ILLINOIS HOUSING DEVELOPMENT AUTHORITY

The Homeownership Department

IHDA Commitment / Reservation Manual

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Revised September, 2015
Revised March, 2016
Revised August, 2016
Revised October, 2016
Revised June, 2017

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TABLE OF CONTENTS

	PAGE
INTRODUCTION	3
LOGIN SCREEN	4
PASSWORD	5
ADDRESS MAINTENANCE	7
MAIN MENU	8
NEW LOAN REGISTRATION	9
LOAN INFORMATION	12
PROPERTY INFORMATION	14
PRIMARY MORTGAGOR INFORMATION	15
CO-MORTGAGOR INFORMATION	16
DETAILS OF TRANSACTION	17
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 (PROGRAM LIST AS OF SEPTEMBER 2015)	39
APPENDIX B (QUICK FIXES AND TIPS FOR ILRS – MITAS SITE)	48

INTRODUCTION:

The *IHDA Commitment / Reservation Manual* is designed to make the reader familiar with the MITAS system. MITAS is a web based application (https://ilrss.ihda.org/ilrss/) 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.

Note: As of 8/5/2016, the ILRS includes an enhancement that allows the auto-reservation of a 2nd on any 1stHomeIllinois or @HOME Illinois product that includes either a 2nd mortgage, Mortgage Credit Certificate (MCC) or combination.

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 (https://ilrss.ihda.org/ilrss/) 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 will be 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	#1-877-456-2656
Email:	AtHomeIllinois@IHDA.org

LOGIN SCREEN:

Go to https://ilrss.ihda.org/ilrss/ 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, turn to the next page.

PASSWORD:

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.

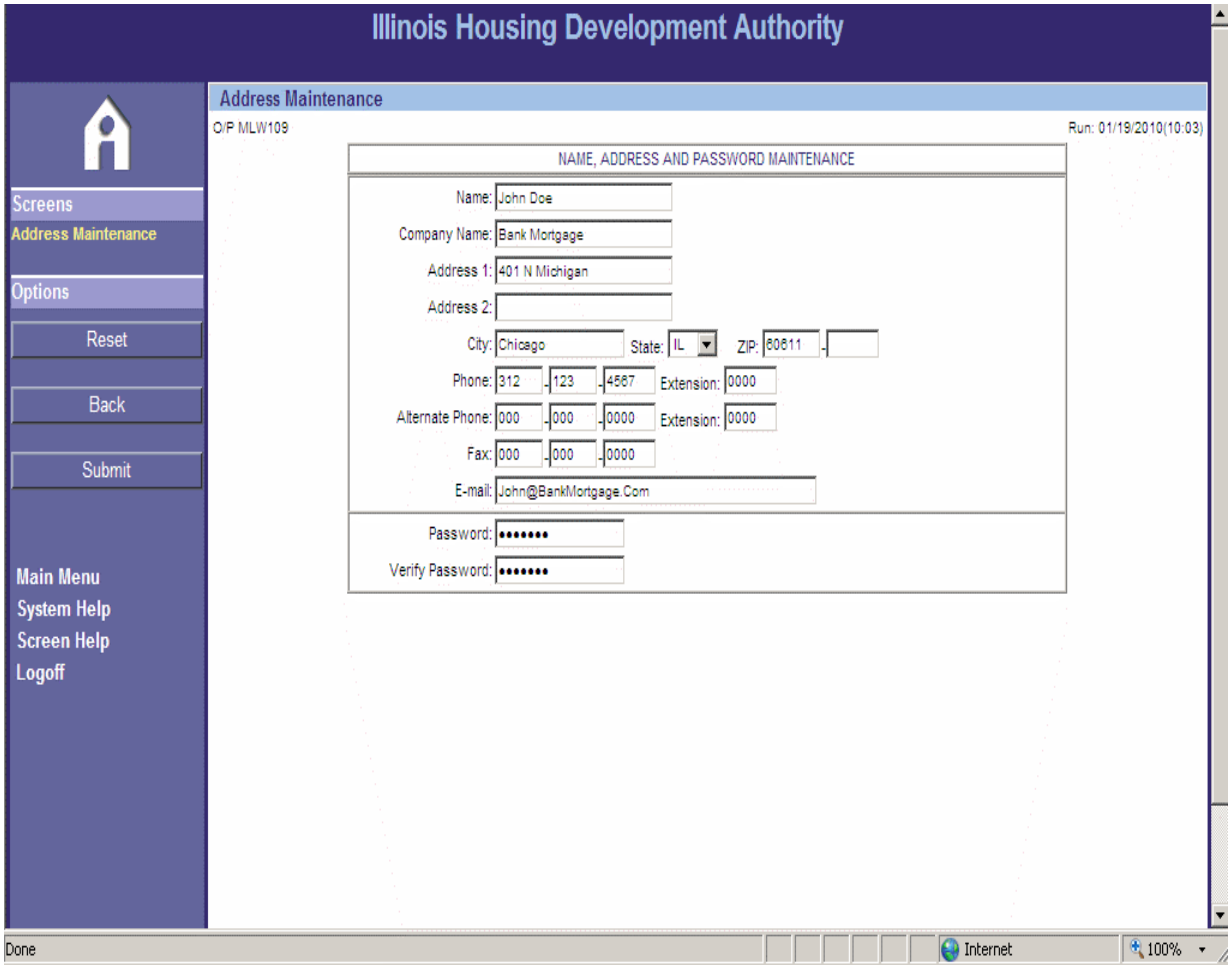
After you have changed your password, click “Submit” to complete the change. (Be sure to write your password down and keep it in a safe place for future transactions.) After clicking “Submit,” on the left-hand side of the screen, you will be taken to the Main Menu screen. If this is your first time using 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 **WEB User Maintenance** 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.

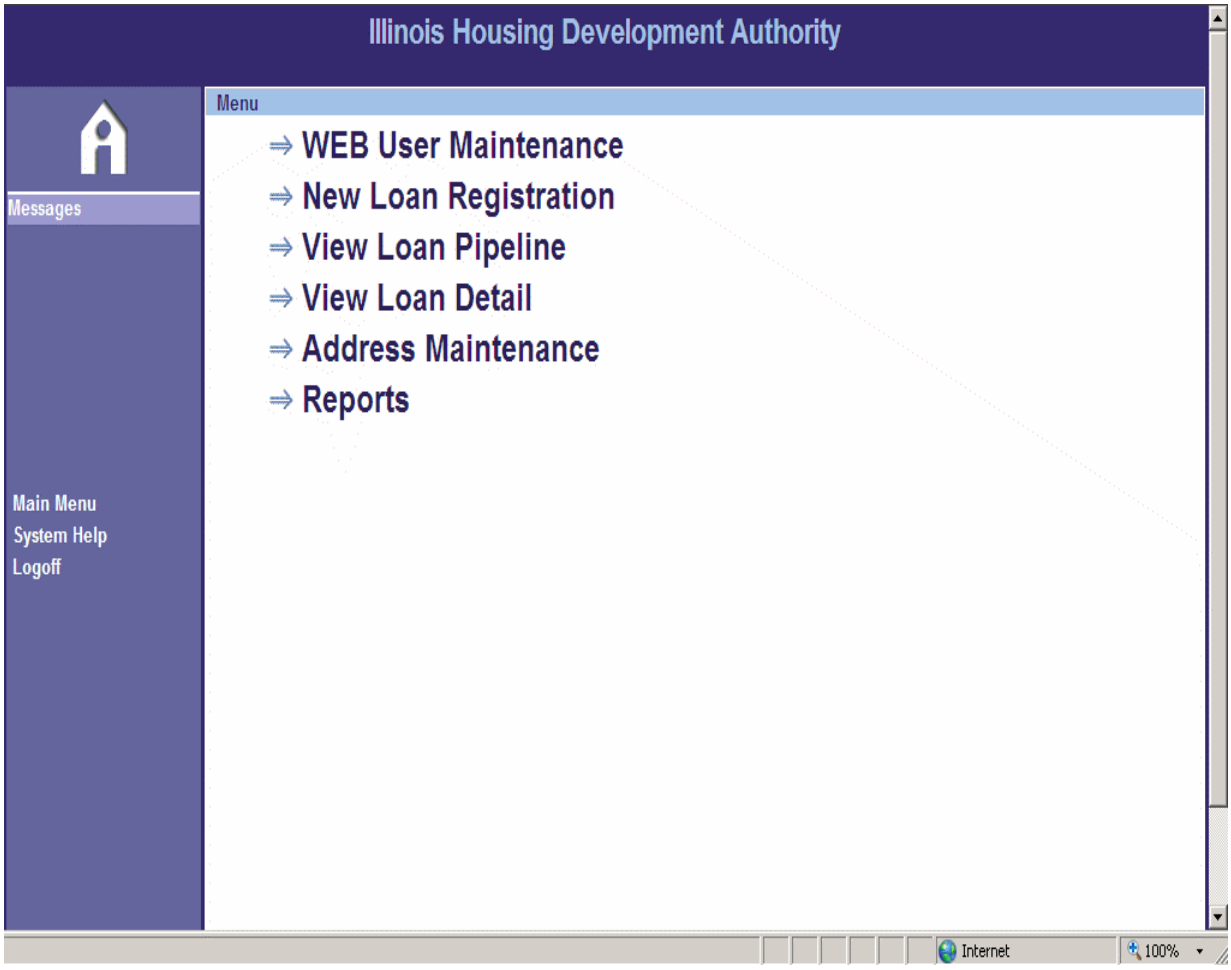
ADDRESS MAINTENANCE:



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:



You have now returned to the main menu.

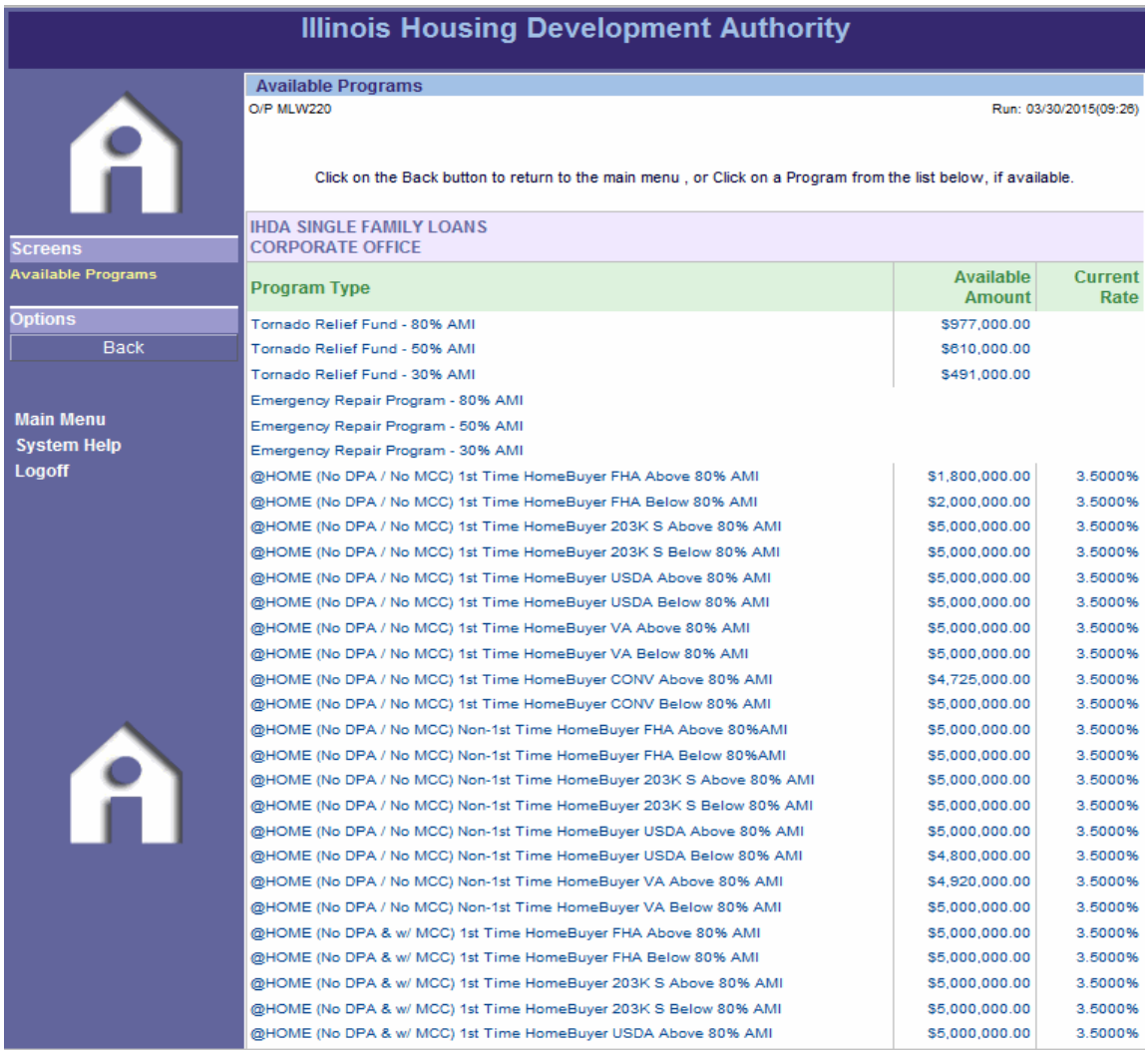
Click "New Loan Registration" to reserve a loan.

