



# IHDA Mortgage Operations

Illinois Housing Development Authority


All items subject to change.

Visit [ihdamortgage.org](http://ihdamortgage.org) for current information.

This is a high-level overview and should not be used on its own to determine program guidelines and IHDA Overlays.

IHDA Mortgage  
Team

 [mortgage@ihda.org](mailto:mortgage@ihda.org)

 877-456-2656

# About Illinois Housing Development Authority



## History

IHDA was created by state legislation in 1967 to connect people with financing programs for their homes.

## Mission

To finance the creation and preservation of affordable housing in Illinois.

## Currently

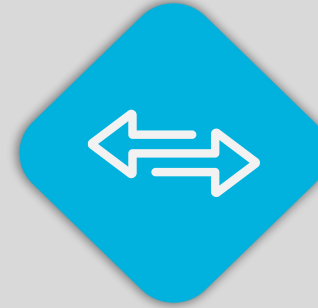
10% of all first-time homebuyers across the state are purchasing their first homes using IHDA. We work with over 160 lenders statewide.

# Benefits of using IHDA Mortgage



## Master Servicer

U.S. Bank



## Flexibility

Programs for both first and non-first-time homebuyers across Illinois



## Lender Approves

IHDA does not review files prior to closing



## All Loan Types

- FHA
- VA
- USDA
- FNMA & FHLMC

# Down Payment Assistance

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Available Programs



# Before you start

Verify basic guidelines...



the home is in a targeted or non-targeted area



the credit score is 640 or greater



the DTI is equal to or less than 50.00% (effective 8.15.2023)

- ✓ Loans with DTI 45.01% - 50.00% must use Finally Home! Homebuyer Education prior to close, and FHA/USDA/VA loans must have a credit score of 680 or higher. (<https://www.finallyhome.org/>)




the borrower(s) can contribute the greater of \$1,000 or 1% of the purchase price



the income and purchase price are under the IHDA limits (must use the IHDA Income Calculator)

- ✓ When using AccessHome, the program must be selected to view the accurate limits

# IHDAccess

		<b>IHDAccess</b> <i>Forgivable</i>	<b>IHDAccess</b> <i>Deferred</i>	<b>IHDAccess</b> <i>Repayable</i>
Assistance Amount	<b>6%</b> of the purchase price, up to <b>\$15,000</b>	<b>4%</b> of the purchase price, up to <b>\$6,000</b>	<b>5%</b> of the purchase price, up to <b>\$7,500</b>	<b>10%</b> of the purchase price, up to <b>\$10,000</b>
Borrower Eligibility	<b>FIRST-TIME HOMEBUYER ONLY</b> (They may only be non-first-time homebuyers if they are either a) An eligible veteran or b) purchasing a property in a targeted area)	FIRST-TIME OR NON-FIRST-TIME HOMEBUYERS	FIRST-TIME OR NON-FIRST-TIME HOMEBUYERS	FIRST-TIME OR NON-FIRST-TIME HOMEBUYERS
Term	30-years deferred	10-years forgivable	30-years deferred	10-year monthly repayment
DPA Repayment	Full amount due at maturity date or upon "repayment event" (sale, refinance, etc.)  0% interest  Can be prepaid anytime	No monthly Repayment  Assistance is forgiven monthly pro rata over 10 years	Full amount due at maturity date or upon "repayment event" (sale, refinance, etc.)  0% interest  Can be prepaid anytime	0% interest  Monthly Payment = DPA Amount ÷ 120 months  For example, if \$10,000, payable at \$83.33 per month

ALL PROGRAMS MATRIX - MARCH 2026



Purpose	Purchase 30-Year Fixed Only	Purchase 30-Year Fixed Only	Purchase 30-Year Fixed Only	Purchase 30-Year Fixed Only
1 <sup>st</sup> Mortgage Term	30-Year Fixed Only	30-Year Fixed Only	30-Year Fixed Only	30-Year Fixed Only
Form of Assistance	30-Year Deferred 2 <sup>nd</sup> Mortgage	10-Year Forgivable 2 <sup>nd</sup> Mortgage	30-Year Deferred 2 <sup>nd</sup> Mortgage	10-Year Repayable (Monthly) 2 <sup>nd</sup> Mortgage
Assistance Amount	6% of the purchase price, up to \$15,000	4% of the purchase price, up to \$6,000	5% of the purchase price, up to \$7,500	10% of the purchase price, up to \$10,000
Key Assistance Terms	Repayment, with 0% interest, due at maturity date, or when loan is paid in full, refinanced, or property is sold, whichever comes first	Forgiven monthly over 10-years	Repayment, with 0% interest, due at maturity date, or when loan is paid in full, refinanced, or property is sold, whichever comes first	Repaid monthly over 10-years with 0% interest
Min. Borrower Contribution <sup>8</sup>	Greater of \$1,000 or 1% of purchase price	Greater of \$1,000 or 1% of purchase price	Greater of \$1,000 or 1% of purchase price	Greater of \$1,000 or 1% of purchase price
Minimum Credit Score	640 <sup>10</sup>	640 <sup>10</sup>	640 <sup>10</sup>	640 <sup>10</sup>
Maximum DTI <sup>10</sup>	FNMA / FHLMC - Max 50% <sup>10</sup> FHA / VA / USDA - 680* FICO Max 50% <sup>10</sup> *Below 680 requires PTC exception if 45.01-50% <sup>10</sup>	FNMA / FHLMC - Max 50% <sup>10</sup> FHA / VA / USDA - 680* FICO Max 50% <sup>10</sup> *Below 680 requires PTC exception if 45.01-50% <sup>10</sup>	FNMA / FHLMC - Max 50% <sup>10</sup> FHA / VA / USDA - 680* FICO Max 50% <sup>10</sup> *Below 680 requires PTC exception if 45.01-50% <sup>10</sup>	FNMA / FHLMC - Max 50% <sup>10</sup> FHA / VA / USDA - 680* FICO Max 50% <sup>10</sup> *Below 680 requires PTC exception if 45.01-50% <sup>10</sup>
IHDA 1 <sup>st</sup> Mortgage Loan Type	FHA / VA / USDA / FNMA HFA Preferred / FHLMC HFA Advantage	FHA / VA / USDA / FNMA HFA Preferred / FHLMC HFA Advantage	FHA / VA / USDA / FNMA HFA Preferred / FHLMC HFA Advantage	FHA / VA / USDA / FNMA HFA Preferred / FHLMC HFA Advantage
Max LTV: FHA/VA/USDA/FNMA/FHLMC <sup>6</sup> (CLTV follows Agency guidelines)	1 unit: 96.5/100/100/97/97 2 unit: 96.5/100/NA/95/95	1 unit: 96.5/100/100/97/97 2 unit: 96.5/100/NA/95/95	1 unit: 96.5/100/100/97/97 2 unit: 96.5/100/NA/95/95	1 unit: 96.5/100/100/97/97 2 unit: 96.5/100/NA/95/95
Key Borrower Eligibility	First-Time <sup>1</sup> Homebuyers ONLY <sup>4</sup>	First-Time <sup>1</sup> and Non First-Time Homebuyers	First-Time <sup>1</sup> and Non First-Time Homebuyers	First-Time <sup>1</sup> and Non First-Time Homebuyers
1 <sup>st</sup> Mortgage Max Allowable Fees <sup>2,9</sup>	Origination: 1% + \$1200 plus all reasonable and customary fees	Origination: 1% + \$1200 plus all reasonable and customary fees	Origination: 1% + \$1200 plus all reasonable and customary fees	Origination: 1% + \$1200 plus all reasonable and customary fees
2 <sup>nd</sup> Mortgage Max Allowable Fees	Recording fees only	Recording fees only	Recording fees only	Recording fees only
Additional Initiatives <sup>9</sup>	Available with 1 <sup>st</sup> Mortgage Loan Amounts of \$60,000 or less 	Available with 1 <sup>st</sup> Mortgage Loan Amounts of \$60,000 or less 	Available with 1 <sup>st</sup> Mortgage Loan Amounts of \$60,000 or less 	Available with 1 <sup>st</sup> Mortgage Loan Amounts of \$60,000 or less 
Funds allowed to leave table <sup>9</sup>	\$250 + plus any amount over the borrower's required minimum investment of 1% or \$1,000 (any additional should be principal reduction)	\$250 + plus any amount over the borrower's required minimum investment of 1% or \$1,000 (any additional should be principal reduction)	\$250 + plus any amount over the borrower's required minimum investment of 1% or \$1,000 (any additional should be principal reduction)	\$250 + plus any amount over the borrower's required minimum investment of 1% or \$1,000 (any additional should be principal reduction)
Property type <sup>3,6,7,9</sup>	Single Family owner-occupied primary residence (1 - 2 units only, condo, townhouse, community land trust) on less than 5 acres, No Manufactured	Single Family owner-occupied primary residence (1 - 2 units only, condo, townhouse, community land trust) on less than 5 acres, No Manufactured	Single Family owner-occupied primary residence (1 - 2 units only, condo, townhouse, community land trust) on less than 5 acres, No Manufactured	Single Family owner-occupied primary residence (1 - 2 units only, condo, townhouse, community land trust) on less than 5 acres, No Manufactured
Homebuyer Education <sup>7</sup>	Required Prior to Lock	Required Prior to Lock	Required Prior to Lock	Required Prior to Lock
Mortgage Insurance <sup>5</sup>	Borrower Paid MI (Monthly, Single, or Split Premium)	Borrower Paid MI (Monthly, Single, or Split Premium)	Borrower Paid MI (Monthly, Single, or Split Premium)	Borrower Paid MI (Monthly, Single, or Split Premium)
IHDA Approval	Post Close	Post Close	Post Close	Post Close

~~~~ Income and Purchase Price Limits Apply ~~~~ ALL properties must become the owner-occupied principal residence of the borrower within 60 days after the closing of the IHDA loan! ~~~~ No Manufactured Housing on any programs! ~~~~ All IHDA 2<sup>nd</sup> mortgages are subject to TRIDI! ~~~~

