

This program term sheet (as referenced in the Mortgage Origination and Sale Agreement, "HFA Guideline's" as expressed in the Servicer's Participating Lender Agreement) has been adopted by the Ohio Housing Finance Agency (OHFA) for the program and is incorporated by reference in the Lender Guide.

<b>Agency</b>	Ohio Housing Finance Agency (OHFA).
<b>Servicer</b>	<p>All qualified mortgage loans, including all servicing rights, must be sold to and serviced by U.S. Bank. All mortgage loans must be delivered to U.S. Bank in "purchasable form" within the specified time periods.</p> <p>Several states and local municipalities have enacted legislation that defines high-cost loans based on annual percentage rates (APR) and fee thresholds, which may or may not relate to the Home Ownership and Equity Protection Act (HOEPA) thresholds. These types of loans typically have various restrictions. It is the policy of U.S. Bank not to purchase any loan defined as "high cost" under any federal or state law/regulation or local ordinance.</p>
<b>Eligible Properties</b>	<p>One- to four-unit single family properties (Grants for Grads Program limited to one-unit only), condominiums and planned unit developments (PUDs)</p> <ul style="list-style-type: none"> <li>➤ Condo's must appear on US Bank's current active approved condo association list or lender must submit to US Bank's Project Approval Dept. for approval of the condominium association. See US Bank's website, <a href="http://www.hfa.usbank.com">www.hfa.usbank.com</a> for approved list and submission requirements.</li> </ul> <p>Fannie Mae HFA Preferred allows 1-4 family unit properties          Freddie Mac HFA Advantage allows only 1 unit properties          Two acres or less within municipal corporations          Five acres or less outside municipal corporations          Manufactured homes are not eligible.</p>
<b>Purchase Price Limits</b>	<p>Maximum purchase price limits by county are posted online at <a href="http://www.ohiohome.org/partners/lenders.aspx">http://www.ohiohome.org/partners/lenders.aspx</a>.</p>
<b>Income Limits and Qualifying Income</b>	<p>Income limits are posted online at <a href="http://www.ohiohome.org/partners/lenders.aspx">http://www.ohiohome.org/partners/lenders.aspx</a>. All income of the individuals who will both live in the property and will be obligated on the mortgage note will be used in determining borrower income eligibility.</p>
<b>Borrower Investment</b>	<p>No minimum borrower investment is required by OHFA, unless required by Fannie Mae or Freddie Mac.</p>
<b>Occupancy Requirement</b>	<p>Owner-occupied properties only. Occupant borrowers must agree to occupy the home as their principal residence within 60 days of the loan closing date and must occupy the property as their principal residence for a minimum of one year after the loan closing date, unless the home is sold in the first year.</p>

## Borrower Information

<p><b>First-Time Homebuyer</b></p>	<p>This program applies to owner-occupied principal residences only. Non-occupant co-signers/co-mortgagors as permitted by Fannie Mae. Freddie Mac does not allow non-occupant co-borrowers. A borrower is defined as a “first-time homebuyer,” if he/she/they meet the following:  An occupant borrower who has not had an ownership interest in a principal residence at any time during the three-year period ending on the date the mortgage loan is executed. Qualified military veterans who have received an honorable discharge from the U.S. military, even if they have previously owned a home.  Borrowers do not have to qualify as a first-time homebuyer if the home they select for purchase is located in a designated target area census tract. Please refer to <a href="http://ohiohome.org/geodata">http://ohiohome.org/geodata</a> to determine if property qualifies in a target area.</p>
<p><b>Next Home Homebuyer</b></p>	<p>For borrowers who do not meet the definition of a First Time Homebuyer as listed above but who do meet all other qualifications for our program, they may be eligible for our Next Home program.</p> <p>Next Home lines follow the same guidelines as our First Time Homebuyer loans with the following exceptions:  2.5% DPA only. 5% DPA not offered effective with loans reserved on or after 1/7/19.  Not eligible for our Grants for Grads program.  Not eligible for the Mortgage Tax Credit program.  Interest rates could be slightly higher for the Next Home program.</p>

