The Homeownership Department

IHDA Commitment / Reservation Manual

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> The Illinois Housing Development Authority 111 E. Wacker Drive Suite 1000 Chicago, IL 60601 (312) 836-5200 www.ihda.org



TABLE OF CONTENTS

	Page
INTRODUCTION	3
LOGIN SCREEN	4
PASSWORD	5
ADDRESS MAINTENANCE	7
MAIN MENU	8
NEW LOAN REGISTRATION	9
LOAN INFORMATION	11
PROPERTY INFORMATION	13
PRIMARY MORTGAGOR INFORMATION	14
CO-MORTGAGOR INFORMATION	15
DETAILS OF TRANSACTION	16
COMMITMENT CONFIRMATION FIRST MORTGAGE	18
SECOND MORTGAGE RESERVATION	20
SECOND MORTGAGE ALLOCATION	21
LOAN INFORMATION (SECOND MORTGAGE)	22
COMMITMENT CONFIRMATION (SECOND MORTGAGE)	23
MORTGAGE TAX CREDIT CERTIFICATE (MCC) ALLOCATION	24
RETRIEVING LOAN	26
RETRIEVING LOAN THROUGH VIEW LOAN DETAIL	28
RETRIEVING LOAN THROUGH VIEW LOAN PIPELINE	29
LOAN STATUS	30
USING LOAN DETAIL TO CANCEL LOANS AND PRINT DOCUMENTS	31
UPLOADING DOCUMENTS TO MITAS THROUGH THE RESERVATION WEBSITE	32
USING THE ILRS TO VIEW LOAN LEVEL DETAIL	36
IHDA'S POLICY REGARDING CANCELLATION AND/OR RE-RESERVATION	38
APPENDIX A (QUICK FIXES AND TIPS FOR ILRS – MITAS SITE)	39
APPENDIX B (RESERVING A MCC – STEP BY STEP)	40
APPENDIX C (RESERVING 2019 IHDA ADVANTAGE SUBSIDY (IAS) STEP BY STEP)	49

INTRODUCTION:

The *IHDA Commitment / Reservation Manual* is designed to make the reader familiar with the MITAS (ILRS) system. MITAS is a web based application that allows IHDA's lender network to reserve loans. After completing the manual, you, the reader, should have an understanding of the basic MITAS functions such as logging in, retrieving, reserving, and canceling loans. Throughout the manual you will find "Important Notes". Please pay attention to these; they are designed to make the reservation process easier.

Link - https://ilrss.ihda.org/ilrss/

Note: As of 8/5/2016, the ILRS includes an enhancement that allows the autoreservation of a 2nd on any 1stHomelllinois or Access Mortgage product.

Note: As of 1/1/2015, the ILRS MITAS reservation website will only be available for Reservations between 9:30 am - 5:00 pm CST.

**Important:

Additionally, unless IHDA advises you that the MITAS website is down, we will not grant any exceptions to rates. All registrations for all loans you have begun must be completed and a commitment printed. No exceptions. Pay careful attention to the rate you are reserving as it must be what you are disclosing to the borrower(s). You may incur additional reduction(s) to your SRP if loan is closed incorrectly.

**All Incomplete Reservations are canceled by IHDA daily. It is critical that you complete all reservations you begin. The rate is not locked and finalized with IHDA unless you receive a Commitment Confirmation on the 1st mortgage.

Should you have questions or need clarification on anything contained in this GUIDE, please feel free to contact the Homeownership Help Line or your IHDA Compliance Specialist:

Homeownership Help Line

Phone Email: 1-877-456-2656 Mortgage@IHDA.org

LOGIN SCREEN:

Welcome to ilrss.ihda.org		Tuesday, January 19, 2010
Ple	ease log in:	
	Web Profile: Lender	
	Originator:	
	Branch:	
	Username:	
	Password:	
	Password is case sensitive.	
	Login Clear	
	This computer facility is for authorized use only. Any access of this facility must be specifically authorized. If you are not authorized and attempt to gain access to this facility, you may be subject to criminal or civil litigation. All computer resources, user actions, and data, are subject to scrutiny.	

Go to <u>https://ilrss.ihda.org/ilrss/</u> to reach the MITAS login screen.

Important Note: For optimal performance, use the **Internet Explorer** browser instead of other browsers like Google Chrome or Firefox.

This is the first screen you the Lender will see on the IHDA reservation website. You will need to know your IHDA originator number, your branch number, your user name and your initial password. This information can be obtained from your MITAS Systems Administrator at your institution. If you do not know who your administrator is, contact an IHDA representative to direct you further.

If you have used MITAS to reserve your loan, please go to page 8 to start a new loan. Otherwise, go to the next page.

PASSWORD:

	Illinois Housing Development Authority
Screens Password Expired Options Submit Main Monu System Help Screen Help Logoff	Presson OP INSOIT Password has Expired. Enter your new password and then retype the password for a consistency check. Password Retype Password
a) Done	👌 🖉 Internet

If this is your first time using the MITAS system, you will be prompted to change your password. The minimum password length is eight (8) characters including one (1) upper case letter, one (1) lower case letter and one (1) numeric digit. Be sure you choose a password that is easy to remember.

After you have changed your password, click "Submit" to complete the change. (Be sure to write your password down and keep it in a safe place for future transactions.) After clicking "Submit," on the left-hand side of the screen, you will be taken to the Main Menu screen. If this is your first time using MITAS, please click on "Address Maintenance" to update or complete contact information.

MAIN MENU:



Above is the Main Menu screen that you will see upon logging in to the Reservation Website. On the left side of the screen there is the Marquee which lists the current up to date information and reminders. Scroll your cursor over the word "Messages" to see a still shot.

*Only System Administrators will see the top link <u>WEB User Maintenance</u> which allows them to set up new users and update information on current users including password maintenance and unlocking Users who have been locked out.

ADDRESS MAINTENANCE:

	Illinois Housing Development Authority	-
	Address Maintenance	Bue: 01/(9/2010/10-02)
i i i	NAME, ADDRESS AND PASSWORD MAINTENANCE	Kun. 01/16/2010(10.03)
Screens	Name: John Doe	
Address Maintenance	Company Name: Bank Mortgage	1.1
	Address 1: 401 N Michigan	
Options	Address 2:	
Reset	City: Chicago State: IL 💌 ZIP: 60611 -	
	Phone: 312 - 123 - 4567 Extension: 0000	
Back	Alternate Phone: 000 0000 Extension: 0000	
Cubmit	Fax: 000 _0000	
Submit	E-mail: John@BankMortgage.Com	
	Password:	
Main Menu	Verify Password:	
System Help		
Screen Help		
Logoff		
Jone		. • 100% -

If this is your first time using the MITAS system, you will need to access this screen. Please input your contact information including your name, company, address, phone numbers, fax number and e-mail address. You will use this screen to change your password and contact information. Once you have completed this page click "Submit".

<u>Important Note:</u> Use the Back button in the MITAS system. DO NOT use the back button on your internet browser. Using the back button on your internet browser will take you out of the MITAS system and you will have to start over.

MAIN MENU:

	Illinois Housing Development Authority
A Messages	 → WEB User Maintenance → New Loan Registration → View Loan Pipeline → View Loan Detail ⇒ Address Maintenance ⇒ Reports
Main Menu System Help Logoff	
	🛛 😜 Internet 🔍 100% 👻

You have now returned to the main menu.

Click "New Loan Registration" to reserve a loan.

RESERVATION POLICY - IMPORTANT TO NOTE:

When the commitment/reservation is made, the interest rate is locked for 60 days regardless of future rate changes. IHDA/U.S. Bank HFA Division must purchase loans by the 60th day. If a loan has not been purchased by the 60th day, a 25 bps reduction in Service Release Premium (SRP) will be made for every 30 days past the initial 60-day lock period. If a loan has not been purchased by the 90th day, IHDA is under no obligation to purchase the loan(s).

Please See Page 38 for the Complete Policy

NEW LOAN REGISTRATION:

		Illinois Housing Development Autho	ority	
	Available Programs			
	O/P MLW220			
MITAS				
		Click on the Back button to return to the main menu , or click on a Pr	ogram from the list bel	ow, if available.
Screens		IHDA SINGLE FAMILY LOANS CORPORATE OFFICE		
Available Programs		Program Type	Available Amount	Current Rate
0-4		1stHomellinois FHA 1st Mortgage (w/ DPA) Above 80% AMI	\$3,951,363.39	5.0000%
Options -		1stHomelllinois FHA 1st Mortgage (w/ DPA) Below 80% AMI	\$4,254,626.00	5.0000%
Back		1stHomeIllinois USDA 1st Mortgage (w/ DPA) Above 80% AMI	\$6,939,223.33	5.0000%
		1stHomelllinois USDA 1st Mortgage (w/ DPA) Below 80% AMI	\$8,103,103.00	5.0000%
M-:- M		1stHomelllinois VA 1st Mortgage (w/ DPA) Above 80% AMI	\$2,301,200.00	5.0000%
Main Menu Sustem Helm		1stHomelllinois VA 1st Mortgage (w/ DPA) Below 80% AMI	\$5,970,907.00	5.0000%
System neip		1stHomellinois CONV 1st Mortgage (w/ DPA) Above 80% AMI	\$8,538,866.00	5.3750%
Logon		1stHomellinois CONV 1st Mortgage (w/ DPA) Below 80% AMI	\$11,256,615.79	5.3750%
		I-Refi FHA Above 80% AMI	\$6,491,107.00	5.0000%
		I-Refi FHA Below 80% AMI	\$9,221,023.00	5.0000%
		I-Refi USDA Above 80% AMI	\$10,000,000.00	5.0000%
		I-Refi USDA Below 80% AMI	\$10,000,000.00	5.0000%
		I-Refi VA Above 80% AMI	\$9,531,807.00	5.0000%
		I-Refi VA Below 80% AMI	\$10,000,000.00	5.0000%
		I-Refi CONV (1-Unit) Above 80% AMI	\$6,780,351.00	5.3750%
		I-Refi CONV (1-Unit) Below 80% AMI	\$6,238,504.00	5.3750%
		I-Refi CONV (2-Unit) Above 80% AMI	\$9,415,491.00	5.3750%
		I-Refi CONV (2-Unit) Below 80% AMI	\$9,957,250.00	5.3750%

*Note: The above screen shot may not include all the available programs due to space concerns. When on this page in the Reservation Website, please make sure to scroll down if you do not see the desired program.

