                                                              | Gift                                    | <input checked="" type="radio"/> Yes <input type="radio"/> No | Homeownership Education Course Completed Date | <input type="text" value="12/3/2019"/> 13  | MCC                    | <input type="checkbox"/> (Yes)             |
| Property Information                       |                                                                                                                                     |                                         |                                                               |                                               |                                            |                        |                                            |
| Street                                     | <input type="text" value="123 Radio Lane"/>                                                                                         | Targeted Area                           | <input type="radio"/> Yes <input checked="" type="radio"/> No | City                                          | <input type="text" value="Richmond"/>      | State                  | <input type="text" value="VA"/>            |
| County                                     | <input type="text" value="Richmond City"/>                                                                                          | Existing                                | <input checked="" type="checkbox"/>                           | Zip                                           | <input type="text" value="23220"/>         | New (< 1 yr)           | <input type="checkbox"/>                   |
| Property Type                              | <input type="text" value="Single Family Detache"/>                                                                                  | Manufactured                            | <input type="checkbox"/>                                      | Sq. Footage                                   | <input type="text" value="1420"/>          |                        |                                            |
| Year Built                                 | <input type="text" value="1975"/>                                                                                                   | Enter in YYYY format. Do NOT enter TBD. |                                                               |                                               |                                            |                        |                                            |
| Loan Information                           |                                                                                                                                     |                                         |                                                               |                                               |                                            |                        |                                            |
| Product                                    | <input type="text" value="VA30F"/>                                                                                                  | Interest Rate                           | <input type="text" value="3.3750%"/>                          | Case #                                        | <input type="text"/>                       |                        |                                            |
| Sales Price                                | <input type="text" value="105,000.00"/>                                                                                             | P&I Payment                             | <input type="text" value="464.20"/>                           | Case Assigned Date                            | <input type="text" value="mm/dd/yyyy"/> 13 |                        |                                            |
| Appraised Value                            | <input type="text" value="105,000.00"/>                                                                                             | Net Price                               | <input type="text" value="101.875000"/>                       | HTI                                           | <input type="text" value="13.75%"/>        |                        |                                            |
| Acquisition Cost                           | <input type="text" value="105,000.00"/>                                                                                             | Funding Fee                             | <input type="text"/>                                          | DTI                                           | <input type="text" value="13.75%"/>        |                        |                                            |
| Base Loan Amt                              | <input type="text" value="105,000.00"/>                                                                                             | PMI Coverage                            | <input type="text"/>                                          | LTV                                           | <input type="text" value="100.0000%"/>     |                        |                                            |
| Total Loan Amt                             | <input type="text" value="105,000.00"/>                                                                                             | PMI Company                             | <input type="text"/>                                          | CLTV                                          | <input type="text" value="100.0000%"/>     |                        |                                            |
| Underwriting: Approve/Accept/Eligible Only |                                                                                                                                     |                                         |                                                               |                                               |                                            |                        |                                            |
| AU Vendor                                  | <input type="text" value="Fannie Mae"/>                                                                                             | Rating                                  | <input type="text" value="Approve/Eligible"/>                 |                                               |                                            |                        |                                            |
| Loan Involvement                           |                                                                                                                                     |                                         |                                                               |                                               |                                            |                        |                                            |
| Loan Officer                               | <input type="text" value="DLevel4, DelegatedLoanOff"/>                                                                              | NMLSLicenseNum                          | <input type="text" value="9999999"/>                          |                                               |                                            |                        |                                            |
| Underwriter                                | <input type="text" value="DLevel2, DelegatedUnderw"/>                                                                               |                                         |                                                               |                                               |                                            |                        |                                            |

## LIMIT VIOLATIONS

On this screen you can see any limit warnings. Example – sales price exceeds the limit.

| Limit Violations               |             | Benny Borrower<br>2100056878   C_Registered   Float |  |
|--------------------------------|-------------|-----------------------------------------------------|--|
| Borrower, Benny                |             | Add Application                                     |  |
| Lending Limit                  | Limit Type  | Exception Approved                                  |  |
| 11 -MRB Sales Price/Loan Limit | Sales Price |                                                     |  |

## GRANT

**Note:** This screen is only accessible if the loan product is eligible for a Grant. Depending on which loan program you are using the screen will reflect either the Closing Cost Assistance or Down Payment Assistance grant.

### Closing Cost Assistance Grant

#### Reserve Grant

Max Gross Income Limit

Max Grant Amount

Reserve the Max Grant Amount?

Yes (Max)  No (Less than max)

If no, enter the desired Grant Amount:

Reserve Grant

#### Reservation Status & Amount

Grant Status

Current Grant Amount

Grant Reservation Date

Grant Expiration Date

#### Cancel / Withdrawl Grant

Grant Cancellation Reason

Cancel Grant

# LOAN EXCEPTIONS

To request a loan exception see [REQUEST AN UNDERWRITING EXCEPTION](#)

Add Exception
 Change Status

Current Exceptions

| Status    | Date               | By      | Category | Type  | Item   | Compensating Factors |
|-----------|--------------------|---------|----------|-------|--------|----------------------|
| Requested | 12/12/2019 1:29:26 | DLevel1 | Other    | Other | Waiver | See Comments         |

Status History

| Status    | Date                  | By      | Comment                        |
|-----------|-----------------------|---------|--------------------------------|
| Requested | 12/12/2019 1:29:26 PM | DLevel1 | No Seller Affidavit. HUD is se |