## First Mortgage Loan Terms and Guidelines

<p><b>Loan Types</b></p>	<p>Fannie Mae HFA Preferred and Freddie Mac HFA Advantage Mortgage Loans only. Standard Fannie Mae Home Ready and Freddie Mac Home Possible are not available.</p>
<p><b>Maximum LTV/CLTV</b></p>	<p>First loan mortgage amount per Fannie Mae guideline. However, amounts are subject to OHFA purchase price limits.  Maximum Fannie Mae HFA Preferred: 97%/105% for one-unit properties  Maximum Fannie Mae HFA Preferred: 95%/105% for two- to four-unit properties.  Maximum Freddie Mac HFA Advantage: 97%/105% for one-unit properties.  Maximum Freddie Mac HFA Advantage: 2-4 unit properties not permitted.</p>
<p><b>Transaction Type</b></p>	<p>Purchase transactions only. Refinance loans are not permitted.</p>
<p><b>Loan Terms</b></p>	<p>30-year fixed-rate, fully amortizing purchase mortgage loans.</p>
<p><b>Mortgage Loan Rates and Reservations</b></p>	<p>Mortgage loan rates and prices will be posted daily by OHFA between 9:45 AM and 8:00 PM Eastern time on Monday through Friday. These rates and prices are subject to change on a daily or intra-day basis. Lenders reserve loans through the Lender Online Reservation system at <a href="http://www.ohiohome.org">www.ohiohome.org</a>.</p>
<p><b>Rate Locks and</b></p>	<p>Loans reserved through the Lender Online Reservation system at <a href="http://www.ohiohome.org">www.ohiohome.org</a></p>

<p><b>Extension Fee</b></p>	<p>will have a rate lock to the lender of up to 70 calendar days. The mortgage loan must be purchased and funded by U.S. Bank within those 70 calendar days.</p> <p>Any loan cancelled during the rate lock period may not be re-reserved for 60 days from the original reservation expiration date or cancellation date for the same borrower purchasing the same property. Whichever date is later will be used.</p> <p>There is a 0.375% extension fee charged every 30 days beyond the original 70 day lock period. Extension fees may not be charged to the borrower or seller unless there are documented borrower or seller delays. Extension fees charged to the borrower or seller must approved by OHFA prior to closing.</p>
<p><b>Mortgage Note and Mortgage</b></p>	<p>The delivery of the original executed mortgage note and the certified copy of the related mortgage to the servicer shall be made in the following manner:</p> <p>The mortgage note shall bear the endorsement set forth on the back thereof “payable without recourse to [the servicer],” and be executed by a duly authorized officer of the participant payee.</p> <p>The related mortgage shall be a certified copy of the original executed mortgage accepted for recording in the public office in which recordation is necessary to perfect the security interest.</p> <p>The related assignment of mortgage (which may be a marginal assignment) shall be a certified copy of the original executed assignment of mortgage in recordable form. The participant shall deliver the recorded copy of the mortgage and the title insurance policy together with any documents referred to in the Lender Guide and Term Sheet to the servicer. This includes PMI insurance certificates, as applicable. These must be delivered no later than 60 days after the purchase of the related mortgage loan.</p>
<p><b>Underwriting</b></p>	
<p><b>Fannie Mae HFA Preferred</b></p>	<p>Follow Fannie Mae HFA Preferred underwriting guidelines as found on their website, <a href="https://www.fanniemae.com/content/fact_sheet/hfa-preferred-fact-sheet.pdf">https://www.fanniemae.com/content/fact_sheet/hfa-preferred-fact-sheet.pdf</a>, with the following exceptions:</p> <p>No Manufactured Homes</p> <p>Max DTI: 50% with approve/eligible from DU</p> <p>Minimum Credit score: 640</p> <p>Purchase only</p> <p>HBE required for at least one-occupant borrower prior to commitment approval.</p> <p>Manual underwriting allowed as follows:</p> <ul style="list-style-type: none"> <li>○ Minimum credit score: 680</li> <li>○ Maximum LTV: 95%</li> <li>○ Maximum DTI: 36%</li> <li>○ 2 months PITIA in reserves</li> </ul>