~~~~ FNMA HFA PREFERRED or FHLMC HFA ADVANTAGE ONLY on CONVENTIONAL LOANS! ~~~~ No Manual Underwrites ~~~~ LPA allowed on FHLMC, VA, or FHA ~~~~

~~~~ No HOMEPATH, HOMEReady, or 203K ~~~~ THIS IS NOT MEANT TO BE FULLY INCLUSIVE OF ALL GUIDELINES. PLEASE ALSO REVIEW THE IHDA MORTGAGE PROCEDURAL GUIDE ~~~~

This is just meant as an overview & should be used with the Procedural Guide



# Introducing...



**A new program in the  
Access Suite from  
IHDA Mortgage!**

# What is IHDA Access Home?



- ◆ Open **Monday, March 2, 2026**
- ◆ A new DPA/Closing cost assistance program
- ◆ Offers **6%** of the sale price up to **\$15,000**
- ◆ All borrowers (and their spouses) must be either:
  - ◆ 1<sup>st</sup> Time Homebuyer or Exempt
  - ◆ Exempt means
    - ◆ Eligible Veteran (evidenced with COE/DD214), or
    - ◆ Buying a property in a targeted area
- ◆ Follows specific AccessHome income and purchase price limits
- ◆ Deferred 0% interest, 30-year 2<sup>nd</sup> mortgage, no monthly repayment

# Financing Initiative

How does it work?

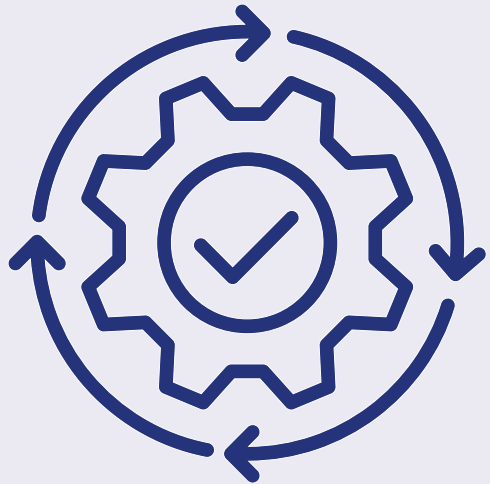


- ◆ Not a program - a financing incentive
- ◆ Pairs with any IHDA Mortgage down payment assistance
- ◆ \$5,000 flat per loan in the form of SRP on purchased files for loan amounts \$60,000 & under
- ◆ No action is required on the lender's part to participate; the incentive will be automatically applied at the time of purchase for eligible files.

# IHDA Mortgage Process

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## Important Tips

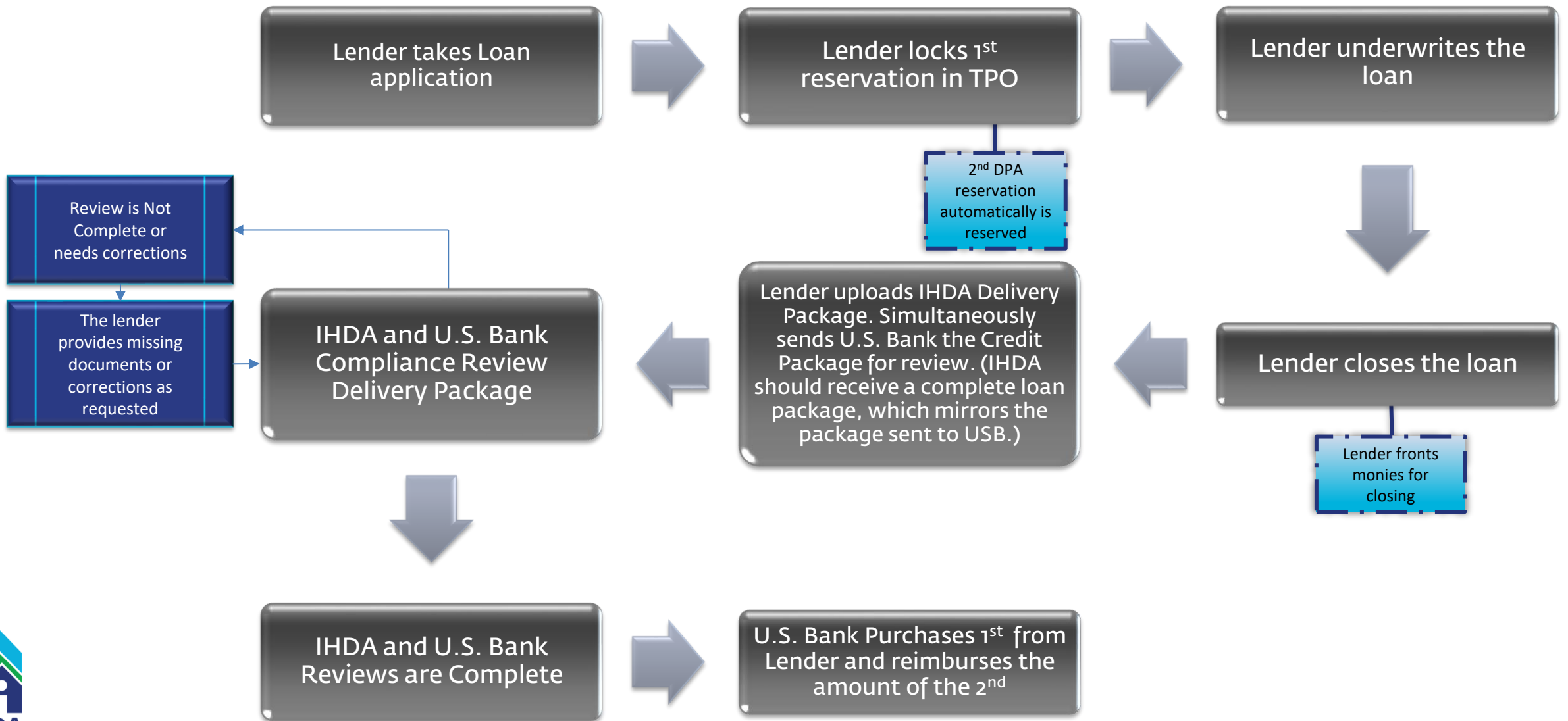


# Important Notes

- ◆ All resources are online
  - ◆ [www.IHDAMortgage.org](http://www.IHDAMortgage.org)
- ◆ Partner Center
  - ◆ All Lender tools in ONE spot:
    - ◆ Required Documents/Checklists
    - ◆ Procedural Manual
    - ◆ Interest Rates/Lender Dashboard
    - ◆ Detailed FAQs
    - ◆ Training Archive



# General Overview



# IHDA Mortgage Guidelines

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Requirements



# Guideline Highlights

- ◆ **All borrowers must occupy the property within 60 days of close**
- ◆ **Non-occupant borrowers are prohibited**
- ◆ **Both the 1<sup>st</sup> and 2<sup>nd</sup> mortgages should follow TRID**
  - ◆ Must be disclosed using the Loan Estimate (LE) and the Closing Disclosure (CD)
  - ◆ The 2<sup>nd</sup> mortgage can only have recording fees charged
- ◆ **The property must be a qualified single-family dwelling**
  - ◆ Includes single-family, condo\*, townhouse, and 2-unit\*\* properties (on less than 5 acres of land)
    - ◆ If you are not delegated to do condo reviews through U.S. Bank, you must have the review done by the U.S. Bank HFA Division
    - ◆ 2 units have specific Agency Guidelines and need landlord counseling
  - ◆ No manufactured homes or mobile homes permitted

# Minimum Investment

Funds the borrower must bring to the table

## **BORROWER CONTRIBUTIONS**

(appraisal fees paid by borrower, EM deposit, Borrower POC, etc.)

**MINUS**

## **MINIMUM REQUIRED INVESTMENT**

(greater of 1% or \$1000)

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**EQUALS** *ALLOWABLE CASH BACK TO BORROWER*

**PLUS** \$250

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**EQUALS** *MAXIMUM CASH BACK TO BORROWER*

## **Borrower must contribute:**

Greater of \$1,000 OR 1% of the purchase price

## **The borrower may not use:**

The tax proration toward the borrower's minimum investment; those funds must be from the borrower's own funds or, if allowed by the AUS (DU, LPA, etc.), from properly sourced gift funds.

## **Borrowers can leave the table with:**

\$250 plus anything above and beyond the borrower's minimum investment of 1% or \$1,000, whichever is greater (all other funds should be used for principal reduction).

# Tax Returns

## Tax Returns

Not required to verify first-time homebuyer status. The Borrower Affidavit includes attestations from both borrowers and non-borrowing spouses about current or prior homeownership.

## Agency Guidelines

If Agency Guidelines require tax returns or transcripts, include them in the loan file.

## How IHDA Mortgage Will Verify

IHDA will rely upon the loan application, credit reports, and other verification(s) to determine ownership interest / first-time homebuyer status. (This is not an inclusive list.)

# Pre-Purchase Homebuyer Education

ALL borrowers must attend a Pre-Purchase Education course.

**Courses must meet standards defined by:**

HUD or The National Industry Standards for Homeownership Education and Counseling

**Examples** ([www.ihdamortgage.org/edu](http://www.ihdamortgage.org/edu) full info)

Fannie Mae Framework: <https://educate.frameworkhomeownership.org/>

Freddie Mac CreditSmart Homebuyer U: <https://sf.freddiemac.com/working-with-us/creditsmart/courses>

**Exceptions**

IF your borrower has a DTI of 45.01 – 50.00%, they must take the Finally Home! Homebuyer education ([www.finallyhome.org](http://www.finallyhome.org)) prior to close.

# Important Notes

## Guidelines



Fannie Mae

Freddie Mac

- ◆ Manual Underwrite – **NOT ALLOWED**
- ◆ Reduced MI - Follow DU and LPA for PMI Coverage – 18% Reduced MI
  - ◆ <https://ami-lookup-tool.fanniemae.com/amilookuptool/>
  - ◆ <https://sf.freddie.mac.com/working-with-us/affordable-lending/home-possible-eligibility-map>
- ◆ Approved Mortgage Insurance Companies: Arch MI, Essent, Enact, MGIC, National MI, Radian
- ◆ Delivery Requirements
  - ◆ All IHDA Mortgage conventional loans must be run
    - ◆ Approve/Eligible
    - ◆ DU “Fannie Mae HFA PREFERRED” or LPA as “Freddie Mac HFA ADVANTAGE (eligible users only)”
  - ◆ Must show the subordinate financing, which is considered a community second
- ◆ FHLMC – HFA Advantage
  - ◆ Select HFA Advantage in the “Offering identifier” field in the “Mortgage Type and Loan Terms” section of LPA (shown as Offering Identifier 251 in some LOS)

# Important Notes

All lenders must be IHDA approved  
[www.ihdamortgage.org/join](http://www.ihdamortgage.org/join)



Must meet Agency guidelines, U.S. Bank HFA guidelines, and IHDA compliance per the IHDA Procedural Guide.



IHDA does not review the loan prior to closing. The Lender's Underwriter must approve the loan.



IHDA Mortgage's Down Payment Assistance (2<sup>nd</sup> Mortgage) requires a traditional 1<sup>st</sup> mortgage; no Home Ready or 203k.



Must use IHDA Mortgage's interest rate. The rate is the rate is the rate. No Loan Level Price Adjustment, No Adverse Market Fees, No Buydowns



U.S. Bank is the Master Servicer for IHDA Mortgage Loans.



IHDA only requires income for all those liable, or secondarily liable, on the Note.



Lender is responsible for table funding and servicing both the first and second mortgage until purchased by U.S. Bank.

# **Income Guidelines**

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Steps to Take



# Income and Purchase Price Limits

[IHDAmortgage.org/limits](http://IHDAmortgage.org/limits)

- ◆ Includes search functionality that breaks out all the applicable limits per county.
- ◆ **Targeted Area Search:** Just because a county has targeted limits, doesn't mean the property itself is targeted. Look up your subject property every time!

## Income and Purchase Price Limits

Effective on reservations dated 09/01/2025 and after. Visit the Document Library for historical limits.


### Search County Limits

**Search for or select the county** where the home is located to view income and purchase price limits.

Income and purchase price limits are determined by the county where the home being purchased is located, not the homebuyer's current residence.

 PDF Version (in doc library)

 Help Using These Limits

 [Check If A Property Is Targeted](#)

### Select County

# AccessHome Income and Purchase Price Limits

AccessHome follows a specific set of income and purchase price limits.

[IHDAmortgage.org/limits](http://IHDAmortgage.org/limits)

## Cook County Limits

| INCOME LIMITS                                     | PURCHASE PRICE LIMITS                                                                                                              |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Maximum Income (Non Targeted)<br><b>\$143,880</b> | Maximum Purchase Price (Non Targeted)<br><b>\$664,232</b>   <b>\$796,816</b><br><small>1-Unit Property   2-Unit Properties</small> |



| AccessHome Maximum Income                                                                                 | AccessHome Maximum Purchase Price                                                                  |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Non-Targeted</b><br>\$119,900   \$137,885<br><small>1-2 Person Household   3+ Person Household</small> | <b>Non-Targeted</b><br>\$544,232   \$696,816<br><small>1-Unit Property   2-Unit Properties</small> |
| <b>Targeted</b><br>\$143,880   \$167,860<br><small>1-2 Person Household   3+ Person Household</small>     | <b>Targeted</b><br>\$665,173   \$851,665<br><small>1-Unit Property   2-Unit Properties</small>     |

- ◆ The limits for AccessHome will show up when you search for your subject property's county.
- ◆ The AccessHome limits are **REQUIRED** if you're originating AccessHome:
  - ◆ You cannot use the other limits to qualify a borrower for the program. If they exceed the posted Access Home limits (targeted or non-targeted), they are **NOT** eligible.
  - ◆ Any files that exceed these limits are **ineligible for delivery**; we cannot make exceptions to income limits.

# Income Requirements

**IHDA Household Income means only the income of all those liable, or secondarily liable, on the Note.**

There are two (2) income calculation amounts/types on every file:

1. Qualifying, Credit Qualifying, IHDA has no input or overlays on, and
2. IHDA income calculation, for the IHDA income limit, which is separate and independent

IHDA income includes all sources of income at the time of close, even if they are not used to qualify.

**Child Support:** If a family situation shows there could be a possibility of child support being received by anyone in the household, provide the court order and include it in household income, or an LOX stating there is no court order and how much, if any, is being received monthly.



# Income Docs Needed

## Documents Required

### **Borrower(s)**

- ◆ Most recent year W-2s
- ◆ Current income docs (for example, 30 days most current pay stubs from all jobs, disability awards letter, social security awards letter, YTD profit & loss for self-employment, etc.)
- ◆ VOEs from all W2 employers where they no longer work (can be verbal or Work Number)

### **Non-borrowing spouse**

- ◆ No tax returns or income documents

IHDA doesn't require 3 years of tax returns for borrowers or non-borrowing spouses

Tax returns are only required as needed by Agency



# Income Docs Needed

**For IHDA income limits, all sources of income at the time of close are included, even if you are not using them for qualifying income.**

## **IHDA Zero Income Certification**

- ◆ If the co-borrower currently has no source of income, they must complete and sign the IHDA Zero Income Certification. This can be found on our website, [www.ihdamortgage.org/docs](http://www.ihdamortgage.org/docs).

## **Child Support**

- ◆ If a family situation shows there could be a possibility of child support being received by anyone in the household, provide the court order and include it in household income, or an LOX stating there is no court order and how much, if any, is being received monthly.



# Income Calculator

## For all IHDA Mortgage Programs

### Details

Detailed information on calculating income can be found in the [IHDA Mortgage Procedural Manual](#)

### To Use

- Do not complete by hand – Use Excel
- Complete all fields (dates, county, number in HH, names of all HH occupants, etc.)

### Signature

Must be signed by the preparer and dated prior to close

Found at [www.ihdamortgage.org/docs](http://www.ihdamortgage.org/docs)

| IHDA Income Calculator - Si                                                                                                                                                |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructions:</b>                                                                                                                                                       |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| Lender - IHDA Income Calculator will project forward. Include all income earned by the Borrower(s) and do not adjust dates to make qualifying income match the calculator. |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| Start Date - If Start Date is prior to January 1st of the current year, enter 1/1/202x of current year.                                                                    |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| IHDA Loan Number                                                                                                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| Loan Program                                                                                                                                                               | -                 |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| <b>Property Information</b>                                                                                                                                                |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| Street                                                                                                                                                                     |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| City                                                                                                                                                                       |                   | , Illinois                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                         |
