Nevada Rural Housing

KICKSTART

HOMEOWNERSHIP PROGRAM
BY NEVADA RURAL HOUSING

DRAFT Administrator Guidelines

TMS
THE MONEY SOURCE

Published 11/12/26

EQUAL HOUSING OPPORTUNITY

eHOUSINGPLUS
Program Management Specialists

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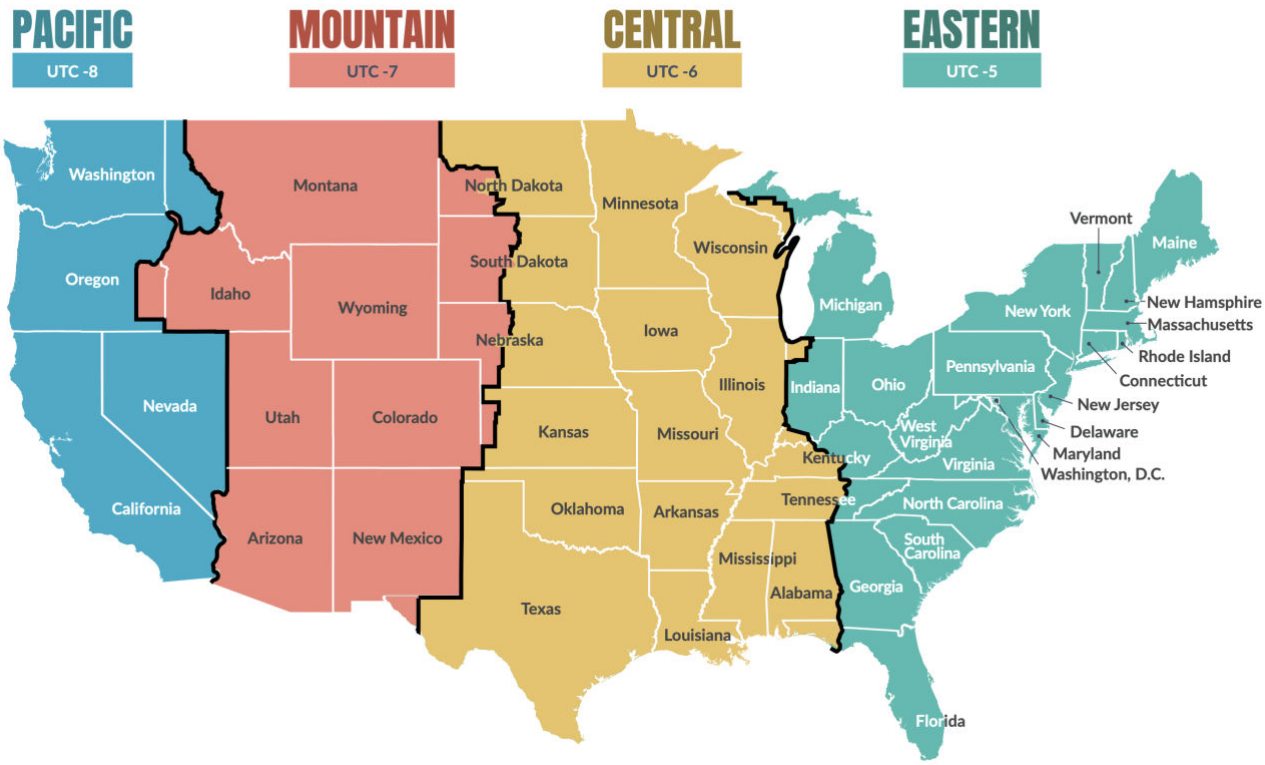
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Time Zones

Nevada Rural Housing is located in the Pacific Time Zone

eHousingPlus offices are all located in the Eastern Time Zone



2026 REVISIONS TABLE

Date	Topic (effective immediately unless otherwise noted)	Page

NEVADA RURAL HOUSING AUTHORITY TEAM



Nevada Rural Housing Authority
Sponsors the first mortgage and down payment assistance program, sets the rate, term and points, and markets the program, and provides program training to participating lenders.

Participating Lenders
Take applications, reserve in their own systems and the eHousingPlus Lender Portal, process, underwrite, approve, fund first mortgage and down payment assistance at closing, close and sell qualified loans to the program. Lenders are responsible for servicing program loans in accordance with Agency requirements until they're purchased by the Master Servicer.

TMS
Master Servicer
Provides information on acceptable loan products and delivery and funding, receives all first mortgage files, reviews first mortgage files, notifies lenders of first mortgage file exceptions, approves first mortgage files, purchases pools and delivers loans, buys first mortgage and provides delivery certificate.

eHousingPlus
Program Administration
Maintains the program reservation system, websites, and posts Administrator's Guidelines, forms and training materials, provides system training, answers program and system questions, receives first mortgage compliance files, reviews, posts and notifies of exceptions and approves compliance file.

CONTACT DIRECTORY

954-217-0817 or Toll Free (888) 643-7974
Select Option #2

Question	Option #	email
Lender Training (Program & System)	Option #4	Click here
Lender User Access (Credentials, Disabled Access, etc)	Option #1	Click here
eHPay - Digital Payment of Compliance Fees	Option #3	Click here
Program Eligibility Questions - READ THIS GUIDE FIRST	Option #2	Click here
Deficiencies - To view and upload compliance file deficiencies	View compliance and Servicer DEFI's in eHP FrontPorch using Digital Docs App, Deficient Compliance Files drop down menu.	
Loan Specific Questions - If you have any questions related to a specific loan already reserved/rate locked in the eHPortal.	Post note in Collaboration Station within eHP FrontPorch	
System Errors - Technical Assistance	Option #6	Click here
TMS General Non-Loan Specific Questions or Submission Assistance: Contact your assigned Correspondent Liaison Underwriting Scenarios or Questions Pricing/Locking Conditions Clarification		Scenarios@TheMoneySource.com Secondary@TheMoneySource.com Support@TheMoneySource.com

Program Products

KickStart combines a 30-year fixed-rate first mortgage with $20,000 for down payment and closing costs plus an additional 2% of the first mortgage loan amount for a permanent rate reduction. Each first mortgage must be a Qualified Mortgage (QM). All KickStart options include the permanent rate reduction. The assistance is secured by a five-year forgivable second mortgage.