Please note: The reservation process is different depending on the program you choose. 1stHomelllinois and Access will auto reserve any applicable 2nd mortgage, while I-Refi will require you to choose the corresponding 2nd and enter the assistance amount.

Mortgage Credit Certificate (MCC)

To lock a MCC, please refer to the instructions located at the end of this guide in Appendix A.

Detailed information - https://www.ihdamortgage.org/program-directory

Please note: The MCC is only available with the Access Programs for eligible borrowers!

Currently, IHDA offers the following programs:

- 1stHomelllinois: The Illinois Housing Development Authority's (IHDA) current program offers a competitive interest rate and \$7,500 Down Payment Assistance (DPA) to <u>First time homebuyers only</u> (Veterans and properties located in Targeted Areas are exempt) for properties located <u>within four (4) designated counties</u> in Illinois.
 - Effective January 1, 2019 Counties include: <u>Cook</u>, <u>Marion</u>, <u>St.</u> <u>Clair</u>, and <u>Winnebago</u>.
 - 30-year fixed rate available as FHA, USDA, VA, and Conventional.
 - No New Construction is allowed
- I-Refi: The Illinois Housing Development Authority's (IHDA) current program offers underwater homeowners a competitive interest rate and up to \$50,000 to reduce the balance owed on their mortgage and refinance into a new affordable loan based on the current market value of their home.
 - Homeowners must be current on their mortgage for at least twelve (12) months
 - Pre-assistance LTV must be at least 110% (Underwater)
 - Post-assistance LTV must be between 90% and 97%.
- Access Programs
 - Access 4% Offers 4% of the purchase price, up to \$6,000, assistance for down payment & closing costs, forgiven monthly over 10 years.
 - Access 5% Offers 5% of the purchase price, up to \$7,500, assistance for down payment & closing costs offered as an interest-free loan, deferred for the life of your mortgage.
 - Access 10% Offers 10% of the purchase price, up to \$10,000, assistance for down payment & closing costs offered as an interest-free loan – repaid monthly over a 10-year period
 - **Note**: All Access Programs are available to first-time and repeat homebuyers statewide.

For more detailed descriptions of IHDA's current programs, visit our website below or contact an IHDA Representative.

Website - https://www.ihdamortgage.org/partners

LOAN INFORMATION:

		Illinois Housi	ng [Deve	lopmen	t Authority				
Ecreens Loan Info Property Mortgagor Co-Mortgagor 1003 Detailis of Trans	Loan Info O/P MLW145 Data Impo	Mortgagor First Name & Mt. Ca Loan Amount: Purchase Price: + Improvement Cost: = Acquisition Cost: Appraised Value: Monthly P&I: Originator Phone:	ptin 96,500 100,000	0	LOAN INFOR	MATION Kirk Loan Typ Date of Expected Closin Number in Househol Number of Wage Earner	Mortgagor SSN: 258 e: FHA Insured g: 08/15/2013 MM/ d: 2 s: 1	Run: 07/ 741963 0D/YYYY	18/2013(09:	07)
		Originator Flax:	000 Iumber:	_ 000	_0000	Pata				
Options Reset Next				Interes	at Rate: 4.50009	6 Term: 360 🗸				
Main Menu System Help Screen Help Logoff										
Done					G	Local intranet Protecte	ed Mode: Off		a 100%	•

After selecting one of the available program options, you will be directed to the Loan Info screen. Complete the reservation by continuing through the screens.

**For I-Refi loans, please enter the Appraised Value as the Purchase Price

Important Note:

The easiest way to make a reservation is to use the Data Import function located in the upper left-hand corner of the screen. Using this function allows you to upload from your LOS/AUS system so that you will not have to manually enter 1003 data.

Once your upload is complete, you will end up at the loan info screen. However, because property information is not included on the 1003, you will need to go back through the first few screens to complete the property information screen and to make sure all data fields are complete. **If you use an import file, the loan will not be updated with Program information until you click off of the initial "Loan Info" screen.

If you choose to manually enter the information, please note that you will have to complete the Loan Info through the 1003 Details of Transaction screens as noted on the left side of the screen. The rest of the reservation guide will assist you if you choose to manually enter the reservation. After completing this information, click "next" on the left-hand side of the screen to access the property information screen or click directly on the "Property" link.

Note:

Some lenders include their own internal numbers when they are reserving IHDA loans. If you are such a lender, please enter the internal loan number in "Lender First Mortgage Loan Number" field.

Important Note:

For Conventional Loans going through the ILRS MITAS reservation website, the field "Loan Type Code" must read Fannie-Mae Conventional.

PROPERTY INFORMATION:

	Illinois Housing Development Authority	
Prope	rty	
O/P MLW	146	Run: 07/18/2013(09:09)
	PROPERTY INFORMATION	
	Street Number and Name: 401 North Michigan Ave	
	Street Line 2:	
	City Chicson	
Screens		
Loan Info		
Property	County Code: Cook Division / Area:: Urban	
Mortgagor	Targeted Area: Non-Targeted 🔻	
Co-mortgagor 1003 Details of Trans	CONSTRUCTION INFORMATION	
	New / Existing: EXISTING - Construction Style: CONDOMINIUM	•
	Construction Type: Wood Frame 👻 Year Built: 1990	
	Attached Structure Lot Size: 6000	
	Number of Units: 1 Number of Baths: 2	
	Number of Rooms: 5 Square Foot Residence: 1500	
Options	Number of Bedrooms: 2	
Reset		
Next		
Hem		
Main Menu		
System Help		
Screen Help		
Logoff		
2		
	🚯 Local intranet Protected Moder Off	🕼 ▾ 🔍 100% ▾

Please enter the address of the subject property as well as construction information.

<u>Important Note</u>: When completing number of units for condos and townhomes, only list the number of units that IHDA is financing, not the total number of units in the association. The # of Units cannot exceed 2.

Once the information is completed click "next," which is located on the lefthand side of the screen.

PRIMARY MORTGAGOR INFORMATION:

	Illinois Housing Dev	elopment Authority	<u>í</u>
Mo	rtgagor		
0/P N	1LW147	Run: 0	7/18/2013(09:12)
	PRI	MARY MORTGAGOR INFORMATION	
	First Name & MI: CAPTIN	Last Name: KIRK SSN: 258-74-1963	
	Prior Home Owner: NO 👻	Date of Last Occupancy: MM/DD/YYYYY	
	Current Address:	Ethnicity: White - Not of Hispanic Origin 🚽	
Screens	Address 1: 2581 West Corning Road	Hispanic or Latino	-
Loan Info	Address 2:	Gender: O Female O Male	
Mortgagor	City: Quincy	Marital Status: Married 👻	
Co-Mortgagor	State: IL 🔻 ZIP: 62301	Date of Birth: 05/07/1989 MM/DD/YYYYY	E
1003 Details of Trans	Home Phone: 555 _ 658 _ 9874	Age at Application: 24	
	Work Phone: 555 _ 214 _ 5418	Years Schooling: 18	
		Number of Dependents: 1	
		Occupation: Government	
		Years in Profession: 3	
Ontions	Income Type Monthly Inco	ome Credit Score: 060	=
Reset	Base Income	Other Household Income: 0.00	
Next	Base Income	than mortgagor or co-	
	base income	mortgagors)	
	Base Income 👻		
Main Menu	Base Income		
System Help			
Screen Help	Base Income 👻		
Logoff	Base Income 👻		
A	1		
		🗣 Local intranet Protected Mode: Off 🛛 🖓 🔻	• 🔍 100% 🔻 💡

Complete all data fields on this screen. If there is a co-mortgagor click "Next" and complete all data fields on following screen. If there is no co-mortgagor, click "1003 Details of Trans" on the left-hand side of the screen to continue the reservation process.

Important Note:

For any loan where the borrower is not a 1st-time Homebuyer, including I-Refi loans, you need to switch the "<u>Prior Homeowner</u>" field located in the upper left corner to reflect <u>YES</u>.