| ZIP                                                                                                                                                                        |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| <b>Income Related Fields</b>                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| <b>Borrower</b>                                                                                                                                                            | <b>Name:</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| YTD Gross                                                                                                                                                                  | <b>Employer:</b>  | \$                                                                                                                                                                                                                                                                                                                                                                                                                                 | -                                                                                                                                                                                                       |
| Start Date                                                                                                                                                                 |                   | 00/00/0000                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                         |
| Pay Date                                                                                                                                                                   |                   | 00/00/0000                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                         |
| Projected Annual Income                                                                                                                                                    |                   | \$                                                                                                                                                                                                                                                                                                                                                                                                                                 | -                                                                                                                                                                                                       |
| <b>OT/Bonus/Comm./Unemployment/etc.</b>                                                                                                                                    |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
|                                                                                                                                                                            | <b>Start Date</b> | <b>End Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Amount</b>                                                                                                                                                                                           |
| Current Year                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$ -                                                                                                                                                                                                    |
| Past Year                                                                                                                                                                  |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$ -                                                                                                                                                                                                    |
| Projected Annual OT/Bonus/Commision/ect                                                                                                                                    |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$ -                                                                                                                                                                                                    |
| <b>Borrower (Additional Income)</b>                                                                                                                                        |                   | <b>Lender Certification</b>                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                         |
| YTD Gross                                                                                                                                                                  | <b>Employer:</b>  | I certify that I have reviewed pertinent documentation for the abovementioned Borrower(s) and have determined that total household income is below applicable county limit, purchase price is below applicable county limit, property is a qualified dwelling meeting Illinois Housing Development Authority's (IHDA) requirements, and where applicable, buyer (and spouse if applicable) is a first time home buyer (or exempt). |                                                                                                                                                                                                         |
| Start Date                                                                                                                                                                 |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| Pay Date                                                                                                                                                                   |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| Projected Annual Income                                                                                                                                                    |                   | I hereby acknowledge that the checklist provided by IHDA was utilized in part to determine eligibility and approval of buyer(s) for IHDA's program, and that the checklist is not the sole source of information in determining program eligibility. Signing this certification does not negate the need to read and understand the IHDA procedural guide.                                                                         |                                                                                                                                                                                                         |
| <b>OT/Bonus/Comm./Unemployment/etc.</b>                                                                                                                                    |                   | <b>St</b>                                                                                                                                                                                                                                                                                                                                                                                                                          | Based on the Review of Source Documentation, the mortgage lender has completed an Income Eligibility Analysis and has determined that the household is Eligible for the Authority's Home Buyer Program. |
| Current Year                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| Past Year                                                                                                                                                                  |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| Projected Annual OT/Bonus/Commision/ect                                                                                                                                    |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    | I further Certify that the Information contained in this certification is true and accurate to the best of my knowledge.                                                                                |
| <b>Other Income Categories</b>                                                                                                                                             |                   | <b>Fre</b>                                                                                                                                                                                                                                                                                                                                                                                                                         | Signature of Reviewer: <input type="text" value="X"/>                                                                                                                                                   |
|                                                                                                                                                                            |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
|                                                                                                                                                                            |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
|                                                                                                                                                                            |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
|                                                                                                                                                                            |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |



# Income Calculator

When using with AccessHome

## To Use

Select AccessHome in both the Loan Program Menu & the Household Information Section on the calculator!

## Details

For more detailed information, review the [IHDA Mortgage Procedural Manual](#)

IHDA Income Calculator - S Found at [www.ihdamortgage.org/docs](http://www.ihdamortgage.org/docs)

Instructions:  
**Lender** - IHDA Income Calculator will project forward. Include all income earned by the Borrower(s) and do not adjust dates to make qualifying income match the calculator.  
**Start Date** - If Start Date is prior to January 1st of the current year, enter 1/1/202x of current year.

|                              |                  |                      |
|------------------------------|------------------|----------------------|
| <b>IHDA Loan Number</b>      |                  |                      |
| <b>Loan Program</b>          |                  | -                    |
| <b>Property Information</b>  |                  |                      |
| Street                       |                  | Access 4% Forgivable |
| City                         |                  | Access 5% Deferred   |
| ZIP                          |                  | Access 10% Repayable |
|                              |                  | AccessHome           |
| <b>Income Related Fields</b> |                  |                      |
| <b>Borrower</b>              | <b>Name:</b>     |                      |
| YTD Gross                    | <b>Employer:</b> | \$ -                 |

|                                                                                   |  |      |
|-----------------------------------------------------------------------------------|--|------|
| <b>Household Information (Mandatory Section) - Please complete entire section</b> |  |      |
| County                                                                            |  | -    |
| Number of Family Members living in Household                                      |  |      |
| AMI% Limit                                                                        |  |      |
| Non / Targeted Area                                                               |  |      |
| Is the Borrower using the AccessHome Program?                                     |  | Yes  |
| County Income Limits                                                              |  | \$ - |

# Important Notes

## For all U.S. Bank questions HFA Help Desk

### Dedicated Email:

◆ [UWCustomercare@usbank.com](mailto:UWCustomercare@usbank.com)

### Phone:

◆ 800.200.5881, Option 2 (between 8:00 a.m. and 5:00 p.m. Eastern Time)

### Site:

◆ [www.usbank.com/correspondent](http://www.usbank.com/correspondent)

### U.S. Bank Correspondent and HFA lending

With over 30 years in the Correspondent and HFA lending business, U.S. Bank is a trust with long-term stability. Our innovative approach to the lending process delivers an excellent experience from start to finish and empowers you to meet varying client needs.



#### Already a Correspondent or HFA lender?

Log into your Lender Portal account to register, submit and process loans, or view the Resources section for guided tutorials and more.

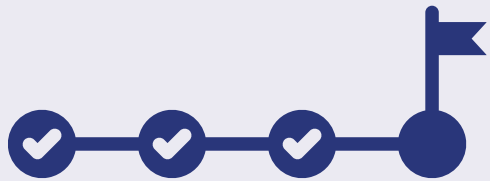
Need some help? Our customer support team can provide assistance, answer questions and more. Call us at [800-200-5881](tel:800-200-5881) and choose option 1.

Log in

# Reserving IHDA Mortgage

---

Steps to Take



# Credentials to Log in to TPO Connect

- ◆ Need login credentials to TPO Connect?
  - ◆ Request them from the system admin at your company