Feature	Program requirement
Reservation opening	November 16, 2026
Master servicer	The Money Source (TMS)
Loan purposes	Purchase or refinance
Government products	FHA, VA and USDA-RD; 30-year fixed
Conventional products	Fannie Mae HFA Preferred or Freddie Mac HFA Advantage; 30-year fixed; at or below 80% AMI
Minimum credit score	620 FICO
Assistance	$20,000 plus 2% of the first mortgage loan amount
Second mortgage	0% interest; no monthly payments; five-year forgivable
Household income	Use the county and product limits in this guide

Funding availability

The program allocation is $1,000,000. Reservations are available on a first-come, first-served basis while funds remain. The program continues until funding is fully reserved. eHousingPlus will track use of the allocation; future funding is not assured.

Rates and reservations

Review the current KickStart rate offering before quoting or reserving. Rates and availability may change. A reserved rate and assistance remain subject to compliance with the applicable lock, delivery and purchase requirements. An unavailable or N/A offering cannot be reserved.

The NRH reservation portal is available Monday through Friday, 8:30 a.m. to 7:00 p.m. Pacific Time, excluding holidays. Use the current portal availability and published rate sheet.

Current rates and offerings

Down payment assistance and the second mortgage

The second-mortgage principal equals $20,000 plus the cost of the required 2% discount. The $20,000 component is available for down payment and closing costs. The additional 2% component pays for the permanent rate reduction on the first mortgage.

Assistance calculation

Second-mortgage amount = $20,000 + (first mortgage loan amount × 2%).

Illustration	Amount
First mortgage loan amount	$200,000
Additional discount cost at 2%	$4,000
Down payment and closing cost assistance	$20,000
Total second-mortgage principal	$24,000

Use the reserved first mortgage loan amount and confirm that the assistance shown in eHPortal, the closing instructions, the Note and the Deed of Trust agree.

Second-mortgage terms

- The second mortgage bears 0% interest and requires no monthly payments.
- The term is five years. The assistance is forgiven at maturity; the outstanding balance is due if the property is sold or the first mortgage is refinanced before maturity.
- Use the approved KickStart Note and Deed of Trust.

The lender funds the assistance at closing and is reimbursed when TMS purchases the loan. The 2% discount is additional to the $20,000 component. Keep the full assistance amount and the two uses of funds clearly identified in the closing figures.

Cash back from program assistance is not permitted. For refinance transactions, NRH permits the $20,000 component to be applied to closing costs and principal reduction. Obtain program direction on unused purchase assistance before closing; do not reduce the recorded second-mortgage amount without corresponding changes to the reservation and approved documents.

The Requirements

Borrower eligibility

- There is no first-time homebuyer requirement.
- Borrowers may own other property at closing. The property financed with KickStart must be their primary residence.
- Borrowers must occupy the financed property within 60 days of closing.
- Household income must not exceed the applicable county and loan-product limit. Include all required household members, including nonborrower occupants age 18 and older.
- Follow applicable agency/GSE and TMS citizenship, residency, credit and loan eligibility requirements.
- Each borrower must complete an approved homebuyer education course before closing.

Lenders must evaluate applicants under applicable fair-lending requirements and apply program requirements consistently.

Eligible jurisdictions

Jurisdiction
Carson City
Douglas County
Lyon County
Storey County
Washoe County - Eligible area excludes the city limits of Reno; verify the property address using NRH's eligibility resources

KickStart is limited to these five jurisdictions. Confirm the property county and, for Washoe County, the address eligibility before reserving. NRH's general eligibility map must be used together with KickStart's county restriction.

NRH property address eligibility tool

Purchase and refinance transactions

For a purchase, obtain a fully executed contract for the specific property before making a reservation. For a refinance, identify the existing property and mortgage, verify the permitted refinance structure with TMS, and follow the refinance reservation instructions in this guide.

Credit Score, DTI & LTV Requirements

Minimum Credit Score
The Program requires a minimum FICO credit score for various products, the mid score must be the minimum or above. Click here to view the minimum FICO and Rates/Offerings shown on the Issuer's web page on the eHousingPlus web site. Click on VIEW PROGRAM HIGHLIGHTS tab to view the current rate. PLEASE NOTE THAT RATES ARE SUBJECT TO CHANGE AT ANY TIME. If an Agency (FHA, etc) has a higher minimum, follow Agency guidelines. If a participating lender has a higher minimum for other loans and wishes to require a higher minimum for loans, then lenders must use the higher minimum. Contact TMS with any questions regarding acceptable automated underwriting system. Scenarios@TheMoneySource.com .

Minimum 620 FICO for FHA, VA, USDA and Conventional loans.

Loan Underwriting
Loans are underwritten by the Lender.
Freddie Mac loan option use LPA ONLY and Fannie Mae loan option use DU ONLY.

Maximum Debt to Income Ratio
AUS approval only, no DTI maximum.

Homebuyer Education

All buyers (any person on note/warranty deed) must attend an approved homebuyer education course. All borrowers, except for cosigners and non-occupant co-borrowers, are required to attend, including first-time buyers and repeat buyers. Co-signers are not required to attend. A NPS on title must attend homebuyer education. **HUD-Approved Courses in Nevada** are accepted and preferred. Other acceptable courses (not HUD-approved) include:
1. Nevada Rural Housing Authority - Online Homebuyer Education
2. Nevada Rural Housing Authority - Attendance at a Local Homebuyer Workshop
3. Nevada Housing Division/ Freddie Mac CreditSmart- Online Homebuyer Education
4. Fannie Mae Home View - Online Homebuyer Education
5. MGIC Finally Home! - https://www.finallyhome.org/en/partners/mgic/

Unless otherwise directed, Lenders are responsible for assuring that loans meet the strictest of Agency or GSE and/or program guidelines with respect to income and sales price limits.

Mortgage insurance

Eligible conventional loans at or below 80% AMI may receive charter-level reduced mortgage insurance. Apply the current Fannie Mae or Freddie Mac income and MI requirements and any stricter program limit.

