



Arizona IDA **Home+Plus** Lender Training

How To Update, Change, Or Modify An Existing Reservation

Questions?

Contact: Operations@HomePlusAz.com

V020225a

Arizona IDA HOME+Plus

How to update, change, or modify an existing reservation

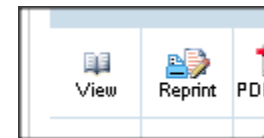
The **HOME+Plus** Lender – Online reservation system serves multiple functions in support of the **HOME+ Plus** Program.

As such, a lender has limited access to edit and update an exiting reservation.

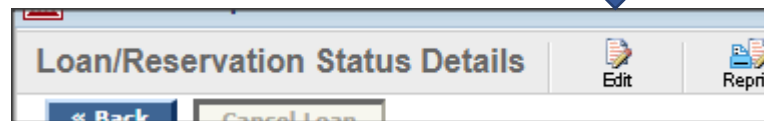
Updates, changes, or modifications to an existing reservation are handled by the HTS Team.

- Lenders have limited access to make loan changes after reservation.
- The following fields may be changed by the lender:
 - Property Purchase Price
 - Property Appraised Value
 - Property Address – house number, street name and unit number

- Click on the “view” icon for the specific borrower,



- Then click the “edit” button.



How to update, change, or modify an existing reservation

- For any change, update, or correction of data within an existing **HOME+Plus** reservation; simply email the HTS Team at:
 - homeplushelp@hilltopsecurities.com
- Provide all the details to be updated, and the HTS Team will handle it within 30 minutes or less.

How to update, change, or modify an existing reservation

- To promote process flow efficiencies, the lender has edit 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:	

Program change after reservation.

- The lender can request a modification of an existing reservation, changing from one DPA option or one mortgage type to another. For example:
 - i.e. change from a FHA w/2% DPA to FHA w/3% DPA
 - i.e. change from a Fannie lower income w/3% DPA to Freddie w/4% DPA
- Please know any change will be based on the respective interest rate on the date of the original reservation, and if the move is to a different mortgage type / property type, all guidelines, credit scores, LTV's etc., would need to be adhered to.
- Simply email homeplushelp@hilltopsecurities.com with **ALL** the details and HTS will handle it.

60-Day Cancellation Policy (before a relock)

A borrower must wait 60-days from the date of the cancellation in the Lender-Online system before they can obtain a new **HOME+Plus** reservation.

The 60-day waiting period follows the borrower regardless of the lender they work with.

The one allowable exception to the 60-day period, for a property fall-out.

If after the initial reservation, the subject property changes, the lender has two options;

1. See Program Change after Reservation on the previous slide
2. Request an exception to the 60-day wait period
 - Forward a copy of the original purchase contract, the BINSR, or cancellation document, and a copy of the new purchase contract to Dirk Swift.
 - Upon review and if approved, the Lender-Online reservation will be open for a new reservation, at the interest rate, program type and reservation date based upon the date of the new reservation.