Compensating Factors

See Comments

Loan Information

|                    |                                         |              |                                                          |
|--------------------|-----------------------------------------|--------------|----------------------------------------------------------|
| First Name         | <input type="text" value="Nikola"/>     | Client       | <input type="text" value="Example Correspondent - 166"/> |
| Last Name          | <input type="text" value="Tesla"/>      | Channel      | <input type="text" value="Correspondent"/>               |
| Loan Number        | <input type="text" value="2100057201"/> | Underwriter  | <input type="text"/>                                     |
| Seller Loan Number | <input type="text" value="2100057201"/> | Processor    | <input type="text"/>                                     |
| Loan Amount        | <input type="text" value="105,000.00"/> | Loan Officer | <input type="text"/>                                     |
| Product            | <input type="text"/>                    |              |                                                          |

## PROPERTY/APPRaisal/TARGET AREA LIMIT

See [ADDRESS VALIDATION AND GEOCODING](#) for detailed instructions on running the Address Validation utility.

| Property                                       |                                                                                                                       |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Address</b>                                 |                                                                                                                       |
| Street                                         | 123 Radio Lane                                                                                                        |
| City                                           | Richmond                                                                                                              |
| State                                          | VA Zip 23220 Richmond City                                                                                            |
| Actual County                                  | RICHMOND CITY                                                                                                         |
| County Override                                |                                                                                                                       |
| <b>Construction</b>                            |                                                                                                                       |
| Existing                                       | <input checked="" type="checkbox"/> Proposed <input type="checkbox"/> New (less than 1 year) <input type="checkbox"/> |
| <b>Target Area Limits</b>                      |                                                                                                                       |
| Target Area Limit                              | <input type="radio"/> Yes <input checked="" type="radio"/> No Number of Household Members 1 Total Income 39,000.00    |
| <b>ESRI Geocoding</b>                          |                                                                                                                       |
| <a href="#">ESRI Geocoding Address Results</a> |                                                                                                                       |
| Y Coordinate                                   | Geocoding Source X Coordinate                                                                                         |
| Census Tract                                   | Census Block                                                                                                          |
| Jurisdiction FIPS                              | Jurisdiction Name Jurisdiction ID                                                                                     |

| Appraisal Information                     |                                                                                                          |                                                |                                 |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------|
| Appraisal Type                            | Ind - Single Property - IND Appra                                                                        | Property Type                                  | Single Family Detached          |
| Valuation Method                          | Full Appraisal                                                                                           | Property Attachment Type                       | Detached                        |
| Document File ID                          |                                                                                                          | Property Designation                           | Existing or Used Home, Condo, M |
| Est. Appraised Value                      | 105,000.00                                                                                               | Occupancy Type                                 | Owner Occupied                  |
| Appraised Value                           | 105,000.00                                                                                               | Type of Structure                              | Conventional Construction       |
| Review Value                              |                                                                                                          | Property Rights                                | Fee Simple                      |
| After - Improved Cost                     |                                                                                                          | If Lease Holder Show Expiration                | mm/dd/yyyy 31                   |
| Original Cost                             |                                                                                                          | ADU/Deed Restriction                           | <input type="checkbox"/>        |
| Sales Price                               | 105,000.00                                                                                               | ADU/Deed Restriction Type                      |                                 |
| Year Built                                | 1975                                                                                                     | Property is in Foreclosure                     | <input type="checkbox"/>        |
| Year Acquired                             |                                                                                                          | Property has a Well                            | <input type="checkbox"/>        |
| Manufactured Housing                      | <input type="checkbox"/>                                                                                 | Flood Ins Required                             | <input type="checkbox"/>        |
| Manufactured Home Category                |                                                                                                          | Owner Occupied                                 | <input type="checkbox"/>        |
| Property has a Septic Tank                | <input type="checkbox"/>                                                                                 | Living Trust                                   | <input type="checkbox"/>        |
| Product Type                              |                                                                                                          | Lease Hold                                     | <input type="checkbox"/>        |
| Report Type                               |                                                                                                          | Valuation Comment                              |                                 |
| High Value Range Amount                   |                                                                                                          | Valuation Date                                 | 11/29/2019 31                   |
| Low Value Range Amount                    |                                                                                                          | Valuation Grade                                |                                 |
| Run Date                                  | mm/dd/yyyy 31                                                                                            | Valuation Score                                |                                 |
| Building Status Type                      |                                                                                                          | Land Value                                     |                                 |
| Customer Price                            |                                                                                                          | Service Provider Fee                           |                                 |
| <a href="#">Condo and PUD Information</a> |                                                                                                          | <a href="#">Affordable Housing Information</a> |                                 |
| Appraiser Information                     |                                                                                                          |                                                |                                 |
| Appraiser Name                            | Lookup: Appraiser <input type="text"/> <input type="button" value="Q"/> <input type="button" value="X"/> |                                                |                                 |
| Appraiser Company                         | <input type="text"/>                                                                                     | Appraiser #                                    | <input type="text"/>            |
| Street                                    | <input type="text"/>                                                                                     | City                                           | <input type="text"/>            |
| State:                                    | <input type="text"/>                                                                                     | Zip                                            | <input type="text"/>            |
| Phone                                     | <input type="text"/>                                                                                     | Fax                                            | <input type="text"/>            |
| Email                                     | <input type="text"/>                                                                                     | Supervisor License #                           | <input type="text"/>            |
| Supervisor Name                           | <input type="text"/>                                                                                     |                                                |                                 |