<u>RESERVATION POLICY - IMPORTANT TO NOTE:</u>

At the time the registration/commitment is made, the *interest rate is locked for 60 days* regardless of future rate changes. Loan must be purchased by IHDA / master servicer by the 60th day. If a loan has not been purchased by the 60th day, a 25 bps reduction in SRP will be made; if a loan has not been purchased by the 90th day though IHDA is under no obligation to purchase the loan(s), you may incur additional SRP reductions.

Please See Page 38 for the Complete Policy

NEW LOAN REGISTRATION:



Illinois Housing Development Authority

Screens
Available Programs

Options
Back

Main Menu
System Help
Logoff

Available Programs

O/P MLW220 Run: 03/30/2015(09:26)

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

IHDA SINGLE FAMILY LOANS
CORPORATE OFFICE

Program Type	Available Amount	Current Rate
Tornado Relief Fund - 80% AMI	$977,000.00	
Tornado Relief Fund - 50% AMI	$610,000.00	
Tornado Relief Fund - 30% AMI	$491,000.00	
Emergency Repair Program - 80% AMI		
Emergency Repair Program - 50% AMI		
Emergency Repair Program - 30% AMI		
@HOME (No DPA / No MCC) 1st Time HomeBuyer FHA Above 80% AMI	$1,800,000.00	3.5000%
@HOME (No DPA / No MCC) 1st Time HomeBuyer FHA Below 80% AMI	$2,000,000.00	3.5000%
@HOME (No DPA / No MCC) 1st Time HomeBuyer 203K S Above 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA / No MCC) 1st Time HomeBuyer 203K S Below 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA / No MCC) 1st Time HomeBuyer USDA Above 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA / No MCC) 1st Time HomeBuyer USDA Below 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA / No MCC) 1st Time HomeBuyer VA Above 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA / No MCC) 1st Time HomeBuyer VA Below 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA / No MCC) 1st Time HomeBuyer CONV Above 80% AMI	$4,725,000.00	3.5000%
@HOME (No DPA / No MCC) 1st Time HomeBuyer CONV Below 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA / No MCC) Non-1st Time HomeBuyer FHA Above 80%AMI	$5,000,000.00	3.5000%
@HOME (No DPA / No MCC) Non-1st Time HomeBuyer FHA Below 80%AMI	$5,000,000.00	3.5000%
@HOME (No DPA / No MCC) Non-1st Time HomeBuyer 203K S Above 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA / No MCC) Non-1st Time HomeBuyer 203K S Below 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA / No MCC) Non-1st Time HomeBuyer USDA Above 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA / No MCC) Non-1st Time HomeBuyer USDA Below 80% AMI	$4,800,000.00	3.5000%
@HOME (No DPA / No MCC) Non-1st Time HomeBuyer VA Above 80% AMI	$4,920,000.00	3.5000%
@HOME (No DPA / No MCC) Non-1st Time HomeBuyer VA Below 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA & w/ MCC) 1st Time HomeBuyer FHA Above 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA & w/ MCC) 1st Time HomeBuyer FHA Below 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA & w/ MCC) 1st Time HomeBuyer 203K S Above 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA & w/ MCC) 1st Time HomeBuyer 203K S Below 80% AMI	$5,000,000.00	3.5000%
@HOME (No DPA & w/ MCC) 1st Time HomeBuyer USDA Above 80% AMI	$5,000,000.00	3.5000%

*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.

This screen lists all of the IHDA programs available to your institution. If you are not ready to make a reservation, but would like to know how much money is remaining in a particular program, you will find that information here. If you do not want to reserve a loan at this time, click "logoff" on the left-hand side of the screen.

Please note: The reservation process is different depending on the program you choose. 1st HomeIllinois and @HOME Illinois will auto reserve any

applicable 2nd mortgage or MCC, while I-Refi will require you to choose the corresponding 2nd and enter the assistance amount
Currently, IHDA offers the following programs:

- @HOME Illinois: The Illinois Housing Development Authority's (IHDA) current program offers a competitive interest rate, along with multiple options including Down Payment Assistance (DPA), Lender Paid Mortgage Insurance (LPMI) and/or a Mortgage Credit Certificate (MCC)
    - @HOME (No DPA / No MCC) is a 1st mortgage only program for First time and Non-first time homebuyers and is available for FHA, USDA, VA, and Conventional Loans.
    - @HOME (No DPA & w/ MCC) is a 1st mortgage program **for First time homebuyers only** and is available for FHA, USDA, VA, and Conventional Loans.
        - Reservations under this sub-set will have two (2) reservation confirmations (1st and MCC)
    - @HOME (w/ DPA & No MCC) is a 1st mortgage program combined with a 2nd mortgage DPA loan in the amount of $5,000 for First time and Non-first time homebuyers and is available for FHA, USDA, VA, and Conventional Loans.
        - Reservations under this sub-set will have two (2) reservation confirmations (1st and 2nd)
        - **As of 6/1/2015**, borrowers Above 80% AMI **and** Below 80% AMI will have a 2nd mortgage Amortized over 10 years with a monthly payment of $41.67.
    - @HOME Trio (w/ DPA & w/ MCC) is a 1st mortgage program combined with a 2nd mortgage DPA loan in the amount of $5,000, along with a MCC for program **for First time homebuyers only** and is available for FHA, USDA, VA, and Conventional Loans.
        - Reservations under this sub-set will have three (3) reservation confirmations (1st, 2nd and MCC)
        - **As of 6/1/2015**, borrowers Above 80% AMI **and** Below 80% AMI will have a 2nd mortgage Amortized over 10 years with a monthly payment of $41.67.
    - Lender Paid MI (LPMI) is a **Conventional Only** product that can have a combination of Down Payment Assistance, MCC, both or neither.
    - @HOME Refinance is a refinance option for existing homeowners.

- 1st HomeIllinois: The Illinois Housing Development Authority's (IHDA) current program offers a competitive interest rate and $7,500 Down Payment Assistance (DPA) to **First time homebuyers only** (Veterans and properties located in Targeted Areas are exempt) for properties located **within designated counties** in Illinois.
    - Counties include: Boone, Cook, DeKalb, Fulton, Kane, Marion, McHenry, St. Clair, Will and Winnebago.
    - 30-year fixed rate available as FHA, USDA, VA, and Conventional.
    - No New Construction is allowed
    - Reservations under this program will have two (2) reservation confirmations (1st and 2nd DPA)
- 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%.

For more detailed descriptions of IHDA's current programs, visit one of the following links or contact an IHDA Representative.

I-Refi

- https://www.ihda.org/my-home/irefi/

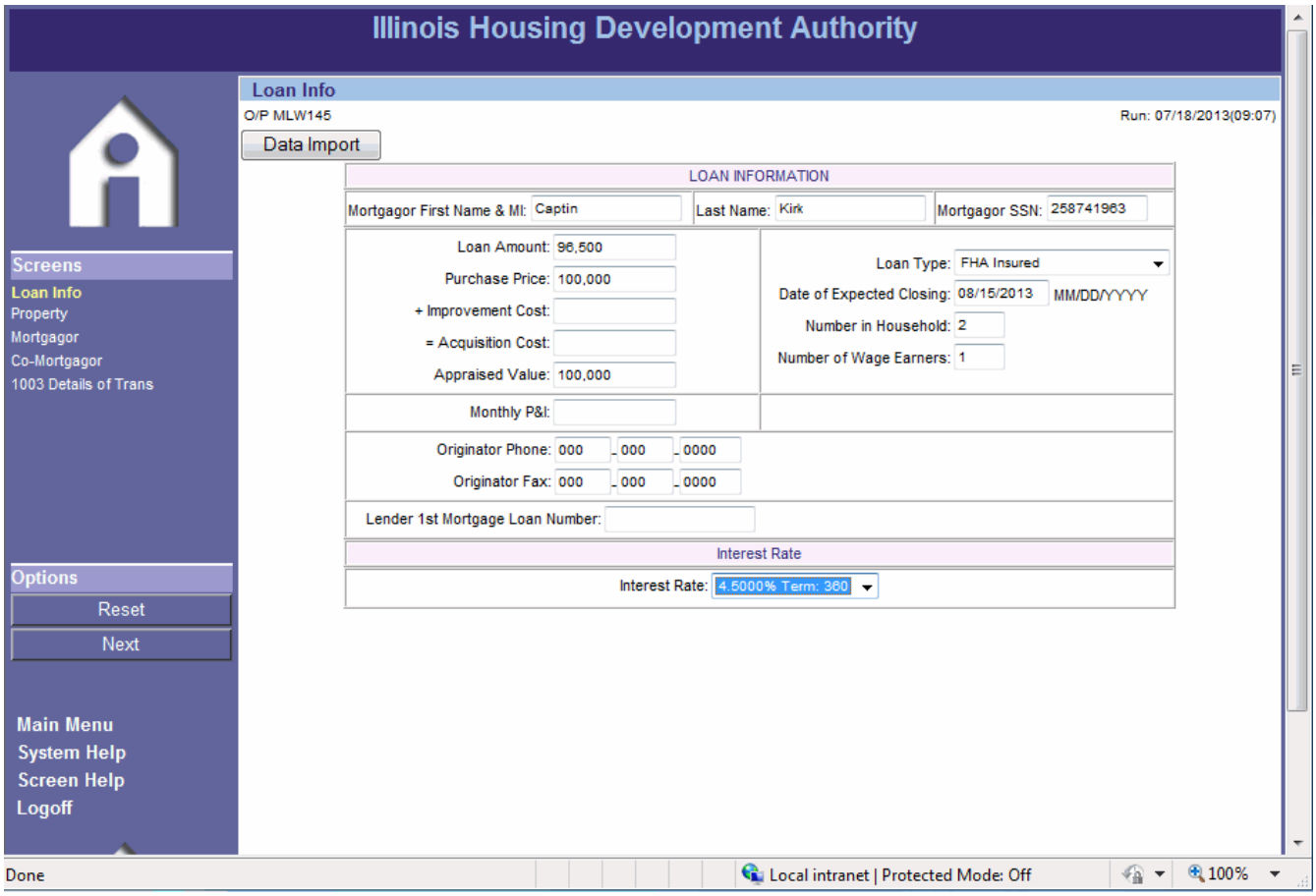
All Lending Programs

- https://www.ihda.org/lenders-realtors/lending-programs/
- http://www.ihda.org/my-home/buying-a-house/getting-an-ihda-loan/

Document Sets, Guides, and additional information

- https://www.ihda.org/lenders-realtors/common-forms/

LOAN INFORMATION:



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

<u>Important Note:</u>

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.