<p><b>Freddie Mac HFA Advantage</b></p>	<p>Follow Freddie Mac HFA Advantage guidelines found on their website, <a href="http://www.freddiemac.com/singlefamily/pdf/hfa_factsheet.pdf">http://www.freddiemac.com/singlefamily/pdf/hfa_factsheet.pdf</a>, with the following exceptions:  Maximum DTI: 50% with Accept from LPA  Minimum credit score: 640  Purchase only  No temporary buy downs  HBE required prior to commitment approval by at least one owner-occupant borrower regardless if FTHB or Next Home program.  Manual underwriting allowed as follows:</p> <ul style="list-style-type: none"> <li>○ Minimum credit score: 660</li> <li>○ Maximum LTV: 95%</li> <li>○ Maximum DTI: 36%</li> <li>○ 2 months PITIA in reserves.</li> </ul> <p>Please note the following:  Freddie Mac does not allow non-occupying co-borrowers/signers/mortgagors 1-unit properties only.  Offering Identifier for LPA: 251 or Home Possible Advantage for HFA's  Under General Messages on LPA feedback you should receive an NU code message indicating the loan has been correctly run thru LPA as an HFA loan.</p>
<p><b>Required Mortgage Insurance Coverage</b></p>	<p>18% charter coverage for 95.01-97% LTV Loans  16% charter coverage for 90.01-95% percent LTV Loans  12% charter coverage for 85.01-90% LTV Loans  6% charter coverage for 80.01-85% LTV Loans</p>
<p><b>Private Mortgage Insurance (PMI)</b></p>	<ul style="list-style-type: none"> <li>• Insurers must be acceptable to Fannie Mae or Freddie Mac.</li> <li>• Lender or borrower paid PMI is acceptable following Fannie Mae Guidelines. While lender paid PMI is allowed OHFA rates will not offer premium pricing to cover the cost.</li> <li>• Lender is responsible for activating any PMI policy and remitting any PMI payments due to the mortgage insurer prior to the sale of the loan to U.S. Bank. Lender is also responsible for transferring the PMI policy to U.S. Bank after the loan sale.</li> <li>• PMI rates, pricing and guidelines may differ among the participating mortgage insurers and are subject to change. Lenders should consult the current PMI guidelines at each company to determine the terms and conditions by which such loans will be insured.</li> </ul> <p>This term sheet and OHFA program guidelines do not supersede, nor are they a substitute for, the guidelines in place with each mortgage insurer at the time the loan is underwritten.</p>
<p><b>Discounts Points</b></p>	<p>Not permitted.</p>
<p><b>Assumable</b></p>	<p>Not permitted.</p>
<p><b>Escrow Waivers</b></p>	<p>Not permitted.</p>

<p><b>Mortgage Tax Credit Plus (MTC Plus)</b></p>	<p>Qualified borrowers may combine the OHFA Mortgage Tax Credit (MTC) with Ohio's First Time Homebuyer Programs. Must be a First Time Homebuyer and meet the Mortgage Tax Credit income guidelines. <i>Please note: the income limits for the MTC program could be different than if MTC is not being used. Please check MTC income limits.</i></p> <p>Fannie Mae and Freddie Mac allow tax credit to be used as income for qualifying purposes. See OHFA Lender Memo 2017-001 "MTC/MCC credit used for qualifying purposes" available on the Bulletin Board and/or Program Documents on Lender Online. Borrower's tax credit using MTC Plus is 40%.</p> <p>Effective with loans reserved on or after 1/7/19, MTC Plus is only offered without down payment assistance or with 2.5% down payment assistance. 5% DPA is no longer offered.</p> <p>Interest rates could be slightly higher utilizing the MTC Plus program.</p> <p>Possible Recapture Tax: If the borrower sells the residence within nine years of the date of closing, the borrower may owe recapture tax if the household income has increased more than the amount allowed under the Internal Revenue Code and the house is sold at a net profit. However, OHFA will reimburse for the actual amount of recapture paid to the IRS. In order to benefit from the MTC a borrower must have income tax liability, and must file using the "long form" IRS 1040. Borrowers who have low tax liability due to other deductions may not be able to use the entire MTC benefit. Please see IRS Publication 530 available on <a href="http://www.irs.gov">www.irs.gov</a> for more information.</p>
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## OHFA Specialty Products