Household income limits

KickStart eligibility uses household income. The household must meet the program's HUD 80% AMI limit and any lower applicable agency limit. For conventional loans, apply the lower conventional limits shown below. Program income is distinct from credit qualifying income used for the first mortgage.

Jurisdiction	Government	Conventional
Carson City	$72,800	$72,000
Douglas County	$89,200	$89,200
Lyon County	$78,240	$78,240
Storey County	$93,440	$88,720
Washoe County	$93,440	$88,720

Include the income of borrowers, non-purchasing spouse and all household members age 18 and older, whether related or unrelated and whether or not they are parties to the loan.

NRH Income Verification Form

Complete NRH's Income Verification Form and reconcile it with the household income entered in eHPortal and the Underwriter Certification.

Document any household member with no income using the Zero Income Certification.

Calculation guidance

Addendum A explains annualization, variable earnings, business income, investment income, benefits and household totals. Gross-up used for credit underwriting does not by itself establish the amount to use for program eligibility. Obtain program clarification on non-taxable income before certifying a file that depends on that treatment.

Property requirements and purchase price

The maximum purchase price is $832,750. Applicable agency loan limits and property requirements also apply. The program has no general minimum first mortgage loan amount; manufactured homes are subject to the minimum below.

Eligible property

- New or existing one-to-four-unit residential properties, detached or attached homes, condominiums, townhomes and manufactured homes may be eligible.
- The property must be the borrower's primary residence. For a property with two or more units, the borrower must occupy one unit.
- For a two-to-four-unit property, the property to be at least five years old.
- A home is considered new if it has never previously been occupied.
- Mobile, recreational, seasonal, vacation and other non-permanent homes are not eligible. Land must be consistent with basic residential use and the property must be residential in nature.

Manufactured homes

- Minimum first mortgage loan amount: $75,000.
- Single-wide and double-wide homes may be eligible when agency and TMS requirements are met.
- Use the applicable 620 minimum FICO and agency/TMS DTI requirements.

Loan level price adjustments

Property type	Price adjustment
Two-Four unit property	50 basis points
Manufactured home	50 basis points

Approved Mortgage Insurance Companies

The Lender may select one of the following MI companies for their coverage:
- MGIC
- Genworth
- Essent
- United Guaranty
- Radian
- Arch
- National Mortgage Insurance Company

The MI companies listed have guidelines specifically matching the Fannie Mae HFA Preferred product and Freddie Mac HFA Advantage. Check with the MI provider of your choice for detailed guidelines.

Please check with your underwriter for the most current policies with respect to approved MI companies.

Charter- Level mortgage insurance is available on Fannie Mae HFA Preferred and Freddie Mac HFA Advantage loans with income at or below 80% Area Median Income (AMI). When income exceeds 80%AMI, the standard mortgage insurance rates must be charged- refer to most current conventional product guide.

ABOUT THE FINANCING

It's expected that lenders have reviewed some preliminary documentation and believe that applicants will also qualify for credit. Excessive cancellations will be reviewed to assure that program funds are not being utilized inappropriately.

It is the responsibility of the lender to follow all program, Agency (FHA, VA, USDA RD, Fannie Mae, Freddie Mac) and TMS master servicer guidelines.

Check with your underwriter for updates to information for Fannie Mae HFA Preferred or Freddie Mac HFA Advantage Conventional Loans. Such information is provided by third parties (i.e. Fannie Mae, etc.) who do not provide updated information to eHousingPlus.

Freddie Mac HFA Advantage Fact Sheet

Fannie Mae HFA Preferred Fact Sheet

Accessory Dwelling – Lender must follow loan Agency and GSE guidelines. HFA Preferred permits using the rental income from accessory dwelling units per applicable Fannie Mae Guidelines.

Appraisal

- Must indicate that the home has at least a 30-year remaining useful life.
- Appraisals with property value below the contract sales price must follow the loan agency guidelines (FHA, etc.). TMS and Nevada Rural Housing Authority do not have overlays specific to appraisals coming in below the contract sales price.

Assets - All available assets are not required to be used in this program. The Program does not have asset restrictions.

Assumptions – The first mortgage loan and assistance provided in the form of a second mortgage is not assumable, except by an immediate family member in the event of borrower's death.

Boarder Income -

- Lender must follow loan agency guidelines (FHA, Fannie Mae, etc.).

Cash Back to the borrower is not permitted. However, borrowers are permitted a reimbursement of prepaids and overage of earnest money deposit as permitted by Agency guidelines and to the extent any minimum contribution, if any, has been satisfied.

Construction-to-permanent loans are not permitted.

Co-signers are permitted by the program subject to the Lender following all applicable loan Agency and GSE guidelines. A non-purchasing spouse must sign the mortgage/deed of trust (and/or any riders or disclosures) or a Quit Claim Deed when the borrower is vesting as "sole and separate." Signing the mortgage/deed of trust and other related documents does not make the non-purchasing spouse a co-borrower.

Final Typed Loan Application (1003) - The typed application signed and dated by all parties is required. Loan interviewer must complete and sign page 3 of 4 of the 1003. If this is not possible, then an Officer must sign in place of the interviewer. All persons taking title to the property must execute all program documents. The purchase price, loan amount, and other financial details must be the same as shown on all other documents.

Manual Underwriting – FHA loans ONLY, manual underwriting is not permitted for conventional loans. Contact TMS with questions: Scenarios@TheMoneySource.com

Real Estate Purchase Contract - The full address of the property, full names of all sellers and buyers, total purchase price of the property must be included. If there is not an address for new construction, a lot number and subdivision name are required. All named persons must sign. Include the name and title whenever a representative is signing for a corporation.

Recapture Tax – There is NO RECAPTURE TAX IN THIS PROGRAM.

Second Mortgage Documents / Title Insurance– Borrowers must sign all second mortgage documents at the same time the first mortgage documents are signed. The second Deed of Trust to Nevada Rural Housing Authority must be recorded concurrently with the first mortgage at closing (if borrower receives down payment assistance). The Servicer should be listed as the Trustee on the second Deed of Trust. Nevada Rural Housing does not require title insurance for the second mortgage.

