# Nevada Rural Housing




# ADMINISTRATOR'S GUIDELINES

## SERVICER

**Published 11/24/25**
**Revised 11/02/26**
**Updates shown on Page 4**

EQUAL HOUSING OPPORTUNITY

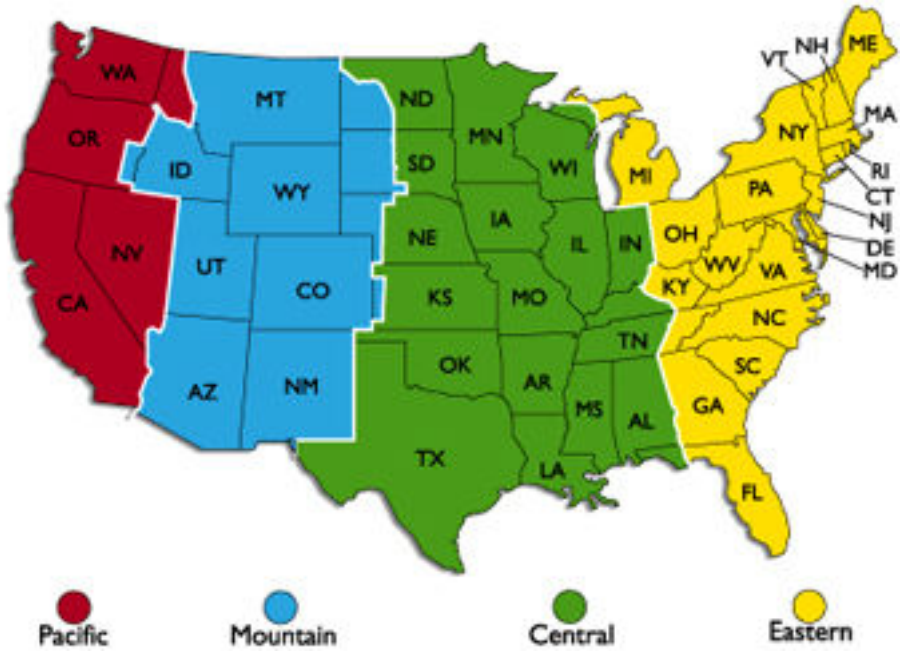
eHOUSINGPLUS
Program Management Specialists

## Time Zones

**Nevada Rural Housing is located in the Pacific Time Zone**

**eHousingPlus and U. S. Bank MRBP Division offices are all located in the Eastern Time Zone**

**http://www.timetemperature.com/tzus/time_zone.shtml**



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## 2026 REVISIONS TABLE

Archived revisions found on the last pages of this guide

| Date | Topic (effective immediately unless otherwise noted) | Page |
|---|---|---|
| 05-01-26 | Revised Manufactured housing minimum FICO to 660 effective 05-01-26 | 13, 14, 17 |
| 06-11-26 | Updated income limits | 16 |
| 06-12-26 | Updated purchase price limits | 16 |
| 07-21-26 | Removed occupational requirement effective 07/20/26 | Throughout guide |
| 08-17-26 | Update ownership of other property | 13 |
| 11-02-26 | Revised loan delivery timeline to 60 days effective with new loan reservations 11/02/26 | 24 |

# 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.

**US Bank**
**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 | |
| Credit underwriting questions, refer to their internal UW Department or US Bank | (800) 562-5165 | Click here |
| System Errors - Technical Assistance | Option #6 | Click here |
| **U.S. BANK**<br><br>DU Findings, DTI, Insurance, Collateral and Purchase of the loan questions all need to be addressed by the Servicer directly. eHousingPlus cannot assist you with questions related to these items.<br><br>Shipping First mortgage closed loan files<br><br>Questions regarding exceptions on first mortgage closed loan files | (800) 562-5165 | Click here |
| U.S.Bank All Regs Site | Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Nevada/Nevada Rural. | |

## PROGRAM PRODUCTS

PLEASE NOTE THAT RATES AND ASSISTANCE AMOUNTS ARE SUBJECT TO CHANGE AT ANY TIME. With respect to reserved loans, the rate and assistance will not change as long as loans are delivered according to the timetable included in this Guide.