Important Note:

When updating and inputting Income, you must <u>use the drop-down options</u> on the left side under "Income Type" and "Monthly Income." <u>Do not use the</u> "<u>Other Household Income" field</u> on the right side under credit score.

CO-MORTGAGOR INFORMATION:

	Illinois Housing Develop	oment Authority
	Co-Mortgagor	
	FIRST CO	-MORTGAGOR OR OTHER
	Co-Mortgagor Name: (ex: John R. Doe)	SSN: (Must be Unique Among Co-Mortgagors)
	Current Address:	Relationship to Mortgagor: Mortgagor 🗸
	Address 1: 2951 S. KING DRIVE	Ethnicity:
Screens	Address 2:	Hispanic or Latino
Loan Info	City: CHICAGO	Gender: O Female O Male
Property	State: IL V ZIP: 60616	Marital Status: 🔹 🗸
Co-Mortgagor	Home Phone:	Date of Birth: MM/DD/YYYY
1003 Details of Trans	Work Phone:	Age at Application:
		Years Schooling:
		Number of Dependents:
		Occupation:
		Years in Profession:
	Income Type Monthly Income	Credit Score:
Options	Base Income	
Reset		
Next		
	Base Income 🗸	
Main Menu	Base Income	
System Help	Base Income 🗸	
Screen Help		
Logoff		
	SECOND C	O-MORTGAGOR OR OTHER
	Co-Mortgagor Name: (ex: John R. Doe)	SSN: (Must be Unique Among Co-Mortgagors)
	Current Address:	Relationship to Mortgagor: Mortgagor
		Ethnicity:
	Address 2:	Hispanic or Latino

If applicable, fill out the information for any Co-Mortgagors. If you are simply updating information, you can submit here to continue to the Reservation Confirmation. If this is the first time through the loan on a specific borrower, please continue to the "1003 Details of Trans" screen to complete the remaining items for the Reservation.

IMPORTANT NOTE:

When updating and inputting Income, you must <u>use the drop-down options</u> on the left side under "Income Type" and "Monthly Income." <u>Do not use the</u> "<u>Other Household Income" field</u> on the right side under credit score.

DETAILS OF TRANSACTION:

	Illinois Housing Development Authority	<u> </u>
	1003 Details of Trans	
	DETAILS OF TRANSACTION	
	a. Purchase Price 100,000.00	
	b. Alterations, improvements, repairs	
	c. Land (if acquired separately)	
Screens	d. Refinance (incl. debts to be paid off)	
Loan Info Property	e. Estimated prepaid items	
Mortgagor	f. Estimated closing costs	
Co-Mortgagor 1003 Details of Trans	g. PMI, MIP, Funding Fee 1,750	=
	h. Discount (if Borrower will pay)	
	i. Total costs (add items a through h) 101,750.00	
	j. Subordinate financing	
	k. Borrower's closing costs paid by Seller	
Ontions	I. Other Credits	
Reset	m. Loan amount (exclude PMI, MIP, Funding Fee financed) 96.500	
Next	n. PMI, MIP, Funding Fee financed 1,750	
Back	o. Loan amount (add m & n) 98,250	
Submit	p. Cash from/to Borrower (subtract j, k, I & o from i) 3,500	
Main Menu	Calculate Totals	
System Help		-
	💊 Local intranet Protected Mode: Off 🛛 🖓 👻 🖲	100% -

Complete these data fields as per section VII on the 1003. Notice the "Calculate Totals" button at the bottom of the screen. By clicking on "Calculate Totals" the total cash required from borrower will be calculated. Click "Next" on the left-hand side of the screen to continue. If you are reserving an FHA, VA or USDA loan, please complete "G" and "N" for funding fee/UFMIP. If funding fee is to be waived, insert \$1.00. If you have completed reserving your loan, click the "Submit" Button on the left side of the screen to go to the Confirmation Reservation screen where you are able to print off your Confirmation.

IMPORTANT NOTE:

Please remember to fill in field "m" (Base Loan Amount) during the reservation process. If you receive a missing field error of "Amount" or "Base Loan Amount", it is indicative of this field not being entered.

If there were any errors in your input, you will see a page that describes those errors. Use the back button in MITAS to correct the errors on the applicable screens. Common errors include:

- Too many units entered in the unit section.
- Yearly income entered instead of monthly income.
- One or more of the 1003 screens in MITAS was not fully completed.
- UFMIP/Funding fee incomplete
- Incorrect First time / Non-First time Homebuyer status

Once the errors have been corrected, click "Submit" to obtain a reservation confirmation.

COMMITMENT CONFIRMATION FIRST MORTGAGE:



If you have correctly reserved funds for a <u>1stHomelllinois or Access Program</u> product, you will see the above reservation confirmation page. These programs will be linked to a second loan (see next page to retrieve confirmation for 2nd). To print the information on this screen, click on "printer friendly" and proceed to print.

Note: If you chose an I-Refi product, please go to page 20 to complete lock

To return to the Loan Detail screen for this loan, click "submit" located in the upper left hand corner of the screen. To print IHDA documents for the loan, in the loan detail page, you will see a print document tab on the top of the page. Clicking this tab will lead to the print document field where you will find the applicable documents for your loan.

If you chose a program with an additional 2nd DPA mortgage you will be able to retrieve the confirmation for that loan a few ways.

- Use View Loan Detail from the Main Menu and cross reference by name

 See page 27 & 28 for more details
- From the Loan Detail screen of the 1st mortgage scroll to the bottom of the page and you will see a section titled "Other Mortgages" that will allow you to click on an additional mortgage. See below

		Or	iginator Branch: CC Property: 15 [,] BE	RPORATI 10 E COR ECHER, IL	e offic Ning Re . 604013	E) 8078
M	ortgagor Nam	e			Social S	Security Number
S	PARTY SPAR	TACUS			XX	X-XX-8889
		Loan Status		Da	te	
		Incomplete Res Reservation	ervation	10/04/ 10/04/	/2016 /2016	
		Committed		10/04/	/2016	
	nesticfied Con	ditions		Dog	wostad	Duo
	insatistieu con	uluons		Req	uesieu	Due
M	issing Docum	ents	alos ho do do sio	Req	uested	Due
Other Mortray	100					
Loan Amount	Interest Rate	Term In Months	Amortization Type	Program		MINE AND
\$5,000,00	0 0000	360	360 Day-Year / 30 Day-	@HOME 2nd	Mta 1et Ti	me HomeBuyer FHA Ab

SECOND MORTGAGE RESERVATION:

Note: If you chose the I-Refi product you will see the below prompt after hitting Submit on the 1st mortgage

	Illinois Housing Development Authority	^
	0.2 WP012	
Screens Options	This mortgage program requires a mandatory second mortgage be reserved at this time. Please click SUBMIT to choose and register a second mortgage. Once the second mortgage reservation is successful you will receive a Loan Confirmation Report for the second mortgage. You must click SUBMIT to complete the first mortgage and obtain a Loan Confirmation Report for the second mortgage.	
Submit		
Main Menu System Help Logoff		
Done	S Thernet ⊕ 100% →	•

The above screen will appear if you have correctly made a reservation under the following programs, which require a reservation for the second loan:

• I-Refi Program

Click "Submit" to continue the reservation for the second mortgage and choose the applicable program.

Note that if you did not make the reservation correctly, you will receive an error message as discussed on the previous page before you are allowed to continue.

SECOND MORTGAGE ALLOCATION:

	I	llinois Housing Deve	elopment Auth	nority		
MITAS	Allocatio O/P MLW22 Click o	on o n the Back button to return to the Loa	n Status Screen , or click	on a Program from the	Run: 10/13/ Ist below, if ava	2016(10:33) ailable.
Screens		IHDA SINGLE FAMILY LOANS CORPORATE OFFICE				
Allocation Main Menu System Help Logoff		Fregram Type		\$9,609,626.00	0.0000%	

***Note**: The above screen shot will only include the available programs based off the 1st mortgage chosen in the beginning of the process.

After clicking "Submit," on the previous page you will see the above allocation page. Choose the corresponding second mortgage for the program that you chose for the first. For example, if you reserved the first mortgage under the I-Refi FHA Above 80% AMI product, then choose, or click on, the I-Refi (2nd) FHA Above 80% AMI option.

LOAN INFORMATION (SECOND MORTGAGE):

		Illinois Housi	ng Deve	lopmen	t Authority			
	Loan Info							
	O/P MLW145						Run: 0	7/18/2013(0
				LOAN INFOR	MATION			
i i i i i i i i i i i i i i i i i i i		Mortgagor First Name & MI: CA	PTAIN	Last Name:	SPOCK	Mortgagor SSN	887-74-5959	
		Loan Amount:	10,000		Less Tr		Conventional	
		Purchase Price:	100,000.00		Loan Ty	pe: Fannie Mae	- Conventional +	
reens		+ Improvement Cost:			Date of Expected Closi	ng. 08/22/2013	MM/DD/YYYYY	
eterans Information		= Acquisition Cost:	100,000.00		Number in Housen			
roperty		Appraised Value:	100,000.00		Number of Wage Earne	rs: 1		
lortgagor o-Mortgagor		Monthly P&I:						-
003 Details of Trans		Originator Phone:						-
		Originator Fax:						
		Lender 1st Mortgage Loan N	lumber:					-
				Interest	Rate			
			Interes	t Rate: 0.0000%	Term: 24 🔻			
Options								
Reset								
Next								
Main Menu								
System Help								
ogoff								
A								

After clicking on the appropriate second loan product, you will be immediately taken to the Loan Information page for the second mortgage. Simply enter the second mortgage amount in the above loan amount field. The rate and term should automatically be filled in.