| Legal                |                                            |                                            |                                            |
|----------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Legal Description    |                                            | Lot 1, Block 6, Section A, Radioland Hills |                                            |
| Property Information |                                            |                                            |                                            |
| Lot Number           | <input type="text"/>                       | Unit Number                                | <input type="text"/>                       |
| Block                | <input type="text"/>                       | Subdivision                                | <input type="text"/>                       |
| Section              | <input type="text"/>                       | MSA Number                                 | <input type="text"/>                       |
| # of Units           | 1                                          | Census Tract                               | <input type="text"/>                       |
| County Code          | 760                                        | Jurisdiction                               | <input type="text"/>                       |
|                      |                                            | Sub-Jurisdiction                           | <input type="text"/>                       |
| Eligible Rents       |                                            | Number of Bedrooms                         |                                            |
| Unit 1               | <input type="text"/>                       | Unit 1                                     | <input type="text"/>                       |
| Unit 2               | <input type="text"/>                       | Unit 2                                     | <input type="text"/>                       |
| Unit 3               | <input type="text"/>                       | Unit 3                                     | <input type="text"/>                       |
| Unit 4               | <input type="text"/>                       | Unit 4                                     | <input type="text"/>                       |
| Flood Certification  |                                            |                                            |                                            |
| Mapping Company      | <input type="text"/>                       | Panel                                      | <input type="text"/>                       |
| Contract Type        | <input type="text"/>                       | Suffix                                     | <input type="text"/>                       |
| Determination Date   | mm/dd/yyyy <input type="text" value="31"/> | Community Part. Date                       | mm/dd/yyyy <input type="text" value="31"/> |
| Certificate Number   | <input type="text"/>                       | Map Effective Date                         | mm/dd/yyyy <input type="text" value="31"/> |
| LOMA/LOMAR           | <input type="text"/>                       | Flood Zone                                 | <input type="text"/>                       |
| LOMA/LOMAR Date      | mm/dd/yyyy <input type="text" value="31"/> | Flood Program                              | <input type="text"/>                       |
| Community Number     | <input type="text"/>                       | Flood Insurance Requested                  | <input type="checkbox"/>                   |

# MORTGAGE INSURANCE

If you have a VA Loan or Conv. Loan w/ UFMIP the MI percentage needs to be entered. FHA and RD loans will autofill.

If there are cents in the Upfront Premium move them to the Upfront fee paid in cash field.

**Mortgage Insurance**

Mortgage Insurance - Upfront PMI, MIP, Funding Fee, Guarantee Fee

|                          |        |                                |
|--------------------------|--------|--------------------------------|
| Base Loan Amount         |        | 95,000.00                      |
| Upfront Percentage       | 1.7500 | Total Upfront Premium 1,662.50 |
| Total Loan Amount        |        | 96,662.00                      |
| Upfront Fee Financed     |        | 1,662.00                       |
| Upfront Fee Paid In Cash |        | 0.50                           |

Mortgage Insurance - Renewal Premium

|               |             |                          |           |
|---------------|-------------|--------------------------|-----------|
| MI Type       | Monthly     | MI Renewal Type          | Declining |
| 1st Renewal % | 0.80000000% | 1st Renewal Term - Years | 30        |
| 2nd Renewal % |             | 2nd Renewal Term - Years |           |
| 3rd Renewal % |             | 3rd Renewal Term - Years |           |

MI Remitted Monthly  Exclude State MI Fees From High Cost

Check this box if the MI is monthly.

Additional Mortgage Insurance Information

|                       |                  |
|-----------------------|------------------|
| PMI Company           |                  |
| MI Certificate Number |                  |
| MI Initial Premium    |                  |
| MI Coverage Type      | Charter Coverage |
| Percent of Coverage   | 16.000%          |
| LTV (For Fin. MI)     | 93.330%          |
| PMI Termination Date  | mm/dd/yyyy 7     |
| PMI Cancellation Date | mm/dd/yyyy 7     |
| Cancel At Percentage  | 78.000%          |
| MIP Refund            | .00              |

On Reduced MI loans you have to select Charter or Standard Coverage and enter the Percent of Coverage.

### CONVENTIONAL w/ MONTHLY MI

**Mortgage Insurance**

Mortgage Insurance - Upfront PMI, MIP, Funding Fee, Guarantee Fee

Base Loan Amount: 95,000.00

Upfront Percentage: 0.0000 Total Upfront Premium: 0.00

Total Loan Amount: 95,000.00

Upfront Fee Financed: [ ]

Upfront Fee Paid In Cash: [ ]

Mortgage Insurance - Renewal Premium

MI Type: Monthly MI Renewal Type: Level

|               |            |                          |    |
|---------------|------------|--------------------------|----|
| 1st Renewal % | 0.3800000% | 1st Renewal Term - Years | 10 |
| 2nd Renewal % | 0.2000000% | 2nd Renewal Term - Years | 20 |
| 3rd Renewal % | 0.0000000  | 3rd Renewal Term - Years | 0  |

MI Remitted Monthly:  **Check this box**

Exclude State MI Fees From High Cost:

Additional Mortgage Insurance Information

PMI Company: Essent

MI Certificate Number: 888888888

MI Initial Premium: 30.08

MI Coverage Type: Standard Coverage

Percent of Coverage: 30.000%

LTV (For Fin. MI): 95.000%

PMI Termination Date: 5/1/2029

PMI Cancellation Date: 6/1/2028

Cancel At Percentage: 78.000%

MIP Refund: .00

OK Cancel

Complete these fields with information from the MI Certificate.