Funds are available in a first-come, first-served revolving pool that provides continuous funding. Approved loan products include: FHA including Streamlined 203(k) but lender must be approved by U.S. Bank (See U.S. Bank website), VA, USDA: RD and Fannie Mae HFA Preferred* and Freddie Mac HFA Advantage* Conventional loans. US Bank provides information regarding the specific loan products permitted in the program. It is the responsibility of the lender to follow all program, Agency and master servicer guidelines.

* SEE IMPORTANT MESSAGES BELOW REGARDING THE FANNIE MAE HFA PREFERRED CONVENTIONAL LOAN AND THE FREDDIE MAC HFA ADVANTAGE CONVENTIONAL LOAN.

To locate the US Bank guidelines click on this link. If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165. It is the responsibility of the lender to follow all program, loan agency and US Bank master servicer guidelines.

Daily Rate Lock Reservation Availability
Reservations in the program are available Monday – Friday 8:00 a.m. – 7:00 p.m. Pacific Time excluding holidays. Click on this link to view the rates and offerings chart.

*Freddie Mac HFA Advantage Conventional Loan and Fannie Mae HFA Preferred Conventional Loan Income at or below 80% AMI
These loans will have lower income limits (determined by Fannie Mae & Freddie Mac and already calculated in this guide) and receive charter level reduced MI coverage.

Fannie Mae HFA Preferred Fact Sheet Fannie Mae DU Job Aid

Freddie Mac HFA Advantage Fact Sheet Freddie Mac LPA FAQ

There are no Loan Level Pricing Adjustments on the HFA Preferred or HFA Advantage Products.

**The Rural Rock $20K Program** will provide $4,000,000 to qualified homebuyers purchasing a primary residence in the NRH eligible area (see page 9). A borrower must be a resident of Nevada for a minimum of six months prior to loan reservation. Borrowers will receive $20,000 which may be applied toward down payment assistance and/or a permanent rate buy down.

**Rural Rocks $20K Second Mortgage**
**Assistance - 30 Year Forgivable Second Mortgage**
Borrowers will receive $20,000 in down payment assistance, which may be used in one of two ways:
**1)** Apply the full $20,000 toward down payment assistance and/or closing costs; **OR**
**2)** Pay discount points equal to 2% of the principal loan amount to permanently buy down the Rural Rock $20K Program interest rate. Any remaining funds may be used toward down payment and/or closing costs.

Assistance is in the form of a 0% interest, 30-year forgivable second mortgage that is forgiven at the end of thirty years. Repayment is only required in the event of the sale, transfer, satisfaction of the first mortgage, refinancing of the property or until such a time the mortgagor ceases to occupy the property within the 30-year term, at which time, the second mortgage will become payable in full. The Assistance may be used for down payment or closing costs and prepaids. While there is no cash back in this program, the borrower may be reimbursed for any overpayment of escrow. Because the Assistance is a fixed amount, any remaining Assistance must be applied as a principal reduction. When you reserve the first mortgage, the Assistance is automatically reserved. There is no additional reservation necessary. Fees on the second mortgage are limited to recording fees and no more than 1% of the DPA.

# THE REQUIREMENTS

**Eligible Borrowers**

- No first-time buyer requirement.
- Must be a resident of Nevada for at least six months prior to loan reservation.
- Borrower and spouse may NOT own other property at time of closing.
- Follow Agency or GSE guidelines for citizenship requirements.
- Buyers must occupy the property within 60 days of closing.
- Applicants must be considered irrespective of age, race, color, religion, national origin.
- Contact eHousingPlus Compliance office with questions regarding eligibility.

**Eligible Areas for the Rural Rocks $20K Program**

All of the following areas are eligible:

- Carson City
- Churchill County
- Clark County - communities with populations under 150,000
- Douglas County
- Elko County
- Esmeralda County
- Eureka County
- Humboldt County
- Lander County
- Lincoln County
- Lyon County
- Mineral County
- Nye County
- Pershing County
- Storey County
- Washoe County - communities with populations under 150,000
- White Pine County

NOT ELIGIBLE: The city limits of Reno, Henderson, Las Vegas, North Las Vegas, Enterprise, Paradise, Spring Valley and Sunrise Manor.

To verify eligibility for property located in Clark County or Washoe County, use the Nevada Rural Housing HALmap.org website. All other counties are 100% eligible.

