

Texas State Affordable Housing Corporation

TSAHC Program Updates 07/01/2023

Required Training

- ▶ Texas State Affordable Housing Corporation (TSAHC) provided by Windsor
- ▶ TSAHC Program Updates provided by Windsor
- ▶ TSAHC training provided by Texas Housing Agency
 - ▶ Module I (required)
 - ▶ Module II (recommended)
 - ▶ Module III (recommended)
 - ▶ Module IV (recommended)

Once you complete the Modules, please send your certificates to ted@windsormortgage.com

[Lender Training - Texas State Affordable Housing Corporation \(TSAHC\)](#)

Module I – The Basics (Loan Officers and Underwriters)

This module covers program requirements, how to qualify a home buyer, how to make a reservation in the Lender Portal, and upload underwriter certifications.

[Module I Training:](#)

Module II – Compliance, Closing & Delivery (Processors and Closers)

This module provides more in-depth training on the TSAHC Lender Portal, including how to upload compliance packages, close and deliver loans to Lakeview Loan Servicing.

[Module II Training](#)

Module III – Master Servicer Delivery Processes (Closers and Shippers)

For DPA or DPA/MCC Loans Only: As of April 3rd, TSAHC transitioned to a new Master Servicer, Lakeview Loan Servicing. Files reserved on or after April 3rd will be delivered to Lakeview.

[Module III Training](#)

Module IV - Managing TSAHC Programs & Credentials (Program Admin Training)

This module covers program administrator responsibilities, user training requirements, creating Lender Portal credentials, and commonly asked TSAHC admin questions.

[Module IV Training](#)

3-Year Deferred Forgivable 2nd Lien

- ▶ 3-year deferred forgivable is available with conventional, FHA, USDA, and VA loans at the 2%, 3%, 4%, and 5% assistance levels
- ▶ Freddie Mac HFA Advantage & Fannie Mae HFA Preferred conventional loans are now allowed
- ▶ Charter coverage MI is allowed on conventional loans with borrowers at or below 80% AMFI. Standard MI coverage is required on conventional loans with borrowers above 80% AMFI
- ▶ There are no additional fees other than what is currently charged for the DPA program
- ▶ The borrower needs to have a minimum credit score of 620 for government loans and 640 for HFA Advantage and HFA Preferred conventional loans
- ▶ The terms for the 3-year deferred forgivable second lien
 - ▶ 0% interest
 - ▶ 3-year term (maturity on third anniversary of the date of the Note)
 - ▶ No monthly payments due
 - ▶ Repayable, in full, during 3-year term upon sale, transfer, refi, or if the first lien mortgage is paid in full for any reason or failure to occupy property as principal residence or other event of default
 - ▶ Forgiven, in-full, 3 years from the closing date

NOT forgiven on a pro-rated basis

Income & Purchase Price Limit Changes

Non-Bond DPA Only

DPA Income Limits** (No Purchase Price Limits) Home Sweet Texas and Homes for Texas Heroes Loan Program				
		FHA, USDA, VA, Conventional - HFA Advantage & HFA Preferred (conv. above 80% AMFI)		Conventional - HFA Advantage & HFA Preferred (conv. at or below 80% AMFI)
		Income Limit for Non-Bond DPA		Income Limit for Non-Bond DPA
Area of State	Counties in Area	Non-Targeted Areas	Targeted Areas*	Any Family Size
		Any Family Size	Any Family Size	
Balance of State	All Counties Not Specifically Listed Below Use Limits on This Row	\$112,625	\$126,140	Click Here to See All Remaining Counties Not Listed Below
Andrews County	Andrews	\$123,375	No Targeted Areas Available	\$81,200
Atascosa County HMFA	Atascosa	\$112,625	\$126,140	\$71,280
Austin County HMFA	Austin	\$115,000	No Targeted Areas Available	\$75,280
Austin-Round Rock MSA	Bastrop, Caldwell, Hays, Travis, Williamson	\$146,000	\$163,520	\$97,840
Borden County	Borden	\$135,000	No Targeted Areas Available	\$86,400
Brazoria County HMFA	Brazoria	\$139,250	No Targeted Areas Available	\$75,280
Dallas HMFA	Collin, Dallas, Denton, Ellis, Hunt, Kaufman, Rockwall	\$128,875	\$144,340	\$82,160
Fort Worth-Arlington HMFA	Johnson, Parker, Tarrant	\$119,851	\$134,233	\$82,160
Glasscock County	Glasscock	\$115,125	No Targeted Areas Available	\$73,680
Hood County	Hood	\$112,750	No Targeted Areas Available	\$79,840
Houston-The Woodlands- Sugar Land HMFA	Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, Waller	\$116,500	\$130,480	\$75,280
Kendall County HMFA	Kendall	\$149,875	No Targeted Areas Available	\$71,280
Loving County	Loving	\$123,000	No Targeted Areas Available	\$58,560
Martin County, HMFA	Martin	\$115,250	No Targeted Areas Available	\$84,400
Medina County HMFA	Medina	\$119,210	No Targeted Areas Available	\$71,280
Midland HMFA	Midland	\$133,000	\$148,960	\$84,400
San Antonio - New Braunfels HMFA	Bandera, Bexar, Comal, Guadalupe Wilson	\$119,960	\$134,355	\$71,280
Wise County	Wise	\$121,776	No Targeted Areas Available	\$82,160