### CONVENTIONAL w/ UPFRONT MI

**Mortgage Insurance**

Mortgage Insurance - Upfront PMI, MIP, Funding Fee, Guarantee Fee

Base Loan Amount: 95,000.00

Upfront Percentage: 2.2600 Total Upfront Premium: 2,147.00

Total Loan Amount: 95,000.00

Upfront Fee Financed: 0.00

Upfront Fee Paid In Cash: 2,147.00

Mortgage Insurance - Renewal Premium

MI Type: Standard MI Renewal Type: Level

|               |             |                          |     |
|---------------|-------------|--------------------------|-----|
| 1st Renewal % | 0.000000000 | 1st Renewal Term - Years | 30  |
| 2nd Renewal % | [ ]         | 2nd Renewal Term - Years | [ ] |
| 3rd Renewal % | [ ]         | 3rd Renewal Term - Years | [ ] |

MI Remitted Monthly:

Exclude State MI Fees From High Cost:

Additional Mortgage Insurance Information

PMI Company: Essent

MI Certificate Number: 888888888

MI Initial Premium: 3,220.00

MI Coverage Type: Standard Coverage

Percent of Coverage: 30.000%

LTV (For Fin. MI): 16.000%

PMI Termination Date: 1/1/2030

PMI Cancellation Date: 5/1/2050

Cancel At Percentage: 78.000%

MIP Refund: .00

OK Cancel

Enter as shown.

Complete these fields with information from the MI Certificate.

## PRODUCTS AND PRICING VALIDATION

On this screen you can see any validation warnings. Example – DTI exceeds the limit.

**Products and Pricing Validation**

**Benny Borrower**  
2100056878 | C\_Registered | Float

Product & Pricing Validation Results

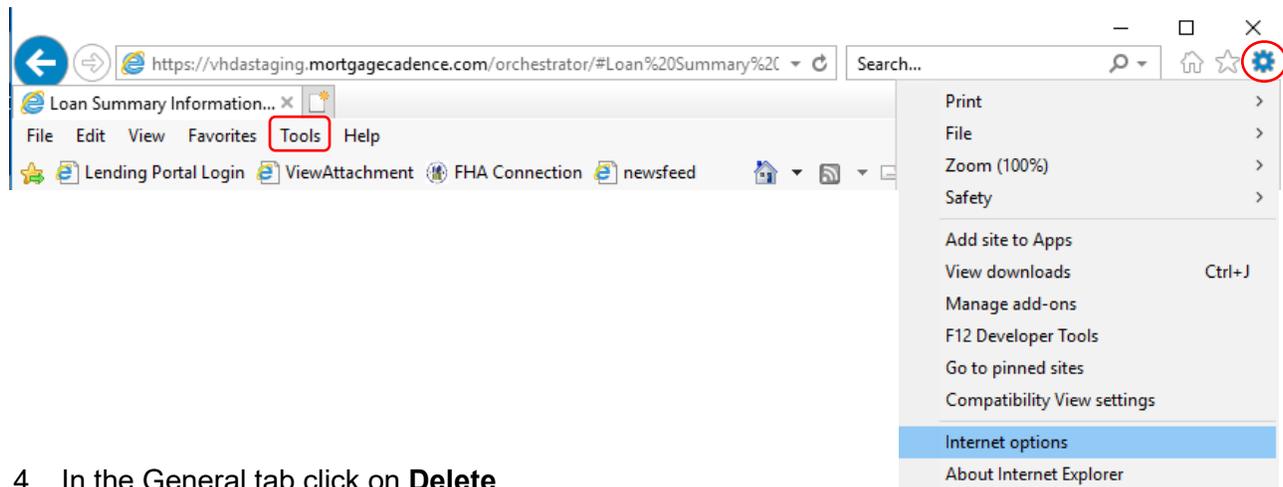
**Product Messages (1)**

|                                                                                   |                                                                       |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------|
|  | <b>Message:</b> Guideline grid evaluation failed: (023) Max DTI (45%) |
| <b>Description:</b>                                                               | Max DTI Exceeded (023)                                                |
| <b>Overridden:</b>                                                                | <input type="checkbox"/>                                              |
| <b>Override Comment:</b>                                                          | <input type="text"/>                                                  |

