



## HOME+PLUS PROGRAM SUMMARY FOR LENDERS

<p><b>HOUSING FINANCE AGENCY / PROGRAM SPONSOR</b></p>	<p>Arizona Industrial Development Authority (AzIDA) <a href="https://arizonaida.com">https://arizonaida.com</a></p>
<p><b>DESCRIPTION</b></p>	<ul style="list-style-type: none"> <li>• The <b>HOME+PLUS</b> Home Buyer Down Payment Assistance Program provides first mortgage financing and down payment/closing cost assistance to eligible mortgagors. The down payment/closing cost assistance is in the form of a forgivable second lien loan to the borrower. Please refer to the Program Guidelines, available in the Lender Portal under “Program Documents”.</li> <li>• <b>This Program Summary is a complement to and not a substitute for HOME Plus Program guidelines.</b></li> <li>• FHA, Freddie Mac HFA Advantage, Fannie Mae HFA Preferred, VA and USDA-RD guidelines apply except as modified by this program summary for the purpose of this program only.</li> <li>• AzIDA is QM/ATR exempt.</li> </ul>
<p><b>AVAILABLE MARKETS</b></p>	<p>Properties located within the State of Arizona</p>
<p><b>ELIGIBLE LENDERS</b></p>	<p><i>Lenders must be approved by U.S. Bank and AzIDA to participate in the <b>HOME+PLUS</b> Program. Interested lenders should contact:</i></p> <p><b><i>Dirk Swift, AzIDA Program Administrator – (602) 319-9620, <a href="mailto:Dirk@HomePlusAZ.com">Dirk@HomePlusAZ.com</a></i></b></p>

**MASTER  
SERVICER &  
COMPLIANCE  
AGENT**

**Master Servicer**

**Program Administrator/Compliance Agent**

U.S. Bank Home Mortgage

Hilltop Securities Inc.

HFA Division

Attn: Housing Advisory Team

17500 Rockside Road

1201 Elm Street, Suite 3500

Bedford, OH 44146-2099

Dallas, TX 75270

**FIRST MORTGAGE  
PRODUCTS**

*Purchase money loans for primary residences only.*

**Product**

**Amortization Terms**

- **Freddie Mac HFA Advantage\***
  - HFA Advantage Program up to 97% LTV 30 years
  - CLTV not to exceed 105%
  
- **Fannie Mae HFA Preferred \***
  - HFA Preferred Program up to 97% LTV 30 years
  - CLTV not to exceed 105%
  
- **FHA and VA** 30 years
  - Fixed rate Sections 203(b) and 234(c)
  
- **USDA – RD** 30 years
  - Rural Housing Guaranteed Loan

*\*The CLTV includes all applicable subordinate liens. Please refer to Freddie Mac HFA Advantage or Fannie Mae HFA Preferred for the Affordable Seconds requirements.*

**DOWN PAYMENT ASSISTANCE**

<i>Product</i>	<i>DPA Amount</i>	<i>US Military ONLY</i>
<i>Freddie Mac HFA Advantage – under 80% AMI - forgivable DPA lien</i>	0.00%	6.00%
	3.00%	
	4.00%	
	5.00%	
<i>Freddie Mac HFA Advantage – non forgivable DPA lien</i>	5.00%	
<i>Fannie Mae HFA Preferred – under 80% AMI - forgivable DPA lien</i>	0.00%	
	3.00%	
	4.00%**	
	5.00%**	
<i>Fannie Mae HFA Preferred – over 80% AMI – forgivable DPA lien</i>	3.00%**	
<i>Fannie Mae HFA Preferred – over 80% AMI – forgivable DPA lien</i>	4.00%**	
<i>Fannie Mae HFA Preferred – non forgivable DPA lien</i>	5.00%	
<i>FHA</i>	3.00%**	5.00%
	4.00%**	
	5.00%	
<i>FHA – non forgivable DPA lien</i>	5.00%	
<i>VA</i>	3.00%	
<i>USDA - RD</i>	2.00%	