*MSA" - Metropolitan Statistical Area

**HMFA" - HUD Metro FMR Area

*Targeted Areas are economically distressed areas of the state.

**Only qualifying income on 1003 is included to determine income eligibility.

Purchase Price Limits effective 4/20/2023

Government Income limits effective

5/15/2023 Conventional Income Limits

effective 6/08/2023

Income & Purchase Price Limit Changes

MCC or Non-Bond DPA/MCC

MCC & MCC/DPA Combo Income and Purchase Price Limits** Home Sweet Texas and Homes for Texas Heroes Loan Program								
		FHA, USDA, VA, Conventional - HFA Advantage & HFA Preferred (conv. above 80% AMFI)				Conventional HFA Advantage & HFA Preferred (conv. at or below 80% AMFI)	All Loan Types	
		Income Limits for Stand-Alone MCC or MCC/Non-Bond DPA Combo				Income Limits for MCC/Non-Bond DPA Combo	Purchase Price Limits	
Area of State	Counties in Area	Non-Targeted Areas		Targeted Areas*		Non-Targeted and Targeted Areas	Non-Targeted Areas	Targeted Areas*
		1 or 2 Persons	3 or More Persons	1 or 2 Persons	3 or More Persons	Any Family Size		
Balance of State	All Counties Not Specifically Listed Below Use Limits on This Row	\$90,100	\$103,615	\$108,120	\$126,140	Click Here to See All Remaining Counties Not Listed Below	\$481,176	\$588,104
Andrews County	Andrews	\$98,700	\$113,505	No Targeted Areas Available		\$81,200	\$481,176	N/A
Atascosa County HMFA	Atascosa	\$90,100	\$103,615	\$108,120	\$126,140	\$71,280	\$534,561	\$653,352
Austin County HMFA	Austin	\$92,000	\$105,800	No Targeted Areas Available		\$75,280	\$481,176	N/A
Austin-Round Rock MSA	Bastrop, Caldwell, Hays, Travis, Williamson	\$116,800	\$134,320	\$140,160	\$163,520	\$97,840	\$582,624	\$712,097
Borden County	Borden	\$108,000	\$124,200	No Targeted Areas Available		\$86,400	\$481,176	N/A
Brazoria County HMFA	Brazoria	\$111,400	\$128,110	No Targeted Areas Available		\$75,280	\$481,176	N/A
Dallas HMFA	Collin, Dallas, Denton, Ellis, Hunt, Kaufman, Rockwall	\$103,100	\$118,565	\$123,720	\$144,340	\$82,160	\$541,594	\$661,949
Fort Worth-Arlington HMFA	Johnson, Parker, Tarrant	\$95,881	\$110,263	\$115,057	\$134,233	\$82,160	\$541,594	\$661,949
Glasscock County	Glasscock	\$92,100	\$105,915	No Targeted Areas Available		\$73,680	\$481,176	N/A
Hood County	Hood	\$90,200	\$103,730	No Targeted Areas Available		\$79,840	\$481,176	N/A
Houston-The Woodlands- Sugar Land HMFA	Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, Waller	\$93,200	\$107,180	\$111,840	\$130,480	\$75,280	\$481,176	\$588,104
Kendall County HMFA	Kendall	\$119,900	\$137,885	No Targeted Areas Available		\$71,280	\$534,561	N/A
Loving County	Loving	\$98,400	\$113,160	No Targeted Areas Available		\$58,560	\$481,176	N/A
Martin County, HMFA	Martin	\$92,200	\$106,030	No Targeted Areas Available		\$84,400	\$481,176	N/A
Medina County HMFA	Medina	\$95,368	\$109,673	No Targeted Areas Available		\$71,280	\$534,561	N/A
Midland HMFA	Midland	\$106,400	\$122,360	\$127,680	\$148,960	\$84,400	\$481,176	\$588,104
San Antonio - New Braunfels HMFA	Bandera, Bexar, Comal, Guadalupe Wilson	\$95,968	\$110,363	\$115,162	\$134,355	\$71,280	\$534,561	\$653,352
Wise County	Wise	\$97,421	\$112,034	No Targeted Areas Available		\$82,160	\$541,594	N/A

"MSA" - Metropolitan Statistical Area

"HMFA" - HUD Metro FMR Area

*Targeted Areas are economically distressed areas of the state.