- ◆ Don't know your company's system admins?
  - ◆ Contact IHDA Mortgage at [mortgage@ihda.org](mailto:mortgage@ihda.org)
- ◆ There are videos and training manuals located at [ihdamortgage.org/tpotraining](http://ihdamortgage.org/tpotraining)



# Commitment Confirmation

## Registration via TPO Connect

### Register the Loan

Then you can print the Commitment Confirmation

### 2<sup>nd</sup> Mortgage

The IHDA 2<sup>nd</sup> is automatically registered  
The IHDA 2<sup>nd</sup> amount is based on the purchase price

### Homebuyer Education Certificate

This must be uploaded to TPO Connect  
PRIOR to locking the loan



Lock Confirmation 9/8/2021 8:24:37 AM PST

Loan Number: 3230744

Account Executive:

Product & Lock Details

Current Lock Status Locked

Opening Doors USDA

Ratesheet ID:

Effective Date: 09/08/2021 11:30 AM EST

| ADJUSTMENTS | RATE  | PRICE   | PRICE(\$) |
|-------------|-------|---------|-----------|
| Base        | 3.125 | 102.000 | \$1780.00 |
| Net         | 3.125 | 102.000 | \$1780.00 |

| Lock Requested Date | Delivery Type           | Lock Effective Date | Lock Expiration Date | Lock Period | New Lock Expiration Date |
|---------------------|-------------------------|---------------------|----------------------|-------------|--------------------------|
| 09/08/2021          | Individual Best Efforts | 09/08/2021          | 11/08/2021           | 60 days     |                          |

#### Loan Information Details for Lock

|                                              |                                        |                                                |
|----------------------------------------------|----------------------------------------|------------------------------------------------|
| Loan Type<br>USDA-RHS                        | Base Loan Amount<br>\$89,000.00        | LTV / CTLV / HCLTV<br>84.762 / 90.476 / 90.476 |
| Amortization Type<br>Fixed                   | ML, MIP, FF Financed<br>\$0.00         | Credit Score<br>790                            |
| Term Months<br>360                           | Total Loan Amount<br>\$89,000.00       | Front End DTI<br>1.702                         |
| Lien Position<br>FirstLien                   | Subordinate Fin. Balance<br>\$6,000.00 | Back End DTI<br>5.028                          |
| Loan Documentation Type<br>FullDocumentation | Purchase Price<br>\$105,000.00         | Impound Waiver<br>Not Waived                   |
| Loan Purpose<br>Purchase                     | Appraised Value<br>\$105,000.00        |                                                |



# Important Notes

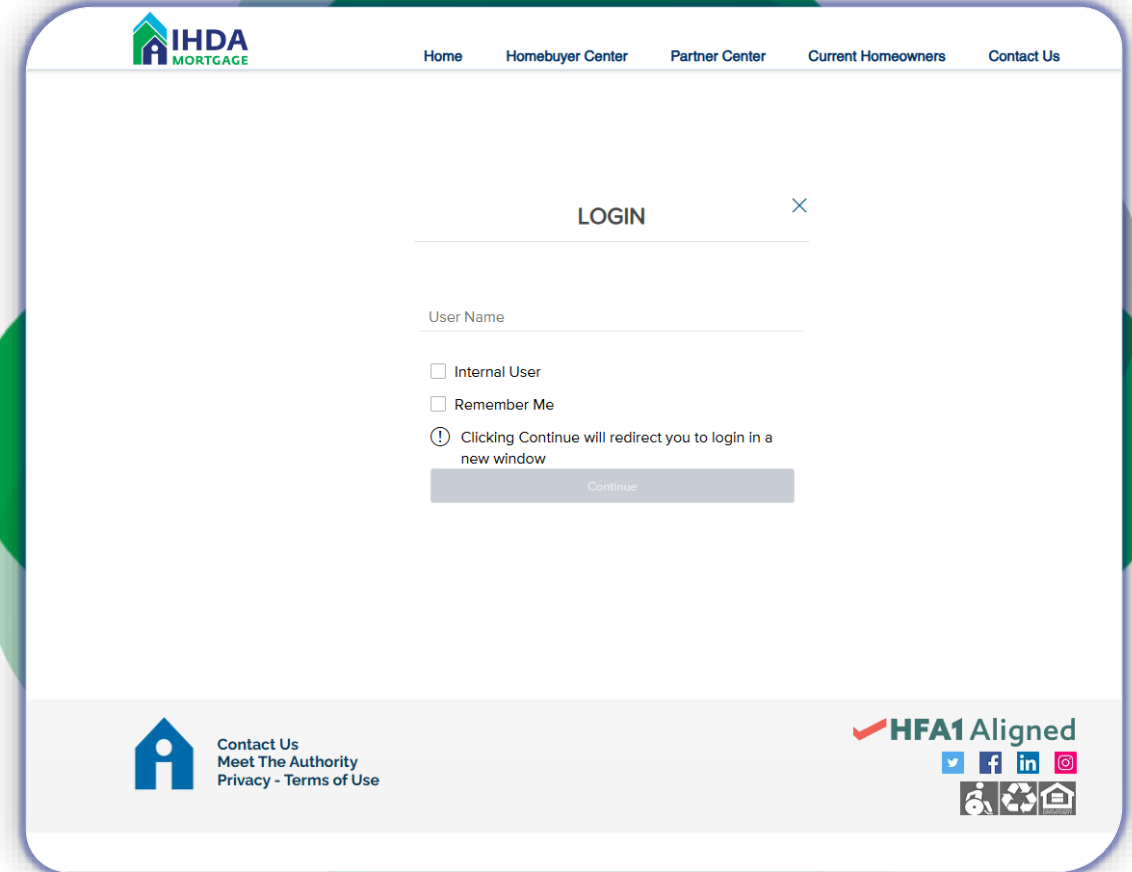
## TPO Connect

- ◆ There are no “hard stops” in TPO Connect, such as over-income limits, over-purchase-price limits, incorrect subordination amounts (DPA amounts), etc.
- ◆ Save your loan file as a Fannie Mae MISMO 3.4 file and upload it to the TPO Connect system to save time
- ◆ You must enter a FICO score
- ◆ Make sure you have subordinate financing selected as “Yes,” and your subordinate financing amount (DPA) is correct
- ◆ Update the estimated closing date
- ◆ For government loans,
  - ◆ On the loan information screen, next to MI coverage, click the calculator.
  - ◆ Make sure the MIP/Funding/Guaranteed amount is the correct percentage rate. If not, update it, and hit done. This is how you update your total loan amount (and adjust the base loan amount), since the total loan amount cannot be adjusted manually.

# Important Notes

## TPO Connect

- ◆ Remember, with TPO Connect, registering a loan and locking the rate are separate processes
  - ◆ Verify if a loan is locked by looking at pipeline and seeing if the loan is “locked” or “unlocked”
- ◆ Once in product pricing, select “60 days” as the lock period
- ◆ Put in a target interest rate if there is not one in there
  - ◆ The target rate is not the rate the loan will be locked at
- ◆ Lender-paid MI is not a current option on any IHDA loans



The screenshot shows the IHDA Mortgage website's login interface. At the top, the IHDA Mortgage logo is on the left, and navigation links for Home, Homebuyer Center, Partner Center, Current Homeowners, and Contact Us are on the right. The main content area features a 'LOGIN' modal window with a close button (X). Below the title, there is a 'User Name' input field. Underneath, there are two checkboxes: 'Internal User' and 'Remember Me'. A warning icon (exclamation mark in a circle) is followed by the text: 'Clicking Continue will redirect you to login in a new window'. At the bottom of the modal is a 'Continue' button. The footer of the page includes the IHDA Mortgage logo on the left, with links for 'Contact Us', 'Meet The Authority', and 'Privacy - Terms of Use'. On the right, it displays 'HFA1 Aligned' with a checkmark, and social media icons for Twitter, Facebook, LinkedIn, and Instagram. Below these are icons for accessibility (wheelchair), recycling, and a house icon.

# Important Notes

## TPO Connect

- ◆ Print lock confirmation
  - ◆ Click on “product pricing and lock” and click on the printer icon in the upper right-hand side.
- ◆ Verify subordinate financing amount is listed on the lock confirmation, as there is no separate 2<sup>nd</sup> lock confirmation
- ◆ There is a single loan file with a single loan number in TPO Connect
  - ◆ The 2<sup>nd</sup> loan numbers will be auto-assigned on the back end by adding “dpa” at the end of the 1<sup>st</sup> loan number.
    - ◆ *Example: If the first loan is 3117907, 2<sup>nd</sup> loan number will be 3117907dpa.*
- ◆ To update any changes on lock confirmation that were updated to the loan in TPO Connect, between 9:30 – 5:00 CST, click re-price lock, choose the same program, and re-price the lock again, and print a new confirmation
  - ◆ Re-pricing does not change the reservation in any way (if the same program is chosen), other than updating the lock confirmation

# TPO Connect Lock Extension

- ◆ To extend your lock, “click on product pricing & lock”, click on “extend lock”, select 30 days.
- ◆ Service Release Premium paid by U.S. Bank will be shown, but actual SRP reductions are calculated from the actual purchase date back to the lock date.
- ◆ You can then print a new confirmation showing the extension.
- ◆ If the loan has already expired, you will not be able to extend it through TPO Connect and will have to request that an exception be made by emailing [mortgage@ihda.org](mailto:mortgage@ihda.org).



# IHDA Mortgage Documents

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## Requirements



# Where to find the documents

- ◆ One stop for ALL documents:
  - ◆ Document set
  - ◆ Income Calculator
  - ◆ Checklist
  - ◆ Guides
- ◆ Descriptions
- ◆ Previews

Found at [www.ihdamortgage.org/docs](http://www.ihdamortgage.org/docs)

Closing documents are also available for direct download from Encompass.

The screenshot shows the 'Document Library' page with a blue header and a white background. Below the header, there are several navigation tabs: 'All Guides and Documents', 'Document Sets', 'Standalone Documents', 'Income Calculators', and 'Income Limits'. Underneath, there are three sub-tabs: 'Guides and Manuals', 'Income Documentation', and 'Archived / Historical Versions'. The main content area displays a grid of document cards, each with a thumbnail image, a title, a brief description, version date, page count, and file type. Each card also has a document icon in the bottom right corner.

| Document Title                         | Description                                                                                                                                                                                                                                       | Version Date | Pages | Type |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------|------|
| IHDA Mortgage 1Set (HO-001.13)         | Contains all IHDA Mortgage documents required for all programs. ADOBE READER/ACROBAT REQUIRED.                                                                                                                                                    | 03/01/2026   | 56    | pdf  |
| 2025 IHDA Income Calculator            | For Loans Reserved on or after 09/01/2025. Use to calculate Compliance Income. This calculator must be used on any loan reserved on or after 09/01/2025. Please do not save the template to your desktop, always pull a new one from the website. | 02/27/2026   | 2     | xlsx |
| Loan Delivery Checklist (HO-005)       | (HO-005) Reference tool to be used with IHDA Mortgage 1Set. Lists required documents to be uploaded to TPO Connect; mirrors the U.S. Bank HFA Division checklist and includes IHDA-specific requirements.                                         | 2/26/2026    | 1     | pdf  |
| Long-Form Borrower Affidavit (HO-012L) | (HO-012L) - Required in lieu of HO-12 if the transaction has more than 8 occupants or there are multiple non-borrowing spouses.                                                                                                                   | 10/02/2025   | 8     | pdf  |
| Procedural Guide (HO-052)              | A comprehensive manual containing detailed limits and guidelines on all active IHDA programs.                                                                                                                                                     | 01/26/2026   | 53    | pdf  |
| All Program Fact Sheets                | Fact sheets with program description, guidelines, reservation policies and procedure. Includes Spanish and English versions.                                                                                                                      | 02/27/2026   | 8     | pdf  |
| All Programs Matrix                    | A side by side reference of key program limits and details (DTI, LTV, FICO, etc).                                                                                                                                                                 | 2/25/2026    | 1     | pdf  |
| Amortization Calculator                | Calculates and displays the amortization schedule for a loan, showing how much of each payment is allocated to principal and interest over the loan's life. For reference only, not required to be included in file uploads.                      | 04/29/2025   | 2     | xlsx |

# Documents

Application Docs



# What is 1Set?

1Set is the only IHDA Mortgage document set needed for all active IHDA Mortgage Programs.

Here are the main functions:

1. One document set that automatically adjusts based on the transaction
2. Additional field validation to reduce errors
3. More auto-calculated fields to reduce manual data entry
4. A built-in error check process that scans all fields to look for missing or incorrect data



# 1Set Documents and Adobe

1Set has many built-in functions to make originating IHDA Mortgage programs easier. These functions require Adobe Reader or Adobe Acrobat to run.

- ◆ While 1Set can be *opened* in a browser, it can *only be filled out* in Adobe Reader ([free to download](#)) or Adobe Acrobat.
- ◆ DOCUMENT LOCKED – message will appear if it is not opened in Adobe Reader or Adobe Acrobat

## This page says

DOCUMENT LOCKED: It looks like you're opening this document in a web browser. To edit this document, it must be opened in Adobe Reader or Adobe Acrobat.

Adobe Reader is free to download at: [www.adobe.com/reader](http://www.adobe.com/reader)

OK

Lenders who do not use the 1Set Documents: IHDA Mortgage has already provided documents for IHDAAccessHome to all major document management companies (DocMagic, Docutech, ICE Encompass. Please note that we do not have any control over how these documents are implemented into your systems.

# Index Page Functions

The index page lists all the documents and their location within the set. It also has additional functions:

- 1. Linked page numbers:** click the page number buttons to jump to the document you need to view.
- 2. Visibility indicator:** shows if a document is hidden or visible based on program and loan type selections on the Submission Cover
- 3. Category:** shows which documents need to be signed at closing or before.
- 4. Print Pre-Close/Closing Docs Buttons:** Selecting these buttons will result in printing *only* the required pre-closing closing docs based on the IHDA Programs and loan type selected.

**IHDA MORTGAGE**

## Index

Click on a page number to navigate. This document set contains all documents required for all active IHDA Programs. When you select a program on the submission cover, the unnecessary docs will automatically become blank. = visible | = hidden

This document must be opened in Adobe Reader or Adobe Acrobat function. Download Adobe Reader for free at [www.adobe.com/reader](http://www.adobe.com/reader).

| Page Number(s) | Visibility | Document Title                       | Document Code | Category    | Print Doc |
|----------------|------------|--------------------------------------|---------------|-------------|-----------|
| 03             |            | File Submission Cover                | HO-001        | Other       | PRINT     |
| 04-10          |            | Borrower Affidavit                   | HO-012        | Pre-Closing | PRINT     |
| 11-12          |            | IHDA Privacy Notice                  | HO-061        | Pre-Closing | PRINT     |
| 13-16          |            | U.S. Bank Authorization              | HO-002        | Pre-Closing | PRINT     |
| 18-29          |            | 2nd Mortgage (All Programs)          | HO-014        | At-Closing  | PRINT     |
| 30-33          |            | 2nd Note - IHDAAccess Forgivable     | FG-015        | At-Closing  | PRINT     |
| 34-37          |            | 2nd Note - IHDAAccess Deferred       | DF-015        | At-Closing  | PRINT     |
| 38-41          |            | 2nd Note - IHDAAccess Repayable      | RP-015        | At-Closing  | PRINT     |