Subordination Agreements/Payoff Statements - Nevada Rural Housing Authority will not subordinate its second loan position if the borrower refinances the first mortgage or obtains a home equity line of credit (HELOC). To order a payoff statement contact
TMS: Support@TheMoneySource.com

Mortgagee Clause / Loss Payee for 2nd Lien
Servbank
ISAOA / ATIMA
P.O. Box 2828
Daytona Beach, FL 32120-2828

TMS reviews all second mortgage documents post-closing.

Tax Returns or Tax Transcripts - Not required for program purposes. However, contact TMS - Support@TheMoneySource.com

Refinance Transactions

KickStart may be used to refinance an existing mortgage. Select an eligible government or conventional option and follow the agency and TMS refinance requirements. The $20,000 component may be used for closing costs and principal reduction, with the additional 2% used for the permanent rate reduction.

When reserving a refinance in eHPortal, enter $1 in the purchase-price field under NRH's published reservation instructions. This entry is a system convention for a refinance and is not the property's value.

An existing NRH second mortgage cannot be subordinated to the new first mortgage. Obtain a payoff statement and address any unforgiven balance according to the existing loan's terms. Direct TMS payoff and servicing questions to Support@TheMoneySource.com.

Execution and recording

Borrowers must execute the first and second mortgage documents at the same closing. Record the second Deed of Trust in favor of Nevada Rural Housing Authority concurrently with the first mortgage. Follow the approved documents and TMS instructions for the trustee designation. Deliver the executed and recorded documents as required by TMS.

Second lien mortgagee clause

Servbank
ISAOA / ATIMA
P.O. Box 2828
Daytona Beach, FL 32120-2828

Assumptions and repayment

The program does not permit assumptions of the first mortgage or assistance except for an immediate family member following the borrower's death. Obtain TMS and NRH instructions for that circumstance. A sale or refinance before the five-year second-mortgage maturity requires repayment under the approved KickStart documents.

Document accuracy

The full second-mortgage amount must match the reserved $20,000 plus 2% calculation. If the first mortgage amount, purchase price or assistance amount changes, update the reservation and regenerate all affected forms before execution.

Summary of the Compliance Origination Process

Mandatory HAL University Program Training and eHP Technical Training

Anyone working with KickStart must complete applicable NRH program training and eHousingPlus technical and workflow training. NRH's lender education portal provides program training. eHP University and the FrontPorch video library provide instruction on reservations, forms, certification, uploads and compliance workflow.

Complete the required registration for each staff role. The eHousingPlus onboarding team creates or updates user access after training requirements have been met. Existing credentials must include access to the appropriate NRH program.

NRH lender program training

eHP University

Qualify

Confirm borrower eligibility, household income, property location, loan product and the ability to close and deliver within the program timetable. Purchase borrowers must have a fully executed contract for the specific property. Refinance borrowers must have a specific existing property and an eligible refinance transaction.

Reserve the first mortgage

Log in to eHPortal, select the KickStart option with TMS, enter the borrower and property information, and submit the reservation. Retain the eHP loan number and reservation confirmation. Verify the loan purpose, product, rate and assistance.

Reserve the Assistance

Immediately following the first mortgage reservation, click on the ADD DPA/MCC tab to reserve the assistance. The $20,000 amount will appear, click the SUBMIT DPA/MCC button to reserve. Click here for instructions.

eHP Tip! *Need a reminder as to how to register a loan, complete the UW Certification, edit a loan or print forms?*
Log-in to eHP FrontPorch*, then click on the eHPlaylist to view a short video.*

IMPORTANT - A reservation is for a borrower with a real estate purchase contract for a specific property. If the property needs to change, the loan must be cancelled and re-reserved. The lender is responsible for cancelling the loan within the eHousingPlus Lender Portal. And then, the lender must click on this link to complete an online form to CLEAR FLAGS on a cancelled loan so the funds may be re-reserved with a new address. Until this process is complete, the lender will not be able to re-reserve funds for the borrower.

Changes and Cancellations

A reservation belongs to a specific borrower and property. For a purchase property change, cancel the original loan in eHPortal and submit the Clear Flags request before attempting a new reservation. Follow program reinstatement instructions and confirm the applicable rate. Use Collaboration Station for loan-specific changes and questions.

Reinstatement and Clear Flags requests

Do not reserve funds for a purchase borrower who has not identified a property and executed a contract. Reserve only transactions that can meet the required closing, delivery and purchase timetable.

Print Pre-Closing Forms

Provide the borrower with the Partial Exemption Disclosure Form at time of reservation. Date of reservation in the eHPortal is considered the application date for the forgivable second mortgage loan. Log-in here and use the eHProForms App The Partial Exemption Disclosure form must be delivered to borrower within 3 business days of application date.

Process

Lenders process the loan as they would normally keeping in mind the program timeline.

Underwrite and Certify

Freddie Mac requires HFA Advantage loans to be underwritten through Loan Product Advisor (LPA) only, and will not accept any loans underwritten through Desktop Underwriter (DU). Lenders underwrite & are responsible for credit decisions of the loans in the program. Servicer does not re-underwrite loans. Following loan reservation and PRIOR to loan closing, the Lenders Underwriter MUST complete the online Underwriter Certification within the eHPortal. Once a loan is Underwriter Certified no further changes can be made. If a change needs to occur after the certification is complete, please log-in to eHP FrontPorch > Collaboration Station and request for the underwriter certification to be removed.

Close

The lender funds both the first mortgage and assistance at closing. TMS reimburses assistance at loan purchase. Provide the closing agent with current documents and accurate instructions showing the full second-mortgage amount and the required discount cost. Return executed program documents to the lender.

Who Signs The Program Closing Forms

A non-borrower (besides NPS) is not permitted to be on title or deed.