**Household income of anyone on the deed of trust is included
for income eligibility.

Purchase Price Limits effective 4/20/2023

Government Income limits effective 5/15/2023

Conventional Income Limits effective 6/08/2023

It is the lender's responsibility to ensure that income and purchase price limits do not exceed those allowed per the specific loan type.

Questions? Call the Homeownership Hotline at (877) 508-4611.

Income & Purchase Price Limit Changes

Conventional at or Below 80% AMFI

HFA Conventional At or Below 80% AMFI County Income Limits	Income Limit Any Family Size
Anderson	\$58,560
Andrews	\$81,200
Angelina	\$58,560
Aransas	\$61,120
Archer	\$67,040
Armstrong	\$69,840
Atascosa	\$71,280
Austin	\$75,280
Bailey	\$63,680
Bandera	\$71,280
Bastrop	\$97,840
Baylor	\$58,560
Bee	\$58,560
Bell	\$61,200
Bexar	\$71,280
Blanco	\$70,960
Borden	\$86,400
Bosque	\$60,000
Bowie	\$56,720
Brazoria	\$75,280
Brazos	\$64,320
Brewster	\$62,320
Briscoe	\$58,560
Brooks	\$58,560
Brown	\$58,560
Burleson	\$64,320
Burnet	\$69,680
Caldwell	\$97,840
Calhoun	\$67,200
Callahan	\$56,800
Cameron	\$49,600
Camp	\$58,560
Carson	\$69,840
Cass	\$58,560
Castro	\$58,560

ATTENTION:

These income limits are only for the **At or Below 80% AMFI** Conventional product.

If you can't find your county for the other products, please reference the first row on the above charts that indicates "Balance of State - All remaining counties not listed below".

Again, remember that these limits are subject to AUS approval as stated on the cover page.

Income & Purchase Price Limit Changes

Chambers	\$75,280
Cherokee	\$58,560
Childress	\$58,560
Clay	\$67,040
Cochran	\$58,560
Coke	\$63,600
Coleman	\$58,560
Collin	\$82,160
Collingsworth	\$58,560
Colorado	\$59,360
Comal	\$71,280
Comanche	\$62,720
Concho	\$58,560
Cooke	\$72,960
Coryell	\$61,200
Cottle	\$58,560
Crane	\$69,360
Crockett	\$58,560
Crosby	\$67,440
Culberson	\$58,560
Dallam	\$64,080
Dallas	\$82,160
Dawson	\$58,560
Deaf Smith	\$58,560
Delta	\$68,560
Denton	\$82,160
Dewitt	\$61,440
Dickens	\$58,560
Dimmit	\$58,560
Donley	\$60,640
Duval	\$58,560
Eastland	\$58,560
Ector	\$56,000
Edwards	\$58,560
El Paso	\$50,480
Ellis	\$82,160
Erath	\$68,160

Falls	\$67,440
Fannin	\$67,600
Fayette	\$73,360
Fisher	\$63,200
Floyd	\$58,560
Foard	\$58,560
Fort Bend	\$75,280
Franklin	\$61,680
Freestone	\$66,720
Frio	\$58,560
Gaines	\$72,080
Galveston	\$75,280
Garza	\$68,320
Gillespie	\$75,520
Glasscock	\$73,680
Goliad	\$55,760
Gonzales	\$58,560
Gray	\$58,560
Grayson	\$65,920
Gregg	\$62,400
Grimes	\$67,120
Guadalupe	\$71,280
Hale	\$58,560
Hall	\$58,560
Hamilton	\$58,560
Hansford	\$58,560
Hardeman	\$58,560
Hardin	\$70,240
Harris	\$75,280
Harrison	\$62,400
Hartley	\$68,960
Haskell	\$58,560
Hays	\$97,840
Hemphill	\$86,400
Henderson	\$58,560
Hidalgo	\$45,040
Hill	\$61,840

Income & Purchase Price Limit Changes

Hockley	\$58,560
Hood	\$79,840
Hopkins	\$63,920
Houston	\$58,560
Howard	\$62,960
Hudspeth	\$50,480
Hunt	\$82,160
Hutchinson	\$62,000
Irion	\$64,000
Jack	\$61,040
Jackson	\$64,880
Jasper	\$58,560
Jeff Davis	\$58,560
Jefferson	\$70,240
Jim Hogg	\$58,560
Jim Wells	\$58,560
Johnson	\$82,160
Jones	\$56,800
Karnes	\$58,560
Kaufman	\$82,160
Kendall	\$71,280
Kenedy	\$58,560
Kent	\$76,400
Kerr	\$67,680
Kimble	\$70,160
King	\$58,560
Kinney	\$58,560
Kleberg	\$58,560
Knox	\$58,560
La Salle	\$58,560
Lamar	\$58,560
Lamb	\$58,560
Lampasas	\$61,200
Lavaca	\$67,920
Lee	\$58,560
Leon	\$59,200
Liberty	\$75,280