All of the other information carries over from the first mortgage, therefore reentering the other fields is not necessary.

Once you have completed the loan information page, click "Details of Transaction" on the left side of the screen and then click "Submit" to receive the reservation confirmation for the second mortgage.

COMMITMENT CONFIRMATION (SECOND MORTGAGE):



This is your confirmation for the 2nd loan. Print the confirmation for your records.

Now that you have the confirmation for the second mortgage, click "Submit" on the left side of the screen and the confirmation for the first mortgage will appear. Print the confirmation for the first mortgage.

If you do not hit the "Submit" button on the left side of the screen, you will only Reserve the 2nd Mortgage and the 1st Mortgage will remain as incomplete, thus not locking in a rate until it is actually "Reserved." Click "Submit" on the left side until you return to the Loan Detail Screen.

You have now completed the reservation for the first and second loans.

MORTGAGE TAX CREDIT CERTIFICATE (MCC) ALLOCATION:

	CORPORATE OFFICE	
	Program Type	Available Amount
	SMART MOVE FHA 1st MORTGAGE ONLY	\$5,756,895.00
	SMART MOVE FHA 1ST MTG. DPA PLAN A BELOW 80% AMI	\$18,468,410.00
	SMART MOVE FHA 1st MORTGAGE WITH / DPA	\$4,274,744.00
	SMART MOVE FHA 2ND MTG. DPA PLAN A BELOW 80% AMI	\$1,093,426.00
	SMART MOVE FHA 2nd MORTGAGE WITH / DPA	\$1,510,562.86
	SMART MOVE 203K REHAB 1st MORTGAGE ONLY	\$25,000,000.00
	SMART MOVE 203K 1ST MTG. DPA PLAN A BELOW 80% AMI	\$14,943,419.00
	SMART MOVE 203K REHAB 1st MORTGAGE WITH / DPA	\$30,000,000.00
	SMART MOVE 203K REHAB 2ND MTG PLAN A BELOW 80% AMI	\$6,000.00
	SMART MOVE 203K REHAB 2ND MORTGAGE	\$10,000,000.00
	SMART MOVE CONVENTIONAL MORTGAGE 1st WITH / DPA	\$14,777,410.00
	SMART MOVE CONV. MTG. 1ST MTG. DPA PLAN A BELOW 80% AMI	\$6,913,963.00
	SMART MOVE CONVENTIONAL MORTGAGE 2nd. WITH / DPA	\$5,603,635.28
	SMART MOVE CONV. MTG. 2ND. PLAN A BELOW 80% AMI	\$635,000.00
	SMART MOVE USDA 1st MORTGAGE WITH / DPA	\$21,212,715.00
	SMART MOVE USDA 1ST MTG DPA PLAN A BELOW 80% AMI	\$18,093,863.00
	SMART MOVE USDA 2nd MORTGAGE	\$6,888,756.00
S	SMART MOVE USDA 2ND MTG PLAN A BELOW 80% AMI	\$171,825.00
	SMART MOVE VA 1st MORTGAGE WITH / DPA	\$24,465,038.00
	SMART MOVE VA 1ST MTG DPA PLAN A BELOW 80% AMI	\$14,766,424.00
1	SMART MOVE VA 2nd MORTGAGE	\$2,983,230.00
	SMART MOVE VA 2ND MTG PLAN A BELOW 80% AMI	\$18,000.00
	W.H.H.P. 1st MTG. BELOW 80% AMI	\$18,600,698.00
	W.H.H.P. 1st MTG. ABOVE 80% AMI	\$10,654,092.00
	W.H.H.P. CONV. 1st MTG. BELOW 80% AMI	\$11,010,955.00
	W.H.H.P. CONV. 1st MTG. ABOVE 80% AMI	\$4,482,092.00
	W.H.H.P. MCC TAX CREDIT STATEWIDE PROGRAM 2012	\$64,217,752.00
	SMART MOVE TRIO MCC TAX CREDIT STATEWIDE PROGRAM 2013	\$31,893,578.00
	W.H.H.P. 2nd MTG. BELOW 80% AMI	\$2,822,000.00

Important Note: The below only applies to MCC's being reserved after the initial lock was reserved.

To Reserve an MCC, you must have a program that has the option of an MCC. A list of them includes:

- Access 4%
- Access 5%
- Access 10%

Return to the Loan Detail Screen for the <u>1st Mortgage</u>. This can be done by continuing here after submitting the 1st and the 2nd Mortgages or by retrieving the loan through the loan detail link on the Main Menu. On the Loan Detail screen click on the Reserve a 2nd button on the top of the page. From here you

will be taken back to the above list where there is currently one (1) option for MCCs listed below:

• 2018 MCC Tax Credit Program

After picking the applicable MCC Tax Credit option (See Above), the loan info page will come up based upon the 1st Mortgage. <u>The MCC is a complete</u> <u>Mirror of the 1st Mortgage loan</u>. Enter the same Loan Amount that was on the 1st Mortgage and click on the "1003 Details of Transaction" link on the left side of the screen. Hit the "Submit" button to Reserve the MCC and print out the Reservation Confirmation for the MCC for your records.

You can log-off, go to the Main Menu or hit the "Submit" button to be taken to the Loan Detail Screen.

You have now completed the Reservation for the first and seconds loans along with the MCC.



HOW TO:

RETRIEVE LOANS,

CANCEL LOANS AND

PRINT DOCUMENTS

IN THE

MITAS RESERVATION SYSTEM

RETRIEVING A LOAN:

	Illinois Housing Development Authority
Ressages	 → WEB User Maintenance → New Loan Registration → View Loan Pipeline → View Loan Detail → Address Maintenance → Reports
Main Menu System Help Logoff	
	📢 Internet 🔍 100% 🔻

It is necessary to retrieve a loan when the following occurs:

- You are unable to complete a reservation and need to complete it at a later time;
- You need to print the loan reservation confirmation, or
- You need to cancel a loan.

You can retrieve a loan by clicking "View Loan Detail" or "View Loan Pipeline" found on the Main Menu page shown above.

VIEW LOAN DETAIL:

	Illinois Housing Development Authority	
	Loan Detail	
Â	O/P MLW123 Cross-Reference	Run: 09/06/2012(
Screens	Retrieve a Loan: Retrieve	
Loan Detail	Servicer Reference Number: 0 Retrieve	
Options Back Main Menu System Help Screen Help	Loan Amount: \$.00 Interest Rate: 0.0000 Purchase Price: \$.00 Program: Unknown Sub Program: FHA 1st MTG. W.H.H.P. BELOW 80% AMI Allocation: 1st MTG W.H.H.P. BELOW 80% AMI	
Logoff	Underwriter * Closer: * Originators:: Unknown Originator Branch: CORPORATE OFFICE Property: ,	
	Lock In is Not Accessible	
	Loan Status Date	
	Unsatisfied Conditions Requested Due	
	Missing Documents Requested Due	

On the Loan Detail page, enter the IHDA loan number at "Retrieve a Loan," then click on "Retrieve." <u>Note that you also have the ability to cross reference</u>, which allows you to retrieve a loan by borrower name.

If you do not know the IHDA loan number, you can retrieve it through the "View Loan Pipeline" function which will be discussed on the next page.

IMPORTANT NOTE:

If applicable, you may use your "Servicer (Lender) Reference Number" to retrieve your loan.

VIEW LOAN PIPELINE:

	Illinois Housing Development Authority
Ressages	 → WEB User Maintenance → New Loan Registration → View Loan Pipeline → View Loan Detail → Address Maintenance → Reports
Main Menu System Help Logoff	
	😧 🖓 Internet 🕅 100% 🗸

On the main menu, click "View Loan Pipeline."

Once you click "View Loan Pipeline," you will see a list of IHDA programs that are available to your lending institution. Click the program under which the loan you are trying to retrieve is reserved. For example, if the loan you are trying to retrieve is reserved under <u>1stHomeIllinois FHA Above 80% AMI</u>, then click that program to retrieve the loan.

STATUS:

File Edit View Favor	ites Tools H	Help	2	x 🖻 🖪 🖪 🗴 🖣	🕻 Convert 🔻 🚮 Sele					
Illinois Housing Development Authority										
	Status for Pr O/P MLW121	rogram			Run: 03/30/2015(10:12)					
A		Listed below are Click on a st FTHB (No) FHA 1st Above @HOME (No DPA / No MCC	the status summaries of atus to see a list of the in	your Ioan pipeline. dividual Ioans.						
Status for Dearson		Tracking Status	Loan Count	Loan Amount						
Status for Program		Reservation	1	\$98,1	88.00					
Options Back										
Main Menu System Help Screen Help Logoff										

Once you choose the program, you will find a list of loans listed by status, such as incomplete reservation, reservation, etc. For example, if you are trying to complete a reservation, click "Incomplete Reservation" to find buyers' names listed under that status. If you are trying to view loans that have been canceled, click "Canceled" to find buyers' names listed under that status.