# Credit Score, DTI & LTV Requirements

## Government Loan Products

### AUS Submissions - Accept/Approve Eligible

| Product Type | Property Type | Maximum Total Debt Ratio [1] | Minimum Credit Score [3] | Required Reserves |
|---|---|---|---|---|
| VA<br>USDA/RD | 1 – 4 Units, Condos/Townhomes [4] | 45% | 640 | As determined by GUS, DU, or LPA |
| | | 50% | 680 | |
| | Manufactured Homes [5] | 45% | 680 | |
| FHA | 1 – 4 Units, Condos/Townhomes [4] | 45% | 640 | |
| | | 50% | 680 | |
| | Manufactured Homes [5] | 45% | 660 | |
| FHA Limited 203(k) | 1 – 2 Units | 45% | 660 | |

### Manually Underwritten [1]

| Product Type | Property Type | Maximum Ratios [2] | | Minimum Credit Score [3] | Required Reserves |
|---|---|---|---|---|---|
| | | Total Housing | Total Debt | | |
| VA | 1 – 4 Units, Condos/Townhomes [4] | N/A | 41% | 640 | 2 |
| USDA | 1 – 4 Units, Condos/Townhomes [4] | 29% [2] | 41% | 640 | 2 |
| FHA | Not Allowed | | | | |

(Rev 05/01/26)
Refer to U.S. Bank Product guidelines. Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Nevada/Nevada Rural.

# Credit Score, DTI & LTV Requirements

## Conventional Loan Products

### AUS Submissions – Accept/Approve Eligible [8]

**HFA Preferred and HFA Advantage Purchase**

| Property Type | Maximum LTV [1, 4] | Maximum TLTV/CLTV [1, 4] | Maximum DTI [2, 4] | Minimum Credit Score [3, 4] | Required Reserves |
|---|---|---|---|---|---|
| 1 Unit Condos/Townhomes [5] | 97% | 105% | 50% | 640 | As determined by DU or LPA |
| 2 Units | 95% | 105% | 50% | 640 | |
| 3 - 4 Units | 95% | 105% | 45% | 640 | |
| | | | 50% | 680 | |
| Fannie Manufactured Homes [6] | 95% | 105% | 45% | 660 | |
| Fannie MH Advantage [6, 7] | 97% | 105% | 45% | 660 | |
| Freddie Manufactured Homes [6] | 95% | 95% | 45% | 660 | |
| Freddie Manuf. CHOICEHomes [6, 7] | 97% | 105% | 45% | 660 | |

### Manually Underwritten [9]

**Freddie Mac HFA Advantage Purchase**

| Property Type | Maximum LTV [1, 4] | Maximum TLTV/CLTV [1, 4] | Maximum DTI [2, 4] | Minimum Credit Score [3, 4] | Required Reserves |
|---|---|---|---|---|---|
| 1 Unit Condos/Townhomes [5] | 97% | 105% | 45% | 660 | 2 |

**Freddie Mac HFA Advantage No Cash-Out Refinance**

| Property Type | Maximum LTV [1, 4] | Maximum TLTV/CLTV [1, 4] | Maximum DTI [2, 4] | Minimum Credit Score [3, 4] | Required Reserves |
|---|---|---|---|---|---|
| 1 Unit Condos/Townhomes [5] | 97% | 105% | 45% | 680 | 2 |

(Rev 05/01/26)
Refer to U.S. Bank Product guidelines. Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Nevada/Nevada Rural.

**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.

**Household Income Limits**

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). See page 31 - Addendum A for income calculation guidance.

Effective with new loan reservations 06/10/26.

| County | All household sizes |
|---|---|
| Carson City | $139,050 |
| Churchill | $152,850 |
| Clark | $147,300 |
| Douglas | $167,250 |
| Elko | $167,250 |
| Esmeralda | $175,050 |
| Eureka | $120,750 |
| Humboldt | $146,250 |
| Lander | $161,400 |
| Lincoln | $148,350 |
| Lyon | $146,700 |
| Mineral | $101,550 |
| Nye | $113,550 |
| Pershing | $155,250 |
| Storey | $175,200 |
| Washoe | $175,200 |
| White Pine | $159,750 |

Archived income limits may be found on page 34 of this guide.