<p><b>Ohio Heroes</b></p>	<p><b>Veteran Heroes</b></p> <p>At least one borrower must be qualifying Active Military, Veteran, or Surviving Spouse as defined herein, and the annualized gross income must be at or below OHFA guidelines for the county in which the property is located.</p> <p><u>Active Military and Veterans.</u> Qualified Active Duty Service personnel, including Armed Services or Reserve Forces. Reserve Forces must have at least 90 days of Active Duty service, excluding boot camp. Qualified veterans include military members honorably discharged from any branch of the U.S. Armed Forces. Military identification and/or DD214 or current Certificate of Eligibility (COE) are required to validate credentials.</p> <p><u>Surviving Spouse</u> – The following items are required to validate credentials: VA form 26-1817 DD214 (if available) Marriage License Death Certificate or DD Form 1300 – (Report of Casualty)</p> <p><b>Everyday Heroes</b></p> <p>At least one borrower must be actively employed as a qualifying Fireman, Healthcare Worker, Police Officer or Teacher as defined herein, and the annualized gross income must be at or below OHFA guidelines for the county in which the property is located.</p> <p><u>Fire Fighter/Emergency Medical Technician</u></p>
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<p><b>Ohio Heroes (continued)</b></p>	<p>Full time employee of a fire department whose regular duties include: Fire suppression or prevention, emergency medical response. Fire Fighter, EMT certification card or paystubs, if paystubs confirm occupation, are required to validate credentials. If paystub does not confirm occupation, verification from employer is required.</p> <p><u>Volunteer Fire Fighters</u> May qualify with documentation evidencing volunteer status with the local municipality for minimum of 12 of the most recent/ current 12 months. (i.e. Letter from Municipality)</p> <p><u>Health Care Worker</u> A health professional is an individual who provides health care employer services. They should be licensed in their area of expertise and full-time in their occupation and are limited to: Physicians, Physician Assistant Nurse Practitioners, Nurses – (RN, LPN) State Tested Nurse Aid (STNA) PCA’s are also acceptable <u>only</u> if state licensed Validation of most current paystub from health care, evidencing active employment, eligible occupation and copy of current licensure. License should be found on Ohio Dept of Health Registry.</p> <p><u>Police Officers</u> Commissioned as a law enforcement officer by a federal, state, county, municipal, township government, a public/private college or university, and actively employed full time. Paystubs from the appropriate above agencies are required to validate current credentials. If paystub does not state position, verification from employer is required.</p> <p><u>Teachers</u> Employed full-time by an accredited or state recognized public school, private school or vocational school as a state-certified classroom teacher, school counselor or administrator/ principal in grades pre K-12 with the appropriate current licensure listed below:</p> <ul style="list-style-type: none"> <li>○ Resident Educator License – Four Years</li> <li>○ Professional Teaching License – Five Years</li> <li>○ Associate License – Five Years</li> <li>○ Substitute Teaching License –One and Five Years</li> <li>○ Alternative License</li> <li>○ Professional Administrator License</li> <li>○ Ohio School Counselors are licensed according to ORC 3301-24-05</li> </ul>
<p><b>Grants for Grads</b></p>	<p>Graduates must purchase an owner-occupied residence in Ohio and be first-time homebuyers who received an associate’s, bachelor’s, master’s, doctoral or other post-graduate degree from any accredited college or university within 48 months from graduation date to reservation date with OHFA. Limited to 1 unit properties.</p>
<p><b>OHFA Advantage 50% AMI</b></p>	<p>OHFA Advantage 50% AMI</p> <ul style="list-style-type: none"> <li>• Borrower(s) whose income falls within 50% of the AMI for the county as listed on OHFA’s Income Limits which can be found at: <a href="http://ohiohome.org/lender/default.aspx">http://ohiohome.org/lender/default.aspx</a></li> <li>• Borrower(s) will receive an additional \$2500 subsidy grant, at no additional cost, to be used for down payment, closing costs or prepaid expenses.</li> <li>• Can be used in conjunction with down payment assistance but is also available</li> </ul>