Once you find the name of the buyer whose loan reservation you are trying to retrieve, click it to be directed to the "Loan Detail" page.

LOAN DETAIL:

	Illino	is Housing Dev	elopment Auth	ority		
	Loan Detail					
A	O/P MLW123					Run: 01/19/2010(18:04)
		Cross-Reference	Print Documents	Loan Applica	tion	
oreens .oan Detail		Cancel Application	Electronic Import	Reserve Sec	ond	
	1		Libertonic import		ond	
ptions						
		Retrieve	a Loan: 2505287	Retrieve	e	
Back		Servicer Reference	Number:	Retrieve	e	
Dack						
			Loan Amount: \$101	,750.00		
			Interest Rate: 5.250 Purchase Price: \$12.0	0		
		Reservation	Expiration Date: 04/15	5/2010		
Main Menu			Program: H S 1	ST/ DPA PLAN A B	ELOW 80%	
System Help			Sub Program:			
ocreen Help			Allocation: HOM	E START 1ST / DP	BELOW	
-ogon			Underwriter Carol	lyn Smith		
			Closer: *			
			Originators:: IHDA	SINGLE FAMILY LO	OANS	
		0	riginator Branch: 0901	N MICHIGAN AVE		
			LA G	RANGE PARK IL 6	0526	
	Mortg	agor Name		Social Sec	urity Number	
	ROBE	ERT C BENSON		XXX-X	(X-1919	
		Loan Status		Date		
		Incomplete Re	servation	01/15/2010		
		Reservation		01/15/2010		
	Uport	isfied Conditions		Poguested	Duo	
	Unsat	ished Conditions		Requested	Due	

Regardless of whether you retrieved a loan through "View Loan Detail" or "View Loan Pipeline," you will eventually end up at the populated loan detail page for your particular loan. At the top of the screen, you will see options available. If you want to print documents such as the reservation confirmation, click "Print Documents." If you need to complete an incomplete reservation, click "Loan Application" to correct any errors or incomplete data fields. If you need to cancel an application, click "Cancel Application."

You should now have a basic understanding of how to navigate MITAS to reserve loans, retrieve loans and cancel loans. Remember that your Homeownership team is available to assist, should you have any questions or need clarification.

HOW TO:

UPLOAD DOCUMENTS

IN THE

MITAS RESERVATION SYSTEM

DOCUMENT UPLOADING:

	IIIi	nois Housing Deve	elopment Autho	ority	
	Loan Detail				
	O/P MLW123				Run: 07/18/2013(15:47)
		Cross-Reference	Print Documents	Loan Application	
		Document Images	Cancel Application	Electronic Import	
Screens		Reserve Second			
Loan Detail					
Options		Retrieve	a Loan: 2805115	Retrieve	E
Back		Servicer Reference N	lumber:	Retrieve	
Main Menu System Help			Loan Amount: \$90,000 Interest Rate: 5.0000	0.00	
Screen Help		Reservation	Expiration Date: 11/15/2	2013	
Logoli			Program: WHHP	CONV 1st MTG BELOW 8	0%
			Sub Program:		
			Allocation: CONV. 80% AM	1st MTG. W.H.H.P. BELO	N
			Underwriter *		
			Closer: *		
		O	riginator Branch: CORPO	DRATE OFFICE	
			Property: 451 NC	RTH	
			CHICAC	GO, IL 60611	
i i i	M	ortgagor Name		Social Security Num	nber
	С	APTAIN SPOCK		XXX-XX-5959	-
Done			📢 L	ocal intranet Protected Mode:	Off 🦓 🕶 🔍 100% 💌

You can upload documents to MITAS through the Reservation website. On the Loan Detail screen of the 1^{st} **Mortgage**, there is a table with links on top which allows you to perform various functions.

The Loan Detail screen can be found from the Main Menu using either the "View Loan Detail" link or the "View Loan Pipeline" link. To upload documents, click on the **Document Images** button.

Important Note: As of 12/01/2013, the Illinois Housing Development Authority is requiring that all complete files be uploaded through MITAS's ILRS online website.

File	Edit	View	Favorites	Tools	Help				x		8 🔋 🔾	×	Conve	rt 🔻	📑 Sele
				Illin	ois Ho	using D	evelop	oment A	uth	ority	,				
			Lo O/P	oan Docu MLW300 This scree	ments en allows you	i to upload com	pleted loan j previou Loar	backages or to is uploaded do boots of the second s	upload ocume Upload	d separat ents. d	te Ioan doc	cume	Run: 0 nts as wel	3/30/201 I as to v	15(10:14) view
Screen Loan Do	IS cument	is			or browse If you experie	Please cl e for the docum ece problems up	ick on the d ent(s) you v ploading doo	ocument name y would like to upl cuments please	you w Iload a e try up	vould like Ind then o ploading f	to view click the "Up fewer docu	pload umen	d" button. nts at a tim	в.	
Option	s Ba	ıck			(Condition Doo Investor Deli IHDA Deli	cuments very File very File	Received Received Received						Brow Brow	se se
Main N Syster Logoff	lenu n Help							Upload							

Once there, proceed to browse for the document you wish upload. ***Note: All uploaded files must be in .PDF format**. Once you have selected the file you wish to upload, click on the "Upload" button to upload the file to MITAS. A few things to consider:

- 1. All categories found in **Document Imaging** are subject to change. The process will remain unchanged, but the number of options may change.
- Each category should only have one set of documents uploaded, which would include all the documents as per IHDA's Prior Approval Checklist. For example, the entire Prior Approval Checklist set of documents should be in the correct stacking order and in <u>one</u> .PDF file. Unless you have a file over 100 MB, you should not have an issue.
 - a. If you have any issues please contact the general Homeownership email Mortgage@ihda.org.
- 3. You can select one document set in each area per upload. For example, you can upload the IHDA Delivery and the Investor Delivery package simultaneously.
- 4. The "Received" button in the above picture allows you to view the <u>last</u> <u>item</u> uploaded to that category.



Important note: Once uploaded, you must make sure to finalize the upload process by clicking on the "<u>Process Now</u>" button. The current Time-out limit is set at 10 minutes and should never be reached unless there is something slowing down the connection.

Your documents are now uploaded to the MITAS system and can be viewed by a Compliance Specialist at IHDA. Even though the documents are immediately uploaded, the housing officers receive notice of all uploads the following day.

Important note: Remember that the data file must be uploaded into the 1st mortgage reservation! Be sure you are in the correct loan when uploading. If the document category options are not there, you may be on the 2nd mortgage or MCC loan.

Using the ILRS to View Loan Level Details

You, the Lender can view many loan level details from the ILRS website used by IHDA. From the Main Menu, you can get to the <u>Loan Detail</u> Screen two ways. First, you can retrieve the specific loan number using the "View Loan Detail" link. Second, you can search by Program using the "View Loan Pipeline" link.

	Illino	ois Housing Deve	lopment Auth	ority		
	Loan Detail					
	O/P MLW123					Run: 11/07/2013(10:42)
		Cross-Reference	Print Documents	Document	mages	
Screens		Retrieve a	Loan: 2807171	Retri	eve	
Loan Detail		Servicer Reference Nu	umber:	Retri	eve	
Options						
Back			Loan Amount: \$97,5	00.00		
			Interest Rate: 5.250	0		
		Peropyration F	Purchase Price: \$100,0 Evolution Date: 01/14	UUU.UU /2014		
Main Menu		Reservation	Program: SMTR	12014 10 FHA 1st w/ D	PA Below 80	
System Help			Smart	Move Trio FHA	1st w/ MCC	
			Sub Program: Below	80%		
Logon			Allocation: SMAR	T MOVE TRIO I C BELOW 80%	FHA 1st MTG. AMI	
			Underwriter Keith	Pryor		
			Closer: *			
			Originator:: IHDA	SINGLE FAMILY	LOANS	
		On	ginator Branch: CORF	ORATE OFFICI	=	
			Property: 401 N	WICHIGATI AVE 3	065	
			Chiop	(OO, 12 000 1 14)	200	
\wedge	Mort	tgagor Name		Social S	ecurity Number	
	KYL	E NESTLEHUT		XX	(-XX-9999	
i i		Loan Status		Date		
		Incomplete Rese	ervation	09/16/2013		
		Deconvotion		00/16/2013		

Main Menu System Help Screen Help Logoff		Reservation Exp S Origin	oiration Date: 01 Program: SI Bub Program: SI Allocation: SI Underwriter Ke Closer: * Originator:: IH Nator Branch: Cl Property: 40	I/14/2014 MTRIO FHA nart Move T elow 80% MART MOV /MCC BELC eith Pryor DA SINGLE ORPORATE D1 N Michiga HICAGO, IL	1st w/ Di Trio FHA E TRIO F DW 80% / E FAMILY E OFFICE an Ave St 6061142	PA Below 80 1st w/ MCC FHA 1st MTG. AMI LOANS E te 255
Â	Mortgagor Name KYLE NESTLEHL Ir F R N L	IT oan Status ncomplete Reserv Reservation Received for Unde Ion - Compliance oan Closing	ation rwriting	Da 09/16 09/16 10/30 11/02 11/05	Social So XXX (2013 (2013 (2013 (2013 (2013) (2013)	ecurity Number (-XX-9999
	Unsatisfied Cond 1.) This is a Test 2.) Another Test Missing Documer	itions to show Conditior	ıs	Req 11/0	uested 7/2013 uested	Due 00/00/0000 Due
	Other Mortgages Loan Amount \$.00 \$.00	Interest Rate 0.0000 0.0000	Term In Month 120 120	s Amor 360 Da 360 Da	rtization 1 ay-Year / 30	Fype Day-Month Day-Month

Once you are on the Loan Detail Screen (shown above), you can view information such as, but not limited to:

- 1. Loan Amount
- 2. Interest Rate
- 3. Program
- 4. Loan Status
- 5. Conditions
- 6. Other attached loans (i.e. 2nd mortgage)

Once the loan has closed and documents uploaded to IHDA, you, the user, are only able to Retrieve other loans, print past documents, such as the Reservation Confirmation, or upload documents, such as Condition Documents.