| 42-45          |            | 2nd Note - Illinois HFAs             | HFL-IL-015    | At-Closing  | PRINT     |
| 46-47          |            | Mortgage Rider to 1st Mortgage       | HO-008        | At-Closing  | PRINT     |
| 48             |            | IHDA Servicing Letter (All Programs) | <PROGRAM>-016 | At-Closing  | PRINT     |
| 49             |            | Assistance Impact Letter             | HO-054        | At-Closing  | PRINT     |
| 50-54          |            | Final Recapture Notice               | HO-035        | At-Closing  | PRINT     |
| 55             |            | FHA Commitment Letter                | HO-038FHA     | Pre-Closing | PRINT     |
| 56             |            | FHA Award Letter                     | HO-037FHA     | At-Closing  | PRINT     |

**Category**

|             |
|-------------|
| Other       |
| Pre-Closing |
| At-Closing  |

**Print Pre-Closing Docs**  
Prints only documents required to be signed prior to closing based on program and loan type selection.

**Print Closing Docs**  
Prints only documents required to be signed at closing based on program and loan type selection.


Open Document Library | Open IHDA MORTGAGE TPO Connect | Open U.S. Bank HFA AllRegs



# Index Page Functions (cont.)

## Section 4. – Transaction Data



| PROGRAM                  | INVESTOR                                                                          |
|--------------------------|-----------------------------------------------------------------------------------|
| 4.1) PROGRAM AND AMOUNTS |                                                                                   |
| A) IHDA Program.....     |  |
| B) Loan Type.....        | Access Forgivable                                                                 |
| C) Investor.....         | Access Deferred                                                                   |
| D) Final Sale Price....  | Access Repaya                                                                     |











When you select a **program** or loan type from the drop-down in section 4, the document set will automatically hide the unrequired documents. You can see which documents are hidden on the **Index Page**. The hidden pages will **show this message**, but the page will appear blank when you print the set.

### Document Not Required



This document has been hidden from the document set based on the program selection and/or loan type selection made on the Submission Cover. This page will appear blank when you print the document set.

# Index Page

|       |                                                                                     |                                   |        |            |                                                                                             |
|-------|-------------------------------------------------------------------------------------|-----------------------------------|--------|------------|---------------------------------------------------------------------------------------------|
| 28-31 |  | 2nd Note - IHDA Access Forgivable | FG-015 | At-Closing | PRINT  |
| 32-35 |  | 2nd Note - IHDA Access Deferred   | DF-015 | At-Closing | PRINT  |
| 36-39 |  | 2nd Note - IHDA Access Repayable  | RP-015 | At-Closing | PRINT  |
| 40-43 |  | 2nd Note - Illinois IHDA          | IL-015 | At-Closing | PRINT  |
| 44-45 |  | Mortgage Rider to 1st Mortgage    | HO-008 | At-Closing | PRINT  |

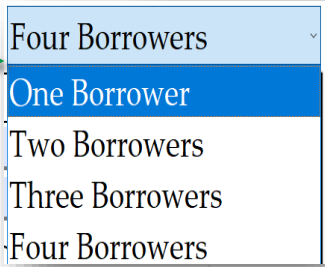
# File Submission Cover (HO-001.9)

Here are some of the main functions of the submission cover:

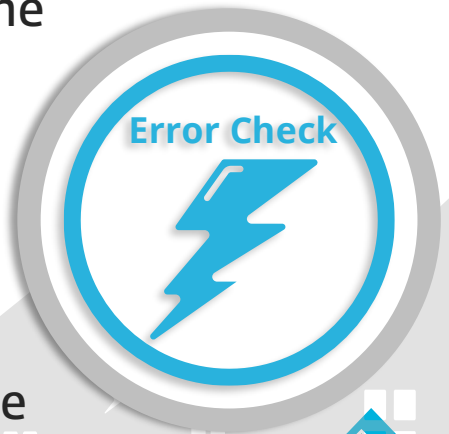
1. Error Check Process: Clicking this button will scan all the fields for missing or incorrect data (more on this later).



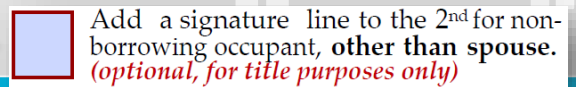
2.



Supports up to 4 borrowers: all documents have been updated to allow up to 4 borrowers on the transaction. Selecting the number in Section 1 will unlock/lock various fields.



3. Unmarried Occupant Title Holder: Added functionality to support adding an unmarried occupant to the 2<sup>nd</sup> mortgage for title purposes (per U.S. Bank/ Agency Guidelines).



**1SET FILE SUBMISSION COVER (HO-001.9)**

INSTRUCTIONS: Complete all fields applicable to the transaction, this page will populate fields throughout the documents. This document must be opened in Adobe Reader or Adobe Acrobat. When complete, click "Run Error Check" for a report of missed fields and incorrect dates/amounts.

**Section 1 - Borrower Data**

A) How many borrowers are included on this transaction?

1.1) BORROWER #1 (B1)  
A) Full Legal Name...  
B) Current Address...  
C) Email Address... D) Phone

1.2) BORROWER #2 (B2)  
A) Full Legal Name...  
B) Current Address...  
C) Email Address... D) Phone

1.3) BORROWER #3 (B3)  
A) Full Legal Name...  
B) Current Address...  
C) Email Address... D) Phone

1.4) BORROWER #4 (B4)  
A) Full Legal Name...  
B) Current Address...  
C) Email Address... D) Phone

**Section 2 - Household and Income Data**

2.1) Borrower's (B1) Marital Status...  
2.2) Non-Borrowing Spouse (full legal name)...  
2.3) Will the non-borrowing spouse occupy the subject property?..  
2.4) Total household occupants including NBS (if occupying)...  
2.5) Total income of those listed on the Note (borrower's income only)...  
2.6) Do the parties below currently retain, or have retained, an ownership interest in a principal residence within the last (3) years? (complete fields 2.1 - 2.5 first to unlock this section)

**Section 3 - Lender Data**

3.1) Company | 3.2) NMLSR | 3.6) Ops/Post-Close Contact Name  
3.3) Loan Officer Name | 3.4) NMLSR | 3.7) Ops/Post-Close Contact Email  
3.5) Lender Full Address...

**Section 4 - Transaction Data**

IHDA LOAN NUMBER | LENDER LOAN NUMBER

US Bank

4.1) PROGRAM AND AMOUNTS  
A) IHDA Program...  
B) Loan Type...  
C) Investor... U.S. Bank  
D) Final Sale Price...  
E) 1<sup>st</sup> Loan Amount...  
F) 2<sup>nd</sup> Loan Amount...  
G) Select a program...

4.2) DATES  
A) Closing Date...  
B) First Payment Date...  
C) Select a program...  
D)  Manual Enter Dates (only select if using an interest credit)

**Section 5 - Closing/Title Data**

Enter closing location - NOT subj. property data

5.1) Closing City | 5.2) Closing County  
5.3) Closing State...  
5.4) Vesting and Manner Of Title (Optional)  
5.5)  Add signature line to the 2<sup>nd</sup> mortgage for non-borrowing occupant, other than spouse. (Optional, for title purposes only, enter before closing documents.)  
5.6)  Non-Borrowing Occupant Full Legal Name (Optional)  
5.7)  Remove non-borrowing spouse from all closing documents. (NBS must sign borrower affidavit)

**Section 6 - Subj. Property Data**

6.1) Subj. Property Street Address | Targeted Area ID...  
6.2) City | 6.3) ZIP | 6.4) County...  
6.5) Appraised Value | 6.6) Units | 6.7) Targeted Area ID...  
6.8) PIN (Property Identification Number)  
6.9) Enter Property Legal Description below...



# Error Check Process

**IHDA MORTGAGE FILE SUBMISSION COVER (HO-001.9)**

**INSTRUCTIONS:** Complete throughout the document set. Adobe Acrobat. When complete, click the Export button to export the findings report.

**Section 1. - Borrower**

**1.1) BORROWER**

A) Full Legal Name  
B) Current Address  
C) Email Address

**1.2) BORROWER**

A) Full Legal Name  
B) Current Address  
C) Email Address

**1.3) BORROWER**

A) Full Legal Name  
B) Current Address  
C) Email Address

**1.4) BORROWER**

A) Full Legal Name  
B) Current Address  
C) Email Address

**Section 2. - Housing**

2.1) Borrower's (B1)  
2.2) Non-Borrowing  
2.3) Will the non-bor  
2.4) Total number of  
2.5) Total income of  
2.6) Do the parties b  
interest in a prin

**Borrower Affiliant**

A)  
B)  
C)  
D)  
E)

**2.7) - ALL HOUSING**

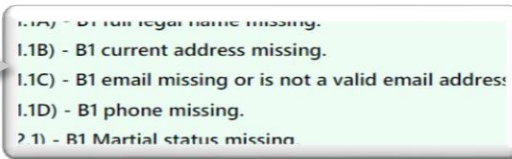
A) HH Occupant #1  
B) HH Occupant #2  
C) HH Occupant #3  
D) HH Occupant #4  
E) HH Occupant #5  
F) HH Occupant #6

**Section 3. - Lender**

3.1) Company  
3.3) Loan Officer Name  
3.4) NMLS#  
3.7) Ops/Post-Close Contact Email  
3.5) Lender Full Address

**IHDA MORTGAGE**


Once you select the  button, it will check all fields for missing data and/or errors. This function checks multiple items and can take up to a minute to run.


1. 
  - 1.1) - B1 full legal name missing.
  - 1.1B) - B1 current address missing.
  - 1.1C) - B1 email missing or is not a valid email address.
  - 1.1D) - B1 phone missing.
  - 2.1) - B1 Marital status missing.

**Error Check Report Findings:**  
The Error Check Report will give you the field # and the finding. After you correct the items, re-run the error check, and they will fall off. **Only items marked INFORMATIONAL should remain if everything is complete.**

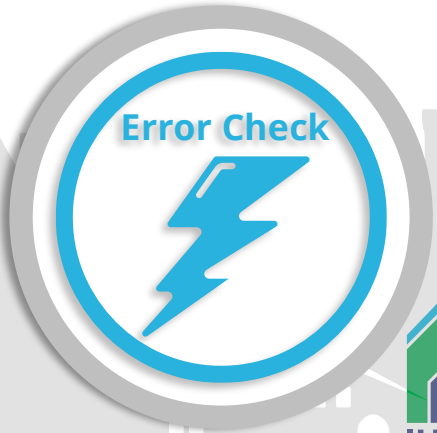
2. 

**Export Findings Function:** click the Export button to open the findings separately in an Excel spreadsheet, so you can continue to work on the docs while correcting the findings.

 To assist with tracking, the submission cover will automatically display the date/time above the loan number the error-check was run. You can also click to review the last-run report.

 Error checked on: 8/26/2025 9:45 am

|                    |             |
|--------------------|-------------|
| IHDA LOAN NUMBER   | 3334444     |
| LENDER LOAN NUMBER | 12345678910 |



# Completing the Doc Set Step-by-Step

The document set is broken out into 6 sections and is designed to be filled out in order:

1

## BORROWER DATA

- Borrower Count
- Borrower Names
- Emails
- Phone #'s
- Current address



2

## HOUSEHOLD AND INCOME

- Marital Status
- Household Count
- Occupants
- Borrower Aff Fields
- Income
- NBS info
- FTHB disclosure



3

## LENDER DATA

- Lender Name
- LO Name
- NMLSR IDs
- Lender Address
- Lender Email(s)
- **Ops Contact for conditions**



4

## TRANSACTION DATA

- IHDA Program
- Loan Type
- Loan Amounts
- Dates:
  - Closing
  - 1<sup>st</sup> Payment
  - Maturity



5

## CLOSING/TITLE DATA

- Closing Location
- Vesting Info
- NBS/NBO Controls:
  - (Add NBS/NBO to mortgage for title)



6

## SUBJECT PROPERTY DATA

- Property Address
- PIN#
- Targeted Y/N
- Vesting Info
- Legal Description



# Borrower Affidavit

1. The Borrower Affidavit (HO-016) allows for 4 borrowers.
2. The spouse(s) must complete the acknowledgement and sign the document, even if non-borrowing
3. The NBS section will auto-populate with B1 Name to clarify whose spouse they are
  - a. If any co-borrowers are married, you will need to complete the standalone Long-Form Borrower Affidavit

CERTIFICATION AND SIGNATURE: Borrowers and Non-Borrowing Spouse  
NOTARIZATION REQUIRED IF NOT ELECTRONICALLY SIGNED (BY ANY PARTY)

HO-012.4

**BORROWER 1:** In addition to receiving a signed copy of this document, I have read and certify to the applicable statements in this Borrower Affidavit. I also certify that either:

- (a) I currently retain, or have retained within the last three (3) years, an ownership interest in a principal residence OR
- (b) I do not currently retain, or have not retained within the last three (3) years, an ownership interest in a principal residence.

Borrower Signature (B1) Date Print Borrower Full Legal Name (B1)

**BORROWER 2:** In addition to receiving a signed copy of this document, I have read and certify to the applicable statements in this Borrower Affidavit. I also certify that either:

- (a) I currently retain, or have retained within the last three (3) years, an ownership interest in a principal residence OR
- (b) I do not currently retain, or have not retained within the last three (3) years, an ownership interest in a principal residence.

Borrower Signature (B2) Date Print Borrower Full Legal Name (B2)

**BORROWER 3:** In addition to receiving a signed copy of this document, I have read and certify to the applicable statements in this Borrower Affidavit. I also certify that either:

- (a) I currently retain, or have retained within the last three (3) years, an ownership interest in a principal residence OR
- (b) I do not currently retain, or have not retained within the last three (3) years, an ownership interest in a principal residence.

Borrower Signature (B3) Date Print Borrower Full Legal Name (B3)

**BORROWER 4:** In addition to receiving a signed copy of this document, I have read and certify to the applicable statements in this Borrower Affidavit. I also certify that either:

- (a) I currently retain, or have retained within the last three (3) years, an ownership interest in a principal residence OR
- (b) I do not currently retain, or have not retained within the last three (3) years, an ownership interest in a principal residence.

Borrower Signature (B4) Date Print Borrower Full Legal Name (B4)

**NON-BORROWING SPOUSE (of B1):** NOTE: Transactions with more than 8 household occupants, multiple non-borrowing spouses, or married co-borrower(s) with a non-borrowing spouse, require the long-form Borrower Affidavit to be completed (HO-12L) in lieu of this document.

As the legally married, non-borrowing spouse of \_\_\_\_\_  
Print Borrower Full Legal Name (B1)

in addition to receiving a signed copy of this document, I have read and certify to the applicable statements in this Borrower Affidavit. I also certify that either:

- (a) I currently retain, or have retained within the last three (3) years, an ownership interest in a principal residence OR
- (b) I do not currently retain, or have not retained within the last three (3) years, an ownership interest in a principal residence.

Non-Borrowing Spouse Signature Date Print Non-Borrowing Spouse Full Legal Name

**NON-BORROWING SPOUSE (of B1):** NOTE: Transactions with more than 8 household occupants, multiple non-borrowing spouses, or married co-borrower(s) with a non-borrowing spouse, require the long-form Borrower Affidavit to be completed (HO-12L) in lieu of this document.

As the legally married, non-borrowing spouse of \_\_\_\_\_  
Print Borrower Full Legal Name (B1)