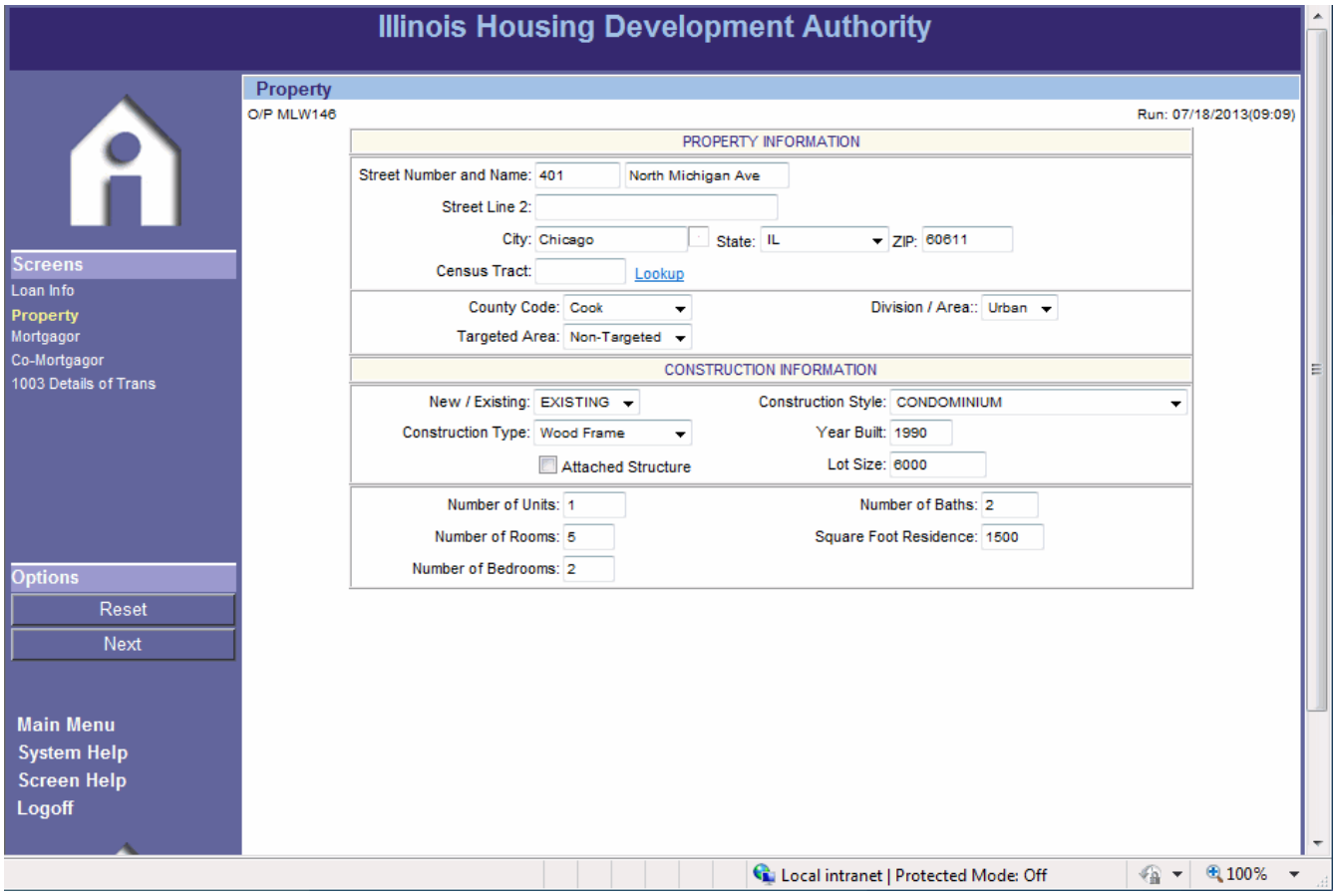
Once your upload is complete, you will end up at the loan info screen. However, because property information is not included on the 1003, you will need to go back through the first few screens to complete the property information screen and to make sure all data fields are complete.

**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.

Important 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:



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 left-hand side of the screen.

PRIMARY MORTGAGOR INFORMATION:

Illinois Housing Development Authority

Mortgagor

O/P MLW147 Run: 07/18/2013(09:12)

Screens
Loan Info
Property
Mortgagor
Co-Mortgagor
1003 Details of Trans

Options
Reset
Next

Main Menu
System Help
Screen Help
Logoff

PRIMARY MORTGAGOR INFORMATION

First Name & MI: CAPTIN | Last Name: KIRK | SSN: 258-74-1963

Prior Home Owner: NO | Date of Last Occupancy: MM/DD/YYYY

Current Address:
Address 1: 2581 West Corning Road
Address 2:
City: Quincy
State: IL ZIP: 62301
Home Phone: 555 - 658 - 9874
Work Phone: 555 - 214 - 5418

Ethnicity: White - Not of Hispanic Origin
Hispanic or Latino
Gender: Female Male
Marital Status: Married
Date of Birth: 05/07/1989 MM/DD/YYYY
Age at Application: 24
Years Schooling: 18
Number of Dependents: 1
Occupation: Government
Years in Profession: 3

Income Type	Monthly Income
Base Income	2400.00
Base Income	
Base Income	
Base Income	
Base Income	
Base Income	

Credit Score: 660
Other Household Income: (Household Members other than mortgagor or co-mortgagors) 0.00

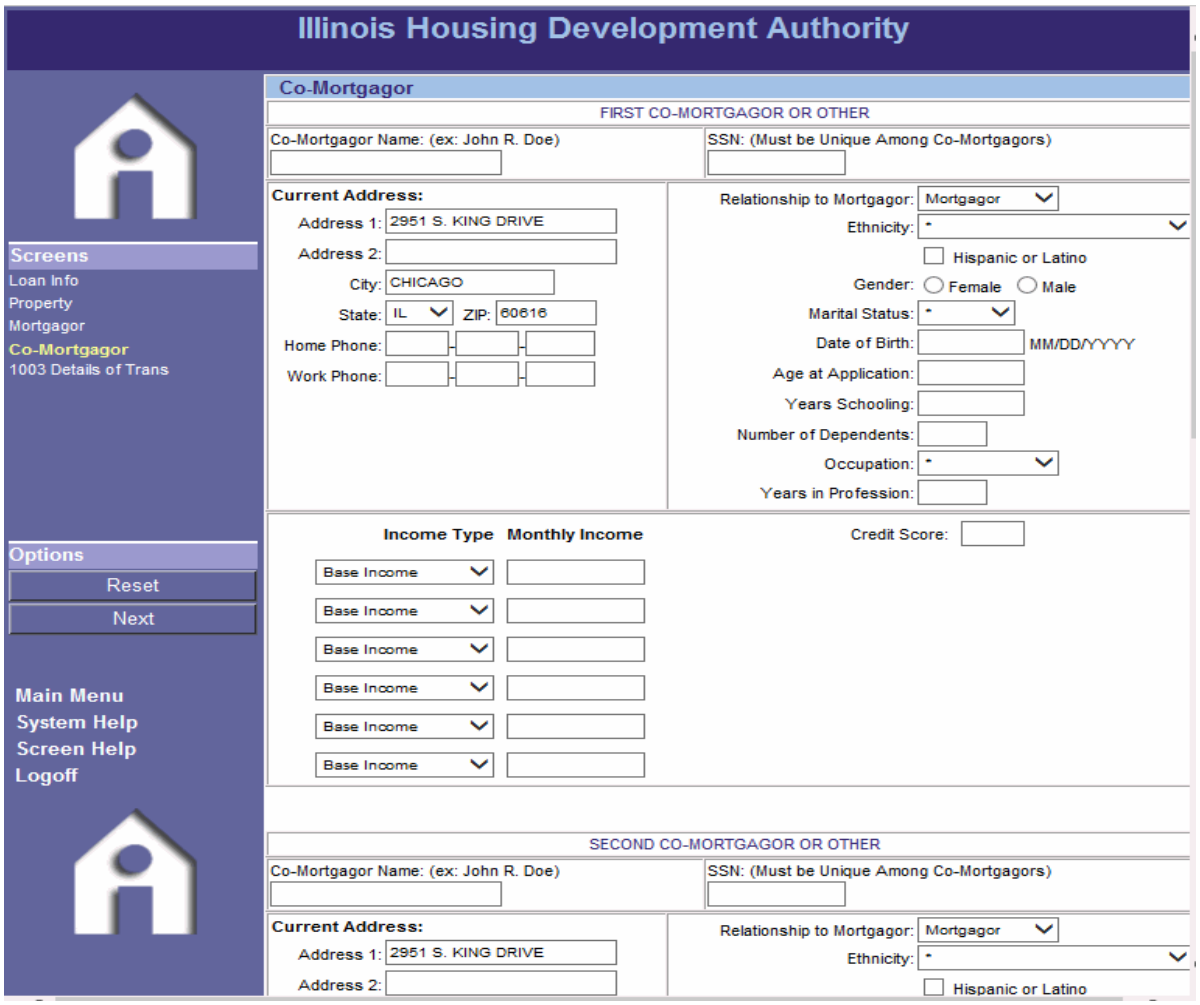
Local intranet | Protected Mode: Off 100%

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 "**Prior Homeowner**" field located in the upper left corner to reflect **YES**.

Important Note:
When updating and inputting Income, you must **use the drop-down options** on the left side under "Income Type" and "Monthly Income." **Do not use the "Other Household Income" field** on the right side under Credit Score.

