



## Product Guide

### GOLD FREDDIE MAC - Conventional

OHFA Homebuyer Down Payment Assistance Loan Program provides first mortgage financing and down payment assistance to eligible mortgagors. OHFA's mission is to provide housing opportunities for moderate income individuals and families within the State of Oklahoma.

This **GOLD Freddie Mac HFA Advantage** product notice is provided to each Lender known by Oklahoma Housing Finance Agency (OHFA) that is doing business with originating offices in the State of Oklahoma. Lenders have the necessary qualifications to participate with OHFA and have been approved by OHFA Homebuyer Down Payment Assistance Loan Program. This product notice is not a substitute for the First Mortgage guidelines per Freddie Mac – HFA Advantage.

<b>ISSUER AND REVIEW AGENT:</b>	
Oklahoma Housing Finance Agency 100 NW 63 <sup>rd</sup> , Suite 200 Oklahoma City, Oklahoma 73116 405-419-8207 or 1-800-256-1489 ext 207	OHFA is an instrumentality of government EIN Number: 73-0999618 Oklahoma Housing Finance Agency is exempt from Qualified Mortgage (QM) and Ability to Repay (ATR)
<b>Valentia Doolin</b>	
Director of Homeownership <a href="mailto:valentia.doolin@ohfa.org">valentia.doolin@ohfa.org</a> 405-419-8156	<b>WEBSITE AND LINKS:</b> <a href="http://www.ohfa.org">www.ohfa.org</a> <a href="mailto:ohfasinglefamily@ohfa.org">ohfasinglefamily@ohfa.org</a> – Loan review email <a href="mailto:ohfaratelock@ohfa.org">ohfaratelock@ohfa.org</a> – Loan rate lock email

### TAX EXEMPT - MORTGAGE REVENUE BOND (MRB) REQUIREMENTS

- Subject to Recapture Tax for the first nine years of ownership:
  - Recapture Tax is a federal law, administered by the IRS that applies to mortgagors who buy their homes using MRBs. This requires repayment of a portion of the gain upon sale of the home, under specific circumstances. Recapture Tax can never exceed 50% of the gain.
- Eligible Homebuyers:
  - First Time Homebuyers (FTHB) are those who have not had an ownership interest in their primary residence at any time during the three (3) years preceding their date of application of a Mortgage Loan under this product.
  - All loans must also be made to First Time Homebuyers (FTHB) unless the mortgagor is obtaining a mortgage loan on a residence located in a Targeted Area.
  - Freddie Mac HFA Advantage – borrowers **may** have an ownership interest in other residential property, if they have rented three years since home was their primary residence (limited to 2 including subject property)
  - Freddie Mac HFA Advantage Co-Signors **are not permitted**

### DOWN PAYMENT ASSISTANCE AND APPLICATION

- 3.50% Down Payment Assistance
- DPA calculated on Total Loan Amount and/or Note Amount
- Application of down payment assistance (DPA) provided in connection with GOLD Freddie Mac is to be determined after taking into consideration the extent which the seller is obligated to pay any portion of the closing costs as provided in the related real estate sale contract

### DOWN PAYMENT ASSISTANCE AND APPLICATION (CONT.)

- Zero percent (0%) interest, Second (2<sup>nd</sup>) lien filed on property
- DPA Second Lien is funded at closing along with first mortgage funds by participating Lender
- Application of DPA:
  - First, towards meeting minimum down payment requirement applicable to the first mortgage loan originated
  - Second, toward “normal and customary” closing costs
  - Third, towards reduction of first mortgage loan principal balance
  - Max allowed for the Down Payment Assistance is 3.50% of the total loan amount. No portions of the DPA funds can be paid to the borrower unless the borrower is being reimbursed for allowed fees associated with the first mortgage loan.
  - Allowed reimbursable fees: earnest money, credit report and appraisal fee
  - A principal reduction of the first mortgage loan will be required if any DPA and/or gift funds from family are remaining after reimbursement of allowable fees