\*\*Manufactured Housing Allowed – see page 7, “*Qualified Residence Requirements*” for more information

- The DPA assistance under the HOME+PLUS program is provided in the form of a second mortgage with either of the following two terms:
  1. **FORGIVABLE:** Three-year, no interest, no payment, deferred soft second mortgage, forgiven monthly at a rate of 1/36 over the term of the lien. The DPA second mortgage is fully forgiven after the 36th month (3-years). The homeowner can choose to refinance (or sell) their HOME Plus first mortgage at any time, however if a refinance (or sale) occurs in the first 36 months the DPA 2<sup>nd</sup> lien would need to be paid (note amount less the number of forgiven months from closing date).
  2. **NON-FORGIVABLE:** A life of loan second mortgage, with no interest, no payments, deferred soft second mortgage with no forgiveness. The DPA second mortgage will need to be paid in full upon refinance or sale of the property. **Currently available in Maricopa, Pinal and Pima Counties only.**
- AzIDA does not subordinate or provide exceptions to the DPA repayment terms.

**DOWN PAYMENT  
ASSISTANCE  
(CONT'D)**

- The DPA may be used to fund up to 100% of the Borrower’s cash requirement to close, including the down payment, closing costs, pre-paid items, upfront borrower paid Mortgage Insurance and other related Mortgage Loan fees and expenses. No portion of the assistance funds can be paid to the Borrower unless the Borrower is being reimbursed for an overage of his/her earnest money deposit and any pre-paid expenses, to the extent the minimum Borrower contribution has been satisfied, if any. Principal reduction is allowed.
- Lenders table fund the DPA at closing, on behalf of the AzIDA, and will be reimbursed upon purchase of the HOME+PLUS Mortgage by U.S. Bank.
- The lender must receive a compliance approval from the Compliance Agent, Hilltop Securities Inc., for the loan to be eligible for purchase by the Servicer

**FIRST LOAN  
INTEREST RATES /  
LOAN  
RESERVATIONS**

- Hilltop Securities Inc. will post First Mortgage interest rates by 9:00 a.m. Central daily. Current rates can be found at the following website <https://lenders.housing.az.gov>
- The reservation window will be available from 9:00 a.m. to 7:00 p.m. Central Time Monday Through Friday except for holidays
- All loans must be delivered and purchased by U.S. Bank within 60 days of rate lock. A one-time extension is available for a fee applicable to the extension time necessary. The fee will be netted out of the lenders SRP upon purchase

<b>7 days</b>	0.06250%
<b>15 days</b>	0.12500%
<b>22 days</b>	0.18750%
<b>30 days</b>	0.25000%

- Rates can be subject to intra-day pricing changes and will be posted in the Lender Portal as well as email notification to those on the daily rate email distribution list.

## INCOME LIMITS

The income of all **borrowers** expected to both live in the residence and who are credit qualifying/on the Note must be considered. For compliance purposes, the borrower(s) income calculation is based on the respective agency income guidelines for the underlying mortgage (FHA, VA, USDA-RD, Freddie Mac HFA Advantage and Fannie Mae HFA Preferred) and as disclosed on the final, signed and dated URLA. Household income (other than USDA loans) is NOT used to determine **HOME+PLUS** income limit eligibility. To materially under calculate income or willfully omit disclosure of a borrower income violates the spirit of the program. **Lenders will be responsible for ensuring that the income meets program guidelines.**