Limestone	\$58,560
Lipscomb	\$63,920
Live Oak	\$58,560
Llano	\$71,040
Loving	\$58,560
Lubbock	\$67,440
Lynn	\$67,440
Madison	\$58,560
Marion	\$58,560
Martin	\$84,400
Mason	\$73,840
Matagorda	\$58,560
Maverick	\$58,560
Mcculloch	\$58,560
Mclennan	\$67,440
Mcmullen	\$64,240
Medina	\$71,280
Menard	\$58,560
Midland	\$84,400
Milam	\$58,880
Mills	\$58,560
Mitchell	\$78,480
Montague	\$67,680
Montgomery	\$75,280
Moore	\$58,560
Morris	\$58,560
Motley	\$58,560
Nacogdoches	\$58,560
Navarro	\$58,560
Newton	\$58,560
Nolan	\$58,560
Nueces	\$61,920
Ochiltree	\$63,680
Oldham	\$69,840
Orange	\$70,240
Palo Pinto	\$64,880
Panola	\$63,360

Income & Purchase Price Limit Changes

Parker	\$82,160
Parmer	\$66,560
Pecos	\$58,560
Polk	\$58,560
Potter	\$69,840
Presidio	\$58,560
Rains	\$62,080
Randall	\$69,840
Reagan	\$65,520
Real	\$58,560
Red River	\$58,560
Reeves	\$58,560
Refugio	\$58,560
Roberts	\$63,040
Robertson	\$64,320
Rockwall	\$82,160
Runnels	\$58,560
Rusk	\$62,400
Sabine	\$58,560
San Jacinto	\$58,560
San Patricio	\$59,040
San Saba	\$61,920
San	
Augustine	\$58,560
Schleicher	\$65,680
Scurry	\$62,480
Shackelford	\$58,560
Shelby	\$58,560
Sherman	\$58,560
Smith	\$68,480
Somervell	\$85,920
Starr	\$58,560
Stephens	\$58,560
Sterling	\$64,000
Stonewall	\$66,960
Sutton	\$59,520
Swisher	\$58,560

Tarrant	\$82,160
Taylor	\$56,800
Terrell	\$58,560
Terry	\$58,560
Throckmorton	\$58,560
Titus	\$58,560
Tom Green	\$64,000
Travis	\$97,840
Trinity	\$58,560
Tyler	\$58,560
Upshur	\$62,400
Upton	\$66,080
Uvalde	\$58,560
Val Verde	\$58,560
Van Zandt	\$63,760
Victoria	\$55,760
Walker	\$58,560
Waller	\$75,280
Ward	\$63,280
Washington	\$74,960
Webb	\$49,760
Wharton	\$61,840
Wheeler	\$58,560
Wichita	\$67,040
Wilbarger	\$58,560
Willacy	\$58,560
Williamson	\$97,840
Wilson	\$71,280
Winkler	\$68,080
Wise	\$82,160
Wood	\$64,320
Yoakum	\$73,280
Young	\$67,600
Zapata	\$58,560
Zavala	\$58,560

Income & Purchase Price Limit Changes

Bond DPA Only

Bond DPA Only Income and Purchase Price Limits Home Sweet Texas and Homes for Texas Heroes				
First-Time Home Buyer Requirement**		Bond DPA for FHA, USDA, VA Loan Types Only		
		Income Limits at or Below 80% AMFI	Purchase Price Limits	
Area of State	Counties in Area	Non-Targeted and Targeted Areas	Non-Targeted Areas	Targeted Areas*
		Any Family Size		
Balance of State	All Counties Not Specifically Listed Below Use Limits on This Row	\$72,080	\$481,176	\$588,104
Andrews County	Andrews	\$78,960	\$481,176	N/A
Atascosa County HMFA	Atascosa	\$72,080	\$534,561	\$653,352
Austin County HMFA	Austin	\$73,600	\$481,176	N/A
Austin-Round Rock MSA	Bastrop, Caldwell, Hays, Travis, Williamson	\$93,440	\$582,624	\$712,097
Borden County	Borden	\$86,400	\$481,176	N/A
Brazoria County HMFA	Brazoria	\$89,120	\$481,176	N/A
Dallas HMFA	Collin, Dallas, Denton, Ellis, Hunt, Kaufman, Rockwall	\$82,480	\$541,594	\$661,949
Fort Worth-Arlington HMFA	Johnson, Parker, Tarrant	\$76,705	\$541,594	\$661,949
Glasscock County	Glasscock	\$73,680	\$481,176	N/A
Hood County	Hood	\$72,160		
Houston-The Woodlands-Sugar Land HMFA	Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, Waller	\$74,560	\$481,176	\$588,104
Kendall County HMFA	Kendall	\$95,920	\$534,561	N/A
Loving County	Loving	\$78,720	\$481,176	N/A
Martin County, HMFA	Martin	\$73,760	\$481,176	N/A
Medina County HMFA	Medina	\$76,294	\$534,561	N/A
Midland HMFA	Midland	\$85,120	\$481,176	\$588,104
San Antonio - New Braunfels HMFA	Bandera, Bexar, Comal, Guadalupe, Wilson	\$76,774	\$534,561	\$653,352
Wise County	Wise	\$77,937	\$541,594	N/A