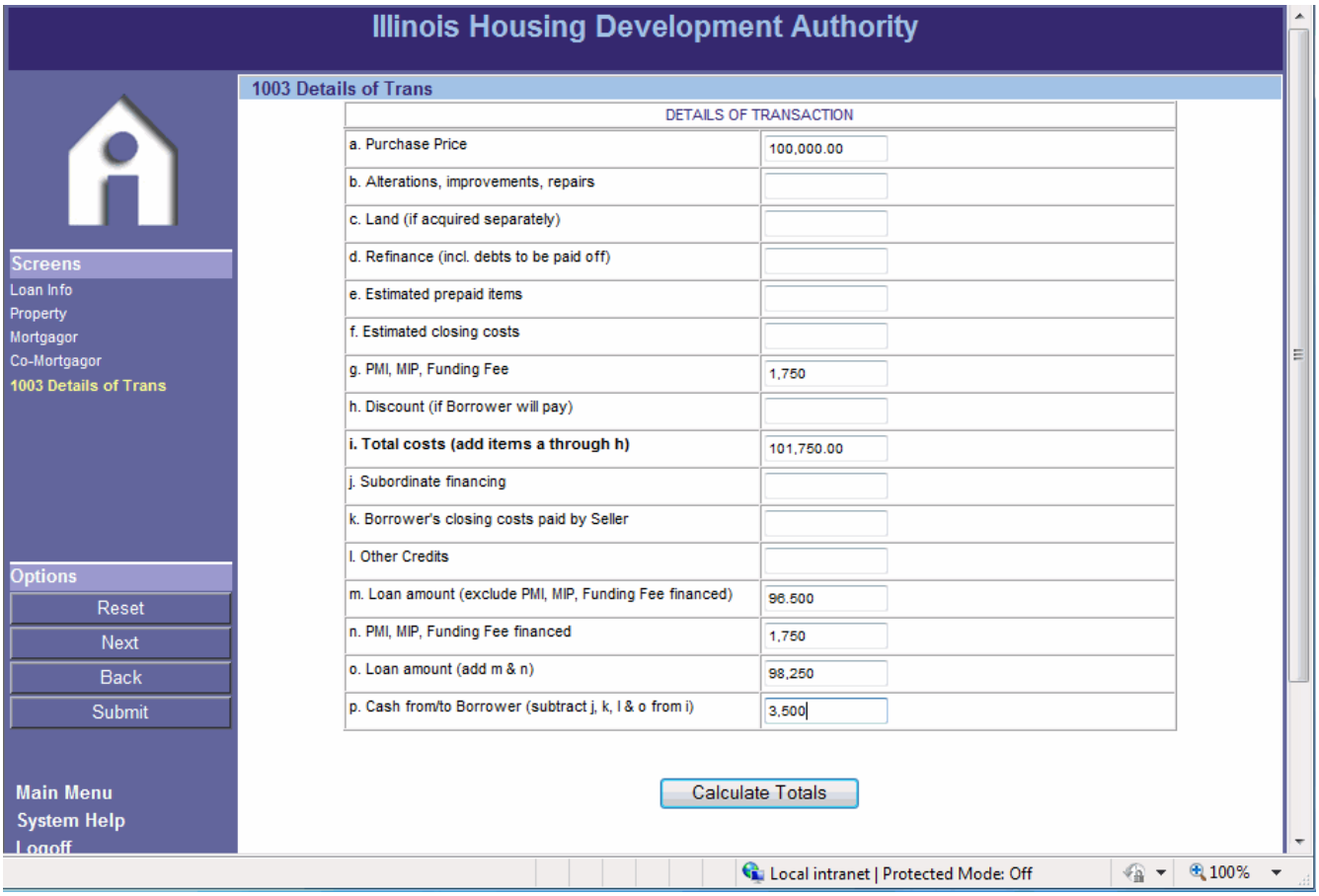
CO-MORTGAGOR INFORMATION:



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.

<u>IMPORTANT NOTE</u>:
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 "Other Household Income" field</u>** on the right side under Credit Score.

DETAILS OF TRANSACTION:



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. **<u>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</u>.** 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.

<u>IMPORTANT NOTE</u>:

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.

COMMITMENT CONFIRMATION FIRST MORTGAGE:

Commitment Confirmation

Lender:	IHDA SINGLE FAMILY LOANS
Branch:	CORPORATE OFFICE
User ID:	KNESTLE
Loan Number:	2844959
Lender Loan Number:	
Reservation Date:	**03/11/2014**
Reservation Expiration Date:	05/10/2014
Mortgagor Last Name:	AMERICAN DREAM
Mortgagor First Name:	FHA ABOVE 80
Social Security Number:	123-21-1114
Loan Amount:	$91,575.00
Loan Type Codes::	FHA Insured
Interest Rate:	4.0000
Purchase Price:	$100,000.00
Points:	0.0000
Assistance Amt:	$.00
Program Type:	American Dream FHA 1st Above
Sub Program::	American Dream FHA 1st w/ DPA
Allocation::	American Dream FHA 1st w/ DPA Above 80% AMI
Final Purchase Date:	99/99/9999
Loan Status:	Reservation
Pool Insurer:	
New or existing:	EXISTING
Targeted Area Status:	Non-Targeted
Property Address:	401 N AVENUE CHICAGO,IL 60611
Contact Information:	ILL. HOUSING DEV. AUTHORITY HOMEOWNERSHIP DEPARTMENT 401 N MICHIGAN AVE STE 700

If you have correctly reserved funds for a 1st HomeIllinois or @HOME Illinois product, you will see the above reservation confirmation page. These programs may be linked to a second loan depending on the program you chose initially (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.

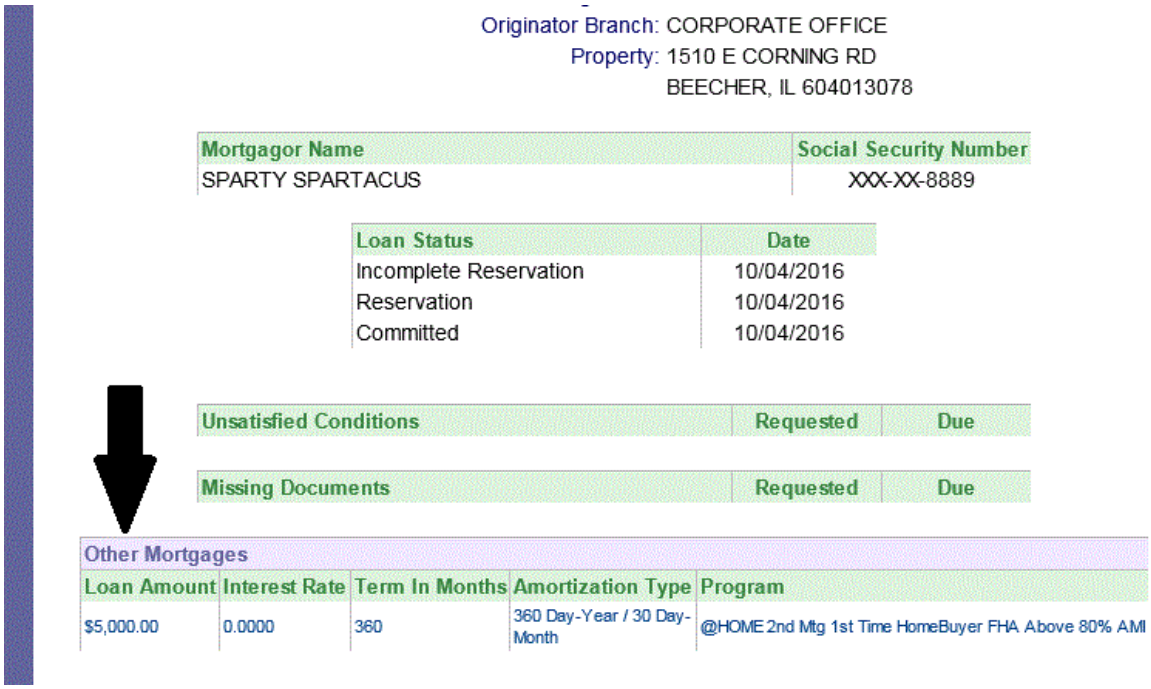
If there were any errors in your input, you will see a page that describes those errors. Use the back button in MITAS to correct the errors on the applicable screens. Common errors include:

- 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.

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.

1. Use View Loan Detail from the Main Menu and cross reference by name
    a. See page 27 & 28 for more details
2. 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



Originator Branch: CORPORATE OFFICE
Property: 1510 E CORNING RD
BEECHER, IL 604013078

Mortgagor Name	Social Security Number
SPARTY SPARTACUS	XXX-XX-8889

Loan Status	Date
Incomplete Reservation	10/04/2016
Reservation	10/04/2016
Committed	10/04/2016

Unsatisfied Conditions	Requested	Due

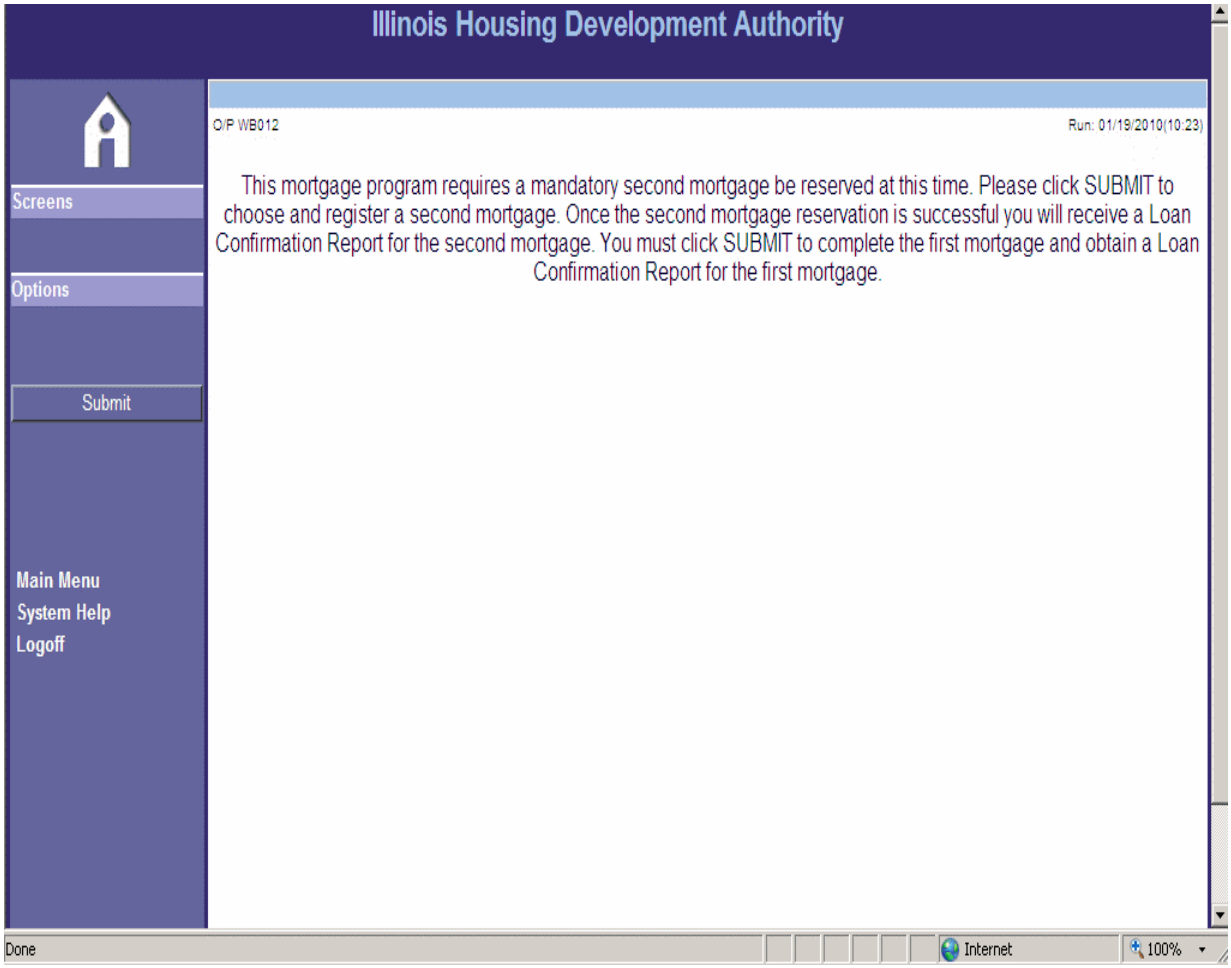
Missing Documents	Requested	Due

Other Mortgages

Loan Amount	Interest Rate	Term In Months	Amortization Type	Program
$5,000.00	0.0000	360	360 Day-Year / 30 Day-Month	@HOME 2nd Mtg 1st Time HomeBuyer FHA Above 80% AMI