in addition to receiving a signed copy of this document, I have read and certify to the applicable statements in this Borrower Affidavit. I also certify that either:

- (a) I currently retain, or have retained within the last three (3) years, an ownership interest in a principal residence OR
- (b) I do not currently retain, or have not retained within the last three (3) years, an ownership interest in a principal residence.

Non-Borrowing Spouse Signature Date NBS Name  
Print Non-Borrowing Spouse Full Legal Name

# Borrower Affidavit

(cont.)

- ◆ Homebuyers must attest that they do or do not retain (or have not retained) an ownership interest in a primary residence in the past 3 years.
  - ◆ To be eligible for AccessHome, this will be selection (b).
- ◆ AccessHome: If ANY party listed on the Borrower Affidavit selects (a), meaning a non-first-time homebuyer, then the transaction is NOT eligible for AccessHome unless they are purchasing a home in a targeted area or are a veteran.
  - ◆ **You CAN:** remove a borrower that is a non-first-time homebuyer (assuming they still qualify DTI-wise).
  - ◆ **You CANNOT:** remove the non-borrowing spouse to force eligibility. The non-borrowing spouse's first-time-homebuyer status must be documented.

**BORROWER 1:** In addition to receiving a signed copy of this document, I have read and certify to the applicable statements in this Borrower Affidavit. I also certify that either:

(a) I currently retain, or have retained within the last three (3) years, an ownership interest in a principal residence OR  (b) I do not currently retain, or have not retained within the last three (3) years, an ownership interest in a principal residence.

**B1**

*Borrower Signature (B1)* | *Date* | *Print Borrower Full Legal Name (B1)*

**BORROWER 2:** In addition to receiving a signed copy of this document, I have read and certify to the applicable statements in this Borrower Affidavit. I also certify that either:

(a) I currently retain, or have retained within the last three (3) years, an ownership interest in a principal residence OR  (b) I do not currently retain, or have not retained within the last three (3) years, an ownership interest in a principal residence.

**B2**

*Borrower Signature (B2)* | *Date* | *Print Borrower Full Legal Name (B2)*

**BORROWER 3:** In addition to receiving a signed copy of this document, I have read and certify to the applicable statements in this Borrower Affidavit. I also certify that either:

(a) I currently retain, or have retained within the last three (3) years, an ownership interest in a principal residence OR  (b) I do not currently retain, or have not retained within the last three (3) years, an ownership interest in a principal residence.

**B3**

*Borrower Signature (B3)* | *Date* | *Print Borrower Full Legal Name (B3)*

**BORROWER 4:** In addition to receiving a signed copy of this document, I have read and certify to the applicable statements in this Borrower Affidavit. I also certify that either:

(a) I currently retain, or have retained within the last three (3) years, an ownership interest in a principal residence OR  (b) I do not currently retain, or have not retained within the last three (3) years, an ownership interest in a principal residence.

**B4**

*Borrower Signature (B4)* | *Date* | *Print Borrower Full Legal Name (B4)*

**NON-BORROWING SPOUSE (of B1):** NOTE: Transactions with more than 8 household occupants, multiple non-borrowing spouses, or married co-borrower(s) with a non-borrowing spouse, require the long-form Borrower Affidavit to be completed (HO-12L) in lieu of this document.

As the legally married, non-borrowing spouse of | *Print Borrower Full Legal Name (B1)*

**NBS**

in addition to receiving a signed copy of this document, I have read and certify to the applicable statements in this Borrower Affidavit. I also certify that either:

(a) I currently retain, or have retained within the last three (3) years, an ownership interest in a principal residence OR  (b) I do not currently retain, or have not retained within the last three (3) years, an ownership interest in a principal residence.

*Non-Borrowing Spouse Signature* | *Date* | *Print Non-Borrowing Spouse Full Legal Name*

# IHDA and U.S. Bank Privacy Policies

Does not require signature

HO-061.2

**ILLINOIS HOUSING  
DEVELOPMENT AUTHORITY**  
WWW.IHDA.ORG

111 E. Wacker Drive  
Suite 1000  
Chicago, IL 60601  
312.836.5200

IHDA LOAN NUMBER

## PRIVACY NOTICE

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| PAGE 1 of 2  |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |
| <b>FACTS</b> | <b>WHAT DOES ILLINOIS HOUSING DEVELOPMENT AUTHORITY (IHDA) DO WITH YOUR PERSONAL INFORMATION?</b>                                                                                                                                                                                                                                                                                                                                                    |                  |
| Why?         | Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.                                                                                                                                     |                  |
| What?        | <p>The types of personal information we collect and share depend on the product or service you have with us. This information can include:</p> <ul style="list-style-type: none"> <li>• Social Security number and income</li> <li>• Account balances and payment history</li> <li>• Credit history and credit scores</li> </ul> <p>When you are no longer our customer, we continue to share information about you as described in this notice.</p> |                  |
| How?         | All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons IHDA chooses to share; and whether you can limit this sharing.                                                                                                                                                      |                  |
|              | Reasons we can share your personal information                                                                                                                                                                                                                                                                                                                                                                                                       | Does IHDA share? |
|              | Can you limit this sharing?                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |
|              | For our everyday business purposes— such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus                                                                                                                                                                                                                                                                    | Yes              |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                      | No               |
|              | For our marketing purposes— to offer our products and services to you                                                                                                                                                                                                                                                                                                                                                                                | Yes              |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                      | No               |
|              | For joint marketing with other financial companies                                                                                                                                                                                                                                                                                                                                                                                                   | No               |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                      | We don't share   |
|              | For our affiliates' everyday business purposes — information about your transactions and experiences                                                                                                                                                                                                                                                                                                                                                 | No               |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                      | We don't share   |
|              | For our affiliates' everyday business purposes— information about your creditworthiness                                                                                                                                                                                                                                                                                                                                                              | No               |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                      | We don't share   |
|              | For nonaffiliates to market to you                                                                                                                                                                                                                                                                                                                                                                                                                   | No               |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                      | We don't share   |
| QUESTIONS?   | Call 888-456-2656, email <a href="mailto:mortgage@ihda.org">mortgage@ihda.org</a> , or visit us online at <a href="http://www.ihdamortgage.org">www.ihdamortgage.org</a> . You may also access this privacy notice directly at <a href="https://www.ihdamortgage.org/privacy-policy">https://www.ihdamortgage.org/privacy-policy</a> .                                                                                                               |                  |



1 of 2  
Rev. 08/01/2025  
HO-061.2

Requires Signature

usbank.com



HO-002.3

## Borrower Authorization of Release of Private Information

The undersigned Borrower and Co-Borrower, if any, (individually and collectively, "Borrower" or "I") authorize U.S. Bank National Association, and its successors and assigns ("U.S. Bank"), to disclose, share, release, communicate, and provide to and with Illinois Housing Development Authority ("Third Party") private information and documentation (collectively, "Information") contained in or related to my mortgage loan, which is identified below. This Information may include, but is not limited to, my name, address, telephone number, social security number, FICO score, loan data, credit report, income, government monitoring information, loss mitigation application status, account balances, program eligibility, reports, and payment activity, including delinquencies. I understand that some or all of the Information is classified as private information with regard to an individual. I understand that it may be necessary for Third Party to have access to my Information in order to effectively manage Third Party's loan programs.

I have read and understand U.S. Bank's Privacy Pledge which is attached to this Authorization. I am aware that U.S. Bank is committed to compliance with its Privacy Pledge and with the Privacy of Consumer Financial Information (Regulation P) Gramm-Leach-Bliley Act (GLBA), the Fair Credit Reporting Act (FCRA) and other legal requirements relating to the privacy and security of my Information.

I understand that U.S. Bank will take reasonable steps to verify the identity of Third Party before releasing my Information to Third Party, but U.S. Bank has no responsibility or liability to verify the identity of Third Party or what Third Party will do with my Information provided by U.S. Bank. I agree to indemnify and hold U.S. Bank harmless in the event Third Party misuses my Information provided to Third Party by U.S. Bank.

This authorization will not be valid unless I sign the authorization and will remain in effect until I revoke it in writing and deliver my revocation to U.S. Bank.

|                               |                            |                      |
|-------------------------------|----------------------------|----------------------|
| Loan No.:                     | Property Address:          |                      |
| <input type="text"/>          | <input type="text"/>       |                      |
|                               | , Illinois                 |                      |
| <input type="text"/>          | <input type="text"/>       | <input type="text"/> |
| Borrower Printed Name (B1)    | Borrower Signature (B1)    | Date                 |
| <input type="text"/>          | <input type="text"/>       | <input type="text"/> |
| Co-Borrower Printed Name (B2) | Co-Borrower Signature (B2) | Date                 |
| <input type="text"/>          | <input type="text"/>       | <input type="text"/> |
| Co-Borrower Printed Name (B3) | Co-Borrower Signature (B3) | Date                 |
| <input type="text"/>          | <input type="text"/>       | <input type="text"/> |
| Co-Borrower Printed Name (B4) | Co-Borrower Signature (B4) | Date                 |
| <input type="text"/>          | <input type="text"/>       | <input type="text"/> |



Page 2 of 5  
HO-002.3



# Documents

At or After Closing



# DPA 2<sup>nd</sup> Mortgage

## 2<sup>nd</sup> Mortgage

This document is the same no matter which program you use

