

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

INSTRUCTIONS:
 1. Complete Form, tab key to move down
 2. Verify all fields are correct against data entered in MITAS (you may be conditioned if data doesn't match)
 3. Include in IHDA Delivery File Upload. (MANDATORY)

SUBMISSION COVER AND FINAL DATA SUMMARY

Lender Name.....	Program.....	IHDA Loan#.....
Lender Phone.....	AMI.....	Borrower Name.....
Lender Email.....	LPMI.....	CoBorrower Name.
Borrower Phone....	Loan Type.....	Household size.....
Borrower Email.....	Interest Rate (1st)..	Upload Date.....
		Date Closed.....

Property and Contract Data

Full subject property address...	Subject property County...
County Income Limit.....	County Purchase Price Limit..
Appraised Value.....	Appraisal Date.....
Number of Unit(s).....	Living Area sq ft.....
Number of Bedroom(s).....	Number of Bath(s).....
Year Built.....	New Construction/Existing....
Water/Sewer.....	Heating Type.....
	Contract Sale Price...
	Property Type.....
	Number of Rooms.....
	Lot Size sq ft.....
	Construction Type....

Loan Data

Base Loan Amount.....	UFMIP/FF/MI Amount.....	Total 1st Mtg Amount.
2nd Mortgage Amount.....	LTV/CLTV.....	First Payment Date...

Final Monthly Payment Breakdown

1st Monthly Principal and Interest.....	2nd Monthly Principal and Interest.....
Property Taxes.....	HOA / Assessment.....
Hazard Insurance.....	Flood Insurance.....
Monthly Mortgage Ins Premium.....	TOTAL MONTHLY HOUSING EXPENSE.....

IHDA Upload Upload to MITAS under the IHDA docs category

COPIES OF:

1. Borrower Affidavit (signed and notarized PTC)
2. Seller Affidavit (signed and notarized PTC)
3. Tax Code Compliance Certification (lender must complete sign, date)
4. Completed, signed IHDA income calculator
5. 30 Days YTD pay-stubs
6. Current years W-2
7. LOX's re: Income (include non-borrowing spouses and all household occupants 18+/income)
8. Completed IHDA income certification (all household occupants listed, #3 completed, signed by borrower, ect.)
9. 3 years signed tax returns/transcripts from IRS
10. Signed Recapture Notice (MUST be signed PTC for @HomeIllinois program) - Note: Recapture applies to 1st lien or MCC, not both
11. Both Borrower Authorization for release of information
12. Signed HHF Summary Disclosure (1st Home Illinois Only)
13. Dodd Frank Cert (1st Home Illinois Only)
14. Homeownership counseling cert
15. Reservation/Commitment for 1st lien, DPA 2nd and MCC (if applicable)
16. HUD-1/CD, 1st and 2nd Notes and Mortgages
17. DD-214 (or COE) - to document exempt veteran status
18. Appraisal
19. MCC Opt out **OR if borrower is taking MCC see below:**

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 Recapture Notice

MCC Docs to be signed on or after closing

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

20. \$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