SECOND MORTGAGE RESERVATION:

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



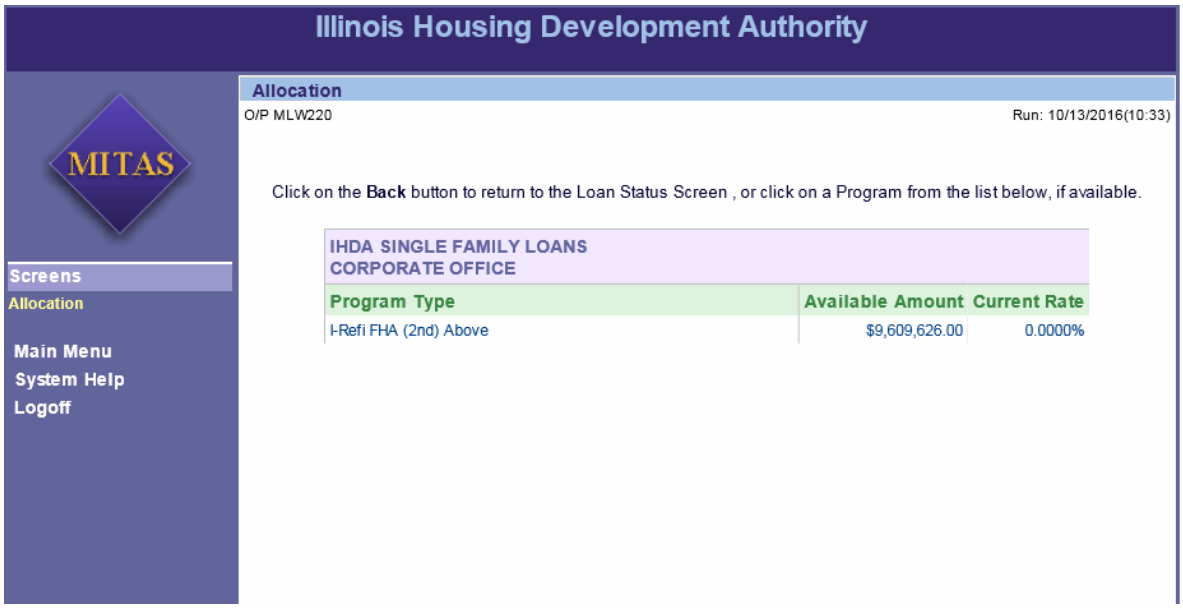
The above screen will appear if you have correctly made a reservation under the following programs, which require a reservation for the second loan:

- 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:



***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.

IMPORTANT NOTE:
Please check the Appendix located at the back of this manual for a list of all programs and any applicable 2nds and MCC options.

LOAN INFORMATION (SECOND MORTGAGE):

Illinois Housing Development Authority

Loan Info

O/P MLW145 Run: 07/18/2013(09:43)

Screens
Loan Info
Veterans Information
Property
Mortgagor
Co-Mortgagor
1003 Details of Trans

Options
Reset
Next

Main Menu
System Help
Logoff

LOAN INFORMATION

Mortgagor First Name & MI: CAPTAIN | Last Name: SPOCK | Mortgagor SSN: 887-74-5959

Loan Amount: 10,000
Purchase Price: 100,000.00
+ Improvement Cost:
= Acquisition Cost: 100,000.00
Appraised Value: 100,000.00

Loan Type: Fannie Mae - Conventional
Date of Expected Closing: 08/22/2013 MM/DD/YYYY
Number in Household: 2
Number of Wage Earners: 1

Monthly P&I:

Originator Phone:
Originator Fax:

Lender 1st Mortgage Loan Number:

Interest Rate

Interest Rate: 0.0000% Term: 24

Local intranet | Protected Mode: Off 100%

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.

Note: As of March 1st, 2015, the Down Payment Assistance (DPA) amount for all @HOME Illinois 2nd mortgage reservations is currently a flat $5,000. As of August 1st, 2015 all 1stHomeIllinois 2nd DPA mortgages are a flat $7,500.

All of the other information carries over from the first mortgage, therefore re-entering 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):

Commitment Confirmation

Lender: IHDA SINGLE FAMILY LOANS
Branch: CORPORATE OFFICE
User ID: KNESTLE
Loan Number: 2844959
Lender Loan Number:
Reservation Date: **03/11/2014**
Reservation Expiration Date: 05/10/2014
Mortgagor Last Name: AMERICAN DREAM
Mortgagor First Name: FHA ABOVE 80
Social Security Number: 123-21-1114
Loan Amount: $91,575.00
Loan Type Codes:: FHA Insured
Interest Rate: 4.0000
Purchase Price: $100,000.00
Points: 0.0000
Assistance Amt: $.00
Program Type: American Dream FHA 1st Above
Sub Program:: American Dream FHA 1st w/ DPA
Allocation:: American Dream FHA 1st w/ DPA Above 80% AMI
Final Purchase Date: 99/99/9999
Loan Status: Reservation

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

Property Address: 401 N AVENUE
CHICAGO,IL 60611
Contact Information: ILL. HOUSING DEV. AUTHORITY
HOMEOWNERSHIP DEPARTMENT
401 N MICHIGAN AVE STE 700

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.

<u>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.</u>

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

MORTGAGE TAX CREDIT CERTIFICATE (MCC) ALLOCATION:

IHDA SINGLE FAMILY LOANS
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
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
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
W.H.H.P. 2nd MTG. ABOVE 80% AMI	$420,500.00

Important Note: The below only applies to MCC's being reserved after the initial lock was reserved. Due to the new enhancement on 10/4/2016, any 1st mortgage product that includes a MCC will have it automatically reserved

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

- All @HOME (No DPA & w/ MCC) options
- All @HOME Trio loan programs (Mandatory)
- All LPMI Trio programs (Mandatory)

Return to the Loan Detail Screen for the **1st Mortgage**. 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:

- **<u>@HOME Mortgage Credit Certificate (MCC) 2015</u>** – To be used with any @HOME Illinois or LPMI option using a MCC

Note: The @HOME MCC is in the middle of the page between the 1st HomeIllinois 2nd mortgages and I-Refi 2nd programs.

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 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,

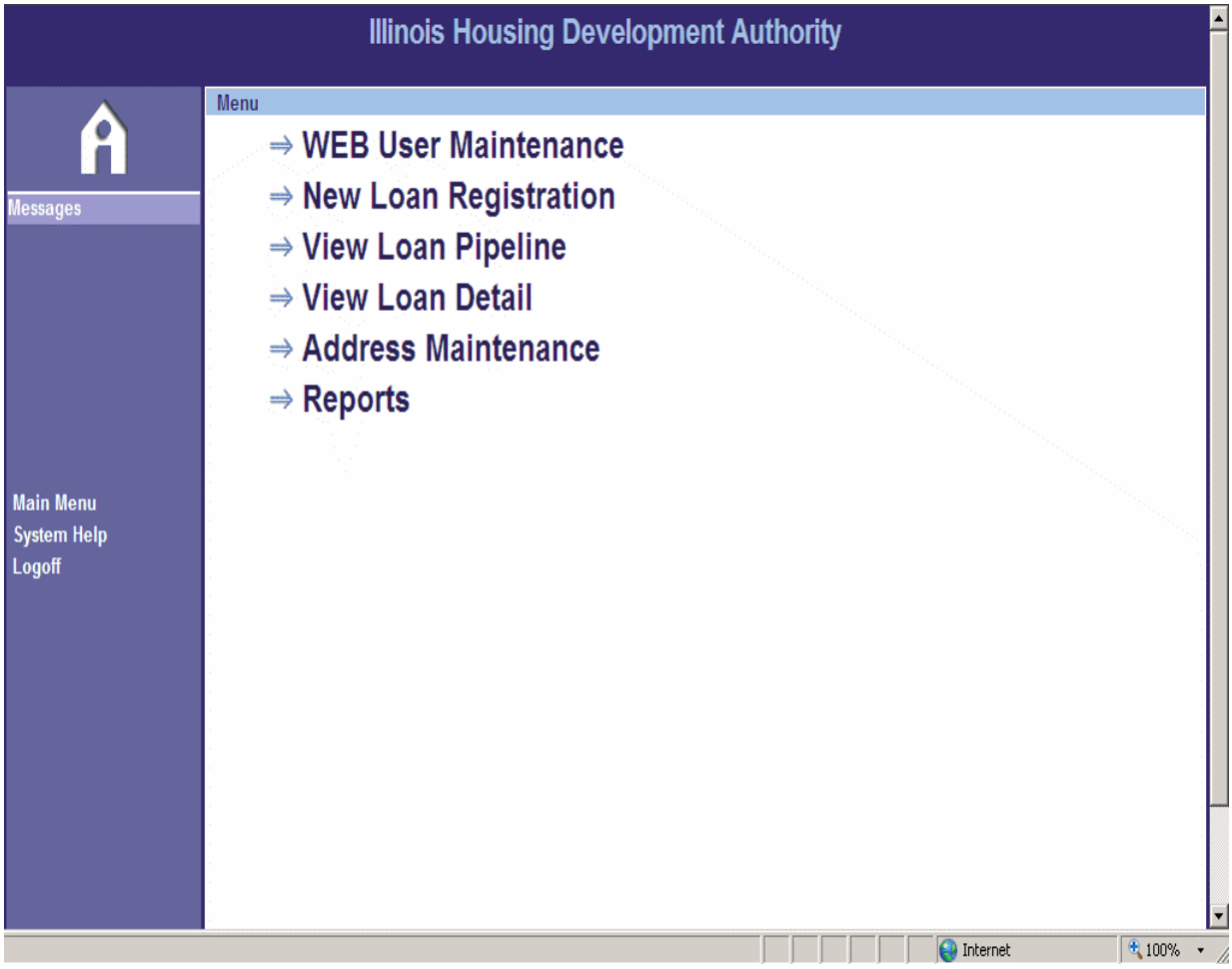
CANCEL LOANS AND

PRINT DOCUMENTS

IN THE

MITAS RESERVATION SYSTEM

RETRIEVING A LOAN:

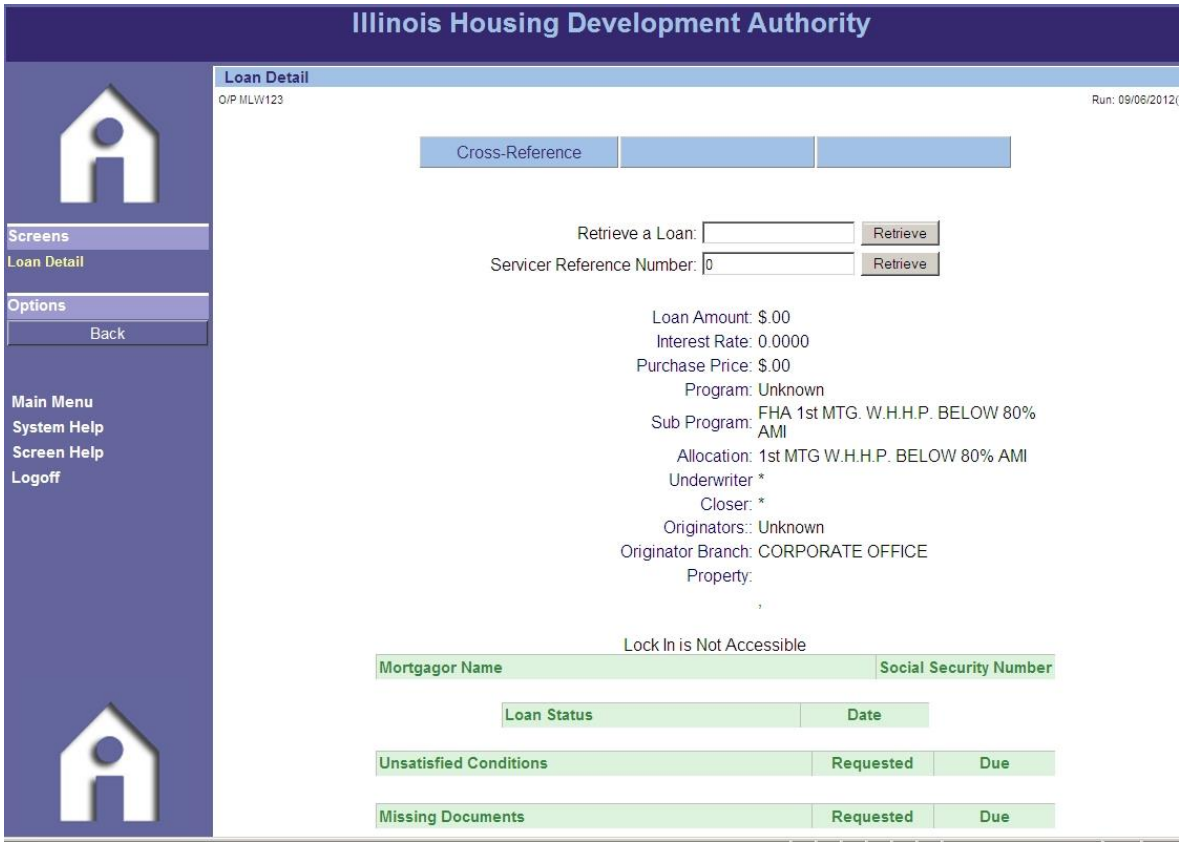


It is necessary to retrieve a loan when the following occurs:

- 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:

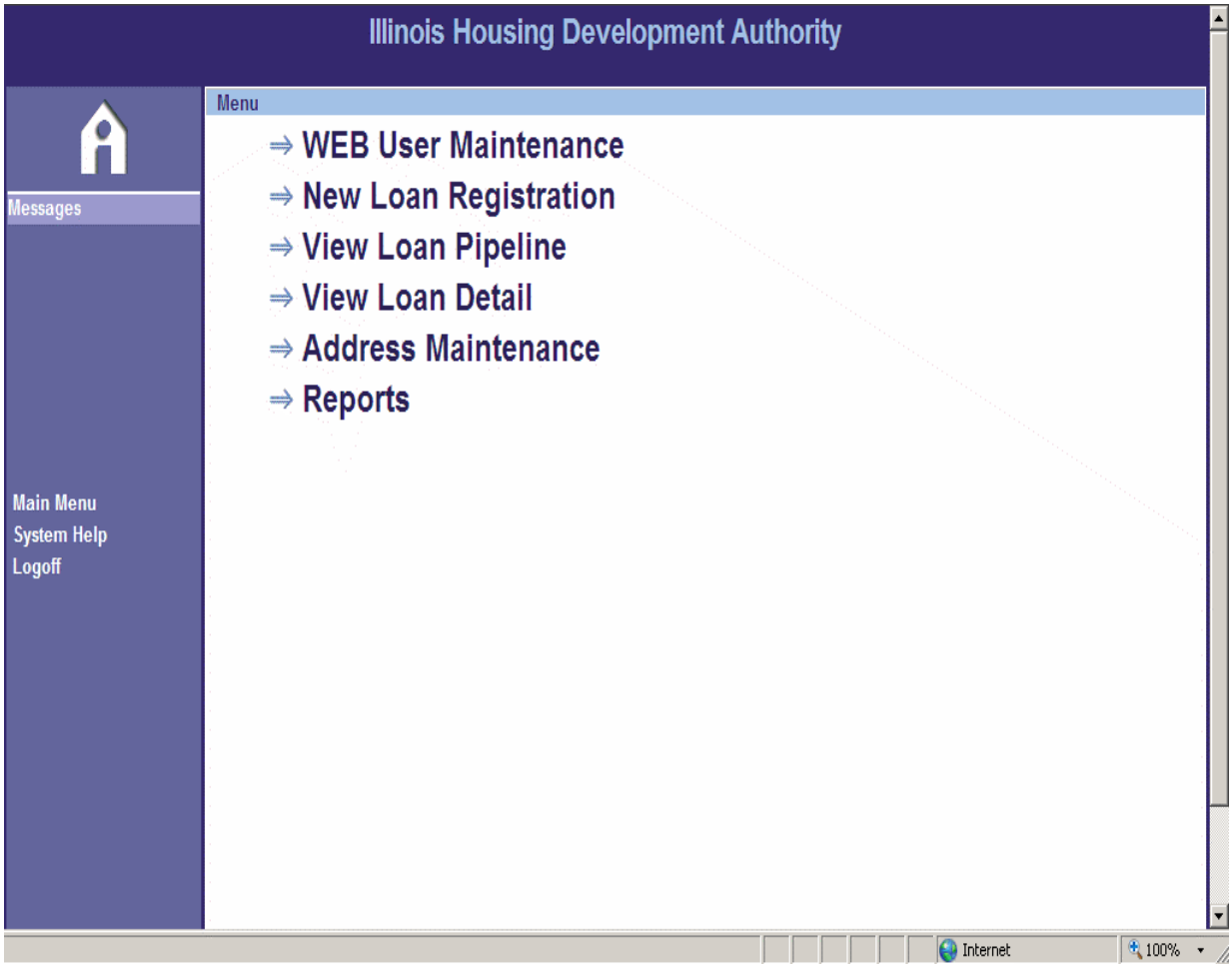


On the Loan Detail page, enter the IHDA loan number at "Retrieve a Loan," then click on "Retrieve." <u>Note that you also have the ability to cross reference, which allows you to retrieve a loan by borrower name</u>.

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.

<u>IMPORTANT NOTE</u>:
If applicable, you may use your "Servicer (Lender) Reference Number" to retrieve your loan.

VIEW LOAN PIPELINE:



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

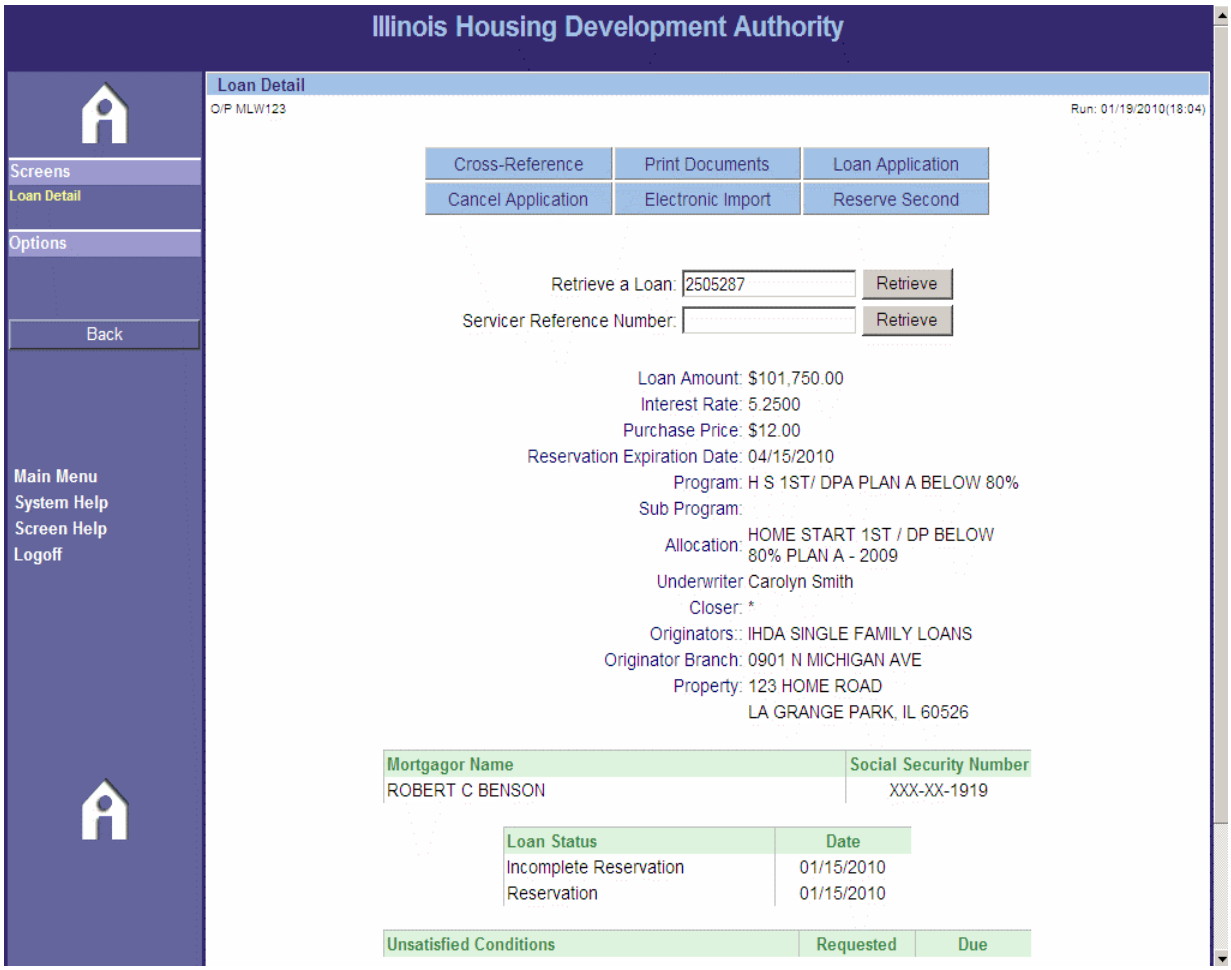
Once you click "View Loan Pipeline," you will see a list of IHDA programs that are available to your lending institution. Click the program under which the loan you are trying to retrieve is reserved. For example, if the loan you are trying to retrieve is reserved under <u>@HOME (No DPA / No MCC) 1st Time Homebuyer FHA Above 80% AMI</u>, then click that program to retrieve the loan.