**Purchase Price**
The purchase price for all areas is $832,750. The program does not establish a minimum loan amount. (Rev 06/12/26)

**About the Property**
- Residential Units only. New or existing, one-four units, detached or attached, condos, townhomes, and manufactured homes*.
  - With a 2 or more unit property, the borrower must live in one of the units and the property must be at least 5 years old.
- Homes are considered new if never previously occupied.
- Follow US Bank guidelines for condos.
- Mobile, recreational, seasonal or other types of vacation or non-permanent homes are not permitted.
- Land may not exceed the size required to maintain basic livability. Properties must be "Residential in Nature". Refer to the US Bank HFA Division Lending Guide Section 713.17 for definition of "Residential in Nature" and to review guidelines regarding properties with excess acreage.
- Maximum LTV/CLTV is per US Bank and loan agency guidelines.
- Property Flips - follow agency guidelines (FHA/VA, etc.).
- Borrower and spouse may NOT own other property at time of closing.

*Manufactured Housing Requirements
- 660 minimum credit score for all borrowers
- 45% maximum DTI ratio
- Manual underwriting is not permitted
- Single-wide manufactured homes are not permitted
- Loans participating in the USDA manufactured home pilot program to finance the purchase of an existing manufactured home is not permitted by U.S. Bank due to the manual underwriting requirements.
- Non-occupant co-borrowers are not permitted on Freddie Mac HFA Advantage manufactured home loans
- Lenders must follow the most current loan agency (FHA, etc.) guidelines and US Bank manufactured housing guidelines.

**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. If U.S. Bank underwrites your loans, your underwriter may contact the U.S. Bank

underwriters.

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. To locate the Product Guide Use this link, then select U.S. Bank HFA Lending Guide/ 500: Housing Finance Agency Programs/Nevada/Nevada Rural.

## 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 US Bank 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, U.S. Bank, etc.) who do not provide updated information to eHousingPlus.

HFA Advantage Link Information

HFA Preferred Link Information

**US Bank Conventional Loan Products Guide**
To locate the Product Guide Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Nevada/Nevada Rural.

**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.). US Bank and Nevada Rural Housing Authority do not have overlays specific to appraisals coming in below the contract sales price.
- Refer to US Bank All Regs for appraisal requirements.

**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.).
- Refer to US Bank All Regs to access the US Bank Income Calculation Worksheet, if needed.

**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 US Bank 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** - Lender must follow loan agency and U.S. Bank Seller Guide and Product Guides. Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Nevada/Nevada Rural.

**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.

**Refinances** - Not allowable, this program is intended for new mortgage loans.

**Accessory Dwelling –** Lender must follow loan agency and US Bank guidelines. HFA Preferred permits using the rental income from accessory dwelling units per applicable Fannie Mae Guidelines. US Bank does not permit properties with a manufactured home as an accessory dwelling.

**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). US Bank 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, please fax a written request with borrower authorization to US Bank at 877-903-6972.

**Mortgagee Clause / Loss Payee for 2nd Lien**
U.S. Bank National Association
Its Successors and Assigns as Their Interest May Appear
C/O U.S. Bank Home Mortgage
P.O. Box 961045
Fort Worth, TX 76161-0045
U.S. Bank reviews all second mortgage documents post-closing. NOTE: Reference HFA specific checklist for second lien documentation required for delivery in the U.S. Bank Lending Guide.
Use the following link to be redirected to the U.S. Bank web site.

**Taxpayers First Act**
U.S. Bank will require lenders to be compliant with the provisions outlined in the Taxpayers First Act, including loan delivery requirements for all non-delegated and delegated loans. Refer to U.S. Bank Seller Guide Update SEL-2019-065 dated December 6, 2019.

**Tax Returns or Tax Transcripts -** Lender must follow US Bank guidelines. Call (800) 562-5165 with any questions.

# SUMMARY OF THE COMPLIANCE ORIGINATION PROCESS

## MANDATORY HAL University PROGRAM TRAINING

Lender training is mandatory for anyone working with this program. HAL University provides program training online 24/7. To attend click on this link.

## eHP TECHNICAL AND WORKFLOW TRAINING

Our On-Boarding process is designed to provide all participating lenders and their staff web-based training related to the Technical and Workflow requirements of each program.
Based on your role, there are certain training requirements prior to adding a new Program and Features.