IHDA POLICY ON CANCELLATIONS AND RE-RESERVATIONS:

In order to better manage our pipeline and reduce the large number of canceled loans in MITAS, IHDA instituted the following policy:

When the commitment/reservation is made, the interest rate is locked for 60 days regardless of future rate changes. IHDA/U.S. Bank HFA Division must purchase loans by the 60th day. If a loan has not been purchased by the 60th day, a 25 bps reduction in Service Release Premium (SRP) will be made for every 30 days past the initial 60-day lock period. If a loan has not been purchased by the 90th day, IHDA is under no obligation to purchase the loan(s).

Loans Committed 90 days or longer will be cancelled unless the Lender contacts the Managing Director and an explanatory note as to the reason for late delivery is made in MITAS.

A cancellation and re-registration of the same borrower(s) will not be permitted for 60 days from cancellation unless the borrower has obtained a contract on a different property. It is suggested that you commit the loan when you have received the appraisal and the loan file is fully complete.

There are a number of reasons this policy is being implemented:

- To eliminate the cancellation and re-reservation of the same loan over and over again.
- To allow for better pipeline management and reporting
- To eliminate the possibility of an immediate re-reservation at lower rate
- To eliminate the possibility of re-reservation for the purpose of extending expiration date
- To gain insight into possible lender training gaps with regard to programs, navigation of MITAS, IHDA's rates, etc.
- To eliminate the need for lender to upload data file more than once

FINAL REMINDER:

You, the lender can revise information in MITAS (other than rate or program type) until the loan has been closed and documents uploaded to IHDA.

APPENDIX A

Quick Fixes for Common Errors on ILRSS website

- If you get the error LOAN TYPE 7 RESTRICITON (CONV).
 - Change the "Loan Type Code" field on the Loan Info screen (1st page of application) to Fannie-Mae Conventional.
- If you get the error Loan Type Code Restriction (Freddie)
 - Change the "Loan Type Code" field on the Loan Info screen (1st page of application) to Freddie Mac.
- If you get the error <u>Base Loan Amount 1003 Details</u>
 - Enter in the Base Loan Amount in field "m" of the 1003 Details of Trans screen
- If you get the error <u>PMI-FUNDING-FEE</u>
 - Enter the PMI Funding fee in **both** field "g" and field "n" on the Details of Trans screen
- The Purchase Price Field for I-Refi loans is equal to the Appraised Value
- Any Non-1st Time Homebuyer, including I-Refi, must be flagged as a <u>YES</u> on the "<u>Prior Homeowner</u>" field on the Mortgagor screen

Quick Tips for the ILRSS (MITAS) website

- Please remember to use the Internet Explorer browser
- Please carefully read the 1st Mortgage program when selecting it.
 - This determines Interest Rate, Income Limits and more.
- Please ensure you get all Commitment Confirmations.
 - 1st Mortgage, 2nd Mortgage (if applicable), & MCC (if applicable)
- Please upload correct Document Order in correct Upload Categories
 - As of 3/1/2015 we are using IHDA Delivery Package & Investor Delivery Package.
- Please remember to cancel all loans if the loan is no longer a valid IHDA loan (1st, 2nd, and MCC if applicable).
- Please remember to update the Income in the system prior to requesting an AMI change. We will request you to do so!
 - Do not use the "Other Household Income" field under the credit score as it does not take. Use the Drop-Downs on the left.
- Please double check the loan information (loan amount, address, purchase price, etc.) prior to sending the loan in to IHDA for post-closing review.
 - This can prevent delays in Funding from US Bank!

Reserve Any Access Program

 \twoheadrightarrow

Start by reserving your Access 4%, 5%, or 10% 1st and 2nd mortgages

To qualify for the MCC

- Must be First Time Homebuyers or Exempt
- Must meet MCC income and purchase price limits, which can be found at: <u>https://www.ihdamortgage.org/income-limits</u>
- The loan must not have closed prior to 9/1/2018
- \$350 check made payable to IHDA must appear on the final CD.
- The applicable disclosures must be completed pursuant to the MCC Checklist / Procedural Guide.

Printer Friendly

Commitment Confirmation

Lender: IHDA SINGLE FAMILY LOANS Branch: CORPORATE OFFICE User ID: MMCEVOY Loan Number: 3120334 Lender Loan Number: Reservation Date: 08/27/2018 Reservation Expiration Date: 10/26/2018 Mortgagor Last Name: DOE Mortgagor First Name: JOHN Social Security Number: 123-45-6887 Loan Amount: \$100.000.00 Loan Type Codes:: Fannie Mae - Conventional Interest Rate: 5.6250 Purchase Price: \$110,000.00 Points: 0.0000 Assistance Amt: \$.00 Program Type: Access 4% CONV 1st Above Sub Program:: Access 4% CONV 1st Mortgag Allocation:: Access 4% CONV 1st Mortgage (w/ DPA) A Final Purchase Date: 99/99/9999 Loan Status: Committed

Pool Insurer: New or existing: EXISTING Targeted Area Status: Non-Targeted

> Property Address: 123 E. WACKER DR CHICAGO,IL 60601

Contact Information:



View Loan Detail for 1st Mortgage



- Retrieve the committed 1st mortgage
- You can see the already committed 2nd DPA at the bottom of the page (blue arrow)
- To reserve the MCC select "Reserve Second" (green arrow)

C	ross-Reference	Print Documents	s Loan Ap	plication
D	ocument Images	Cancel Commitme	ent Electroni	ic Import
	eserve Second			
-				
	Retrieve	a Loan: 3120334	Re	trie ve
\$	Servicer Reference	Number:	Re	trie ve
	Commitmer	Loan Amount: \$1 Interest Rate: 5.6 Purchase Price: \$1 It Expiration Date: 10 Program: Ac Sub Program: DA	00,000.00 5250 % 0 Payments 10,000.00 /26/2018 cess 4% CONV 1: cess 4% CONV 1: A) Above 80% Al	st Above st Mortgage (w/ Mi
	C	Allocation: Ac Underwriter * Closer: * Originator:: IHD Originator Branch: CC Property: 12 CH	cess CONV1stM DA SINGLE FAMIL DRPORATE OFFI 3 E. WACKER DR IICAGO, IL 60601	ortgage _Y LOANS CE {
Mortgagor	(Name	Allocation: Ac Underwriter * Closer: * Originator:: IHE Driginator Branch: CC Property: 12 CH	cess CONV1st M DA SINGLE FAMIL DRPORATE OFFI 3 E. WACKER DR NCAGO, IL 60601 Social	ortgage _Y LOANS CE } Security Number
Mortgagor JOHN DOE	Name	Allocation: Ac Underwriter * Closer: * Originator:: IHD Originator Branch: CC Property: 12 CH	cess CONV1st M DA SINGLE FAMIL DRPORATE OFFI 3 E. WACKER DR IICAGO, IL 60601 Social X	ortgage _Y LOANS CE { Security Numbe XXX-XX-6887
Mortgagor JOHN DOE	Name Loan Status	Allocation: Ac Underwriter * Closer: * Originator:: IHD Originator Branch: CC Property: 12 CH	cess CONV1st M DA SINGLE FAMIL DRPORATE OFFI 3 E. WACKER DR IICAGO, IL 60601 Social X Date	ortgage LY LOANS CE & Security Number XX-XX-6887
Mortgagor JOHN DOE	Name Loan Status Incomplete Re Reservation Committed	Allocation: Ac Underwriter * Closer: * Originator:: IHD Originator Branch: CC Property: 12 CH	CESS CONV1st M DA SINGLE FAMIL DRPORATE OFF IICAGO, IL 60601 Social X Date 08/27/2018 08/27/2018 08/27/2018	ortgage LY LOANS CE Security Number XX-XX-6887
Mortgagor JOHN DOE	Name Loan Status Incomplete Re Reservation Committed	Allocation: Ac Underwriter * Closer: * Originator:: IHD Originator Branch: CC Property: 12 CH	cess CONV1st M DA SINGLE FAMIL DRPORATE OFFI 3 E. WACKER DR IICAGO, IL 60601 Social X Date 08/27/2018 08/27/2018 08/27/2018	ortgage Y LOANS CE Security Numbe XX-XX-6887
Mortgagor JOHN DOE Un satisfied Missing Do	Name Loan Status Incomplete Re Reservation Committed	Allocation: Ac Underwriter * Closer: * Originator:: IHD Originator Branch: CC Property: 12 CH	cess CONV1st M DA SINGLE FAMIL DRPORATE OFFI 3 E. WACKER DR IICAGO, IL 60601 Social X Date 08/27/2018 08/27/2018 08/27/2018 08/27/2018 08/27/2018	ortgage Y LOANS CE Security Number XX-XX-6887
Mortgagor JOHN DOE Un satisfied	Name Loan Status Incomplete Re Reservation Committed	Allocation: Ac Underwriter * Closer: * Originator:: IHI Originator Branch: CC Property: 12 CH	cess CONV1st M DA SINGLE FAMIL DRPORATE OFFI 3 E. WACKER DR IICAGO, IL 60601 Social X Date 08/27/2018 08/27/2018 08/27/2018 08/27/2018	Due

Illinois Housing Development Authority



Select the MCC Program Heading



• Click 2018 MCC Tax Credit Program (green arrow)

Illinois Housing Development Authority

Click on the Back button to return to the Loan Status Screen, or click on a Program from the list below, if available.