**OHFA Advantage  
50% AMI  
(continued)**

- for unassisted loans.
  - Limited to one unit properties (SF, condos & PUD's). No manufactured housing.
  - Non-occupant co-signers **not** allowed. All borrowers qualifying for the first mortgage must occupy the property.
  - Non-borrower household income **not** allowed to qualify.
  - Minimum credit score of 640 for each borrower unless manually underwriting loan, then minimum is 660 (see below).
  - No minimum borrower contribution from borrower personal funds is required.
  - No reserves required (unless manually underwritten – see below).
  - The loan must be run through LPA and receive an Accept risk class be eligible for manual underwriting.
  - Manual Underwriting requirements:
    - Maximum DTI 36%
    - Max LTV 95%
    - 2 months PITIA reserves
    - Minimum credit score 660
  - Additional subsidy must be listed on the CD in section L, lines 1-5 as shown below:
- | L. Paid Already by or on Behalf of Borrower at Closing |             |
|--|-------------|
| 01 Deposit   | \$500.00    |
| 02 Loan Amount   | \$97,000.00 |
| 03 Existing Loan(s) Assumed or Taken Subject to        |             |
| 04 OHFA DPA 2 <sup>nd</sup> Mortgage                   | \$5,000.00  |
| 05 OHFA Advantage subsidy                              | \$2500.00   |
| <b>Other Credits</b>                                   |             |
- US Bank will be looking for the subsidy to be listed on lines 1-5 of section L. To avoid possible funding delays, please enter the subsidy as noted above if at all possible.
- These loans must be run through Freddie Mac Loan Product Advisor and receive an Accept risk class.**
  - Investor Feature Identifier (IFI) code: H56

**Lender Advance**

Lenders will advance the subsidy at the loan closing for the benefit of the borrower, which will be reimbursed based upon binding legal commitment from OHFA upon the purchase of the mortgage loan by U.S. Bank.

**OHFA Advantage 80% AMI**

- Borrower(s) whose income falls within 80% of the AMI for the county as listed on OHFA's Income Limits which can be found at: <http://ohiohome.org/lender/default.aspx>
- Borrower(s) will receive an additional \$1500 subsidy grant, at no additional cost, to be used for down payment, closing costs or prepaid expenses.
- Can be used in conjunction with down payment assistance but is also available for unassisted loans.
- Limited to one unit properties (SF, condos & PUD's). No manufactured housing.
- Non-occupant co-signers **not** allowed. All borrowers qualifying for the first mortgage must occupy the property.
- Non-borrower household income **not** allowed to qualify.
- Minimum credit score of 640 for each borrower unless manually underwriting loan, then minimum is 660 (see below).
- No minimum borrower contribution from borrower personal funds is required.
- No reserves required (unless manually underwritten –see below).
- The loan must be run through LPA and receive an Accept risk class or be eligible for manual underwriting.