Program form	Timing	Signatures
Partial Exemption Disclosure	Within 3 business days of rate lock in eHPortal	Borrower and co-borrower
Gift Letter and Commitment Letter, when generated	Closing	Borrower and co-borrower
Second Deed of Trust	Closing	Borrower and co-borrower; non-purchasing spouse or approved Quit Claim Deed
Second Note	Closing	Borrower, co-borrower and cosigner, as applicable
NRH Annual Income Verification	Closing	Borrower, co-borrower; non-purchasing spouse
NRH Household Member Income Certification	Closing	All household members

If the loan amount, purchase price, assistance or other certified information changes after forms are printed, update the record and print a new set before closing.

COMPLIANCE FILE DELIVERY INSTRUCTIONS

ASSEMBLE THE COMPLIANCE FILE

Compliance Files and Corrections to previously submitted files with erroneous or missing required documents will be managed through the **eHP Front Porch.** This portal provides lenders with all the tools necessary to deliver the required documents for the approval of the originated loan(s) in their respective affordable homebuyer programs. **eHP Front Porch** is a secure, easy to use and efficient way for lenders to deliver the Compliance File, Correct DEFI's and pay the required Compliance Review Fees via our **eHPay** on-line fee approval, and related tools.

To assemble the compliance file, you will need a checklist. The checklist is specific to this program and used to submit the compliance documents post-closing to eHousingPlus.
Log-in here and use the eHProForms App.

Items to be uploaded in the compliance file include:

- FINAL SIGNED CLOSING DISCLOSURE (TRID form)
- FINAL SIGNED 1003
- Copy of State of Nevada issued: a) driver's license or b) state issued I.D.
- NRH Annual Income Verification Form
- NRH Household Member Income Certification
- Homebuyer Education Certificate
- Real Estate Purchase Contract
- Warranty Deed
- Fraud Report – Must verify borrower(s) real property ownership history.
- Real Property Search – Required ONLY for a non-purchasing spouse, include all pages.

UPLOAD THE COMPLIANCE FILE

Log-in here and use the Digital Docs App to upload the compliance file.
The Compliance File should be a PDF file uploaded upright and in a clear legible format, composed of all required documents on the Checklist. Don't upload a compliance file until everything is included in the package. The more complete the file, the quicker the review and approval, and the file AND fee must be received to start the review process. Be aware that Loans will go straight to deficient status if items are missing, or if the fee was not received or properly identified. Once you are ready to upload your documents select eHPDigital Docs and from the drop down menu click on New Upload and follow the prompts.

SUBMIT THE REQUIRED COMPLIANCE REVIEW FEE

The Compliance Review Fee may be submitted separately from the Compliance File.

eHPay is a secure, efficient method for lenders to pay the fees ON-LINE. Loans managed through eHPay are processed faster, without fee errors or other unnecessary delays. The Lenders Accounting Staff can access eHP FrontPorch and process the compliance fees payment easily via the Digital Docs App and eHPay.

Not sure of the required fee for your loan? Use the **FIND MY FEE** feature and get the instant answer by entering the eHP loan number or by Program.Compliance Files Uploaded are NOT ready for review until the Compliance Review Fee Payment has been received by eHP.

USE **PAYMENT CENTRAL** to determine any loan that may be pending fees, unidentified payments, files pending payment and short payments.

LOANS PENDING FEES lists Compliance Files that have been uploaded successfully, but whose fee payment is still pending. Lenders can monitor this area to ensure their fees have been delivered in a timely manner.

UNIDENTIFIED PAYMENTS are payments received from your company without the proper identification to apply it to the intended loan. Lenders can monitor this area to ensure that payments made are being properly identified with the eHP LOAN NUMBER.

PAID LOAN FILES lists compliance file that have been paid.

SHORT PAYMENTS If an incomplete payment is submitted, it will be displayed indicating the amount paid and the correct fee amount.

CLEAR A DEFICIENT COMPLIANCE FILE

LOAN DEFICIENCIES ARE NOT ACCEPTED VIA EMAIL.
Clearing files deficiencies is critical to your loan being approved and ultimately purchased. In the Deficient Compliance Files drop down, choose View/Upload Corrected Defis. This area will assist you in viewing what needs to be corrected, which documents are approved and complete, and you will have the ability to upload the correction and communicate with us in one simple area.
Is very helpful in resolving outstanding issues and having broader visibility for all of your post-closing staff who may need to work on resolving these discrepancies.
Please make sure that you're shipping and post-closing staff is very familiar with this area.
Remember your loan can't be approved without standing deficiencies.

EHP COMPLIANCE APPROVAL

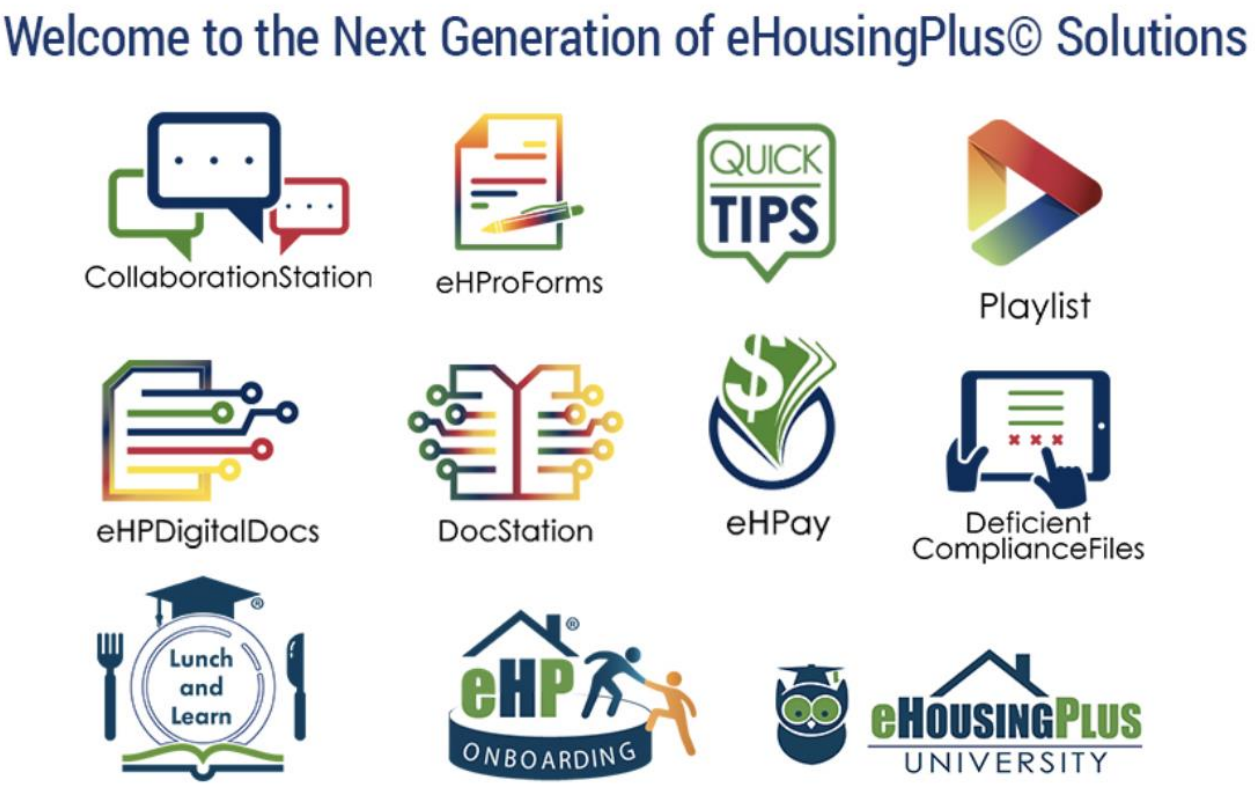
Following approval of Compliance File by eHousingPlus, lenders are notified and reminded of the purchase deadline. The Servicer is notified and the file may be approved for purchase.