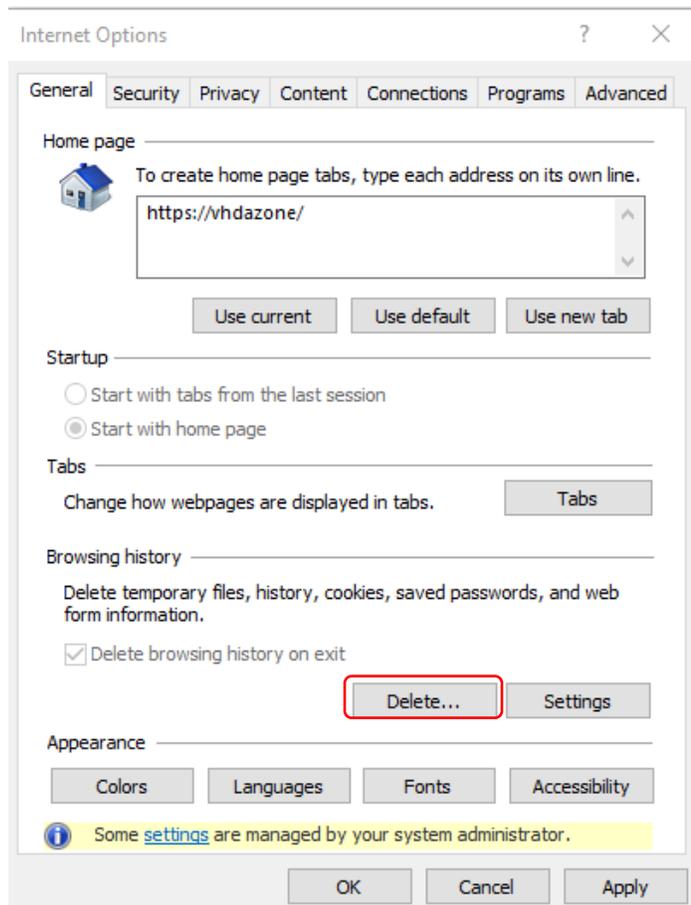
# MORTGAGE CADENCE IS MOVING SLOWLY

## Clear Internet Cache

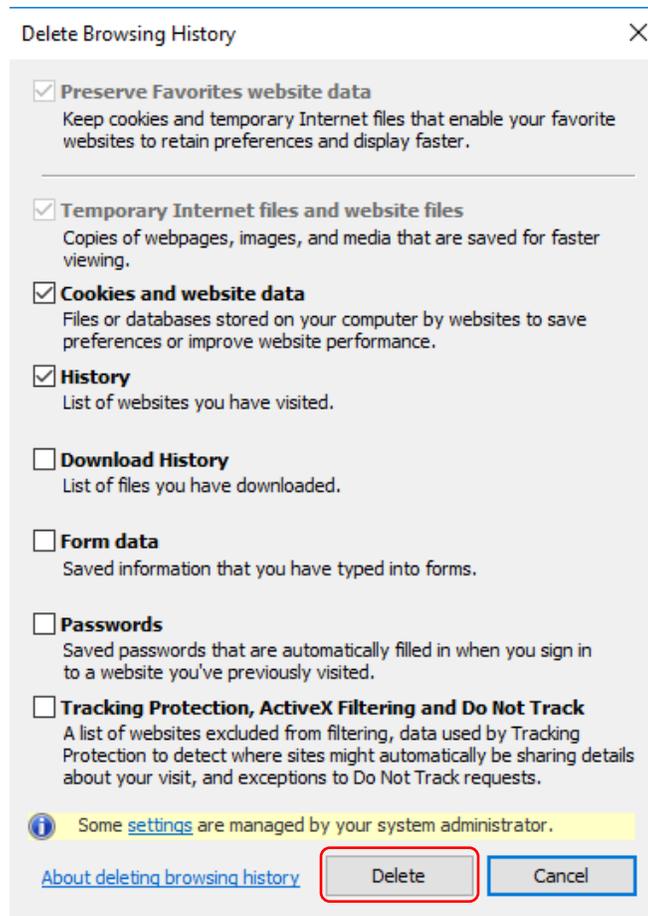
1. Open a new browser window.
2. Click **Tools** or the  icon in the top menu bar.
3. Click **Internet Options**.



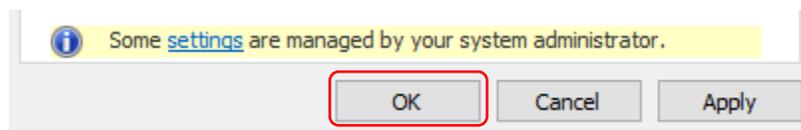
4. In the General tab click on **Delete**



5. This window will pop up, make sure these boxes are checked then click **Delete**.



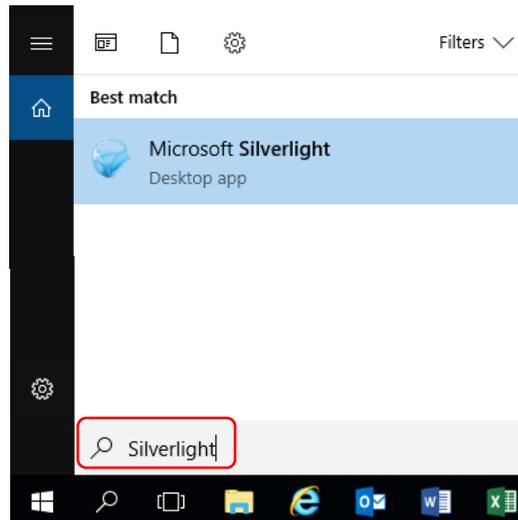
6. Click **OK**.