County Name	FHA all DPA Options	FHA non- forgivable	Freddie Mac HFA Advantage Under 80% AMI	Freddie Mac HFA Advantage non- forgivable	Fannie Mae HFA Preferred over 80% AMI	Fannie Mae HFA Preferred Under 80% AMI	Fannie Mae HFA Preferred non- forgivable	VA	USDA
Apache County	\$109,965	N/A	\$39,440	N/A	\$109,965	\$39,440	N/A	\$109,965	\$109,965
Cochise County	\$109,965	N/A	\$53,040	N/A	\$109,965	\$53,040	N/A	\$109,965	\$109,965
Coconino County	\$109,965	N/A	\$60,160	N/A	\$109,965	\$60,160	N/A	\$109,965	\$109,965
Gila County	\$109,965	N/A	\$41,440	N/A	\$109,965	\$41,440	N/A	\$109,965	\$109,965
Graham County	\$109,965	N/A	\$49,920	N/A	\$109,965	\$49,920	N/A	\$109,965	\$109,965
Greenlee County	\$109,965	N/A	\$51,680	N/A	\$109,965	\$51,680	N/A	\$109,965	\$109,965
La Paz County	\$109,965	N/A	\$39,440	N/A	\$109,965	\$39,440	N/A	\$109,965	\$109,965
Maricopa County	\$109,965	\$62,240	\$62,240	\$62,240	\$109,965	\$62,240	\$62,240	\$109,965	\$109,965
Mohave County	\$109,965	N/A	\$45,560	N/A	\$109,965	\$45,560	N/A	\$109,965	\$109,965
Navajo County	\$109,965	N/A	\$42,560	N/A	\$109,965	\$42,560	N/A	\$109,965	\$109,965
Pima County	\$109,965	\$54,720	\$54,720	\$54,720	\$109,965	\$54,720	\$54,720	\$109,965	\$109,965
Pinal County	\$109,965	\$62,240	\$62,240	\$62,240	\$109,965	\$62,240	\$62,240	\$109,965	\$109,965
Santa Cruz County	\$109,965	N/A	\$39,440	N/A	\$109,965	\$39,440	N/A	\$109,965	\$109,965
Yavapai County	\$109,965	N/A	\$51,680	N/A	\$109,965	\$51,680	N/A	\$109,965	\$109,965
Yuma County	\$109,965	N/A	\$45,200	N/A	\$109,965	\$45,200	N/A	\$109,965	\$109,965

<b>PURCHASE PRICE LIMITS</b>	<p>➤ <u><a href="#">Follow any Agency guidelines for acquisition limits on all loans.</a></u></p>
<b>BORROWER ELIGIBILITY</b>	<ul style="list-style-type: none"> <li>• Borrower does NOT have to be a First-Time Homebuyer for any loan product</li> <li>• Borrower may not exceed the maximum income limits / purchase price limit set by the program/agency for the underlying first mortgage.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>Freddie Mac HFA Advantage</b> –borrower(s) who intends to occupy the property may have one additional financed residential property at the time of closing. (FHLMC Bulletin 2019-7)</li> <li>• Non-occupying co-signors or co-borrowers are NOT permitted for Freddie Mac.</li> <li>• The borrower(s) maximum annual income varies by the County on the <b>UNDER 80% AMI</b> forgivable DPA lien options. The Lender should always follow the LPA findings. See page 5 for detail.</li> <li>• The borrower(s) annual income varies by County the non-forgivable DPA lien options. See page 5 for detail.</li> </ul>

- **Fannie Mae HFA Preferred** – borrower(s) who intend to occupy the property **may** have one additional financed residential property at the time of loan closing. (SEL-2019-03)
- Non-occupying co-signors (or non-occupying co-borrowers) **ARE** permitted for Fannie Mae HFA Preferred. Follow GSE guidelines for required/allowed documents that the co-signor/co-borrower must sign. The non-occupant co-signor cannot occupy the subject property.
- The borrower(s) annual income cannot exceed \$109,9651 on **OVER 80% AMI** forgivable DPA lien options. **This option may have a slightly higher interest rate.**
- \*A non-occupying co-signor’s income **WILL NOT** count against the income limit
- \*The borrower(s) maximum annual income varies by the County on the **UNDER 80% AMI** forgivable DPA lien options. The Lender should always follow the DU findings. See page 5 for detail.
- \*A non-occupying co-signor’s income **WILL** count against the income limit
- The borrower(s) annual income County the non-forgivable DPA lien options. See page 5 for detail.
- \*A non-occupying co-signor’s income **WILL** count against the income limit