SUBMIT MORTGAGE FILE & CREDIT PACKAGE TO SERVICER

The Mortgage File including Credit Package are uploaded to TMS using K.I.S.S.. Contact TMS with questions - **Support@TheMoneySource.com**

FINAL DOCUMENTS

The recorded mortgage documents, for both the first and second mortgages, should be sent to TMS.



eHPFrontPorch Helpful Tips

Our new eHP FrontPorch graphical menu lets you access all apps and tools with one click.
These apps were designed to assist you with the program requirements and workflow.
In addition, eHP FrontPorch introduces new innovative tools such as collaboration station, quick tips, eHPlaylist, and the notifications and alerts area. These NextGen Lender Platform tools have been designed to help you complete your tasks quick and easy.

eHProForms
eHProforms is our newly designed forms generation App where a lender will access all program related documents. Using a search feature to quickly access the loan file, it provides all of the program forms that are required for your specific loan.

The forms are now organized by purpose leading with compliance related forms which will be part of the compliance package you sent to eHousingPlus, the closing second lien assistance and other similar forms you will submit to the servicer and their package and two additional areas for special forms and documents that may apply to your loan. The forms instantly generate from your loan record so it's essential to make sure that you review the information for accuracy.

If something needs to be updated you can log into the eHPortal, edit the loan and you come back to eHP FrontPorch and regenerate the forms.
It's easy and you can create forms as many times as you need with just one click.
If your loan record has not been updated, your loans will be incorrect, and your file will be placed in deficient status.

Clicking the waffle menu at the top of the page is an easy way to get back to the main menu.

eHP Front Porch Helpful Tips

Collaboration Station

Collaboration station creates a history of any issue that's been communicated regarding a specific loan and provides certain status alerts.
In collaboration station you can create a note to save to the loan file or you can send a message to anyone in our compliance team.

Click the message icon and a menu of eHousingPlus staff will appear at the top with their role for you to make the appropriate selection. You may include your team members who have user credentials to eHP FrontPorch that may assist in expediting solutions for your loans.

In Collaboration Station you can also find the Servicer notes and exceptions that need to be addressed with them. By providing this view to you it gives you transparency to any problem that has to be resolved related to the mortgage or collateral submitted to the Servicer.
This view can be grouped, filtered, searched and exported.

Quick Tips

Quick tips is a library of useful tips to give you simple quick how to answers on common topics related to the process. It's a way to have short simple tips at your fingertips by roller subject where you can catch up and get you up to speed fast. These Quick Tips are a great place to search for frequent questions, concerns, or simply to educate yourself on a variety of topics.

eHPlaylist

The eHPlaylist is a newly created video platform with tutorials on where to perform tasks best practices and how-to's, all created to assist you with important information. Visual content is easy to access and understand and our playlist has a library of short concise and process-based learning topics. The video library has various categories and brief descriptions to easily build learning tools for your team. Together with Quick Tips the eHPlaylist will provide you and your team with continuous learning resources to help you keep up to date with any platform or process changes.

Alerts and Notifications

The alerts and notifications area (bell and envelope icons) has been designed to provide you notifications of notes and messages related to your loans, with additional notification of status changes based on your role. When you send and receive messages using this app, you will receive a notification alert so you can easily see what's happening with your loans.
The last area on the notification panel (world icon) is made available to help you navigate to any of the program pages, guidelines, eHPUniversity and to view eHP News.

PROGRAM TIMETABLE

Buyers MUST HAVE A FULLY- EXECUTED SALES CONTRACT FOR A SPECIFIC PROPERTY in order to have funds reserved or be on a waiting list. The contract may be dated prior to the date of the loan application. Buyers may be pre-qualified. However, if the buyer does not have a contract on a property, program funds cannot be reserved for the buyer until such time as the buyer presents a valid contract. To assure that loans are purchased, please follow the Processing, Delivery and Purchase Timetable below. Please DO NOT reserve loans that cannot meet the timetable.

If the loan is not underwriter certified prior to closing, the loan is subject to cancellation. eHousingPlus via email notifies lenders that the loan may be canceled if the underwriter certification is not completed.

Should the loan reservation be canceled at any point during the reservation, the issuer may allow the loan to be reinstated at the **higher** of the mortgage rate originally reserved or the then current program mortgage rate.

Please wait until 45 days before closing to reserve funds for new construction, short sales and foreclosures. The revolving pool of funds assures continuous funding. Fund availability makes it unnecessary to rush to reserve funds.