### MORTGAGE PRODUCTS AND PROGRAMS

- Conventional Products:
  - Freddie Mac - HFA Advantage up to 97% LTV
    - ✓ CLTV maximum 105%
    - ✓ Freddie CLTV's will include any combination of liens, grants, and payable gift. OHFA does not allow community seconds
- REFINANCE:
  - No mortgage loan may replace an existing mortgage loan except for construction period, bridge loans or similar temporary financing having an original term of 24 months or less. Once mortgagor occupies home as primary residence then the construction loan is ineligible for the refinance.
- REDUCED INTEREST RATES: Borrowers meeting the criteria below receive a reduction of .125% from the posted GOLD rate
  - OHFA 4TEACHERS:
    - ✓ Must hold a current Oklahoma State Department of Education Teaching Certificate. Borrower is currently under contract with any Oklahoma Accredited Public School and/or private/Parochial School.
  - OHFA SHIELD:
    - ✓ First Responders are those individuals with specialized training who are among the first to arrive and provide aid at the scene of an emergency.
    - ✓ Firefighter – currently employed as a firefighter with a department of an Oklahoma municipality or individuals currently representing a volunteer department as a volunteer firefighter.
    - ✓ Police Officer – currently employed in law enforcement by an Oklahoma municipality or individuals that serve as volunteer law enforcement officers or reserve law enforcement officers; and are CLEET certified (police officers, patrol officers, sheriffs, and other government law enforcement agency personnel).
    - ✓ Emergency Medical Services (EMS) – currently employed by an EMS provider, such as EMT's and Paramedics.

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**MORTGAGE PRODUCTS AND PROGRAMS (CONT.)**

- OKLAHOMA STATE EMPLOYEES – OSE:
  - ✓ Must be currently employed by an agency of the State of Oklahoma (complete list of agencies can be found at <https://www.ok.gov/portal/agency.php>)

**TERMS**

- Purchase Price: \$349,525 Non-Target and \$427,198 Target; contract sales price cannot exceed the maximum acquisition permissible purchase price limit per Exhibit H-2A
- Must be owner/borrower occupied as primary residence within 60 days of closing
- Loans securitized by Freddie Mac
- No loan level pricing adjustment (LLPA)
- 30-year amortization
- Security – First Lien, Zero percent (0%) interest, subordinate Second (2<sup>nd</sup>) Lien
- Fee simple
- No prepayment penalty

**PROPERTY TYPE AND ELIGIBILITY**

- Primary owner/borrower-occupied residence only - Must **NOT** be used by owner/borrower as an investment property, rental property or as a recreational, vacation or second home
- Properties must be in the State of Oklahoma
- 1 – Unit
- Condominiums – must be on US Bank approved condo list
- New and existing single-family homes
- Manufactured housing **not allowed**

**INCOME REQUIREMENTS**

- All GOLD loans utilize the **annualized total household monthly income** of the mortgagor(s) and may not exceed the maximum permissible family income per the Exhibit H-1F (Revised: June 30, 2020).
- Current Year-to-Date income calculated monthly and then annualized for 12 months. This includes overtime, SSI, child support, etc. (Gross before taxes & deductions)
- Self-employed – any write offs are viewed as income to OHFA
- Income includes all household occupants over the age of 18
- These income limits are based on the IRS Code restrictions relating to Tax Exempt Mortgage Revenue Bonds
- It is the Lender's responsibility to ensure the borrower's income does not exceed the maximum income limits per the products

**UNDERWRITING – DEBT TO INCOME – CREDIT SCORE**

- All loans must meet Freddie Mac HFA Advantage underwriting guidelines, credit eligibility, Loan to Value (LTV) and appraisal standards. All borrowers' contributions toward the purchase must meet product guidelines and underwriting standards.
- Automatic underwriting – LPA
- DPA should be entered in AUS as Zero Percent (0%), \$0.00 monthly payment, subordinate lien from State Agency
- All borrowers must meet a minimum credit score and DTI for first mortgage

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**UNDERWRITING – DEBT TO INCOME – CREDIT SCORE (CONT.)**

Effective	Property	Minimum Middle FICO	Maximum DTI	Reserves
HFA Advantage	1 unit	640	45%	AUS determines
HFA Advantage	1 unit	680	45.01 – 50%	AUS determines

- GOLD Freddie Mac HFA Advantage LTV - 95.01 to 97%:
  - Select HFA Advantage in LPA data screen or offering identifier code 251
  - LPA finding accept
  - **NO manual underwrites**
- GOLD Freddie Mac HFA Advantage LTV – 95% and below:
  - Select HFA Advantage in LPA data screen or offering identifier code 251
  - LPA finding accept
  - Manual underwrites allowed – MUST follow Freddie Mac guidelines for accuracy on reserves, DTI, LTV, and credit scores
  - Non-Traditional credit with ZERO credit scores – MUST follow Freddie Mac guidelines for accuracy on reserves, DTI and LTV
- OHFA Underwriting overlays:
  - 10 Acre Limit
  - Second Mortgages and/or additional DPA from other entities are not allowed
  - Mortgage Credit Certification not allowed
  - Originating lenders are required to re-purchase defective mortgage loans
  - Multiple OHFA loans not allowed
  - Not allowed to be used as rental or vacation home, co-op, or investment home