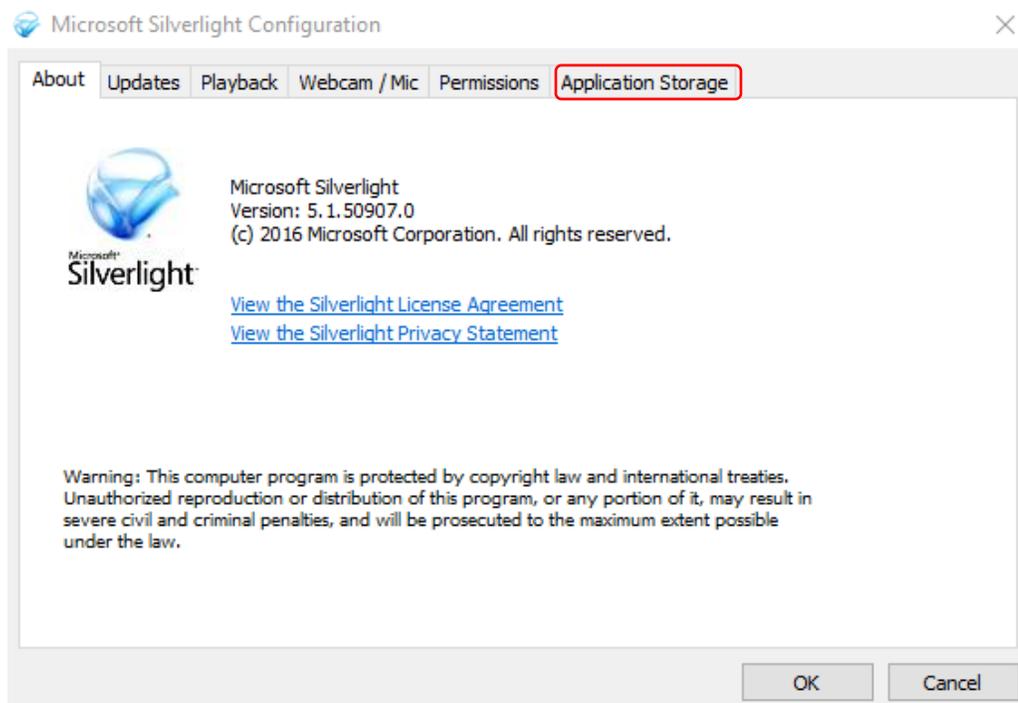
**Note:** Suggest doing this once every other week

## Clear Silverlight Cache

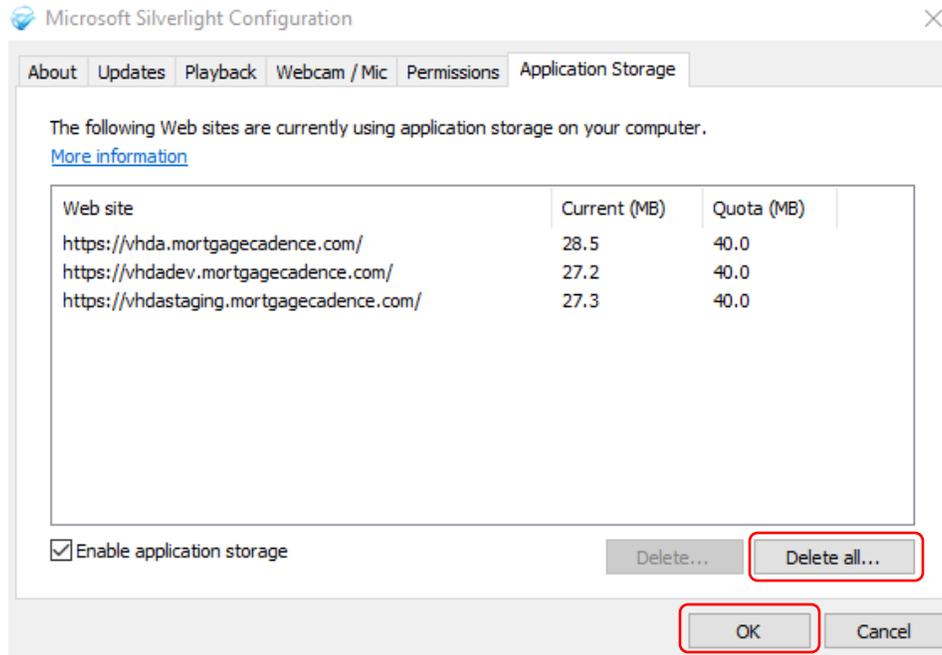
1. Click the **Windows** button in the corner of your desktop then click the **Search** button. Enter Silverlight then double click on the Silverlight Desktop app.



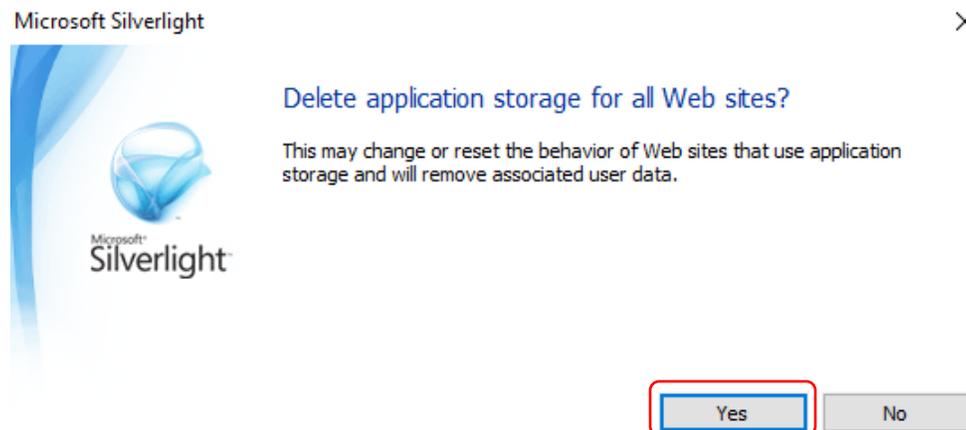
2. This window will pop up. Navigate to the **Application Storage** tab.