<p><b>OHFA Advantage 80% AMI (continued)</b></p>	<ul style="list-style-type: none"> <li>Manual Underwriting requirements: <ul style="list-style-type: none"> <li>Maximum DTI 36%</li> <li>Max LTV 95%</li> <li>2 months PITIA reserves</li> <li>Minimum credit score 660</li> </ul> </li> <li>Additional subsidy must be listed on the CD in section L, lines 1-5 as shown below: <table border="1" data-bbox="532 422 1219 638"> <thead> <tr> <th colspan="2">L. Paid Already by or on Behalf of Borrower at Closing</th> </tr> </thead> <tbody> <tr> <td>01 Deposit</td> <td>\$500.00</td> </tr> <tr> <td>02 Loan Amount</td> <td>\$97,000.00</td> </tr> <tr> <td>03 Existing Loan(s) Assumed or Taken Subject to</td> <td></td> </tr> <tr> <td>04 OHFA DPA 2<sup>nd</sup> Mortgage</td> <td>\$5,000.00</td> </tr> <tr> <td>05 OHFA Advantage subsidy</td> <td>\$1500.00</td> </tr> <tr> <td colspan="2"><b>Other Credits</b></td> </tr> </tbody> </table> </li> </ul> <p>US Bank will be looking for the subsidy to be listed on lines 1-5 of section L. To avoid possible funding delays, please enter the subsidy as noted above if at all possible.</p> <ul style="list-style-type: none"> <li><b>These loans must be run through Freddie Mac Loan Product Advisor and receive an Accept risk class.</b></li> <li>Investor Feature Identifier (IFI)code: H55</li> </ul>	L. Paid Already by or on Behalf of Borrower at Closing		01 Deposit	\$500.00	02 Loan Amount	\$97,000.00	03 Existing Loan(s) Assumed or Taken Subject to		04 OHFA DPA 2 <sup>nd</sup> Mortgage	\$5,000.00	05 OHFA Advantage subsidy	\$1500.00	<b>Other Credits</b>	
L. Paid Already by or on Behalf of Borrower at Closing															
01 Deposit	\$500.00														
02 Loan Amount	\$97,000.00														
03 Existing Loan(s) Assumed or Taken Subject to															
04 OHFA DPA 2 <sup>nd</sup> Mortgage	\$5,000.00														
05 OHFA Advantage subsidy	\$1500.00														
<b>Other Credits</b>															
<p><b>Lender Advance</b></p>	<p>Lenders will advance the subsidy at the loan closing for the benefit of the borrower, which will be reimbursed based upon binding legal commitment from OHFA upon the purchase of the mortgage loan by U.S. Bank.</p>														

## Down Payment Assistance

<p><b>First Time Homebuyer, Next Home and Ohio Heroes</b></p>	<ul style="list-style-type: none"> <li>Second loan with a seven-year term, no accrued interest, due upon sale or refinance if either occur within the first 7 years after closing date.</li> <li>The second loan is subject to repayment in its entirety if the property is sold or refinanced within the first seven years from when the mortgage loan closed.</li> <li>Subordination will not be granted if first mortgage is refinanced.</li> <li>The obligation to repay shall be forgiven on the seventh anniversary of the note date, at which time the lien is released.</li> </ul>
<p><b>Grants for Grads</b></p>	<ul style="list-style-type: none"> <li>Second loan with a five-year term, no accrued interest, forgiven at 20%/year over 5 years.</li> <li>If the borrower sells the home prior to year 5 and provides documentation they will continue to reside in Ohio after the sale, the remaining balance will be forgiven.</li> <li>If the borrower refinances the first mortgage prior to the end of the 5<sup>th</sup> year, we will subordinate the second. Subordination policies can be found on our website, <a href="http://www.ohiohome.org/partners/lenders.aspx">http://www.ohiohome.org/partners/lenders.aspx</a>.</li> </ul>
<p><b>Form, Size, Use of Proceeds and Repayment Requirements</b></p>	<ul style="list-style-type: none"> <li>Sized at exactly 2.5% or 5% of the home purchase price, rounded down to the nearest dollar. Funds are automatically reserved once the mortgage loan is reserved and confirmed on the OHFA reservation system.</li> <li>May be applied against the borrower's down payment, closing costs, prepaid items and other related program and mortgage loan fees and expenses.</li> <li>The obligation to repay the second loan is secured by a note and subordinate mortgage recorded in OHFA's name as beneficiary.</li> </ul>