## Fields

Verify all fields are accurate (address, amounts, names)

## Error Proof

All fields will populate correctly if you complete the Submission Cover correctly

After Recording Return To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_[Space Above This Line For Recording Data]\_\_\_\_\_

### SUBORDINATE MORTGAGE

NOTICE TO BORROWER  
THIS  
MORTGAGE CONTAINS  
PROVISIONS RESTRICTING ASSUMPTIONS

Mortgage Will be Recorded in Second Lien Position

### DEFINITIONS

IHDA Loan Number: \_\_\_\_\_

Words used in multiple sections of this document are defined below and other words are defined under the caption TRANSFER OF RIGHTS IN THE PROPERTY and in Sections 11 and 14. Certain rules regarding the usage of words used in this document are also provided in Section 12.

### Parties

(A) "Borrower" is

Borrower information will include vesting if that box is completed on sub cover

currently residing at

This field requires each borrower's current address

Borrower is the mortgagor under this Security Instrument.

(B) "Lender" is Illinois Housing Development Authority. Lender is a body politic and corporate organized and existing under the laws of the State of Illinois. Lender's address is 111 E. Wacker Drive, Suite 1000, Chicago, IL 60601. Lender is the mortgagee under this Security Instrument. The term "Lender" includes any successors and assigns of Lender.

### Documents

(C) "Note" means the promissory note dated \_\_\_\_\_ and signed by each Borrower who is legally obligated for the debt under that promissory note. The Note evidences the legal obligation of each Borrower who signed the Note to pay Lender \_\_\_\_\_ Dollars (U.S. \$ 0.00 \_\_\_\_\_) plus interest, if any. Each Borrower who signed the Note has

# DPA 2<sup>nd</sup> Note

Check the name at the top of each to be sure you are using the right one!

## Forgivable 2<sup>nd</sup> Note

Maturity Date = Forgiveness Date

NOTE IHDA Loan Number:

**ACCESS FORGIVABLE PROGRAM**

THIS LOAN CONTAINS PROVISIONS PROHIBITING THE UNAUTHORIZED TRANSFER OF THE PROPERTY AND IS NOT ASSUMABLE

## Deferred 2<sup>nd</sup> Note

Access 5% Deferred 2<sup>nd</sup> Note  
AccessHome 2<sup>nd</sup> Note  
Maturity Date = Maturity Date of the First Lien

IHDA Loan Number:

DEFERRED PAYMENT (BALLOON) NOTE

**ACCESS DEFERRED PROGRAM**      **ACCESSHOME PROGRAM**

THIS LOAN CONTAINS PROVISIONS PROHIBITING THE UNAUTHORIZED TRANSFER OF THE PROPERTY AND IS NOT ASSUMABLE

THIS LOAN HAS A BALLOON PAYMENT. AT THE END OF THE LOAN TERM, YOU MUST REPAY THE ENTIRE BALANCE OF THE LOAN

## Repayable 2<sup>nd</sup> Note

Maturity Date = Final Payment Date

NOTE IHDA Loan Number:

**ACCESS REPAYABLE**

THIS LOAN CONTAINS PROVISIONS PROHIBITING THE UNAUTHORIZED TRANSFER OF THE PROPERTY AND IS NOT ASSUMABLE

# IHDA Rider

## To the 1<sup>st</sup> Mortgage

### Recording

MUST be recorded with the 1<sup>st</sup> not the 2<sup>nd</sup>

### Loan Amount

Must use the 1<sup>st</sup> mortgage loan amount

### Date

The date of the mortgage MUST be included

## ILLINOIS HOUSING DEVELOPMENT AUTHORITY MORTGAGE RIDER

### NOTICE TO MORTGAGOR

THE PROVISIONS OF THIS RIDER SUBSTANTIALLY MODIFY THE TERMS OF THE LOAN. DO NOT SIGN THE NOTE OR THE SECURITY INSTRUMENT UNLESS YOU READ AND UNDERSTAND THESE PROVISIONS. UNLESS OTHERWISE PROVIDED, THE TERMS HEREIN ARE IDENTICAL IN MEANING AND DEFINITION AS THEY ARE USED IN THE SECURITY INSTRUMENT.

RIDER TO MORTGAGE BY AND BETWEEN THE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(the "Mortgagor(s)")

AND

\_\_\_\_\_  
(the "Lender")

The Mortgagor(s) is executing simultaneously herewith that a certain mortgage, dated

Must be Dated

(the "Security Instrument") to secure a loan (the "Loan") made by

\_\_\_\_\_  
(the "Lender")

in the amount of **1st Mtg. Amt.** to the Mortgagor(s), evidenced by a note (the "Note") of even date herewith. It is expected that the Loan will be purchased or securitized by the Illinois Housing Development Authority (the "Authority"). It is a condition of the making of the Loan that the Mortgagor(s) execute this Rider. In consideration of the respective covenants of the parties contained in the Security Instrument, and for other good and valuable consideration, the receipt, adequacy and sufficiency of which are acknowledged, Mortgagor(s) and Lender further mutually agree as follows:

1. The rights and obligations of the parties to the Security Instrument and the Note are expressly made subject to this Rider. In the event of any conflict between the provisions of this Rider and the provisions of the Security Instrument and the Note, the provisions of this Rider shall control.

# IHDA Servicing Letter

## How it works

Document changes based on which program is selected on sub cover

## Informational

Whether deferred, repayable, or forgiven, the borrower will see when the 2<sup>nd</sup> mortgage ends

## Signature(s)

All borrowers must sign the servicing letter acknowledging receipt and understanding



<B1 Name>, <B2 Name>, <B3 Name>, <B4 Name>  
<Street Address>  
<CITY>, Illinois, <ZIP>  
PIN: <PIN Number>

Dear <B1 Name>, <B2 Name>, <B3 Name>, and <B4 Name>,

Congratulations on your new home purchase! Thank you for participating in the <PROGRAM NAME> Program, we're grateful to be part of this important accomplishment.

Here are the details about your IHDA 2nd Mortgage (the assistance you received as part of the program), please retain this document for your records, as it will be useful if you choose to sell your home or refinance. For detailed information about your 1st mortgage please refer to the final closing disclosure in your copy of the paperwork.

### Select IHDA Program from Submission Cover

IHDA Loan Number <LOAN#>  
2nd Mortgage Loan Amt. \_\_\_\_\_  
1st Mortgage Type <Loan Type>  
Originating Lender <Lender Org Name>



### DATES & PAYMENT

Closing Date (1st and 2nd Mortgage) \_\_\_\_\_  
<Select Program & Enter Closing Date> \_\_\_\_\_  
<Select Program & Enter Closing Date> \_\_\_\_\_  
<Select Program & Enter Closing Date> \_\_\_\_\_  
2nd Mortgage Term Length \_\_\_\_\_

Once the loan is transferred from the originating IHDA Lender, <PROGRAM SERVICING TYPE>

If your Originating Lender (as indicated above) has given you a first payment letter with your closing paperwork, make your first payment(s) as indicated on the letter. Otherwise follow the instructions below for your first payment(s).

#### ----- CHECK BY MAIL -----

##### U.S. Bank Home Mortgage

Loan Number: <LOAN#>  
P.O. Box 790415  
St. Louis, MO 63179-0415

#### ----- ONLINE PAYMENT -----

- Go to [www.usbank.com/home-loans/mortgage/mortgage-account-management](http://www.usbank.com/home-loans/mortgage/mortgage-account-management)
- Identify your account as Personal and select I have a different account.
- Select Mortgage, installment loan or lease, and provide your account number, last 4 digits of your Social Security number, and ZIP code.
- Set up your username and password.
- Enter your email address and select Continue to set up your ID Shield questions and image. Select Finish, and you're all set.

Payments can also be made by telephone using U.S. Bank's automated system or by selecting to speak with a Customer Service Representative. Please have your routing number and account number available, they will debit your mortgage payment from the account of your choice. (Checking/Savings). The toll-free phone number for the U.S. Bank Home Mortgage customer service department (HFA division) is (800) 365-7772. You will not be assessed any late charge or penalty during the transfer period.

For detailed information on what happens if you sell or refinance your home, please visit [www.ihdamortgage.org/payoffs](http://www.ihdamortgage.org/payoffs) or refer to the terms of the mortgage found in your copy of the closing paperwork. Once again, congratulations on your purchase! If you have any questions regarding your IHDA 2nd Mortgage we're here to help. Please email [Mortgage@ihda.org](mailto:Mortgage@ihda.org) or call us at 877-456-2656.

Sincerely,

Tara Pavlik  
Managing Director,  
Homeownership Programs

#### ----- ACKNOWLEDGEMENT -----

|                            |                         |       |
|----------------------------|-------------------------|-------|
| _____                      | _____                   | _____ |
| Borrower Printed Name (B1) | Borrower Signature (B1) | Date  |
| _____                      | _____                   | _____ |
| Borrower Printed Name (B2) | Borrower Signature (B2) | Date  |
| _____                      | _____                   | _____ |
| Borrower Printed Name (B3) | Borrower Signature (B3) | Date  |
| _____                      | _____                   | _____ |
| Borrower Printed Name (B4) | Borrower Signature (B4) | Date  |





# MRB Final Recapture

## What is it?

It explains the tax-exempt bond financing to be repaid if a borrower no longer meets program requirements.

## Amount

The amount listed should be the 1<sup>st</sup> Loan Amount

## Requirements

Signature is required on this form

## Illinois Housing Development Authority RECAPTURE NOTICE

NOTICE TO MORTGAGOR OF MAXIMUM RECAPTURE TAX AND OF METHOD TO COMPUTE RECAPTURE TAX ON SALE OF HOME - MRB

The Illinois Housing Development Authority (the "Authority"), through provisions of the Internal Revenue Code, has the ability to issue what are customarily referred to as "tax-exempt bonds." By issuing these bonds, the Authority can provide financing for mortgage loans. The Authority's First Time Homebuyer Program is an example of financing that is possible through such bond issuance.

**A. INTRODUCTION:** As a recipient of a mortgage loan from the proceeds of a tax-exempt bond, you may be subject to a recapture tax if you sell your home during the next nine years. The recapture is accomplished by an increase in your federal income tax for the year in which you sell your home. The recapture only applies, however, if you sell your home at a gain and if your income increases more than 5% per year. The recapture tax may also apply if you dispose of your home in some other way. Any references in this notice to the "sale" of your home also include other ways of disposing of your home. For instance, you may owe the recapture tax if you give your home to a relative.

### **B. MAXIMUM RECAPTURE TAX & CALCULATION OF TAX DUE, if any:**

**NO RECAPTURE TAX DUE:** In the following situations, no recapture tax is due and you do not need to do the calculations listed below:

1. You sell your home more than nine years after settlement.
2. Your home is disposed of as a result of your death.
3. You transfer your home either to your spouse or to your former spouse in connection with a divorce and you have no gain or loss included in your income under section 1041 of the Internal Revenue Code, or
4. You dispose of your home at a loss.

### **MAXIMUM RECAPTURE TAX:**

The maximum recapture tax that you may have to pay is  \$ 0.00.

This amount is 6.25% of the highest principal amount of your mortgage loan and is your federally subsidized amount with respect to the loan.

Total 1st mortgage loan amount: \_\_\_\_\_.

# IHDA Checklist

## What is it?

A reference tool, that is not required but that can help you submit a clean file

## Why should I use it?

It can help reduce your conditions

## What else can I do?

Mirror the file that you send to U.S. Bank

*Document Completion/Execution Guide*  
 PTC= Prior to Closing  
 AC= At Closing

**- IHDA DELIVERY CHECKLIST -**

*Reference Tool*

PROGRAM:  AMI:  LOAN TYPE:  HH SIZE:  CLOSING DATE:  BORROWER NAME:  IHDA FILE #:

| AGENCY COMPLIANCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | IHDA DISCLOSURE COMPLIANCE                                                                                             | FHA COMPLIANCE                                                                                                                                      | LENDER CONTACT                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| 1. <input type="checkbox"/> TRID Initial LE(s) for 1 <sup>st</sup> and 2 <sup>nd</sup> Mortgages within 3 days of Application                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1. <input type="checkbox"/> (HO-001.8) Submission Cover PTC.....                                                       | 1. <input type="checkbox"/> HUD-92900-A Initial (with pages 1&2 fully completed)                                                                    | LENDER NAME: <input type="text"/>        |
| 2. <input type="checkbox"/> TRID Compliance:<br><input type="checkbox"/> a) Written List of Providers<br><input type="checkbox"/> b) All revised LE disclosures & supporting docs.<br><input type="checkbox"/> c) Initial CD (for 1 <sup>st</sup> & 2 <sup>nd</sup> ) 3 days<br><input type="checkbox"/> d) All revised CD(s) w/final CD signed & dated for closing date, if DPA is used source must be disclosed<br><input type="checkbox"/> e) CD's dated post close (if applicable) if DPA is used source must be disclosed<br><input type="checkbox"/> f) CFPB Toolkit/Acknowledgement | 2. <input type="checkbox"/> (HO-012.3) Borrower Affidavit Dated PTC.....                                               | 2. <input type="checkbox"/> HUD-92000-A Final (with pages 1-4 fully completed by borrower and underwriter)                                          | FILE CONTACT NAME: <input type="text"/>  |
| 3. <input type="checkbox"/> Intent to Proceed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 3. <input type="checkbox"/> (HO-053.1) Zero Inc. Cert. (as needed) PTC.....                                            | 3. <input type="checkbox"/> HUD-92900-8 Important Notice to Homebuyer                                                                               | FILE CONTACT EMAIL: <input type="text"/> |