IHDA SINGLE FAMILY LOANS CORPORATE OFFICE	
Program Type	Available Amount
2018 MCC Tax Credit Program	\$99,838,800.00

Select the MCC Program



Illinois Housing Development Authority

Click on the Back button to return to the Loan Status Screen , or click on a Program from the list below, if available.

IHDA SINGLE FAMILY LOANS CORPORATE OFFICE	
Program Type	Available Amount
2018 MCC Tax Credit Program	\$99,838,800.00
2018 MCC Tax Credit Program	\$99,838,800.00

• Click the lower 2018 MCC Tax Credit Program (green arrow)



Adjust the MCC Loan Amount



- Change the Loan Amount field to match the 1st Mortgage Loan Amount (green arrow)
- All other fields should already mirror the 1st mortgage

Illinois Housing Development Authority

		LOAN INFOR	NOITAM	
Mortgagor First Name & MI: JO	HN	Last Name:	DOE	Mortgagor SSN: 123-45-6887
Loan Amount: Purchase Price: + Improvement Cost: = Acquisition Cost: Appraised Value:	100000 × 110,000.00		Loan Ty Date of Expected Closi Number in Househo Number of Wage Earne	pe: Fannie Mae - Conventional V ng: 09/10/2018 MM/DD/YYYYY old: 1 ers: 1
Monthly P&I:	12.22		Terr	n: 380
Originator Phone Originator Fax	312 - 555 - (5555		
Lender 1st Mortgage Loan N	Number:			
		Interest	Rate	
	Interest Ra	ate: 5.6250		



Select 1003 Details of Trans Page



• Jump to, or click through to, the 1003 details of transaction page (green arrow)

	Illinois Housing D
1003 Details of Trans	
MITAS	a. Purchase Price
MITAS	b. Alterations, improvements, repairs
	c. Land (if acquired separately)
Screens	d. Refinance (incl. debts to be paid off)
Loan Info	e. Estimated prepaid items
Property Mortgagor	f. Estimated closing costs
Co-Mortgagor	g. PMI, MIP, Funding Fee
1003 Details of Trans	h. Discount (if Borrower will pay)
	i. Total costs (add items a through
	j. Subordinate financing
	k. Borrower's closing costs paid by Sell
	I. Other Credits
Options	m. Loan amount (exclude PMI, MIP, Fund
Nevt	n. PMI, MIP, Funding Fee financed
Back	o. Loan amount (add m & n)
Submit	p. Cash from/to Borrower (subtract j, k,
Main Monu	
System Help	
Logoff	
ATTAC	
MILLAS 2	



Submit the MCC



• Click Submit on the MCC (green arrow)

	1003 Details of Trans	
MITAR		a. Purchase Price
MILAS		b. Alterations, improvements, repairs
		c. Land (if acquired separately)
Screens		d. Refinance (incl. debts to be paid off
oan Info		e. Estimated prepaid items
Property Nortgagor		f. Estimated closing costs
o-Mortgagor		g. PMI, MIP, Funding Fee
003 Details of Trans		h. Discount (if Borrower will pay)
		i. Total costs (add items a throug
		j. Subordinate financing
		k. Borrower's closing costs paid by S
	_	I. Other Credits
/ptions Depot		m. Loan amount (exclude PMI, MIP, Fu
Next	-	n. PMI, MIP, Funding Fee financed
Back		o. Loan amount (add m & n)
Submit		p. Cash from/to Borrower (subtract j,
Main Menu System Help Logoff MITAS		



Submit the Commitment



- Print or Save the MCC commitment confirmation (can always pull it up later as needed)
- Select Submit on the MCC commitment (green arrow)





View All Committed Loans



You will see that we are in the Loan Detail screen of the MCC with the loan number in the Retrieve box (green arrow)

- MCC Loan Numbers will start 32A follower by a 7 digit identifier
- Ex: 32A0000351

You can also see the other two loans tied to this borrower

- 1st Mortgage (red arrow)
- 2nd DPA (blue arrow)

At this point you are good to go and will upload your delivery files, including the MCC docs, post close to the 1st mortgage

Cross-Reference Print Documents Loan Application **Document Images Cancel Commitment** Electronic Import Retrieve a Loan: 31A0000351 Retrieve Servicer Reference Number Retrieve Loan Amount: \$100,000.00 Interest Rate: 5.6250 % Term: 360 Payments Purchase Price: \$110,000.00 Commitment Expiration Date: 10/26/2018 Program: 2018 MCC Program Sub Program: 2018 MCC Tax Credit Program Allocation: 2018 MCC Program Underwriter Keith Pryor Closer: * Originator:: IHDA SINGLE FAMILY LOANS Originator Branch: CORPORATE OFFICE Property: 123 E. WACKER DR CHICAGO, IL 60601 Mortgagor Name Social Security Number JOHN DOE XXX-XX-6887 Loan Status Date Incomplete Reservation 08/27/2018 Reservation 08/27/2018 Committed 08/27/2018 Unsatisfied Conditions Requested Due Missing Documents Requested Due Other Mortgages Loan Amount Interest Rate Term In Months Amortization Type Program 360 Day-Year / 30 Day-Access 4% (up to \$6,000) CDNV 1st Mortgage (w / DFA) A bove 80% AM 5 6250 360 00.000.0013 360 Day-Year / 30 Day-Access 4% (up to \$6,000) CONV 2nd Mortgage (w / DPA) Above 80% AM 64,400.00 0.0000 120

Illinois Housing Development Authority





MUNUNUM Lugaram

Reserving a 2019 IHDA Advantage Subsidy (IAS)

A HDA MORTGAGE

Reserve Any Freddie Conv. Program

Start by reserving your Freddie Mac (FHLMC) Conventional mortgages

To qualify for the IAS, the borrower:

 Must use an IHDA FHLMC Conventional mortgage loan using the Access or 1stHomeIllinois Program

 $\rightarrow \rightarrow$

- Be below 80% AMI per the IAS Guide
- Receive an Approved/Eligible in LPA

Click on the Back button to return to the main menu, or click on a Program from the list below, if available.

		C
Program Type	Available Amount	Current Rate
1stHomelllinois FHA 1st Mortgage (w/ DPA) Above 80% AMI	\$9,378,319.00	4.1250%
1stHomelllinois FHA 1st Mortgage (w/ DPA) Below 80% AMI	\$4,785,538.00	4.1250%
1stHomelllinois USDA 1st Mortgage (w/ DPA) Above 80% AMI	\$6,330,363.33	4.1250%
1stHomelllinois USDA 1st Mortgage (w/ DPA) Below 80% AMI	\$7,721,332.00	4.1250%
1stHomelllinois VA 1st Mortgage (w/ DPA) Above 80% AMI	\$6,330,357.00	4.1250%
1stHomelllinois VA 1st Mortgage (w/ DPA) Below 80% AMI	\$5,440,969.00	4.1250%
1stHomelllinois CONV 1st Mortgage (w/ DPA) Above 80% AMI	\$2,389,396.82	4.8750%
1stHomelllinois CONV 1st Mortgage (w/ DPA) Below 80% AMI	\$3,778,788.79	4.8750%
I-Refi FHA Above 80% AMI	\$5,293,383.00	4.1250%
I-Refi FHA Below 80% AMI	\$8,784,983.00	4.1250%
I-Refi USDA Above 80% AMI	\$10,000,000.00	4.1250%
I-Refi USDA Below 80% AMI	\$10,000,000.00	4.1250%
I-Refi VA Above 80% AMI	\$9,531,807.00	4.1250%
I-Refi VA Below 80% AMI	\$10,000,000.00	4.1250%
I-Refi CONV (1-Unit) Above 80% AMI	\$3,221,346.00	4.8750%
I-Refi CONV (1-Unit) Below 80% AMI	\$5,790,458.00	4.8750%
I-Refi CONV (2-Unit) Above 80% AMI	\$9,143,691.00	4.8750%
I-Refi CONV (2-Unit) Below 80% AMI	\$9,957,250.00	4.8750%
Access 4% (up to \$6,000) FHA 1st Mortgage (w/ DPA) Above 80%AMI	\$11,435,581.25	4.1250%
Access 4% (up to \$6,000) FHA 1st Mortgage (w/ DPA) Below 80%AMI	\$5,084,609.00	4.1250%
Access 4% (up to \$6,000) USDA 1st Mortgage (w/ DPA) Above 80% AMI	\$7,319,079.00	4.1250%