STATUS:

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:



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

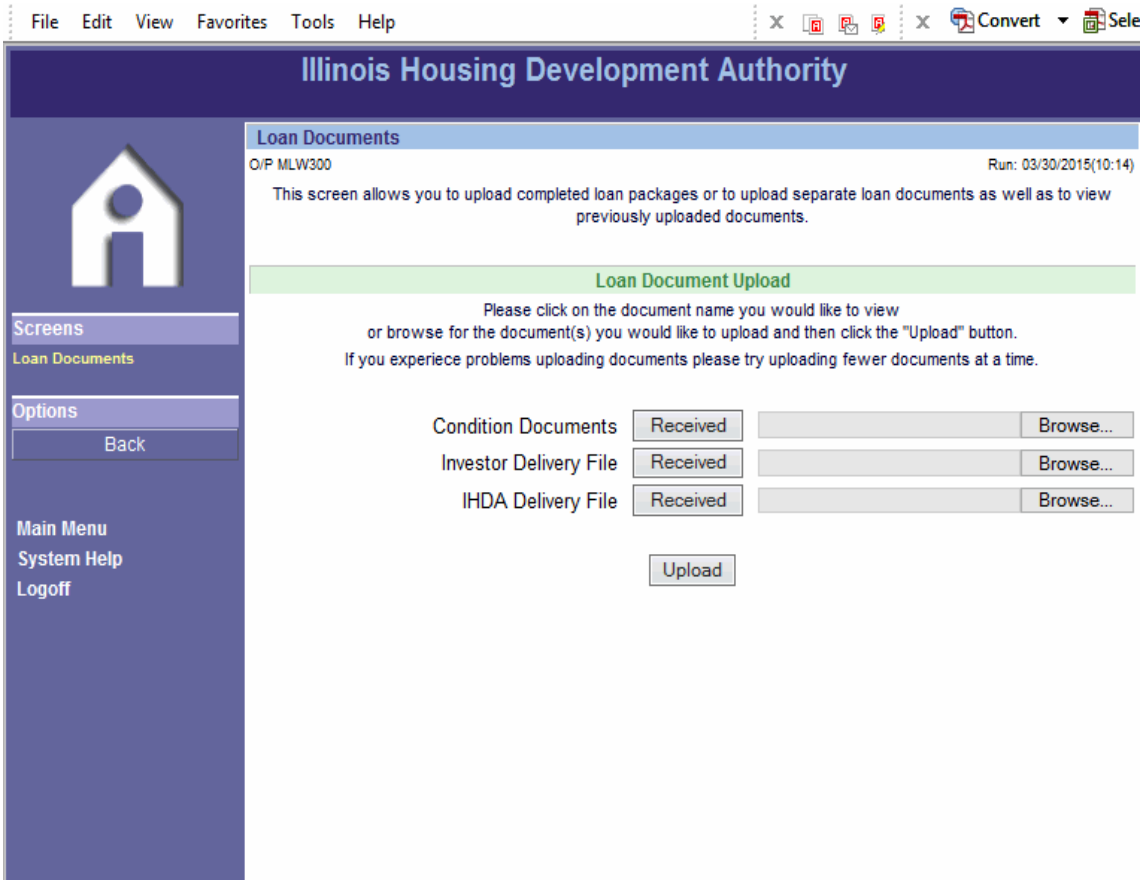
MITAS RESERVATION SYSTEM

DOCUMENT UPLOADING:

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

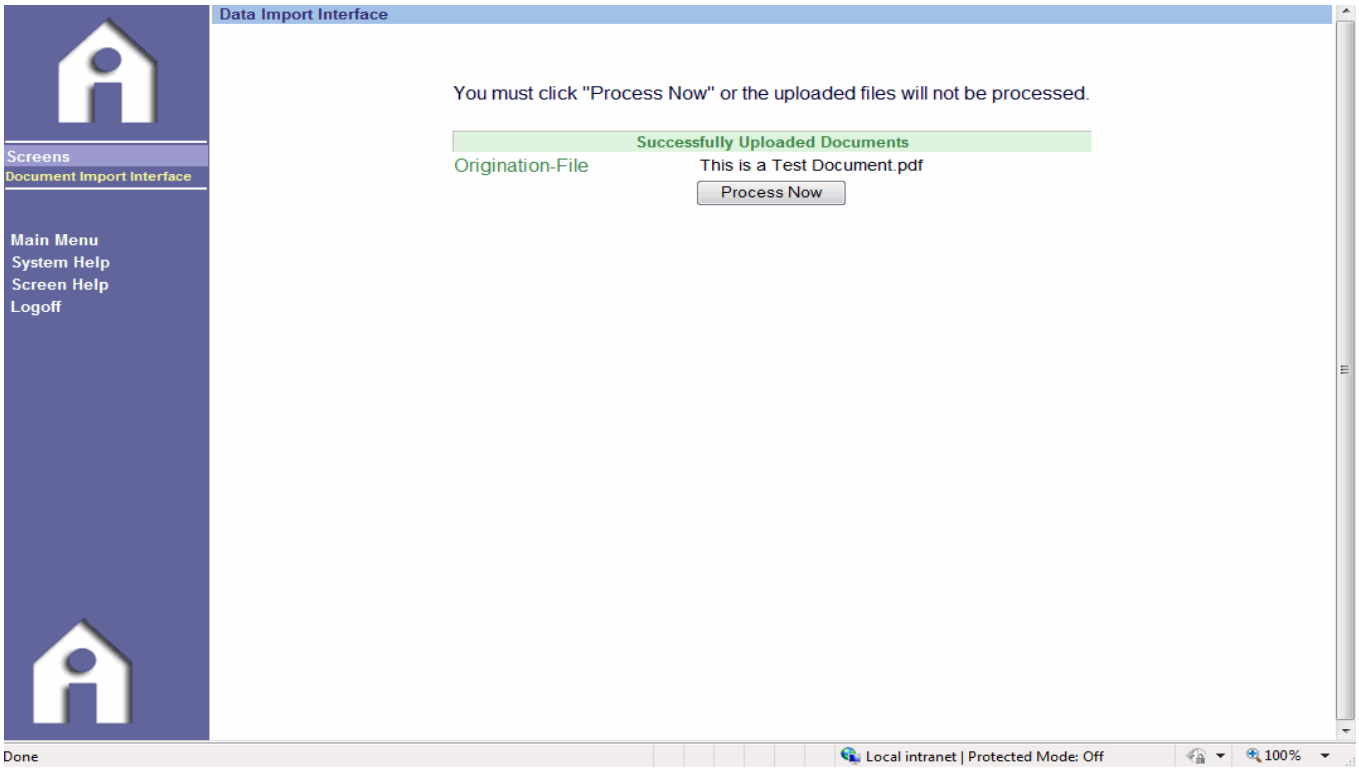
The Loan Detail screen can be found from the Main Menu using either the "View Loan Detail" link or the "View Loan Pipeline" link. To upload documents, click on the **Document Images** button.

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.



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 **<u>Document Imaging</u>** are subject to change. The process will remain unchanged, but the number of options may change.
2. 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 assigned IHDA Compliance Specialist or the general Homeownership help line.
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 item</u>** uploaded to that category.



Important note: Once uploaded, you must make sure to finalize the upload process by clicking on the "**Process Now**" 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 Loan Detail 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.

Main Menu
System Help
Screen Help
Logoff

Reservation Expiration Date: 01/14/2014
Program: SMTRIO FHA 1st w/ DPA Below 80
Sub Program: Smart Move Trio FHA 1st w/ MCC Below 80%
Allocation: SMART MOVE TRIO FHA 1st MTG. W/MCC BELOW 80% AMI
Underwriter Keith Pryor
Closer: *
Originator:: IHDA SINGLE FAMILY LOANS
Originator Branch: CORPORATE OFFICE
Property: 401 N Michigan Ave Ste
CHICAGO, IL 606114255

Mortgagor Name	Social Security Number
KYLE NESTLEHUT	XXX-XX-9999

Loan Status	Date
Incomplete Reservation	09/16/2013
Reservation	09/16/2013
Received for Underwriting	10/30/2013
Non - Compliance	11/02/2013
Loan Closing	11/05/2013

Unsatisfied Conditions	Requested	Due
1.) This is a Test to show Conditions 2.) Another Test	11/07/2013	00/00/0000

Missing Documents	Requested	Due

Other Mortgages

Loan Amount	Interest Rate	Term In Months	Amortization Type
$.00	0.0000	120	360 Day-Year / 30 Day-Month
$.00	0.0000	120	360 Day-Year / 30 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:

At the time the registration/commitment is made, the *interest rate is locked for 60 days* regardless of future rate changes. Loan must be purchased by IHDA / master servicer by the 60th day. If a loan has not been purchased by the 60th day, a 25 bps reduction in SRP will be made; if a loan has not been purchased by the 90th day though IHDA is under no obligation to purchase the loan(s), you may incur additional SRP reductions.

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
Program List as of August, 2016

I-Refi (with assistance)
I-Refi FHA Above 80% AMI I-Refi FHA (2nd) Above I-Refi FHA Below 80% AMI I-Refi FHA (2nd) Below I-Refi USDA Above 80% AMI I-Refi USDA (2nd) Above I-Refi USDA Below 80% AMI I-Refi USDA (2nd) Below I-Refi VA Above 80% AMI I-Refi VA (2nd) Above I-Refi VA Below 80% AMI I-Refi VA (2nd) Below I-Refi CONV (1-Unit) Above 80% AMI I-Refi CONV (2nd) Above I-Refi CONV (1-Unit) Below 80% AMI I-Refi CONV (2nd) Below I-Refi CONV (2-Unit) Above 80% AMI I-Refi CONV (2nd) Above I-Refi CONV (2-Unit) Below 80% AMI I-Refi CONV (2nd) Below

1st HomeIllinois Program (with DPA)

1stHomeIllinois FHA 1st Mortgage (w/ DPA) Above 80% AMI
1stHomeIllinois FHA 2nd Mortgage (w/ DPA) Above 80% AMI

1stHomeIllinois FHA 1st Mortgage (w/ DPA) Below 80% AMI
1stHomeIllinois FHA 2nd Mortgage (w/ DPA) Below 80% AMI

1stHomeIllinois USDA 1st Mortgage (w/ DPA) Above 80% AMI
1stHomeIllinois USDA 2nd Mortgage (w/ DPA) Above 80% AMI

1stHomeIllinois USDA 1st Mortgage (w/ DPA) Below 80% AMI
1stHomeIllinois USDA 2nd Mortgage (w/ DPA) Below 80% AMI

1stHomeIllinois VA 1st Mortgage (w/ DPA) Above 80% AMI
1stHomeIllinois VA 2nd Mortgage (w/ DPA) Above 80% AMI

1stHomeIllinois VA 1st Mortgage (w/ DPA) Below 80% AMI
1stHomeIllinois VA 2nd Mortgage (w/ DPA) Below 80% AMI

1stHomeIllinois CONV 1st Mortgage (w/ DPA) Above 80% AMI
1stHomeIllinois CONV 2nd Mortgage (w/ DPA) Above 80% AMI

1stHomeIllinois CONV 1st Mortgage (w/ DPA) Below 80% AMI
1stHomeIllinois CONV 2nd Mortgage (w/ DPA) Below 80% AMI

@HOME (No DPA / No MCC) - Web Description

@HOME (No DPA / No MCC) 1st Time HomeBuyer FHA Above 80% AMI

@HOME (No DPA / No MCC) 1st Time HomeBuyer FHA Below 80% AMI

@HOME (No DPA / No MCC) 1st Time HomeBuyer 203K Above 80% AMI

@HOME (No DPA / No MCC) 1st Time HomeBuyer 203K Below 80% AMI

@HOME (No DPA / No MCC) 1st Time HomeBuyer USDA Above 80% AMI

@HOME (No DPA / No MCC) 1st Time HomeBuyer USDA Below 80% AMI

@HOME (No DPA / No MCC) 1st Time HomeBuyer VA Above 80% AMI

@HOME (No DPA / No MCC) 1st Time HomeBuyer VA Below 80% AMI

@HOME (No DPA / No MCC) 1st Time HomeBuyer CONV Above 80% AMI

@HOME (No DPA / No MCC) 1st Time HomeBuyer CONV Below 80% AMI

@HOME (No DPA / No MCC) Non-1st Time HomeBuyer FHA Above 80% AMI

@HOME (No DPA / No MCC) Non-1st Time HomeBuyer FHA Below 80% AMI

@HOME (No DPA / No MCC) Non-1st Time HomeBuyer 203K S Above 80% AMI

@HOME (No DPA / No MCC) Non-1st Time HomeBuyer 203K S Below 80% AMI

@HOME (No DPA / No MCC) Non-1st Time HomeBuyer USDA Above 80% AMI

@HOME (No DPA / No MCC) Non-1st Time HomeBuyer USDA Below 80% AMI

@HOME (No DPA / No MCC) Non-1st Time HomeBuyer VA Above 80% AMI

@HOME (No DPA / No MCC) Non-1st Time HomeBuyer VA Below 80% AMI

@HOME (No DPA / No MCC) Non-1st Time HomeBuyer CONV Above 80% AMI

@HOME (No DPA / No MCC) Non-1st Time HomeBuyer CONV Below 80% AMI

@HOME (No DPA & w MCC) - Web Description

@HOME (No DPA & w/ MCC) 1st Time HomeBuyer FHA Above 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME (No DPA & w/ MCC) 1st Time HomeBuyer FHA Below 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME (No DPA & w/ MCC) 1st Time HomeBuyer 203K S Above 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME (No DPA & w/ MCC) 1st Time HomeBuyer 203K S Below 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME (No DPA & w/ MCC) 1st Time HomeBuyer USDA Above 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME (No DPA & w/ MCC) 1st Time HomeBuyer USDA Below 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME (No DPA & w/ MCC) 1st Time HomeBuyer VA Above 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME (No DPA & w/ MCC) 1st Time HomeBuyer VA Below 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME (No DPA & w/ MCC) 1st Time HomeBuyer CONV Above 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME (No DPA & w/ MCC) 1st Time HomeBuyer CONV Below 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME (w/ DPA & No MCC) - Web Description