Once you have submitted the Technical and Workflow Registration, the eHP On-Boarding Team will create a specific training program for you based on the role(s) you selected, and you will receive an email confirmation with relevant information. Upon completion, your User Credentials will be created (if you are new User) or updated (if you are a current user) and you will receive a system generated email with this notification.
Click here to register for the on-demand Technical and Workflow training.

## QUALIFY

Lenders use program requirements to qualify applicants for the program. Buyers must present an executed sales agreement before being entered into the program reservation system.

## RESERVE FIRST MORTGAGE FUNDS

To reserve funds, use the eHousingPlus eHPortal. Log in and reserve the first mortgage funds. After the loan is successfully submitted, you will receive a loan number and a message that you've completed the reservation successfully.

## RESERVE 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.

## 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 WILL FUND THE DOWN PAYMENT ASSISTANCE AT LOAN CLOSING. Upon loan purchase, US Bank will reimburse the lender. It's important to provide accurate closing instructions to closing agents. All program documents must be returned to the lender. It is VERY important to note, if the loan amount, purchase price or down payment assistance amount changes, and you have already printed forms, you'll need to print the forms again so the information on the form is accurate. The following program closing forms are found in eHP FrontPorch using the eHProForms App.

### WHO SIGNS THE PROGRAM CLOSING FORMS (Rural Rocks $20K)?

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

| Form | Sign When? | Borrower | Co-Borrower | Non-Purchasing Spouse | Co-Signer |
|---|---|---|---|---|---|
| Partial Exemption Disclosure | Pre-Closing (within 3 days of rate lock in eHPortal) | Yes | Yes | No | No |
| Gift Letter | Closing | Yes | Yes | No | No |
| Commitment Letter | Closing | Yes | Yes | No | No |
| Deed of Trust | Closing | Yes | Yes | Yes or Quit Claim Deed | No |
| 2nd Note | Closing | Yes | Yes | No | Yes |
| HAL Pals Certificate* | Closing | Not signed, presented to buyer at closing. See details below. | | | |

* HAL Pals Pet Adoption Certificate - Lender to provide a copy of the certificate to borrower at closing. Nevada Rural Housing will pay up to $300 to cover adoption fees at a local shelter. Refer to HALPALS.org for full details.

# 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.
- 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

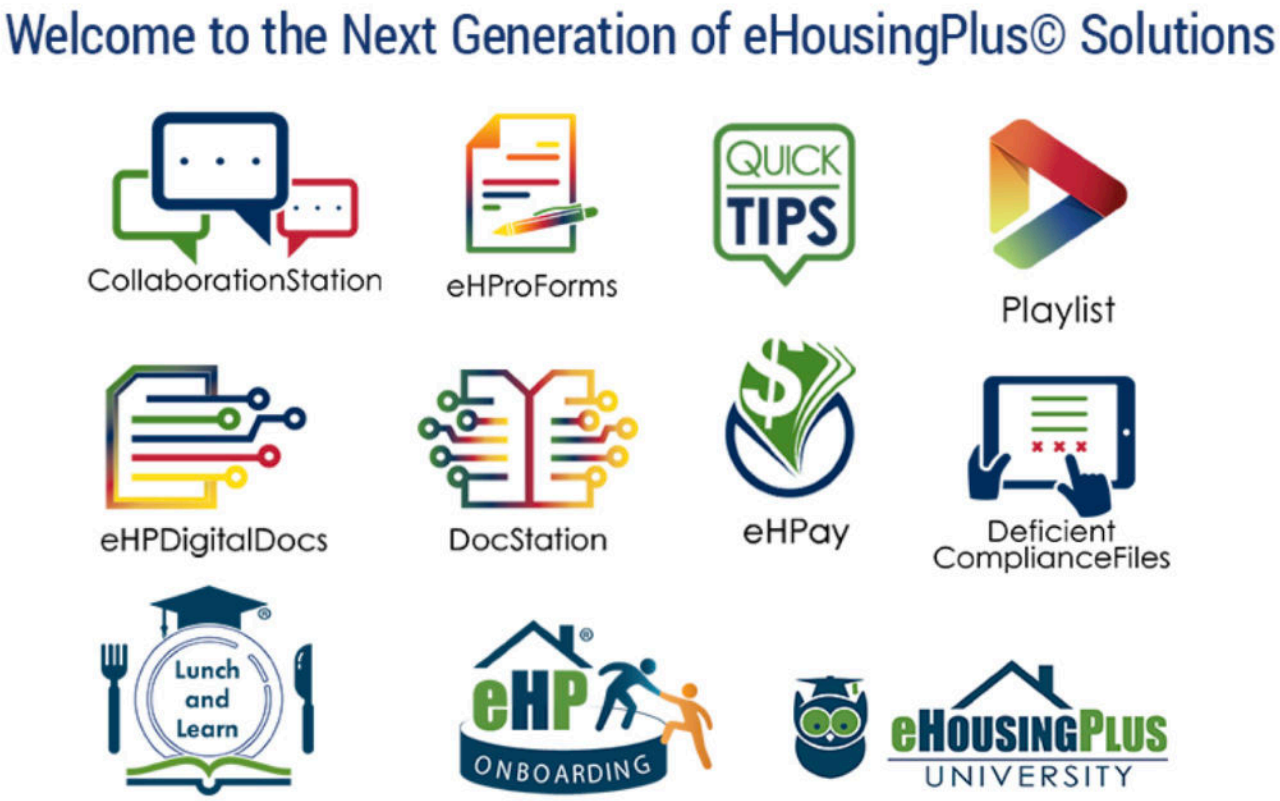
Following approval of Compliance File by eHousingPlus, lenders are notified and reminded of the purchase deadline. The Servicer is notified and the file may be approved for purchase.