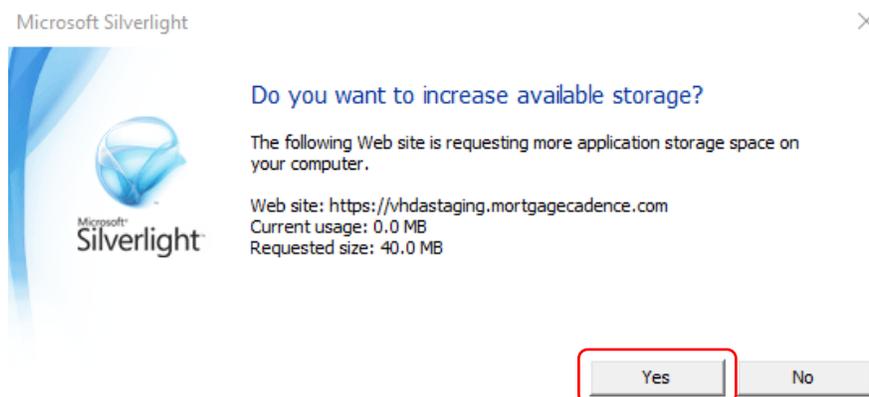
3. On the Application Storage tab click **Delete all...**



4. This window will pop up click **Yes**. You will be returned to previous window click **OK**.



**Note:** When you log back into Mortgage Cadence this window *may* pop up if so click on **Yes**.



# TROUBLE LOGGING IN TO MORTGAGE CADENCE

## Authentication Failed

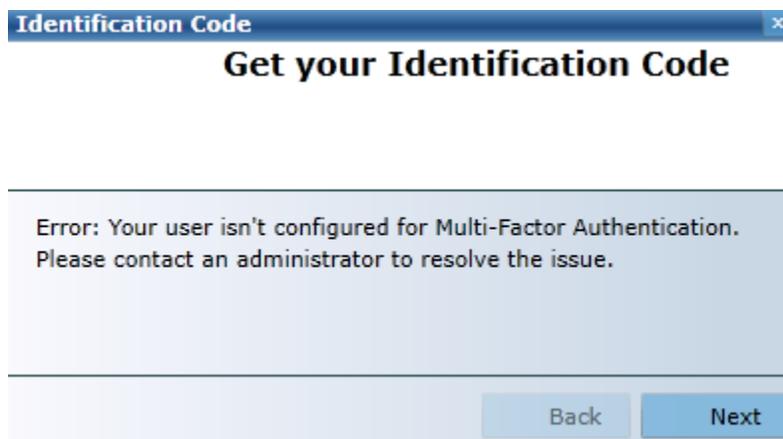
If you get this message when trying to log into Mortgage Cadence clear fields and re-enter Username and Password.



**NOTE:** If you need your Password reset please reach out to the Mortgage Cadence Administrator within your company.

## Identification Code

If you get this message when trying to log into Mortgage Cadence check with your administrator to verify that you have been assigned to a security group. See [SECURITY LEVELS](#) for more information.



## CAN'T SEE SCROLL BARS

If you can't see scroll bars or buttons on a screen try adjusting the Zoom to 100% or lower.

**Note:** Depending on your screen size/resolution you may have to decrease the Zoom below 100%.

**Products And Pricing Wizard**

**Loan Information** *Loan Information*

Wizard Navigation

- Loan Information
- Subordinate Financing
- Product Eligibility
- Pricing

Borrower Information

First Name

Middle Name

Last Name

Suffix

SSN

Co Borrower Informa

First Name

Middle Name

Last Name

Suffix

SSN

Property Information

Street

City

County

Zip

State

Property Type

Occupancy Type

Units

Targeted Area  Yes  No

Combined Credit & Household Information

Median FICO

Household Members

Non-Traditional Credit  (Yes)

Annual Income (Household)\*

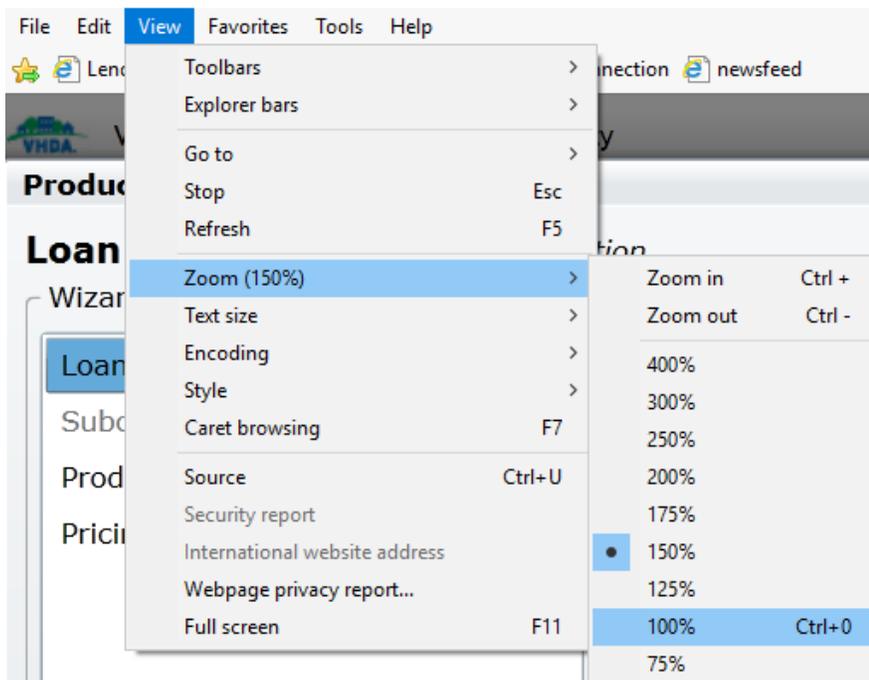
AMI %

Annual Qualifying Income

Scroll bar is not visible

1. Click **View**
2. Click **Zoom**
3. Click **100%** or Lower.

After making the adjustment the scroll bar should be visible



# CAN'T ACCESS ELIGIBILITY CRITERIA WHEN LOCKING A LOAN

If you are in the Products and Pricing Wizard and can't see the Eligibility Criteria try expanding the view.