@HOME (w/ DPA & No MCC) 1st Time HomeBuyer FHA Above 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer FHA Above 80% AMI

@HOME (w/ DPA & No MCC) 1st Time HomeBuyer FHA Below 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer FHA Below 80% AMI

@HOME (w/ DPA & No MCC) 1st Time HomeBuyer 203K S Above 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer 203K S Above 80% AMI

@HOME (w/ DPA & No MCC) 1st Time HomeBuyer 203K S Below 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer 203K S Below 80% AMI

@HOME (w/ DPA & No MCC) 1st Time HomeBuyer USDA Above 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer USDA Above 80% AMI

@HOME (w/ DPA & No MCC) 1st Time HomeBuyer USDA Below 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer USDA Below 80% AMI

@HOME (w/ DPA & No MCC) 1st Time HomeBuyer VA Above 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer VA Above 80% AMI

@HOME (w/ DPA & No MCC) 1st Time HomeBuyer VA Below 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer VA Below 80% AMI

@HOME (w/ DPA & No MCC) 1st Time HomeBuyer CONV Above 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer CONV Above 80% AMI

@HOME (w/ DPA & No MCC) 1st Time HomeBuyer CONV Below 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer CONV Below 80% AMI

@HOME (w/ DPA & No MCC) Non-1st Time HomeBuyer FHA Above 80% AMI
@HOME 2nd Mtg Non-1st Time HomeBuyer FHA Above 80% AMI

@HOME (w/ DPA & No MCC) Non-1st Time HomeBuyer FHA Below 80% AMI
@HOME 2nd Mtg Non-1st Time HomeBuyer FHA Below 80% AMI

@HOME (w/ DPA & No MCC) Non-1st Time HomeBuyer 203K S Above 80% AMI
@HOME 2nd Mtg Non-1st Time HomeBuyer 203K S Above 80% AMI

@HOME (w/ DPA & No MCC) Non-1st Time HomeBuyer 203K S Below 80% AMI
@HOME 2nd Mtg Non-1st Time HomeBuyer 203K S Below 80% AMI

@HOME (w/ DPA & No MCC) Non-1st Time HomeBuyer USDA Above 80% AMI
@HOME 2nd Mtg Non-1st Time HomeBuyer USDA Above 80% AMI

@HOME (w/ DPA & No MCC) Non-1st Time HomeBuyer USDA Below 80% AMI
@HOME 2nd Mtg Non-1st Time HomeBuyer USDA Below 80% AMI

@HOME (w/ DPA & No MCC) Non-1st Time HomeBuyer VA Above 80% AMI
@HOME 2nd Mtg Non-1st Time HomeBuyer VA Above 80% AMI

@HOME (w/ DPA & No MCC) Non-1st Time HomeBuyer VA Below 80% AMI
@HOME 2nd Mtg Non-1st Time HomeBuyer VA Below 80% AMI

@HOME (w/ DPA & No MCC) Non-1st Time HomeBuyer CONV Above 80% AMI
@HOME 2nd Mtg Non-1st Time HomeBuyer CONV Above 80% AMI

@HOME (w/ DPA & No MCC) Non-1st Time HomeBuyer CONV Below 80% AMI
@HOME 2nd Mtg Non-1st Time HomeBuyer CONV Below 80% AMI

@HOME Trio (w/ DPA & w/ MCC) - Web Description

@HOME Trio (w/ DPA & w/ MCC) 1st Time HomeBuyer FHA Above 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer FHA Above 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME Trio (w/ DPA & w/ MCC) 1st Time HomeBuyer FHA Below 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer FHA Below 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME Trio (w/ DPA & w/ MCC) 1st Time HomeBuyer 203K S Above 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer 203K S Above 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME Trio (w/ DPA & w/ MCC) 1st Time HomeBuyer 203K S Below 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer 203K S Below 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME Trio (w/ DPA & w/ MCC) 1st Time HomeBuyer USDA Above 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer USDA Above 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME Trio (w/ DPA & w/ MCC) 1st Time HomeBuyer USDA Below 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer USDA Below 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME Trio (w/ DPA & w/ MCC) 1st Time HomeBuyer VA Above 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer VA Above 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME Trio (w/ DPA & w/ MCC) 1st Time HomeBuyer VA Below 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer VA Below 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME Trio (w/ DPA & w/ MCC) 1st Time HomeBuyer CONV Above 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer CONV Above 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME Trio (w/ DPA & w/ MCC) 1st Time HomeBuyer CONV Below 80% AMI
@HOME 2nd Mtg 1st Time HomeBuyer CONV Below 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

@HOME Refinance - Web Description

@HOME Refinance FHA

@HOME Refinance VA

@HOME Refinance Conventional (1 Unit)

@HOME Refinance Conventional (2 Units)

Lender Paid MI (No DPA / No MCC) – Web Description

LPMI (No DPA / No MCC) 1st Time HomeBuyer CONV Above 80% AMI (90.01% - 97.00% LTV)

LPMI (No DPA / No MCC) 1st Time HomeBuyer CONV Above 80% AMI (80.01% - 90.00% LTV)

LPMI (No DPA / No MCC) 1st Time HomeBuyer CONV Below 80% AMI (90.01% - 97.00% LTV)

LPMI (No DPA / No MCC) 1st Time HomeBuyer CONV Below 80% AMI (80.01% - 90.00% LTV)

LPMI (No DPA / No MCC) Non-1st Time HomeBuyer CONV Above 80% AMI (90.01% - 97.00% LTV)

LPMI (No DPA / No MCC) Non-1st Time HomeBuyer CONV Above 80% AMI (80.01% - 90.00% LTV)

LPMI (No DPA / No MCC) Non-1st Time HomeBuyer CONV Below 80% AMI (90.01% - 97.00% LTV)

Lender Paid MI (No DPA & w/ MCC) – Web Description

LPMI (No DPA & w/ MCC) 1st Time HomeBuyer CONV Above 80% AMI (90.01% - 97.00% LTV)
@HOME Mortgage Credit Certificate (MCC) 2014

LPMI (No DPA & w/ MCC) 1st Time HomeBuyer CONV Above 80% AMI (80.01% - 90.00% LTV)
@HOME Mortgage Credit Certificate (MCC) 2014

LPMI (No DPA & w/ MCC) 1st Time HomeBuyer CONV Below 80% AMI (90.01% - 97.00% LTV)
@HOME Mortgage Credit Certificate (MCC) 2014

LPMI (No DPA & w/ MCC) 1st Time HomeBuyer CONV Below 80% AMI (80.01% - 90.00% LTV)
@HOME Mortgage Credit Certificate (MCC) 2014

Lender Paid MI (w/ DPA & No MCC) – Web Description

LPMI (w/ DPA & No MCC) 1st Time HomeBuyer CONV Above 80% AMI (90.01% - 97.00% LTV)
@HOME 2nd Mtg 1st Time HomeBuyer CONV Above 80% AMI

LPMI (w/ DPA & No MCC) 1st Time HomeBuyer CONV Above 80% AMI (80.01% - 90.00% LTV)
@HOME 2nd Mtg 1st Time HomeBuyer CONV Above 80% AMI

LPMI (w/ DPA & No MCC) 1st Time HomeBuyer CONV Below 80% AMI (90.01% - 97.00% LTV)
@HOME 2nd Mtg 1st Time HomeBuyer CONV Below 80% AMI

LPMI (w/ DPA & No MCC) 1st Time HomeBuyer CONV Below 80% AMI (80.01% - 90.00% LTV)
@HOME 2nd Mtg 1st Time HomeBuyer CONV Below 80% AMI

LPMI (w/ DPA & No MCC) Non-1st Time HomeBuyer CONV Above 80% AMI (90.01% - 97.00% LTV)
@HOME 2nd Mtg Non-1st Time HomeBuyer CONV Above 80% AMI

LPMI (w/ DPA & No MCC) Non-1st Time HomeBuyer CONV Above 80% AMI (80.01% - 90.00% LTV)
@HOME 2nd Mtg Non-1st Time HomeBuyer CONV Above 80% AMI

LPMI (w/ DPA & No MCC) Non-1st Time HomeBuyer CONV Below 80% AMI (90.01% - 97.00% LTV)
@HOME 2nd Mtg Non-1st Time HomeBuyer CONV Below 80% AMI

LPMI (w/ DPA & No MCC) Non-1st Time HomeBuyer CONV Below 80% AMI (80.01% - 90.00% LTV)
@HOME 2nd Mtg Non-1st Time HomeBuyer CONV Below 80% AMI

Lender Paid MI Trio (w/ DPA & w/ MCC) – Web Description

LPMI Trio (w/ DPA & w/ MCC) 1st Time HomeBuyer CONV Above 80% AMI (90.01% - 97.00% LTV)
@HOME 2nd Mtg 1st Time HomeBuyer CONV Above 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

LPMI Trio (w/ DPA & w/ MCC) 1st Time HomeBuyer CONV Above 80% AMI (80.01% - 90.00% LTV)
@HOME 2nd Mtg 1st Time HomeBuyer CONV Above 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

LPMI Trio (w/ DPA & w/ MCC) 1st Time HomeBuyer CONV Below 80% AMI (90.01% - 97.00% LTV)
@HOME 2nd Mtg 1st Time HomeBuyer CONV Below 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

LPMI Trio (w/ DPA & w/ MCC) 1st Time HomeBuyer CONV Below 80% AMI (80.01% - 90.00% LTV)
@HOME 2nd Mtg 1st Time HomeBuyer CONV Below 80% AMI
@HOME Mortgage Credit Certificate (MCC) 2014

APPENDIX B

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 Base Loan Amount – 1003 Details
    - Enter in the Base Loan Amount in field "m" of the 1003 Details of Trans screen
- If you get the error PMI-FUNDING-FEE
    - Enter the PMI Funding fee in **both** field "g" and field "n" on the Details of Trans screen
- The Purchase Price Filed for I-Refi loans is equal to the Appraised Value
- Any Non-1st Time Homebuyer, including I-Refi, must be flagged as a **YES** on the "**Prior Homeowner**" field on the Mortgagor screen

Quick Tips for the ILRSS (MITAS) website

- 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!
- Please remember to use the **Internet Explorer** browser