**INTERESTED PARTY CONTRIBUTIONS (IPC)**

- Seller Contributions or Interested Party Contributions (IPC):
  - Freddie Mac: 90% CLTV or greater = IPC 3%
  - Freddie Mac: 90% CLTV or below = IPC 6%
  - Must be applied to closing cost and/or MI premiums – Single or Split

**PRIVATE MORTGAGE INSURANCE**

- Approved MI companies: Arch, Essent, Genworth, MGIC and Radian
  - MI coverage:
    - 18% = 95.01% – 97% LTV
    - 16% = 90.01% – 95% LTV
    - 12% = 85.01% – 90% LTV
    - 6% = below 85% LTV
  - MI Options
    - Borrower Paid – monthly annual renewal
    - Split Premium
    - Single Premium
    - Financed MI cannot exceed 97% LTV
- Lender may select MI of their choice. Lender is responsible for remitting MI payments and policy to US Bank before purchase of First Mortgage Loan
- Lender must select HFA Advantage to obtain the reduced MI through LPA

### HOMEBUYER EDUCATION

- Homebuyer Education required for at least one borrower when all borrowers are First Time Homebuyers (FTHB), **regardless of LTV. MUST be completed prior to note signature/closing of loan. HBE must meet National Standards or be provided by a HUD approved Counseling Agency.**

### LOCKING – RESERVING / PRICING

- **Locking/Reserving**
  - All loans are locked/reserved through OHFA Lenders login
  - Print Loan Confirmation (LC) and Lender’s Review Certification (LRC) for your records
  - OHFA will lock/reserve loan for lenders. Email 1003, with census tract, program, rate, credit score(s) and estimated closing date to [ohfaratelock@ohfa.org](mailto:ohfaratelock@ohfa.org). Once loan is locked the Loan Confirmation (LC) and Lender’s Review Certification (LRC) will be emailed to lender of record
  - Guaranteed rate coverage 4pm or overnight until rate change at 10am the next day.
- **Fees**
  - Investor Funding Fee\* of \$400 (reflected in Box A of the LE & CD)
  - Tax Monitoring Fee\* of \$80 (reflected in Box A or B of the LE & CD)
  - No Review Fee is charged by OHFA

\*The Investor Funding Fee and Tax Monitoring Fee should not have “Bond”, “OHFA”, “HFA”, “Agency” or “US Bank” associated with it on the LE or CD. These fees are the Lender’s fees until the loan is purchased by US Bank; and are never OHFA’s fees.

- **Interest Rates**
  - OHFA will post rate at 10 am CST. Rates will be emailed to lenders and placed on OHFA website – [www.ohfa.org](http://www.ohfa.org) under Lender Resources.
  - Rates are subject to change based on secondary market
  -
- **Lender SRP Pricing**
  - Reservation to 75 days - purchase: 102.00%
  - 76 days - 90 days purchase: 101.75%
  - 91 days - 120 days purchase: 100.75%
  - 1.00% Origination allowed – Lenders’ Option

OHFA additional verbal/email approval required to US Bank on closed loans purchased after 121 days from reservation - Price: 100.25%

All loans must be delivered to US Bank for purchase. Lender SRP Pricing above details reservation to purchase for the appropriate service release premium.

### REVIEW, APPROVAL AND CLOSING

- **Loan Review:**
  - Email loan documents to [ohfasinglefamily@ohfa.org](mailto:ohfasinglefamily@ohfa.org)
  - Subject Line: OHFA Loan number, Borrower Last Name, and the word “Review”

**REVIEW, APPROVAL AND CLOSING (CONT.)**

- OHFA Documents:
  - ✓ OHFA Loan Confirmation
  - ✓ OHFA Lender's Review Certification
  - ✓ Loan Transmittal
  - ✓ Uniform Residential Mortgage Application
  - ✓ Purchase Contract
  - ✓ OHFA Partial Exemption Disclosure
  - ✓ Loan Estimate
  - ✓ Three years validation of rental: Verification of Rent **OR** Credit report reflecting 3 years rental verification. One or combination of the above must cover three years rental history preceding their date of application of a Mortgage Loan.
  