## SUBMIT MORTGAGE FILE & CREDIT PACKAGE TO SERVICER

The Mortgage File including Credit Package are sent to U.S. Bank. The U.S. Bank Delivery and Funding Checklist is found within the U.S. Bank web site. Use this link, then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Nevada/NevadaRural/Product Guides. If you experience any technical difficulty, please contact U.S. Bank HFA Division directly at 800-562-5165. U.S. Bank notifies lenders of exceptions.

## FINAL DOCUMENTS

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




## 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.

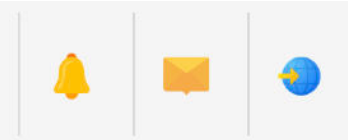
In Collaboration Station you can also find the Servicer notes and exceptions that need to be addressed with them. By providing this view to you it gives you transparency to any problem that has to be resolved related to the mortgage or collateral submitted to the Servicer.
This view can be grouped, filtered, 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 within 60 days* of loan reservation, effective with new loan reservations 11/02/26
    - Prior to 11/02/26 - 70 Days

* 60 days is from reservation to loan purchase by the servicer (this means the loan file closed, received compliance approval and is purchased by US Bank).
(Rev 11/02/26)

**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.).

### US Bank Fees

$84 Tax Service fee.
$475 Funding fee should reflect as "Investor Funding Fee" on the LE/CD.

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 US Bank 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.

**Rural Rocks Rate Buy Down Option ONLY** - 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 Rural Rocks Discount **or** Discount. Click here to view the Rates/ Offerings chart for Discount Points.

**Service Release Premium (SRP)** - US Bank 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.

Archived Income Limits prior to 06/10/26

| County | All household sizes |
|---|---|
| Carson City | $139,050 |
| Churchill | $152,850 |
| Clark | $142,350 |
| Douglas | $163,200 |
| Elko | $165,450 |
| Esmeralda | $158,850 |
| Eureka | $120,750 |
| Humboldt | $146,250 |
| Lander | $161,400 |
| Lincoln | $142,950 |
| Lyon | $141,900 |
| Mineral | $96,150 |
| Nye | $109,500 |
| Pershing | $154,200 |
| Storey | $167,700 |
| Washoe | $167,700 |
| White Pine | $156,750 |

## Archived Revisions Table

| Date | Topic (effective immediately unless otherwise noted) | Page |
|---|---|---|
| 11-26-25 | Removed reference to refinance<br>Added refinance disclaimer | 14<br>19 |
| 12-02-25 | Added instructions to reserve 2nd mortgage funds<br>Added State of NV I.D. to Compliance Checklist<br>Revised eHP Compliance Fee Effective 12/01/25 | 20<br>23<br>29 |