Purchase Price Limits effective 4/20/2023

Government Income limits effective 5/15/2023

*Targeted Areas are economically distressed areas of the state.

They offer the borrower expanded purchase price limits and waive the first-time homebuyer requirement.

**Veterans and borrowers purchasing in a targeted area do not have to meet the first-time homebuyer requirement

It is the lender's responsibility to ensure that income and purchase price limits do not exceed those allowed per the specific loan type.

Questions? Call the Homeownership Hotline at (877) 508-4611.

Step-by-Step Procedures

Step	Non-Bond DPA Program Only (No MCC)	MCC Program Only (No DPA)	Combined Non-Bond DPA & MCC	Bond DPA Program Only (No MCC)	Stage/Status
Step 1. Qualify Borrower	<ul style="list-style-type: none"> <u>NO</u> First-Time Homebuyer Requirement <u>NO</u> Recapture Tax Income based on 1003 qualifying income. Available for TX Hero and Home Sweet Texas <p>FICO's & DTI: Government loans:</p> <ul style="list-style-type: none"> FICO \geq 620 No max DTI w/AUS Approval .50% fee for 620-639 FICO <u>FHA manual - Max DTI of 43% with 640+ FICO</u> Manufactured homes: 640+ FICO <p>HFA Preferred and HFA Advantage Conventional loans:</p> <ul style="list-style-type: none"> LTVs \leq 97% > 80% AMFI = Standard MI \leq 80% = Charter MI FICO \geq 640 No max DTI w/DU or LPA Approval 	<ul style="list-style-type: none"> Must be a First-Time Homebuyer Potential Recapture Tax Income based on household (All family members signing deed of trust.) The loan must be a fixed rate loan with <u>no restriction on loan type</u>, term, or credit score. Available for TX Hero and Home Sweet Texas 	<ul style="list-style-type: none"> Must be a First-Time Homebuyer Potential Recapture Tax Income based on household (All family members signing deed of trust.) Available for TX Hero and Home Sweet Texas <p>FICO's & DTI: Government loans:</p> <ul style="list-style-type: none"> FICO \geq 620 No max DTI w/AUS Approval .50% fee for 620-639 FICO <u>FHA manuals - Max DTI of 43% with 640+ FICO</u> Manufactured homes: 640+ FICO <p>HFA Preferred and HFA Advantage Conventional loans:</p> <ul style="list-style-type: none"> LTVs \leq 97% > 80% AMFI = Standard MI \leq 80% = Charter MI FICO \geq 640 No max DTI w/DU or LPA Approval 	<ul style="list-style-type: none"> Available only to First-Time Homebuyers \leq 80% AMFI Potential Recapture Tax Income based on household (All family members signing deed of trust.) Available for TX Hero and Home Sweet Texas <p>FICO's & DTI: Government loans only:</p> <ul style="list-style-type: none"> FICO \geq 620 No max DTI w/AUS Approval .50% fee for 620-639 FICO <u>FHA manual underwrites allowed - Max DTI of 43% with 640+ FICO</u> Manufactured homes: 640+ FICO 	N/A
Step 2. Loan Reservation and download documents	Reserve ¹ the loan on the Lender Portal at www.tsm-online.org .	Reserve ¹ the loan on the Lender Portal at www.tsm-online.org .	Reserve ¹ the loan on the Lender Portal at www.tsm-online.org .	Reserve ¹ the loan on the Lender Portal at www.tsm-online.org .	Reserved