| 4. <input type="checkbox"/> Certified copy of Assignment of Mortgage to U.S. Bank (if mortgage is not on MOM doc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 4. <input type="checkbox"/> (HO-002.2) U.S. Bank Authorization PTC.....                                                | 4. <input type="checkbox"/> Real Estate Cert & Amendment Clause fully executed                                                                      |                                          |
| 5. <input type="checkbox"/> 1 <sup>st</sup> Mortgage Note                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5. <input type="checkbox"/> (HO-061) IHDA Privacy Notice PTC.....                                                      | 5. <input type="checkbox"/> Informed Consumer Choices Notification                                                                                  |                                          |
| 6. <input type="checkbox"/> Certified copy of 1 <sup>st</sup> Mortgage with attached legal description & Riders (if MERS must be on MOM docs)<br>Loan Amt: <input type="text"/> Rate: <input type="text"/> %                                                                                                                                                                                                                                                                                                                                                                               | 6. <input type="checkbox"/> 2 <sup>nd</sup> Mortgage Note AC.....                                                      | 6. <input type="checkbox"/> FHA Case Query reflecting UFMIP as received                                                                             |                                          |
| 7. <input type="checkbox"/> Certified copy of Power of Attorney                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 7. <input type="checkbox"/> Certified copy of 2 <sup>nd</sup> Mortgage AC.....<br>Loan Amt: <input type="text"/>       | 7. <input type="checkbox"/> FHA Case No. Assignment                                                                                                 |                                          |
| 8. <input type="checkbox"/> Notarized Name Affidavits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 8. <input type="checkbox"/> (HO-008.3) IHDA Rider to 1 <sup>st</sup> Mortgage (recorded with 1 <sup>st</sup> ) AC..... | 8. <input type="checkbox"/> LUTS 92900-LT w/ CAIVRS/LDP/GSA "marked no"                                                                             |                                          |
| 9. <input type="checkbox"/> Initial Payment Letter/First Payment Letter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 9. <input type="checkbox"/> (HO-016.3) Signed Servicing Letter AC.....                                                 | 9. <input type="checkbox"/> Award & Commit. letter(s) for NON-HFA/Gifts/Grants                                                                      |                                          |
| 10. <input type="checkbox"/> Title Commitment/Binder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 10. <input type="checkbox"/> (HO-054.1) Assist. Impact Letter AC.....                                                  | 10. <input type="checkbox"/> Conditional Commitment with all requirements                                                                           |                                          |
| 11. <input type="checkbox"/> Tax Certification Sheet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 11. <input type="checkbox"/> (HO-035.1) MRB Final Recapture AC.....                                                    | 11. <input type="checkbox"/> Loan MUST be FHA insured if > 90 days from close                                                                       |                                          |
| 12. <input type="checkbox"/> IEAD (initial Escrow Account Disclosure)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                        | 12. <input type="checkbox"/> Lender Unit Certification Form (if condominium)                                                                        |                                          |
| 13. <input type="checkbox"/> Initial URLA/1003 fully executed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                        | 13. <input type="checkbox"/> HUD-92561 (Hotel/Transient Use - required if 2+Units)                                                                  |                                          |
| 14. <input type="checkbox"/> Final URLA/1003 fully executed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                        | 14. <input type="checkbox"/> DPA Award & Commitment letters signed by borrowers                                                                     |                                          |
| 15. <input type="checkbox"/> 1008 (FNMA) or 1077 (FHLMC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                        | 15. <input type="checkbox"/> Builder's Certificate (new const. only)                                                                                |                                          |
| 16. <input type="checkbox"/> Signed PMI Certificate (if over 80% LTV)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                        | 16. <input type="checkbox"/> Builder's Warranty of Completion (HUD- 92544, new const. only)                                                         |                                          |
| 17. <input type="checkbox"/> PMI Disclosure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                        | 17. <input type="checkbox"/> Final Inspection (HUD-92051 or 1004D, if applicable, new const. only)                                                  |                                          |
| 18. <input type="checkbox"/> Evidence of payment to MI company                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                        | 18. <input type="checkbox"/> Evidence of 10 year warranty, or in lieu of warranty Builder's Permit & Certificate of Occupancy (if new construction) |                                          |
| 19. <input type="checkbox"/> Amortization Schedule (Conv. loans)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                        | 19. <input type="checkbox"/> For Your Protection Get A Home Inspection                                                                              |                                          |
| 20. <input type="checkbox"/> Copy of check & pay history (if principal reduct.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                        | 20. <input type="checkbox"/> Settlement Certification                                                                                               |                                          |
| 21. <input type="checkbox"/> AUS - DU, LPA, GUS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                        |                                                                                                                                                     |                                          |
| 22. <input type="checkbox"/> FFIEC Rate Spread Calc & lock if HPML                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                        |                                                                                                                                                     |                                          |
| 23. <input type="checkbox"/> Pre-Purchase Counseling Cert dated PTC & signed (as needed) by: <input type="checkbox"/> Borrower <input type="checkbox"/> Coborrower/SP                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                        |                                                                                                                                                     |                                          |
| 24. <input type="checkbox"/> Non-HFA/Gift Letter(s) & proof of transfer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                        |                                                                                                                                                     |                                          |
| 25. <input type="checkbox"/> Compliance/ E&O agreement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                        |                                                                                                                                                     |                                          |
| 26. <input type="checkbox"/> Customer ID & Notice - Patriot Act                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                        |                                                                                                                                                     |                                          |
| 27. <input type="checkbox"/> Other Compliance Disclosures to borrower                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                        |                                                                                                                                                     |                                          |
| 28. <input type="checkbox"/> Credit Report: FICO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                        |                                                                                                                                                     |                                          |
| 29. <input type="checkbox"/> OFAC Search with no matches found                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                        |                                                                                                                                                     |                                          |
| 30. <input type="checkbox"/> List of Housing Counseling Orgs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                        |                                                                                                                                                     |                                          |
| 31. <input type="checkbox"/> Borrower Tax Consent Form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                        |                                                                                                                                                     |                                          |

**Remember!** - Split your upload:  
 1. IHDA Delivery File- ALL IHDA DOCS  
 2. INVESTOR Delivery File-Everything else

*Document Completion/Execution Guide*  
 PTC= Prior to Closing AC= At Closing

**NOTES**

CLEAR THIS FORM

HO-008.13

# Final Thoughts

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Conclusion



# Lender Fees & Compensation



## **Sale/purchase of loan must occur within 60 days, or SRP reduced by 25 BPS**

- ◆ If not sold by the 90<sup>th</sup> day, IHDA Mortgage reserves the right not to purchase the loans, and the loan is subject to additional SRP reduction(s).
- ◆ We recommend reviewing our Procedural Guide Addendums on Lock Policies and SRP

## **Origination Fees**

Cannot exceed 1% PLUS \$1,200

## **Third-Party Fees**

(i.e., courier fees, appraisal, and title policy fees) are allowed and are not included in the \$1,200 of allowable fees



IHDA does not allow  
Appraisal Waivers



IHDA does not allow  
Escrow Waiver



Property **MUST** remain owner-  
occupied for the term of the  
loan



Subordinations are **NOT**  
allowed



U.S. Bank does not allow for  
re-score



IHDA Income Limit – All sources  
of income, even if you are not  
using the income to qualify the  
borrower(s)



IHDA Doc Set & IHDA Income  
Calculator must be  
downloaded each time from  
[www.IHDAMortgage.org/docs](http://www.IHDAMortgage.org/docs)

# Avoiding Common Errors

Remember these items



### Child Support:

Include a signed statement indicating whether child support is/is not received, with a copy of the court order, if applicable



VOEs are required for any employment terminated in the most recent tax filing year



### Self-Employed Borrowers:

Regardless of AU – IHDA requires income docs supporting SE Income earned in the most recent 2 years

- 1) 2 years of tax returns or 2-year-end P&Ls or a combo
- 2) signed YTD P&L



Non-borrowing spouse IS **REQUIRED** to sign the Borrower Affidavit (no income required)



AccessHome requires the non-borrowing spouse to also be a first-time homebuyer to use program (no income required)



Non-Borrowing Spouse on Title and Purchase Contract – Follow Agency Guidelines



IHDA does not allow non-occupant borrowers

# Avoiding Common Errors

Remember these items

# Join Our Lender Dashboard



**Daily Rates**  
**Recent Announcements**  
**Upcoming Training**



**Sign Up for the Lender Dashboard!**

Get access to current rates, latest interest rates, and training calendar!

Already signed up?  
[- Click Here to Log In -](#)

# Final Tips to take with you



## Partner Center

One-stop for resources (flyers, docs, limits, training, FAQs, etc.)

[www.ihdamortgage.org/partners](http://www.ihdamortgage.org/partners)



## Use the Docs

Review the doc set, procedural guide, and matrix.

[www.ihdamortgage.org/docs](http://www.ihdamortgage.org/docs)



## Payoff or Releases?

Contact [loanpayoff@ihda.org](mailto:loanpayoff@ihda.org)



## Contact Us!

The IHDA Mortgage Team is available!  
[mortgage@ihda.org](mailto:mortgage@ihda.org)

877-456-2656

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*Let's  
Discuss!*



If we don't get to your  
question, email us at  
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# Connect with us.



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