<b>Lender Advance</b>	Lenders will advance the 2.5% or 5% second loan at the loan closing for the benefit of the borrower, which will be reimbursed based upon binding legal commitment from OHFA upon the purchase of the mortgage loan by U.S. Bank.
<b>Compliance Issues</b>	The second loan is evidenced by a second note and secured by a subordinate mortgage. See TRID section below for disclosure procedures and documentation.
<b>Limitations on Down Payment Assistance</b>	<p>At closing, an Eligible Borrower may not receive cash back except for the following reasons:</p> <ul style="list-style-type: none"> <li>• Overpayment of fees and/or expenses paid outside of closing, including earnest money deposit, appraisal fees, home inspection fees, credit report charges, etc.</li> </ul> <p>The eligible borrower may be reimbursed up to the amount of overpayment with documented expenditures. In the event of remaining funds after the eligible borrower has been reimbursed for appropriate requested amounts, the borrower shall not receive the additional funds. However, surplus funds may be applied as a principal curtailment on the first mortgage and be documented on the closing disclosure.</p>

## TRID

<b>RESPA Compliance GFE/HUD-1 Settlement Statement</b>	<p>All assisted loans will require a Good Faith Estimate (GFE) within three business days of reservation. OHFA is responsible for sending the GFE to the borrower. Lenders can find a copy of the GFE on the eDocs screen of the Lender Online.</p> <p>Lenders are required to provide a HUD-1 settlement statement at closing listing only the recording fee for the second mortgage for all loans reserved on OHFA's Lender Online Reservation System on or after October 3, 2015. Any fees in addition to the recording fee listed on the second mortgage HUD-1 settlement statement will be required to be refunded to the borrower prior to compliance approval. Any excessive recording fees charged will require a detailed explanation. Any fees not proven to be for recording will require a refund to the borrower prior to compliance approval.</p>
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## Homebuyer Education

<b>Homebuyer Education</b>	A certificate from HUD-approved counseling agency issued within the previous 12 months or participation in OHFA- streamlined homebuyer education (online and telephone counseling) is required for at least one owner occupant borrower, even non-first time homebuyers utilizing our Next Home program. HBE is required to be completed prior to commitment approval.
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## Lender Process

<p><b>Application and Reservation</b></p>	<p>Lender determines borrower eligibility per first-time homebuyer or Next Home status, credit score minimum, debt-to-income, income limits and purchase price limits. Lender reserves the loan through OHFA's website at <a href="http://www.ohiohome.org">www.ohiohome.org</a> using the Lender Online Reservation System. When loan is reserved the rate is locked. Lender processes the loan, gathers documentation and obtains the appraisal.</p>
<p><b>Documentation Requirements</b></p>	<p>OHFA requires, at a minimum, the following documentation be provided for commitment approval:</p> <ul style="list-style-type: none"> <li>• Borrower(s) 1003 Mortgage Loan Application</li> <li>• 1008 Transmittal</li> <li>• Three years most recent years signed tax returns for borrower(s) and spouse releasing dower, if applicable. IRS transcripts are acceptable in lieu of signed returns.</li> <li>• Two most recent paystubs within the last 60 days or one recent paystub and a written VOE.</li> <li>• Copy of executed purchase contract.</li> <li>• If Ohio Heroes, see Heroes section for required documentation.</li> <li>• If Grants for Grads, provide evidence of graduation date and type of degree.</li> <li>• Other documentation as needed per transaction. Reviewed on a case-by-case basis.</li> </ul>
<p><b>Commitment Compliance Package</b></p>	<p>Within 25 calendar days from the loan reservation date, the lender must forward a compliance package to OHFA. A commitment compliance documentation checklist can be found on OHFA's Lender Online Reservation System.</p> <p>Once the commitment package is approved, OHFA will make the commitment package documents available on the Lender Online Reservation System for signature by the buyer and seller. The lender is authorized to proceed with the loan closing once compliance approval has been issued. The lender is responsible to have the commitment package documents signed by the buyer and seller.</p>
<p><b>Purchase Compliance Package</b></p>	<p>Lenders must submit a purchase compliance package to OHFA after closing and prior to the loan being eligible for purchase by U.S. Bank. A purchase compliance documentation checklist is available on the Lender Online Reservation System along with the second mortgage note, subordinate mortgage and tax exempt rider. Only documents provided by OHFA on the Lender Online Reservation System will be accepted. Once the purchase compliance package is approved by OHFA, U.S. Bank is authorized to purchase the mortgage loan.</p>

