



Arizona IDA **Home+Plus** Lender Training

## Post Closing Compliance Review

Questions?

Contact: [Operations@HomePlusAz.com](mailto:Operations@HomePlusAz.com)

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# 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 and has entered lender email contacts for loan status, an automatic email notification will be sent to all selected email contacts with the updated status, link to access the loan, and instructions for next steps.
- Current turnaround time on DPA Compliance package review is 1 business day.

## • 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

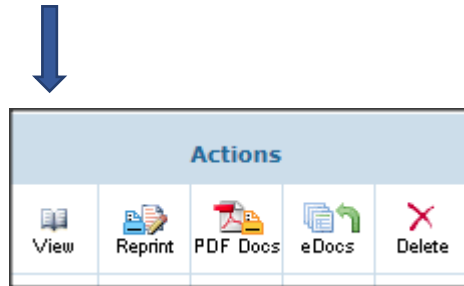
- Mortgagor's Certificate missing Lender signature

### 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 <b>Incomplete on 11/12/2018</b>	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.

# Arizona IDA HOME+Plus

## Post Closing Compliance Review

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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