Loan Processing, Delivery and Purchase Timetable
Once a loan is reserved in the eHousingPlus system and is provided the Servicer's Loan number, the loan must be:

- Underwriter Certified PRIOR to loan closing
- Purchased* by the servicer, within 60 days of loan reservation,

*The loan file is closed, eHP compliance approved and purchased by TMS.

Loan Purchase Extension Fee
Any loan not purchased within 60 days will automatically receive a 30-day extension at the cost of 0.25% of the loan amount. Additional 30-day extensions will be applied as needed at a cost of 0.25% of the loan amount for each extension. Extension fee(s) will be netted by the Servicer when loans are purchased.

PROGRAM FEES

FIRST MORTGAGE FEES

eHousingPlus Fees

The program includes a first mortgage Compliance/Admin Fee of $300 and a penalty fee of $100 for files that are chronically deficient. The Compliance/Admin Fee is submitted with the Compliance File via eHP FrontPorch using the eHPay App.

The **Compliance/Admin Fee** is the fee charged by the Program Administrator/Compliance Agent to process the applicant/borrower from Origination to Compliance Approval, and to assess that the lenders originating such loans are following Program guidelines for the benefit of the eligible borrower(s). The Program Administrator/Compliance Agent tracks the loan via its web-based system, and assists the lender in processing the loan ensuring eligibility to the program available offerings, which can include various rate options, and down payment assistance.

The Compliance/Admin fee includes the review of information and documents delivered in the form of a Compliance File by the originating lender, on behalf of the borrower. Additionally the Compliance review verifies that the lender has charged only the fees allowed by the Program. Contrary to this, approval may be denied and/or fees may have to be reimbursed to the borrower. The compliance file processing consists of required affidavits, application, closing documents, certain non-mortgage documents, tax returns where applicable and other pre-defined Program documents that are disclosed to the potential borrower(s). This is required to ultimately receive Compliance Approval. These documents can support both the first mortgage and any down payment assistance available, and are required to ensure eligibility to the Program, Federal, State and Local requirements, where applicable. The Compliance review verifies that the data and documents submitted meet all requirements, and may include those for first-time homebuyer, income limits, sales price limits, targeted areas, homebuyer education, rate, term, points, fee limits, LTV, FICO score, special state, city, county program requirements for qualified military, first responders, teachers, etc.).

TMS Fees

$319 Funding Fee (should reflect as "Investor Funding Fee" on the LE/CD)
$80 Tax Service Fee
These fees will be netted at time of loan purchase by TMS.

OTHER LENDER FEES – Lender Fees are any fees paid to the Lender for services rendered (i.e. Processing, Underwriting, Administrative, Document Preparation, etc.). Lender fees must be reasonable and customary, and may not exceed what is typically charged by the Lender to other borrowers. "Junk" fees may not be charged and excessive fees are not permitted. The purpose of down payment and closing cost assistance is not to provide a source to pay for such fees. This is a public purpose program for affordable housing and fees are closely monitored.

LENDER COMPENSATION

Lender compensation is a combination of the origination fee charged to the borrower at closing and a Service Release Premium (SRP) paid by TMS when the loan is purchased.

Loan Origination Fee - Lenders may charge the borrower a loan origination fee up to the applicable amount shown in the chart below as part of the lender compensation. Lenders will retain the origination fee at closing.

Discount Points - 2% Discount Point may be retained by the lender and paid by the buyer, seller or Program Assistance as allowable. List in either Section A or B on the CD. Label the Discount Points as NRH Discount **or** Discount. Click here to view the Rates/Offerings chart for Discount Points.

Service Release Premium (SRP) - TMS will pay Lender an SRP equal to the applicable amount shown in the chart below at the time the loan is purchased.

The chart below shows a breakdown of total Lender Compensation. In addition to the origination fee, Lender may charge "reasonable and customary" fees and expenses that would apply with respect to non-program loans.

Origination Fee	SRP Paid at Loan Purchase	Total Lender Compensation
Not Capped	1.50%	1.50% Plus the origination fee charged by the lender

Addendum A - How to calculate income

Program qualifying income (or compliance income) is not the same as credit qualifying income. The calculation of Program qualifying income is different than the calculation of credit qualifying income, the income that is used for credit underwriting the borrower's FHA, USDA- RD, VA, Fannie Mae or Freddie Mac loan.

Program qualifying income considers the income of borrowers and their spouses (regardless of spouse's occupancy of the primary residence and whether or not a party to the loan) AND all household members 18 years of age or older (related or unrelated).

Unlike income that is averaged for credit underwriting, the Program considers the actual Current Gross Annual Income. Participating Lenders should be reviewing the YTD income. Use the below for determining the actual Current Gross Annual Income for the borrower(s). Current gross monthly income is generally determined first then it is multiplied by 12 months to determine the total Current Gross Annual Income. The Current Gross Annual Income for each occupant, the Household Income for the borrower(s) is then compared to the Income Limits and household size for the county in which the borrower(s) are purchasing (set forth in the table below) to determine if the borrower(s) are eligible.

Please note that this serves as a guide only. Participating Lenders must determine the most accurate actual Current Gross Annual Income based on the pay documentation collected from borrower(s). Participating Lenders must exercise due diligence in determining Program qualifying income and collect the appropriate pay documentation for the borrower(s) and validate the Program qualifying. Please note that this documentation may vary depending on the particular borrower's profession, income source, work, schedule or how often income is received. Just as a Participating Lender would collect the necessary income documentation to support and validate credit qualifying income for the borrower(s), Participating Lenders should collect the necessary income documentation to support and validate the Program qualifying income of the borrower(s).

Gross monthly income considers the sum of monthly gross pay; any additional income from overtime, part-time employment, bonuses, income from self-employment, dividends, interest, royalties, pensions, VA compensation and net rental income, other income (such as alimony, child support, sick pay, social security benefits, unemployment compensation, income received from trusts, and income received from business activities or investments), and the continuation of which is probable for the next 12 months based on foreseeable economic circumstances determined at the time of application.