**Products And Pricing Wizard**

**Product Eligibility** *Product Eligibility*

Wizard Navigation

- Loan Information
- Subordinate Financing
- Product Eligibility**
- Pricing
- Rate Lock

Eligibility Criteria

Run Eligibility Cancel

Eligibility Results 2/2 \* Taxes and insurance not included on second lien loans.

Only Show Selected

Sorting: PITI Rate APR Fees Cash to Close

- Valid Products (0/2)
- Conditionally Valid Products (0/2)
- Invalid Products (0/2)

Click here to expand.

**Products And Pricing Wizard**

**Product Eligibility** *Product Eligibility*

Wizard Navigation

- Loan Information
- Subordinate Financing
- Product Eligibility**
- Pricing
- Rate Lock

Eligibility Criteria

| Mortgage Types                                                 | Terms                                       | Lock Periods                           | Rate Types                                |
|----------------------------------------------------------------|---------------------------------------------|----------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Conventional                          | <input checked="" type="checkbox"/> 30 Year | <input type="checkbox"/> 30            | <input checked="" type="checkbox"/> Fixed |
| <input type="checkbox"/> FHA                                   |                                             | <input type="checkbox"/> 45            | <input type="checkbox"/> ARM              |
| <input type="checkbox"/> VA                                    |                                             | <input checked="" type="checkbox"/> 60 |                                           |
| <input type="checkbox"/> Non-Conforming                        |                                             | <input type="checkbox"/> 90            |                                           |
| <input checked="" type="checkbox"/> USDA/Rural Housing Service |                                             |                                        |                                           |
| <input type="checkbox"/> HELOC                                 |                                             |                                        |                                           |
| <input type="checkbox"/> Other                                 |                                             |                                        |                                           |
| <input type="checkbox"/> Reverse                               |                                             |                                        |                                           |

The criteria will be visible.

| Loan Information | Loan Characteristics      |
|------------------|---------------------------|
| Borrower Goal    | Assumable                 |
| Target Price     | Demand Feature            |
| Monthly Debt     | Finance Charge Refundable |
| Monthly Income   | Convertible               |
| Annual Taxes     | Late Charge               |
| Annual Insurance | Interest Only             |
| Monthly HOA      | Balloon                   |
| Waive Escrows    |                           |

Run Eligibility Cancel

Eligibility Results 2/2 \* Taxes and insurance not included on second lien loans.

Only Show Selected

Sorting: PITI Rate APR Fees Cash to Close

- Valid Products (0/2)
- Conditionally Valid Products (0/2)
- Invalid Products (0/2)

Back Next Save and Exit Cancel

## P&I ISN'T CALCULATING

If the P&I field on the Loan Summary Information C screen is not calculating check the first payment date. A date in the past can cause this.

| PITI                              |          |
|-----------------------------------|----------|
| P&I                               | 0.00     |
| Other P&I                         |          |
| <a href="#">Link to Taxes</a>     | 156.00   |
| <a href="#">Link to Hazard</a>    | 65.00    |
| <a href="#">Link to Other Ins</a> | 0.00     |
| <a href="#">Monthly MI</a>        | 0.00     |
| HOA Dues                          | 95.00    |
| Total Housing                     | 316.00   |
| Ratios                            |          |
| Total Monthly Qualifying Income   | 6,240.48 |
| Monthly Obligations               | 618.00   |
| HTI Ratio                         | 5.06%    |
| DTI Ratio                         | 9.90%    |

Correct the date to a date in the future.

| Dates             |               |                  |               |                |               |
|-------------------|---------------|------------------|---------------|----------------|---------------|
| Application Date  | 10/28/2019    | Est Closing Date | mm/dd/yyyy 22 | First Pmt Date | 3/1/2020 22   |
| Override App Date | 10/28/2019 22 | Est Disb Date    | mm/dd/yyyy 22 | Approval Date  | mm/dd/yyyy 22 |
| App Received Date | 10/28/2019 22 |                  |               |                |               |

P&I should calculate correctly now.

| PITI                              |          |
|-----------------------------------|----------|
| P&I                               | 1,765.57 |
| Other P&I                         |          |
| <a href="#">Link to Taxes</a>     | 156.00   |
| <a href="#">Link to Hazard</a>    | 65.00    |
| <a href="#">Link to Other Ins</a> | 0.00     |
| <a href="#">Monthly MI</a>        | 170.48   |
| HOA Dues                          | 95.00    |
| Total Housing                     | 2,252.05 |
| Ratios                            |          |
| Total Monthly Qualifying Income   | 6,240.48 |
| Monthly Obligations               | 2,554.05 |
| HTI Ratio                         | 36.09%   |
| DTI Ratio                         | 40.93%   |