Step-by-Step Procedures

Step	Non-Bond DPA Program Only (no MCC)	MCC Program Only (no DPA)	Combined Non-Bond DPA & MCC	Bond DPA Program Only (No MCC)	Stage/Status
Step 3. Underwrite the Loan	HFA Conv., FHA, VA or USDA loans: Lender underwrites the loan in-house.	MCC: No restriction on loan type. Lender underwrites the loan in-house.	HFA Conv., FHA, VA or USDA loans: Lender underwrites the loan in-house.	Government Loans Only: Lender underwrites the loan in-house.	N/A
Step 4. Upload Pre-Closing Compliance Package	<p>At least 5 calendar days prior to loan closing, upload the documents listed on the Pre-Closing Compliance Checklist.</p> <p>Required Documents:</p> <ol style="list-style-type: none"> 1. Compliance Checklist 2. Underwriter Cert Form 3. Program Affidavit 4. Initial URLA w/Lender Loan info (1003) 5. Copy of Purchase Contract 6. <u>NO Tax Returns Required</u> 	<p>At least 5 calendar days prior to loan closing, upload the documents listed on the Pre-Closing Compliance Checklist.</p> <p>Required Documents:</p> <ol style="list-style-type: none"> 1. Compliance Checklist 2. Program Affidavit 3. Initial URLA w/Lender Loan info (1003) 4. Copy of Purchase Contract 5. <u>3 Years signed Tax Returns/Transcripts Required</u> 	<p>At least 5 calendar days prior to loan closing, upload the documents listed on the Pre-Closing Compliance Checklist.</p> <p>Required Documents:</p> <ol style="list-style-type: none"> 1. Compliance Checklist 2. Underwriter Cert Form 3. Program Affidavit 4. Initial URLA w/Lender Loan info (1003) 5. Copy of Purchase Contract 6. <u>3 Years signed Tax Returns/Transcripts Required</u> 	<p>At least 5 calendar days prior to loan closing, upload the documents listed on the Pre-Closing Compliance Checklist.</p> <p>Required Documents:</p> <ol style="list-style-type: none"> 1. Compliance Checklist 2. Underwriter Cert Form 3. Program Affidavit 4. Initial URLA w/Lender Loan info (1003) 5. Copy of Purchase Contract 6. <u>3 Years signed Tax Returns/Transcripts Required</u> 7. Notice of Potential Recapture Tax (review with borrower) 	<p>Stage:</p> <ol style="list-style-type: none"> 1. Comp. Pkg. Recd., then 2. Comp. Pkg. Rev. <p>Status: Incomplete = Incomplete documentation. Click "view" icon for clearing conditions. Approved = Stage changes to "Committed"</p>
Step 5. Download and Print Commitment Letter and closing docs	<p>Once the Pre-Closing Compliance Package is approved, a Commitment Letter and closing docs will be in the "PDF Docs" section specific for the reservation to download, print and bring to closing.</p> <p>TSAHC Closing docs:</p> <ol style="list-style-type: none"> 1. Reaffirmation of Mortgagor 2. Notice of DPA 3. Note & Deed of Trust (3yr. def. forgivable) 4. Notice of Transfer of Servicing Rights (3yr. def. forgivable) 	<p>Once the Pre-Closing Compliance Package is approved, a Commitment Letter and closing docs will be in the "PDF Docs" section specific for the reservation to download, print and bring to closing.</p> <p>TSAHC Closing docs:</p> <ol style="list-style-type: none"> 1. Seller's Affidavit 2. Reaffirmation of Mortgagor 3. Recapture Tax Notice 	<p>Once the Pre-Closing Compliance Package is approved, a Commitment Letter and closing docs will be in the "PDF Docs" section specific for the reservation to download, print and bring to closing.</p> <p>TSAHC Closing docs:</p> <ol style="list-style-type: none"> 1. Seller's Affidavit 2. Reaffirmation of Mortgagor 3. Notice of DPA 4. Note & Deed of Trust (3yr. def. forgivable) 5. Notice of Transfer of Servicing Rights (3yr. def.) 6. Recapture Tax Notice 	<p>Once the Pre-Closing Compliance Package is approved, a Commitment Letter and closing docs will be in the "PDF Docs" section specific for the reservation to download, print and bring to closing.</p> <p>TSAHC Closing docs:</p> <ol style="list-style-type: none"> 1. Seller's Affidavit 2. Reaffirmation of Mortgagor 3. Notice of DPA 4. Note & Deed of Trust (3yr. def. forgivable 2nd lien) 5. Calculation Notice of Potential Recapture 6. Tax Exempt Mortgage Rider (Record with 1st lien deed) 	Committed