- **FHA** - Non-occupying co-signors (or non-occupying co-borrowes) **ARE** permitted, Follow Agency / Insurer guidelines for required/allowed documents that the co-signor/co-borrower must sign. The non-occupant co-signor cannot occupy the subject property.
- The borrower(s) annual income cannot exceed \$109,9651 on FHA forgivable DPA lien options.
- Non-occupying co-signor’s income **WILL NOT** count against the income limit.
- The borrower(s) maximum annual income varies by the County on FHA non-forgivable DPA lien options. See page 5 for detail.
- Non-occupying co-signor’s income **WILL** count against the income limit.

**Home Buyer Education**

**For all loan products**

- At least **ONE** borrower on each loan **MUST** complete a homebuyer education course **BEFORE** closing. Completing the course post-closing will result in a non-saleable transaction.
- The education requirement may be met by taking a HUD approved pre-purchase online course, face-to-face counseling. MI Company courses are no longer allowed. More options are available and found on the **HOME+PLUS** Home Buyer Down Payment Assistance Program website.

<b>Qualified Residence Requirements</b>	<p><b>New or existing single-family homes</b></p> <p><i>Freddie Mac HFA Advantage and <b>Fannie Mae HFA Preferred</b> Loans</i></p> <ul style="list-style-type: none"> <li>• <i>SFR, condominiums, town homes and PUDs.</i></li> <li>• <i>Manufactured housing – <b>Fannie Mae HFA Preferred ONLY</b> (4 DPA options)</i> <ul style="list-style-type: none"> <li>○ <i>No manual underwrites</i></li> <li>○ <i>Maximum LTV - 95%</i></li> <li>○ <i>Maximum DTI - 45%</i></li> <li>○ <i>Minimum FICO – 640</i></li> <li>○ <i>No singlewide manufactured homes allowed</i></li> </ul> </li> </ul>
	<p><b>Government Loans</b></p> <ul style="list-style-type: none"> <li>○ <i>SFR, 2 Unit (Duplex) One unit must be occupied by the eligible borrower as their principal residence.</i></li> <li>○ <i>Condominiums and townhomes.</i></li> <li>○ <i>Manufactured housing – <b>FHA ONLY</b> (3% and 4% DPA)</i> <ul style="list-style-type: none"> <li>▪ <i>No manual underwrites</i></li> <li>▪ <i>Maximum DTI - 45%</i></li> <li>▪ <i>Minimum FICO – 680</i></li> <li>▪ <i>No singlewide manufactured homes allowed</i></li> </ul> </li> </ul>
	<p><b>Properties <i>not allowed</i> in any loan product:</b></p> <ul style="list-style-type: none"> <li>○ <i>Co-ops</i></li> <li>○ <i>Manufactured housing (Freddie Mac HFA Advantage, VA, USDA)</i></li> <li>○ <i>3-4 unit properties</i></li> <li>○ <i>Vacation Homes</i></li> <li>○ <i>Mobile/recreational</i></li> </ul>
<b>CONDOMINIUMS</b>	<p><b><i>U.S. Bank may have additional overlays.</i></b></p> <p><b><i>Please check with U.S. Bank or in the AzIDA HOME Plus Program Guidelines.</i></b></p>
<b>INTERESTED PARTY CONTRIBUTIONS</b>	<p><i>Determined by the respective agency / insurer guidelines for the underlying First Mortgage Program selected.</i></p>
<b>APPRAISAL</b>	<p><i>A full interior/exterior appraisal is required and must comply with First Mortgage program appraisal guidelines.</i></p>



**UNDERWRITING  
CRITERIA**

**Conventional Loans**

LTV	Min. FICO	Max. DTI	AUS
95.01% to 97.00%	640	50%	DU, LPA, NO Manual UW
95.00% and below	640	50%	DU, LPA, Manual UW

**Fannie Mae HFA Preferred Loans** – must have a DU finding of approve/eligible and meet Agency Guidelines, USB overlays and HOME Plus Program Guidelines.