- Scroll to Bottom of Program List

1stHome Freddie (FHLMC) - CONV 1st Mortgage (w/DPA) Above 80% AMI 1stHome Freddie (FHLMC) - CONV 1st Mortgage (w/DPA) Below 80% AMI Access 4% Freddie (FHLMC) - CONV 1st Mortgage (w/DPA) Above 80% AMI Access 5% Freddie (FHLMC) - CONV 1st Mortgage (w/DPA) Above 80% AMI Access 5% Freddie (FHLMC) - CONV 1st Mortgage (w/DPA) Above 80% AMI Access 5% Freddie (FHLMC) - CONV 1st Mortgage (w/DPA) Below 80% AMI Access 10% Freddie (FHLMC) - CONV 1st Mortgage (w/DPA) Above80% AMI Access 10% Freddie (FHLMC) - CONV 1st Mortgage (w/DPA) Above80% AMI

\$10,000,000.00	4.8750%
\$10,000,000.00	4.8750%
\$9,908,000.00	4.8750%
\$10,000,000.00	4.8750%
\$10,000,000.00	4.8750%
\$10,000,000.00	4.8750%
\$10,000,000.00	4.7500%
\$10,000,000.00	4.7500%



View Loan Detail for 1st Mortgage



- Retrieve the committed 1st mortgage
- You can see the already committed 2nd DPA at the bottom of the page (blue arrow)
- To reserve the IAS select "Reserve Second" (green arrow)

Cross-Reference Print Documents Loan Application Document Images **Cancel Commitment** Electronic Import Reserve Second Retrieve a Loan: 3132367 Retrieve Servicer Reference Number Retrieve Loan Amount: \$92,000.00 Interest Rate: 4,8750 % Term: 360 Payments Purchase Price: \$100,000.00 Reservation Expiration Date: 09/14/2019 Program: Access 4% FHLMC- 1st Abv Access 4% Freddie (FHLMC) Sub Program: CONV 1st Mortgage (w/DPA) Above 80% AMI Allocation: Access (Freddie) - Conventional 1st Mortgage Underwriter * Closer:* Originator:: IHDA SINGLE FAMILY LOANS Originator Branch: CORPORATE OFFICE Property: 123 CHICAGO ST CHICAGO, IL 60601 Servicer: U.S. BANK HOME MORTGAGE/ FHA Mortgagor Name Social Security Number JOHN DOE XXX-XX-6598 Loan Status Date Incomplete Reservation 07/16/2019 Reservation 07/16/2019 Committed 07/16/2019 **Unsatisfied Conditions** Requested Due **Missing Documents** Requested Due Other Mortgages oan Amount Interest Rate Term In Months Amortization Type Program 360 Day-Year / 30 Day-A coess 4% Freddie (FHLMC) - CONV 2nd Mortgage (w /DPA) Above 80% AMI \$4,000.00 120 0.0000 Month

Illinois Housing Development Authority



Select the IAS Program Heading



• Click the appropriate IHDA Advantage Subsidy Program (green arrow)

Illinois Housing Development Authority

Click on the Back button to return to the Loan Status Screen , or click on a Program from the list below, if available.

2018 MCC Tax Credit Program \$76,142,690.00 Access 4% Freddie (FHLMC) - CONV 2nd Mortgage (w/DPA) Above 80% AMI \$2,496.000.00 0.0000		Available Amount Current na
Access 4% Freddie (FHLMC) - CONV 2nd Mortgage (w/DPA) Above 80% AMI \$2,496,000.00 0.0000	2018 MCC Tax Credit Program	\$76,142,690.00
and a second design of the second sec	Access 4% Freddie (FHLMC) - CONV 2nd Mortgage (w/DPA) Ab	ove 80% AMI \$2,496,000.00 0.0000



Select the IAS Program



• Click the lower IHDA Advantage Subsidy Program (green arrow)

Illinois Housing Development Authority

Click on the Back button to return to the Loan Status Screen, or click on a Program from the list below, if available.

IHDA SINGLE FAMILY LOANS CORPORATE OFFICE		
Program Type	Available Amount	Current Rate
2018 MCC Tax Credit Program	\$76,142,690.00	
Access 4% Freddie (FHLMC) - CONV 2nd Mortgage (w/DPA) Above 80% AMI	\$2,496,000.00	0.0000%
IHDA Advantage Subsidy (Below 80%) - \$1,500		
IHDA Advantage Subsidy (Below 80%) - \$1,500		
IHDA Advantage Subsidy (Below 50%) - \$2,500		



Adjust the IAS Loan Amount



- Change the Loan Amount field to be either \$1,500 or \$2,500 based on program choice (green arrow)
- All other fields should already mirror the 1st mortgage

Illinois Housing Development Authority

	LOAN INFOR	RMATION	1909
Mortgagor First Name & MI: JOHN	Last Name:	DOE	Mortgagor SSN: 122-23-8598
Loan Amount: 1500 Purchase Price: 100.000.00 + Improvement Cost: = Acquisition Cost: 100,000.00 Appraised Value: 100,000.00	×	Loan Ty Date of Expected Clos Number in Househ Number of Wage Earn	ype: Freddie Mac N sing: 07/25/2019 MM/DD/YYYY vold: 1 ers: 1
Monthly P&I:		Ter	rm: 000
Originator Phone: Originator Fax:			
Lender 1st Mortgage Loan Number:			
	Interest	Rate	
Intere	est Rate: 0.0000		



Select 1003 Details of Trans Page



• Jump, or click through, to the "1003 Details of Transaction" page (green arrow)





Illinois Housing D

b. Alterations, improvements, repairs
c. Land (if acquired separately)
d. Refinance (incl. debts to be paid off)

e. Estimated prepaid items f. Estimated closing costs g. PMI, MIP, Funding Fee

h. Discount (if Borrower will pay) i. Total costs (add items a through h

k. Borrower's closing costs paid by Selle

m. Loan amount (exclude PMI, MIP, Fundii

p. Cash from/to Borrower (subtract j, k,

n. PMI, MIP, Funding Fee financed o. Loan amount (add m & n)

j. Subordinate financing

I. Other Credits

a. Purchase Price

Submit the IAS



• Click "Submit" on the IAS (green arrow)

10	03 Details of Trans	
ITAS		
of Trans		
Reset		
Next		
Back	1	
Submit		
u elp ITAS		
Reset Next Back Submit		



Submit the Commitment

- Print or Save the IAS Commitment Confirmation (can always pull it up later as needed)
- Select "Submit" on the IAS commitment (green arrow)





View All Committed Loans



You will see that we are in the Loan Detail screen of the IAS with the loan number in the Retrieve box (green arrow)

 IAS Loan Numbers are 7 digit identifiers similar to 1st or 2nd mortgages (ex: 3132419)

You can also see the other three loans tied to this borrower

- 1st Mortgage (red arrow)
- 2nd DPA (blue arrow)
- MCC *Optional with qualifying Access Programs* (Orange Arrow)

At this point you are good to go and will upload your delivery files post close to the 1st mortgage

Illinois Housing Development Authority

Cross-Reference	Print Documents	Loan Application	
Document Images	Cancel Commitment	Electronic Import	



Loan Amount: \$1,500.00 Interest Rate: 0.0000 % Term: 0 Payments Purchase Price: \$100,000.00 Reservation Expiration Date: 09/14/2019 Program: IHDA Adv Subsidy - \$1,500 Sub Program: IHDA Advantage Subsidy (Below 80%) - \$1,500 Allocation: IHDA Advantage Subsidy (IAS) Underwriter Michael McEvoy Closer: * Originator:: IHDA SINGLE FAMILY LOANS Originator Branch: CORPORATE OFFICE Property: 123 CHICAGO ST CHICAGO, IL 60601 Servicer: U.S. BANK HOME MORTGAGE/ FHA

	Mortgag	Mortgagor Name			Social Security Number			
	JOHN D	OE			XXX-XX-6598			
		Loan St	atus	Da	te			
		Incomple	ete Reservation	07/16	2019			
		Committ	ition ied	07/16/	/2019 /2019			
	Unsatisfi	Unsatisfied Conditions Missing Documents			uested	Due		
	Missing				uested	Due		
Other Mortga	ges							
Loan Amount	Interest Rate	Term In Months	s Amortization Type	Program				
\$92,000.00	4.8750	380	360 Day-Year / 30 Day- Month	Access 4% Freddie (FHLMC) - CONV 1st Mortgage (w/DPA) Above 80% AM				
\$4,000.00	0.0000	120	360 Day-Year / 30 Day- Month	Access 4% Freddie (FHLMC) - CONV 2nd Mortgage (w /DPA) Above 80% AM				
\$92,000.00	4.8750	380	360 Day-Year / 30 Day- Month	2018 MCC Tax Credt Program				