Step-by-Step Procedures

Step	Non-Bond DPA Program Only (no MCC)	MCC Program Only (no DPA)	Combined Non-Bond DPA & MCC	Bond DPA Program Only (No MCC)	Stage/Status
Step 6. Review Program Fees & Lender Compensation	<ul style="list-style-type: none"> \$200 Compliance Fee \$250 Funding Fee \$75 Tax Service Fee \$10 Flood Transfer Fee 620-639 FICO -.50% fee, if applicable 1% origination fee <p>Compensation: Reservations on and after 12/5/22: Lenders can now charge 1% origination fee in addition to the .50% origination fee for FICOs of 620-639, if applicable. Lakeview pays 1.50% in SRP at loan purchase.</p>	<ul style="list-style-type: none"> \$500 Issuance Fee \$200 Compliance Fee <p>Compensation: Loans will NOT be purchased by Lakeview. The lender may retain or sell such loans. Lenders are compensated according to internal policies.</p>	<ul style="list-style-type: none"> \$500 Issuance Fee (waived for Texas Heroes) \$200 Compliance Fee \$250 Funding Fee \$75 Tax Service Fee \$10 Flood Transfer Fee 620-639 FICO- .50% fee, if applicable 1% origination fee <p>Compensation: Reservations on and after 12/5/22: Lenders can now charge 1% origination fee in addition to the .50% origination fee for FICOs of 620-639, if applicable. Lakeview pays 1.50% in SRP at loan purchase.</p>	<ul style="list-style-type: none"> \$200 Compliance Fee \$250 Funding Fee \$75 Tax Service Fee \$10 Flood Transfer Fee 620-639 FICO - .50% fee, if applicable 1% origination fee <p>Compensation: Reservations on and after 12/5/22: Lenders can now charge 1% origination fee in addition to the .50% origination fee for FICOs of 620-639, if applicable. Lakeview pays 1.50% in SRP at loan purchase.</p>	N/A
Step 7. DPA Funds From TSAHC	Lender will advance the DPA funds at loan closing and will be reimbursed the amount of the funds advanced when the Mortgage Loan is purchased by Lakeview.	TSAHC does not provide DPA funds through the MCC Program.	Lender will advance the DPA funds at loan closing and will be reimbursed the amount of the funds advanced when the Mortgage Loan is purchased by Lakeview.	Lender will advance the DPA funds at loan closing and will be reimbursed the amount of the funds advanced when the Mortgage Loan is purchased by Lakeview.	Committed
Step 8. Payment Method of Program Fees	Lakeview will deduct all above fees referenced in Step 6 from the lender's wire at loan purchase. <u>DO NOT SEND PAYMENT TO TSAHC.</u>	Fees must be paid directly to TSAHC through ACH or corporate check.	Lakeview will deduct all above fees referenced in Step 6 from the lender's wire at loan purchase. <u>DO NOT SEND PAYMENT TO TSAHC.</u>	Lakeview will deduct all above fees referenced in Step 6 from the lender's wire at loan purchase. <u>DO NOT SEND PAYMENT TO TSAHC.</u>	
Step 9. Close/Fund Mortgage Loan	Close and fund loan according to Agency and Program Guidelines. Look at POST-CLOSING CHECKLIST for the documents borrower must sign at closing.	Close and fund loan according to Agency and Program Guidelines. Look at POST-CLOSING CHECKLIST for the documents borrower must sign at closing.	Close and fund loan according to Agency and Program Guidelines. Look at POST-CLOSING CHECKLIST for the documents borrower must sign at closing.	Close and fund loan according to Agency and Program Guidelines. Look at POST-CLOSING CHECKLIST for the documents borrower must sign at closing.	Committed

Step-by-Step Procedures

Step	Non-Bond DPA Program Only (no MCC)	MCC Program Only (no DPA)	Combined Non-Bond DPA & MCC	Bond DPA Program Only (No MCC)	Stage/Status
Step 10. Upload Post-Closing Compliance Package	<p>NO LATER than 5 days following loan closing, upload the documents listed below on the Lender Portal.</p> <p>Post-Closing Compliance Package:</p> <ol style="list-style-type: none"> 1. Compliance Checklist 2. Reaffirmation of Mortgagor 3. Final URLA w/Lender Loan info (1003) 4. Homebuyer Education Cert. 5. Notice of DPA 6. Final Closing Disclosure 7. Copies of Final Note & Deed of Trust (3yr. def. forgivable) only) 8. Notice of Transfer of Servicing Rights (3yr. def. forgivable only) 	<p>NO LATER than 5 days following loan closing, upload the documents listed below on the Lender Portal.</p> <p>Post-Closing Compliance Package:</p> <ol style="list-style-type: none"> 1. Compliance Checklist 2. Reaffirmation of Mortgagor 3. Homebuyer Education Cert. 4. Final URLA w/Lender Loan info 5. Final Closing Disclosure 6. Sellers Affidavit 7. MCC Payment Form 8. Recapture Tax Notice 	<p>NO LATER than 5 days following loan closing, upload the documents listed below on the Lender Portal.</p> <p>Post-Closing Compliance Package:</p> <ol style="list-style-type: none"> 1. Compliance Checklist 2. Reaffirmation of Mortgagor 3. Homebuyer Education Cert. 4. Final URLA w/ Lender Loan info 5. Notice of DPA 6. Final Closing Disclosure 7. Sellers Affidavit 8. Copies of Final Note & Deed of Trust (3yr. def. forgivable) only) 9. Notice of Transfer of Servicing Rights (3yr. def. forgivable only) 10. Recapture Tax Notice 	<p>NO LATER than 5 days following loan closing, upload the documents listed below on the Lender Portal.</p> <p>Post-Closing Compliance Package:</p> <ol style="list-style-type: none"> 1. Compliance Checklist 2. Reaffirmation of Mortgagor 3. Final URLA w/Lender Loan info (1003) 4. Homebuyer Education Cert. 5. Notice of DPA 6. Final Closing Disclosure 7. Sellers Affidavit 8. Calculation Notice of Potential Recapture (give to borrower) 9. Tax Exempt Mortgage Rider (Record with 1st lien deed) 10. TSAHC Note & Deed of Trust (3yr. def. forgivable 2nd lien) 	<p>Stage:</p> <ol style="list-style-type: none"> 1. Close Pkg. Recd., then 2. Close Pkg. Rev.

