



Arizona IDA **Home+Plus** Lender Training

Post Closing Compliance Review

Questions?

Contact: Operations@HomePlusAz.com

V020225a

Arizona IDA HOME+Plus

■ Post Closing Compliance Review

There are separate on-demand, training sessions related to *How to upload documents in the Lender-Online system.*

Please visit that training session for more detail on the steps and procedures.

- Once the lender successfully uploads the **HOME+Plus** Compliance package into the Lender-Online system, it's the lenders responsibility to log into the system and follow up on the transaction for any updates, pend notices, etc...
- Current turnaround time on DPA Compliance package review is 24 hours.

• Common Suspense Items

1. Inaccurate Closing Disclosure:

- DPA on the CD differs from Legally Enforceable Obligation (Gift) Letter
 - The **HOME+Plus** DPA amount is rounded up or down to nearest dollar
 - There will never be pennies or cents associated with the DPA

1. Incomplete uploads

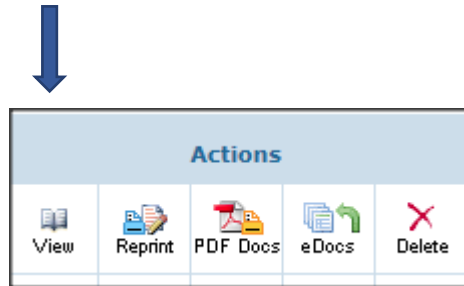
- Mortgagor's Certificate missing Lender signature

2. Non-Occupant Co-signors (non-occupant co-borrower) incorrectly input in the reservation system

- Non-occupant co-signors DO NOT need to sign the AzIDA **HOME+Plus** documents – incorrectly listing them as a co-borrower will then populate their names on the closing documents

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- The lender can view the status of the file by selecting the “View” icon from the Loan Status tab.



STAGE/STATUS/DATE	HFA's CONDITIONS/EXCEPTIONS
• Post Close Rev Incomplete on 11/12/2018	1. Missing \$225.00 Compliance Review Fee
• Post-Close Pkg on 11/12/2018	
• Certification on 11/05/2018	
• Reserved on 10/19/2018	

- Uploading Post-Closing conditions would follow the same procedure as the Post-Closing package.

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The **HOME+PLUS** Lender Online system and the master servicers system automatically exchange data tapes every night.

Any conditions or stips on either the DPA Compliance package or the master servicer Credit/Collateral Package can be located under the “View” icon

- Example of HOME+PLUS conditions:

HFA's CONDITIONS/EXCEPTIONS	
1.	Homebuyer Education Certification HBE missing
2.	Questions? Tandice.Tabaie@HilltopSecurities.com Reservation Expires on 08/18/19

- Example of master servicer conditions:

MASTER SERVICER'S CONDITIONS/EXCEPTIONS	
1.	Your dedicated deficiency specialist is Randy Hockert 952.876.9559 or Randy.Hockert@usbank.com from 8-5 CST. My goal is to fund all loans within 20 days, please submit the required documentation, as q
2.	MORTGAGE INSURANCE CERTIFICATE: MISMATCH: A mismatch was found on the Mortgage Insurance Certificate. Appraised value is reflected as \$200,000.00 which does not match the appraised value of \$202,000.0



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