



# ILLINOIS HOUSING DEVELOPMENT AUTHORITY

## SUBMISSION COVER AND FINAL DATA SUMMARY

Preparer

<b>Borrower Full Name....</b>	<b>Borrower SSN.....</b>	
<b>Coborrower Full Name.</b>	<b>Coborrower SSN.</b>	
<b>Lender Name.....</b>	<b>Program.....</b>	<b>IHDA Loan#<sup>(1st mtg)</sup>...</b>
<b>Lender NMLS.....</b>	<b>Loan Type.....</b>	<b>IHDA Loan#<sup>(2nd mtg)</sup>..</b>
<b>Loan Officer NMLS</b>	<b>Household size...</b>	<b>Final 1st LoanAmt..</b>
<b>Lender Email.....</b>		<b>Final 2nd Loan Amt.</b>
<b>Borrower Email..</b>		<b>Orginator Name.....</b>

### Subject Property and Contract Data

Property Street Address..	Property City.....	Property ZIP.....
Property County.....	Seller Name.....	Additional Seller Name...
Entity Name*.....	Entity Representative*..	Appraised Value.....
Final Sale Price.....	Number of Units.....	Property PIN.....
Targeted Area?.....	New Construction?.....	<i>*If seller is corporation or organization</i>

### Borrower and Household Data

Borrower Marital Status.....	Was/Is borrower <b>NOT</b> required to pay taxes?...	Years NOT filed.....
HH Occupant 1 Full Name...	HH Occupant 1 Age.....	HH Occupant 1 Relationship..
HH Occupant 2 Full Name...	HH Occupant 2 Age.....	HH Occupant 2 Relationship..
HH Occupant 4 Full Name...	HH Occupant 3 Age.....	HH Occupant 3 Relationship..
HH Occupant 4 Full Name...	HH Occupant 4 Age.....	HH Occupant 4 Relationship..
HH Occupant 4 Full Name...	HH Occupant 5 Age.....	HH Occupant 5 Relationship..
HH Occupant 4 Full Name....	HH Occupant 6 Age.....	HH Occupant 6 Relationship..

#### Annual Household Income...

**ATTENTION: This sheet will complete many of the fields for you, however, *there are fields you must complete manually (dates, notary names, ect)*. As always, please carefully review your docs before submitting to IHDA.**

### Submitting a file to IHDA - Best Practices

1. Review your file against the IHDA Loan Delivery Checklist
2. Upload two packages to MITAS -
  1. IHDA Delivery File- Only documentation specific to IHDA programs  
ex: Affidavits, MCC docs, notes and mortgages
  2. Investor Delivery File- All other file documentation
3. Upload to US Bank
  - Upload to US Bank via DocVelocity. Email hfadocvelocityassistance@usbank.com for any questions or issues with this process.
  - For any other US bank related questions, email MRBP.Helpdesk@usbank.com

### IHDA Resources - Who to Contact?

- Guideline questions, loan scenarios, MITAS support: email [AtHomeIllinois@ihda.org](mailto:AtHomeIllinois@ihda.org). This email is managed by all department leadership, if you are unsure of who to contact, please email us here and we will connect you to the correct person.
- Questions on conditions issued on a specific file: Email the compliance specialist you are working with and include the IHDA loan number in your subject line, they are happy to work with you to clear your file! You can find their email address on each condition letter that is sent to you.
- Lender Training, IHDA program eligibility questions, contact one of our account managers:

<b>Rebecca Ortiz:</b> <a href="mailto:Rortiz@ihda.org">Rortiz@ihda.org</a> 312-848-2001	<b>Greg Faulkner:</b> <a href="mailto:GFaulkner@ihda.org">GFaulkner@ihda.org</a> 312-914-5023	<b>John Maksim:</b> <a href="mailto:JMaksim@ihda.org">JMaksim@ihda.org</a> 312-802-1894
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### Mortgage Credit Certificate Guide

#### MCC Docs to be signed prior to closing

- MCC 25 - Informational acknowledgement
- MCC 26 - Buyers affidavit
- MCC 27 - Income tax affidavit
- MCC 28 - Seller affidavit
- MCC 29 - Lenders initial certification
- MCC 34 - Recapture Notice

#### MCC Docs to be signed on or after closing

- MCC 32 - Closing Affidavit
- MCC 33 - Lender closing certification
- MCC 36 - Transmittal Fee Form with copy of check

\$350.00 CHECK made payable to ILLINOIS HOUSING DEVELOPMENT AUTHORITY for MCC fee sent with Transmittal Fee Form cover sheet to:

#### **For UPS or FedEx**

JP Morgan Chase Bank  
ATTN: Lockbox 93397  
Illinois Housing Development Authority  
131 S. Dearborn, 6th Floor  
Chicago, IL 60603

#### **For USPS Mail Only**

Illinois Housing Development Authority  
PO Box 93397  
Chicago, IL 60673