- Loan Conditions/Deficiencies:
  - Email only the document or page of a document that is required to be submitted or corrected (not the entire loan package again)
  - Subject line: OHFA Loan number, Borrower Last Name, and the word Conditions
  
- OHFA Loan Approval:
  - ❖ OHFA issues Approval/Award Letter
  - ❖ OHFA issues Down Payment Assistance Letter – Second Lien
  - ❖ OHFA issues Mortgage Revenue Bond (MRB) Disclosure)
  - ❖ OHFA issues Mortgagor's Closing Certification
  - ❖ All documents are sent/mailed to lender of record
  
- Lender Loan Closing:
  - Funds OHFA DPA – Second Lien along with First Mortgage Loan
  - OHFA Partial Exemption Disclosure executed at closing
  - OHFA Down Payment Assistance Letter executed at closing
  - OHFA Mortgagor's Closing Certification executed at closing
  - OHFA Subordinate Mortgage executed at closing
  - OHFA Promissory Note executed at closing
  - OHFA Tax Exempt Rider executed at closing and recorded with the mortgage
  - OHFA Notice of Potential Recapture Tax executed at closing
  - OHFA Mortgagor Affidavit and Certification – Reaffirmation of Mortgagor executed at closing
  - OHFA Mortgagor Revenue Bond Disclosure delivered to mortgagor(s) at closing
  
- Post-Closing (within 5 business days of closing provide all the following):
  - Email loan documents to [ohfasinglefamily@ohfa.org](mailto:ohfasinglefamily@ohfa.org)
    - ✓ Copy of executed Closing Disclosure
    - ✓ Copy of executed Mortgagor's Closing Certification
    - ✓ Copy of executed Down Payment Assistance Letter – Second Lien
    - ✓ Copy of executed Partial Exemption Disclosure
    - ✓ Copy of executed Subordinate Mortgage
    - ✓ Copy of executed Promissory Note



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**MASTER SERVICER**

US Bank Home Mortgage / HFA  
Division  
Excelsior Crossing  
9380 Excelsior Boulevard  
Hopkins, MN 55343  
[hfa.programs@usbank.com](mailto:hfa.programs@usbank.com)

- US Bank's HFA Division Lending Guide can be found by following the US Bank link from our website.
- Hover over the Lender tab and select US Bank; the link is at the top of the page.
- Or cut and paste this link in your browser [https://hfa.usbank.com/HFA\\_Division](https://hfa.usbank.com/HFA_Division).
- On the landing page scroll down to "Enjoy Housing Finance Agency services", click on Learn More and select HFA Division Lending Guide.

**PURCHASING AND SERVICING**

- US Bank Purchase and Servicing:
  - US Bank will purchase loans approved by OHFA with the mortgage rate and terms reflected on OHFA Approval/Award Letter, less fees, plus down payment assistance provided at closing and appropriate Service Release Premium based on purchase time from pricing model. (see above)
  - All loans will utilize MERS to US Bank
  - Loan Files will be delivered through US Bank's Doc Velocity Portal:
    - ✓ Scan loan files to US Bank through DocVelocity system as soon after loan closing as possible.
    - ✓ Utilize the loan delivery checklists posted on the US Bank website, and include all applicable documentation listed
    - ✓ Deficiencies/Exceptions will come to you through the DocV Thread
    - ✓ Loans are funded throughout the day, at an amortized balance net of escrows, interest, any HFA extension, or penalty fees (Please do not send these via separate check)
    - ✓ Purchase Advices are emailed to the designated contact
    - ✓ The lender is responsible for servicing the loan until it is purchased by US Bank and may need to take the first few payments
    - ✓ Current payment histories are required if payments of any type have been made to you prior to purchase (first payment, MI, taxes, etc....)
    - ✓ Logging into DocVelocity/AIQ:
      - DocVelocity is a web-based system accessed at <https://mldis.mils-katalystclud.net/#>
      - This link is provided via email when the single sign-on account is granted access to DocVelocity
      - For support with DocVelocity: [HFAdocVelocityAssistance@usbank.com](mailto:HFAdocVelocityAssistance@usbank.com)
      - Update password every 90 days
  - Collateral Packages: US Bank Home Mortgage  
Attn: Note Vault  
5<sup>th</sup> Floor  
9380 Excelsior Boulevard  
Hopkins, MN 55343
  - Defective loans will not be purchased by US Bank



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### ELIGIBLE LENDERS

Lenders must be approved by US Bank to participate with OHFA. Interested lenders should contact US Bank Home Mortgage HFA Division, at the help desk 1-800-562-5165, Option 2 / [hfa.programs@usbank.com](mailto:hfa.programs@usbank.com) or contact Valenthia Doolin, Director of Homeownership, OHFA at 1-405-419-8156 / [valenthia.doolin@ohfa.org](mailto:valenthia.doolin@ohfa.org).

**\*\*Currently Third-Party Origination not allowed with OHFA\*\***

### QUESTIONS

Any additional questions, please contact Valenthia Doolin at 405-419-8156 or by email [valenthia.doolin@ohfa.org](mailto:valenthia.doolin@ohfa.org).