



AzIDA **Home+Plus** Lender Training

## Where To Obtain & How To Generate Home+Plus Closing Docs

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# AzIDA HOME+PLUS

## ■ Where to obtain & how to generate HOME+PLUS closing documents

AzIDA does not complete any pre-closing review or approval on **HOME+PLUS** transactions.

Each approved participating lender is delegated to conduct all **HOME+PLUS** program compliance as well as adhere to all Agency/GSE and mater servicer rules, regulations, and guidelines.

- There are seven related documents associated with the **HOME+PLUS** DPA program.
- Two documents, the TIL and Underwriter Certification, are available after the reservation is completed.
- The remaining five documents are: Mortgagor Certificate, Legally Enforceable Obligation Letter, Deed of Trust, Promissory Note, and if needed, Extension Request.

## Where to obtain & how to generate HOME+PLUS closing documents

- There are separate on-demand, training sessions related to ***program disclosures*** and the ***underwriter certification process***.
- Please visit those training sessions for more detail on the steps and procedures.
- The underwriter must complete the Underwriter Certification form and it must be uploaded & submitted in order to “release” program closing docs.
- Documents #2, #3, #4 and #5 cannot be accessed or generated until the UW Certification has been completed.
  1. **AzIDA Truth in Lending (TIL) Disclosure Form**
  2. **Mortgagor Certificate**
  3. **Legally Enforceable Obligation Letter**
  4. **HOME+PLUS** DPA Second Loan **Deed of Trust**
  5. **HOME+PLUS** DPA Second Loan **Promissory Note**

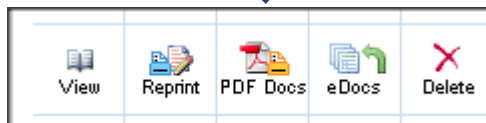
## Where to obtain & how to generate HOME+PLUS closing documents

- Once the UW Certification has been completed the Loan Stage will read “Certification” and closing documents are available to be generated



Reserved		08/27/2019	
USB Purchase	Approved	02/20/2019	
USB Purchase	Approved	02/19/2019	
USB Purchase	Approved	02/28/2018	
Certification		09/03/2019	

- Click the “PDF Docs” icon for the respective loan:




- There are five (5) **HOME+PLUS** documents to be signed by the borrower:
  - AzIDA Truth in Lending (TIL) Disclosure Form**
  - Mortgagor Certificate**
  - Legally Enforceable Obligation Letter**
  - HOME+PLUS DPA Second Loan Deed of Trust**
  - HOME+PLUS DPA Second Loan Promissory Note**

## Where to obtain & how to generate HOME+PLUS closing documents

- Click the boxes next to the five closing documents

To generate a document with the corresponding loan information, select at least one document from the list and then click on the "Generate Documents" button. If you don't wish to continue click on the "Cancel" button.

**Note:**  
You will need **Adobe Acrobat Reader** to view and/or print the document(s). The software is free and may be downloaded from [www.adobe.com](http://www.adobe.com).



<input type="checkbox"/>	Document Name
<input type="checkbox"/>	Underwriter's Certification-Form 1 -Gov
<input type="checkbox"/>	TIL Disclosure Statement
<input type="checkbox"/>	Post Closing Compliance Checklist - Form 2
<input type="checkbox"/>	Mortgagor's Certification-Form 3-Gov/Freddie
<input type="checkbox"/>	Legally Enforceable Obligation Letter - Form 4
<input type="checkbox"/>	2nd Lien Deed of Trust
<input type="checkbox"/>	2nd Lien Promissory Note
<input type="checkbox"/>	Extension Request - Form 5

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**Generate Documents** **Cancel**

- Then click the "Generate Documents" button

## Where to obtain & how to generate HOME+PLUS closing documents

- To promote process flow efficiencies, the lender has editing capabilities on all **HOME+PLUS** closing documents.
- On all **HOME+PLUS** related documents, any section in **blue highlight** can be edited.

Name of Borrower: Dirk Swift
Name of Borrower:

## TIL (Truth in Lending) Disclosure Statement

There is a separate on-demand, recorded training sessions related to **program disclosures**. Please visit that training session for complete detail on the TIL disclosure.

There are only two sections on the TIL that require completion.

The remaining information is populated via the data in the reservation.

- Within the “Final Balloon Payment”

<b>PAYMENT SCHEDULE:</b>
Final Balloon Payment due ( ): \$

- For the forgivable DPA, use the first day of the month three years in the future from the promissory note date i.e. 1/1/2024.

- Within the “Amounts paid to others on your behalf”

<b>ITEMIZATION OF AMOUNT FINANCED</b> of \$[ 9,033.00 ].	
Amounts paid to others on your behalf:	
\$	to public officials for recording fees.
\$	to

- Enter the recording fee for the 2<sup>nd</sup> deed of trust

## Mortgagor Certificate

- The Mortgagor Certificate is required to be signed by both the borrower and Lender. Please be sure to obtain the Lender's signature PRIOR to returning to AzIDA with the DPA Compliance package.



## Legally Enforceable Obligation Letter

- A borrower executed Legally Enforceable Obligation Letter is required on all **HOME+PLUS** transactions, regardless of the type of underlying first mortgage.

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### 2<sup>nd</sup> Lien Deed of Trust

There are five sections on the DOT that require completion.

All five sections needing your attention are on the first page of the DOT

The remaining information is populated via the data in the reservation.

1. Effective Date – closing date

Effective Date:

2. Trustor(s) Vesting as: - borrowers name and how they will be vested

Trustor(s), Vesting as:

3. Trustee (Name, Mailing Address and Zip Code) – your Title Company

Trustee (Name, Mailing Address and Zip Code):

4. Promissory Note Dated:

Promissory Note Dated , 20

5. Subject Real Property – “See attached Legal Description” is acceptable.

Subject Real Property:   
(Legal Description copied from the preliminary Title Report)

## 2<sup>nd</sup> Lien Promissory Note

There are two sections on the Promissory Note that require completion.

The two sections needing your attention are on the first page of the Promissory Note

The remaining information is populated via the data in the reservation.

### 1. The Date

<input type="text"/>	20	<input type="text"/>
Date		

### 2. The County name

<input type="text"/>
City or County

# AzIDA HOME+PLUS

## ■ Where to obtain & how to generate HOME+PLUS closing documents

The down payment assistance (DPA) associated with the **HOME+PLUS** program is funded by the Lender on behalf of AzIDA at closing.

The Lender will be reimbursed upon purchase of the mortgage by the master servicer.

The DPA funding mechanism will comply be a “legally enforceable obligation” of AzIDA.

- All **HOME+PLUS** program documents must be returned to the Lender.
- Please provide accurate closing instructions to the Title Company / Closing Agent.