**Freddie Mac Fannie HFA Advantage Loans** – must have a LPA finding of accept and meet Agency Guidelines, USB overlays and HOME Plus Program Guidelines.

**Manual Underwriting:** Loans may be manually underwritten at the lender’s discretion. The lender must follow all GSE guidelines and ensure a deliverable/insurable loan. **US Bank will require a minimum of 2 months of PITIA reserves.** If the GSE guidelines has a more restrictive reserve requirement than US Bank’s overlay then the more restrictive guidelines apply. No manual underwrites for manufactured homes.

**DTI 45.01% - 50%:** Allowed with approve/eligible or accept AUS determination. Regardless of the AUS findings US Bank will require a minimum 680 credit score.

**UNDERWRITING  
CRITERIA –  
(cont'd)**

**Government Loans** – follow first lien agency guidelines for LTV.

<i>Product</i>	<i>Min. FICO</i>	<i>Max. DTI</i>	<i>AUS</i>
FHA	640	50%	DU, LPA, NO Manual UW
USDA-RD, VA	640	45%	GUS, DU, LPA

**Manual Underwrite is NOT allowed.**

**FHA Credit scores under 660:** On FHA transactions with a 640 – 659 credit scores **US Bank will require a minimum of 1 month of PITIA reserves and the borrower must be a minimum of 6-months with their current employment.** If the GSE guidelines has a more restrictive reserve requirement than US Bank’s overlay then the more restrictive guidelines apply.

**DTI 45.01% - 50%:** Allowed with approve/eligible or accept AUS determination. Regardless of the AUS findings US Bank will require a minimum 680 credit score.

**ALLOWABLE  
FEES/LENDER  
COMPENSATION**

In addition to the standard fees allowed by each Agency and normally charged to the borrower (i.e. Appraisal Fee, Credit Report Fee, Flood Certification, Freight, Underwriting, Document Preparation, etc.), the following origination fee may also be included as shown in the chart below. Discount points are NOT allowed.

NOTE: Please list fees on LE/CD according to the U.S. Bank Bulletin L-2017-011, dated March 17, 2017. Fees should NOT be made payable to U.S. Bank.

**Conventional - No loan level price adjustments (LLPA)**

Type	Amount	Service Provider
<b>SRP – Conventional and FHA</b>	2.50%	Lender
<b>SRP – VA and USDA-RD</b>	2.50%	Lender
<b>Origination Fee</b>	As allowed by Agency Guidelines	Lender
<b>Funding Fee</b>	\$400.00	Lender Fee to USB
<b>Tax Service Fee</b>	\$80.00	Lender Fee to USB
<b>DPA Compliance Fee</b>	\$225.00 – wired at closing*	Hilltop Securities Inc.

\*Please provide the wire instructions to the title company as found on the post-closing checklist.

**MORTGAGE  
INSURERS (MI)**

**The following MI Companies are approved: Arch, Essent, Genworth, MGIC, National and Radian.**

MI rates, pricing, and guidelines may differ among the participating Mortgage Insurers and are subject to change. Lenders should consult the current Housing Finance Agency MI guidelines at each MI company to determine the terms and conditions by which such loans will be insured. **These Program Guidelines do not supersede, nor are they a substitute for, the guidelines in place with each Mortgage Insurer at the time the loan is underwritten.**

**MI ACTIVATION**

Lender is responsible for activating any MI policy and remitting any MI payments due to the Mortgage Insurer prior to the sale of the loan to US Bank. The Lender is also responsible for transferring the MI policy to US Bank after the loan sale.