<b>Delivery to U.S. Bank for Purchase</b>	Lenders should submit a complete mortgage loan file to U.S. Bank with sufficient time for U.S. Bank to review, address deficiencies, request additional documentation, purchase and fund the mortgage loan by the 70th calendar day. Lender is required to send the mortgage loan file to U.S. Bank via U.S. Bank's DocVelocity imaging system.
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## Compensation, Fees and Loan Purchase Price

<b>Lender Compensation</b>	<ul style="list-style-type: none"> <li>• Lenders may charge the Borrower up to a 1% Origination Fee on loans reserved on or after 1/7/19.</li> <li>• Lender shall receive a Service Release Premium (SRP) equal to 2.50% of the first mortgage balance paid by the Servicer at the time of purchase.</li> <li>• A minimum \$1,500 in compensation will be paid on all Mortgage Loans. Loan balances at or less than \$60,000 at time of purchase by the Servicer will qualify for the minimum compensation.</li> </ul>
<b>Allowable Fees</b>	Reasonable and customary fees and closing costs may be charged as long as such compensation payments are fully disclosed to the borrower in accordance with federal, state and local laws and regulations.
<b>Program Fees</b>	<p>Program fees are as follows:</p> <p>\$425 Funding Fee payable to US Bank  \$80 Tax Service Fee payable to CoreLogic Tax Services or vendor of lender's choice  \$100 Administration Fee payable to OHFA  \$250 Loan Fee (MTC/MCC Plus <i>only</i>) to OHFA</p>

## Servicer Information

<b>Loan Purchases</b>	Mortgage Loans must be purchased and funded within 70 calendar days of the loan reservation date. Failure to comply with the 70 day purchase deadline will be subject to a 0.375% extension fee for every 30 days beyond the original 70 days.
<b>Loan Delivery Information</b>	Final document delivery information and checklist are posted on <a href="http://www.hfa.usbank.com">www.hfa.usbank.com</a> , or contact the U.S. Bank Help Desk. A \$50 late fee will be assessed on final documents not delivered within 90 days of purchase.
<b>Delivery Address</b>	<p><b><u>Original Endorsed Notes, Allonges and Bailee Letters:</u></b>  US Bank Home Mortgage  ATTN: Note Vault  9380 Excelsior Blvd. 5<sup>th</sup> Floor  Hopkins, MN 55343</p> <p><b><u>Final Docs:</u></b>  US Bank Home Mortgage  ATTN: HFA FINAL DOCUMENTS  7601 Penn Avenue South, Suite A1  Richfield, MN 55423</p>

**U.S. Bank Lender Help Desk**

Contact the U.S. Bank Help Desk at 800-562-5165, option #1 or [hfacustomer@usbank.com](mailto:hfacustomer@usbank.com), for loan status, deficiency questions, help locating documents on US Bank website.  
US Bank Program Administration can be reached at 800-562-5165, option #2, for new lender agreements or re-certifications.