Program Qualifying Income will be confirmed on the eHousingPlus eHPortal, Underwriter's Certification and Mortgagor Affidavit which is executed by the borrower(s) on the date of mortgage loan closing. Any income obtained from these Program documents that reflect a Current Gross Annual Income exceeding the income limit will result in the pending of the loan file and non-purchase of the loan until the Participating Lender resolves the discrepancy. Participating Lenders can resolve by providing any necessary documentation to support income eligibility or, if it is determined though the review of additional documentation submitted by the Participating Lender that the Program qualifying does exceed the Income Limit, the loan will be cancelled and the borrower will not be eligible for participation in the Program.

Program qualifying income considers the income of borrowers and their spouses (regardless of spouse's occupancy of the primary residence and whether or not a party to the loan) AND all household members 18 years of age or older (related or unrelated).

Use the information below as a general guide.
Please contact the eHousingPlus Compliance Team with any questions or concerns at services@eHousingPlus.com or 954-217-0817.

IMPORTANT! PLEASE READ.

Alternative pay or income documentation used to support Program qualifying income should be retained by the Participating Lender and any alternative documentation used to validate Program qualifying income should be acceptable to the Agencies. Alternative pay or income documentation includes, but may not be limited to, current pay stubs which delineate "current period", W-2's, for the borrower(s) and all employers, and bank statements to verify the receipt of income. For clarification on which documentation should be submitted to eHousing to confirm borrower(s) are eligible for participation in the Program, please see the "Closing, Shipping and Clearing Loans for Purchase" section of this Lender Guide.

Pay or income documentation to support credit underwriting for the first mortgage loan and to support AUS findings are forwarded to the Master Servicer upon loan closing in the first mortgage closed loan file. The Master Servicer does not re-underwrite loans. The Master Servicer will confirm that the pay/income documentation included in the first mortgage closed loan file supports the AUS findings and credit underwriting approval. For clarification on which pay/income documentation is required by the Master Servicer for loan purchase, please refer to the loan delivery checklists available on the Master Servicer's website at www.hfa.usbank.com.

Even if not required for credit underwriting, Participating Lenders should be seeking the two most current paystubs with year-to-date (YTD) earnings. Do not include in the compliance file. Again, Participating Lenders should retain all necessary supporting income documentation in the event it would be required to confirm income eligibility and the income certified by underwriting staff.

Verification of Employment
A verification of employment (VOE) may not be required if acceptable pay/income or alternative pay/income documentation can validate Program qualifying income. If a VOE is required by the Agencies then it should be obtained for credit underwriting but it may not necessarily be considered in determining Program qualifying income if alternative documentation provides a more accurate reflection of a borrower/occupant's Current Gross Annual Income.

Income from a Salary or Wage
Using the last 4 – 6 weeks' pay stubs, add together the gross pay from each pay stub supplied. Divide this total by the number of pay stubs and then multiply by the number of pay periods within a year (i.e. if paid bi-weekly multiply by 26, if bi-monthly multiply by 24, etc.).

Program qualifying income considers the income of borrowers and their spouses (regardless of spouse's occupancy of the primary residence and whether or not a party to the loan) AND all household members 18 years of age or older (related or unrelated).

Commission / Bonus Income
If commission income was noted to have been received as YTD on the 4 – 6 weeks of paystubs supplied, but was not actually received during the review period:

Divide the YTD commission / bonus income by the number of pay periods that have already occurred in the year to obtain the average per pay period. Multiply this average by the total number of pay periods in the year. Add this amount to the calculated income from salary or wage.

Self-Employed / Income from Business
Use the quarterly tax returns and financial statements to identify the current net YTD income. Add back in any depreciation. Divide the YTD income by the number of months during which it was earned and multiply by 12. Losses from a business cannot be deducted from another source of income.

Verification that Overtime, Bonus or Commission payments are terminated
If OT was received during the 4 – 6 weeks of pay subs provided, or bonus or commission income was noted as paid in the YTD information, but verification has been provided in writing from valid third-party source (i.e. employer confirming termination of such income or that is it not likely to continue or change in employment status ceased these payments), you may remove these amounts received when calculating the Program qualifying income.

Interest / Dividends
Use current earnings statements issued by the bank, investment broker or agent. Identify the YTD interest or dividend earnings. Divide by the number of months this YTD represents and multiply by 12. If statements are not available, and the terms of the investment agreement are available, multiply the principal amount of the asset times the annual interest yield factor for a projected interest earnings amount. If neither are available, us the previous year's earnings statements or tax returns to identify the total annual interest and dividend income. If the assets are still invested in the same instruments, use the previous year's figures.

Alimony / Child Support
Use the monthly amount appearing in the divorce decree, separation agreement or other support document. If the borrower receives more or less than the amount stipulated in the agreements, use the monthly figure that the borrower declares and that can be verified (on bank statements for example). Multiply the verified or calculated amount from the above process times 12.

Pensions / Temporary Payments
Use the benefits statement issued by the benefits provider (pensions, workers compensation, disability compensation, social security, AFDC, etc.) to identify the amount of the benefit, payment frequency and expected term of benefit. Multiply the amount of the benefit times the payment frequency. If the benefit is absolutely not payable to the recipient beyond a given date (a verifiable complete and permanent stop of benefits without extensions, exceptions, waivers or other conditions) and such date is within 12 calendar months of the anticipated closing date, then calculate the benefits expected through the end of the benefits term.

Program qualifying income considers the income of borrowers and their spouses (regardless of spouse's occupancy of the primary residence and whether or not a party to the loan) AND all household members 18 years of age or older (related or unrelated).

Calculation of Current Gross Annual Income
Add together all sources of income per each borrower. Compare the calculated Current Gross Annual Income to paystubs, VOE's, the previous year's income per W2's. You should not note significant differences that cannot be accounted for (i.e. Child Support income). In some cases, the Current Gross Annual Income will be higher than the previous year's income. Significant variances should be attributable to increases/decreases in pay or number of hours worked. If paystubs are being used as confirmation of eligibility, Participating Lenders should note within their loan file any variances and why any variances have occurred.

Calculation of Program Qualifying Income
To calculate Program qualifying income, add together the Current Gross Annual Income calculated for each borrower. Compare the Program qualifying income calculated to the Income Limit to ensure compliance with Program requirements.