**MORTGAGE  
INSURANCE /  
COVERAGE  
AMOUNT**

**Freddie Mac HFA Advantage – under 80% AMI and Fannie Mae HFA Preferred – under 80% AMI:**

<i>LTV Range</i>	<i>MI Charter Minimum Coverage Amount</i>
<i>&gt;95.01% and &lt; = 97%</i>	<i>18%</i>
<i>&gt;90.01% and &lt; = 95%</i>	<i>16%</i>
<i>&gt;85.01% and &lt; = 90%</i>	<i>12%</i>
<i>&gt;80.01% and &lt; = 85%</i>	<i>6%</i>

**Payment Options All LTV's:**

- Borrower Paid – monthly with annual renewal
- Upfront borrower paid Premium
- Split Premium
- Seller Paid mortgage insurance is acceptable

**The Fannie Mae HFA Preferred – over 80% AMI is NOT eligible for reduced MI coverage and standard MI coverage applies.**

**MERS  
ASSIGNMENTS**

*Lender will be required to register and assign the First Mortgages using MERS to U.S. Bank.*

**LOAN FUNDING &  
CLOSING**

*Lenders must fund the First Mortgage Loans at loan closing. In addition, Lenders fund the DPA assistance at closing, on behalf of ADOH, and will be reimbursed upon purchase of the qualified loan by US Bank.*

**LOAN PURCHASE  
AND SERVICING**

- U.S. Bank will purchase the first mortgage loan at a rate and price reflected on the Mortgage Commitment confirmation, less any fees, plus the applicable Service Release Premium.
- All loans will be sold to U.S. Bank and should be submitted electronically

<i>Loan Files</i>	<i>Collateral Packages</i>
<p><b><i>Must be submitted via U.S. Bank's DocVelocity for compliance review. <u>No paper files will be accepted.</u></i></b></p>	<p><i>U.S Bank Home Mortgage ATTN: Note Vault 5<sup>th</sup> Floor 9380 Excelsior Blvd. Hopkins, MN 55343</i></p> <p><i>Effective February 20, 2018 (USB Bulletin L-2018-11)</i></p>

# QUICK GUIDE

## FOR RESERVATION TO PURCHASE PROCESS

Lenders must fund the First Mortgage Loans and DPA forgivable 2<sup>nd</sup> lien at loan closing. All loans will be reserved (locked) and all required program documents are found in the “pdf docs” icon and will be uploaded into the:

**AzIDA HOME+PLUS Lender Portal at**

<https://lenders.housing.az.gov>

### PROCESS

1. Reserve (Lock) Loan
  - After loan application, executed contract and eligibility has been determined
2. Upload Completed and Signed Underwriter Certification Form (found in portal)
  - NO DEADLINE
  - Closing documents will become available after submission of form
3. Close and Fund Loan and DPA
  - Closing Agent or Lender to wire \$225 compliance review fee payable to Hilltop Securities. Please reference borrower and/or our loan reservation number. Wire instructions found on closing package checklist.
4. Upload/Submit Post-Closing Documentation
  - a) Post-Closing Checklist
  - b) Executed Mortgagor Certificate
  - c) Executed Final 1003
  - d) Executed Legally Enforceable Obligation (2<sup>nd</sup> Lien Assistance Letter)
  - e) Executed Final TRID Compliant Closing Disclosure
  - f) Executed Purchase Contract
  - g) Executed 2<sup>nd</sup> Lien Deed of Trust
  - h) Executed 2<sup>nd</sup> Lien Promissory Note
  - i) Executed 2<sup>nd</sup> Lien TIL Disclosure Statement
  - j) Executed Homebuyer Education Certificate
  - k) Other (for those qualifying for Military Increased Assistance)
    - l. Veterans – copy of form DD214
5. **Check the Lender Portal 24-48 Hours After Submission**
  - Click the “view” icon for approval/conditions.

NOTES:

- *It is recommended to submit closed credit files to U.S. Bank no later than the 35th day from reservation. Extension fees may be incurred if not purchased by day 60 (sixty).*
- *The first mortgage loan will not be purchased by US Bank until the Post-Closing documents have been uploaded, reviewed and cleared by Hilltop Securities.*
- ***All files are to be submitted electronically in the Lender Portal.***
- ***NO PAPER FILES will be accepted.***