Step-by-Step Procedures

Step	Non-Bond DPA Program Only (no MCC)	MCC Program Only (no DPA)	Combined Non-Bond DPA & MCC	Bond DPA Program Only (No MCC)	Stage/Status
Step 11. Deliver Loan to Lakeview for Purchase¹	<u>Closing package must be approved by TSAHC and the loan delivered to and purchased by Lakeview within 60 calendar days of loan reservation.¹</u>	Lender follows their own company's secondary marketing policies for distribution of the loan. Loan must be closed, funded and fully approved by TSAHC within 60 days of loan reservation.	<u>Closing package must be approved by TSAHC and the loan delivered to and purchased by Lakeview within 60 calendar days of loan reservation.¹</u>	<u>Closing package must be approved by TSAHC and the loan delivered to and purchased by Lakeview within 60 calendar days of loan reservation.¹</u>	Loan will stay in "Close Pkg. Rev." stage until purchased by Lakeview.
Step 12. Check Loan Status	Check the status of your loan periodically through the "Loan Status" tab on the Lender Portal. Once the Pre and Post Compliance Packages have been fully approved by TSAHC, Lakeview will be authorized to purchase the loan (subject to compliance with Lakeview requirements).	Check the status of your loan periodically through the "Loan Status" tab on the Lender Portal. The Pre and Post-Closing compliance packages must be fully approved by TSAHC before the Borrower is eligible to receive his/her MCC.	Check the status of your loan periodically through the "Loan Status" tab on the Lender Portal. Once the Pre and Post Compliance Packages have been fully approved by TSAHC, Lakeview will be authorized to purchase the loan (subject to compliance with Lakeview requirements).	Check the status of your loan periodically through the "Loan Status" tab on the Lender Portal. Once the Pre and Post Compliance Packages have been fully approved by TSAHC, Lakeview will be authorized to purchase the loan (subject to compliance with Lakeview requirements).	Stage: 1. MS Purchased (not applicable to MCC-only loans.), then TSAHC Purchased
Step 13. Loan Purchased/MCC Issued	Once all TSAHC and Lakeview conditions have been met, the loan will be purchased by Lakeview.	Once all conditions have been met, the Mortgage Credit Certificate will be mailed to the Borrower.	Once all TSAHC and Lakeview conditions have been met, the loan will be purchased by Lakeview and the Mortgage Credit Certificate will be mailed to the Borrower.	Once all TSAHC and Lakeview conditions have been met, the loan will be purchased by Lakeview.	Stage: 1. TSAHC Purchased or 2. MCC Issued (For MCC-only loans.)

¹If the loan is not eligible for purchase within the 60-day purchase period, the lender may request a 15, 30 or 45-day extension for 0.125, 0.25 or 0.375bps respectively.

The Extension Request Form can be found under the "Loan Status" tab on the Lender Portal (click on the "PDF Forms" tab associated with the specific loan). The Servicer shall permit Mortgage Loans to be purchased beyond the 90-day period (initial 60-day period plus 30-day extension), subject to additional per diem charges.

Resources

Questions?

- ▶ Reservations, Compliance, & Lender Portal - compliancereview@tsahc.org
- ▶ Program Eligibility Scenarios, Marketing Materials, Training, & General Questions - homeownership@tsahc.org
- ▶ Windsor Mortgage Training - ted@windsormortgage.com

Links

- ▶ [TSAHC Website](#)
- ▶ [TSAHC Home Buyer Programs](#)
- ▶ [3-Year Deferred Forgivable 2nd Lien FAQ](#)
- ▶ [Income & Purchase Price Limit Charts](#)
- ▶ [Bond DPA ONLY Income & Purchase Price Limits](#)
- ▶ [Step-by-Step Procedures](#)
- ▶ [TSAHC Module Training](#)
- ▶ [Windsor Training - Thinkific](#)