



Lender Reference Book

Index

| | |
|--|------|
| Index | 1 |
| Introduction | 5 |
| Programs | 6 |
| Section 1: Application Package | |
| Sample Application Letter (sent to lender by MFA) | 1-1 |
| Sample Application for Eligible Lender Approval | 1-2 |
| Representations, Warranties & Covenants | 1-9 |
| Sample Master Agreement (Tax Code Guidelines) | 1-11 |
| Sample Lender Approval Letter | 1-26 |
| Sample Lender Disapproval Letter | 1-27 |
| Sample Annual Lender Recertification..... | 1-28 |
| Section 2: Reservations | |
| Reservation & Compliance Procedures | 2-1 |
| On-Line Reservation Manual | 2-6 |
| Section 3: Mortgage\$aver, Mortgage\$aver Zero, Mortgage\$aver Xtra and Mortgage\$aver Plus | |
| Current Notice of Availability of Funds (NOFA) | 3-1 |
| MBS Compliance Agreement | 3-21 |
| Affidavit of Purchaser | 3-23 |
| Affidavit of Seller | 3-24 |
| Notice of Potential Recapture Tax on Sale of Home | 3-25 |
| Tax Exempt Financing Rider | 3-26 |
| VA Rider to Standard Mortgage | 3-28 |
| Recapture Tax Notice and Example | 3-29 |
| Premium Pricing – FHA Insurance Form | 3-33 |



Lender Reference Book

Index (Continued)

Section 4: HERO (First and Second Mortgages)

| | |
|---|------|
| HERO First Current Notice of Availability of Funds (NOFA) | 4-1 |
| HERO First Mortgage Purchase Agreement | 4-12 |
| HERO DPA Current Notice of Availability of Funds (NOFA). | 4-14 |
| HERO DPA Mortgage Purchase Agreement | 4-20 |
| Instructions to complete HERO DPA Note, Mortgage and Addendum..... | 4-22 |
| HERO DPA Note | 4-23 |
| HERO DPA Mortgage..... | 4-25 |
| Addendum to Second Mortgage Loan Programs Mortgage | 4-30 |
| Second Mortgage Loan Disclosure..... | 4-32 |

Section 5: Mortgage Booster (Second Mortgage)

| | |
|---|------|
| Current Notice of Availability of Funds (NOFA) | 5-1 |
| Mortgage Booster Mortgage Purchase Agreement..... | 5-5 |
| Instructions to complete Mortgage Booster Note, Mortgage and Addendum..... | 5-7 |
| Mortgage Booster Note | 5-8 |
| Mortgage Booster Mortgage | 5-10 |
| Addendum to Second Mortgage Loan Programs Mortgage | 5-15 |
| Second Mortgage Loan Disclosure..... | 5-17 |

Section 6: Payment\$aver (Second Mortgage)

| | |
|--|------|
| Payment\$aver Program Description | 6-1 |
| Current Notice of Availability of Funds (NOFA) | 6-5 |
| Payment\$aver Mortgage Purchase Agreement | 6-10 |
| Instructions to complete HOME Note and Mortgage | 6-12 |
| HOME Single Family Note | 6-13 |
| HOME Single Family Mortgage..... | 6-17 |
| Payment\$aver/Helping Hand Loan Disclosure to Buyer | 6-26 |
| Payment\$aver/Helping Hand Eminent Domain Disclosure to Seller..... | 6-27 |
| Certification of Assets Form | 6-28 |



Lender Reference Book

Index (Continued)

Section 7: Helping Hand (Second Mortgage)

| | |
|---|------|
| Helping Hand Program Description..... | 7-1 |
| Current Notice of Availability of Funds (NOFA) | 7-5 |
| Helping Hand Mortgage Purchase Agreement | 7-9 |
| Instructions to complete HOME Note and Mortgage | 7-11 |
| HOME Single Family Note | 7-12 |
| HOME Single Family Mortgage..... | 7-16 |
| PaymentSaver/Helping Hand Loan Disclosure to Buyer | 7-25 |
| PaymentSaver/Helping Hand Eminent Domain Disclosure to Seller..... | 7-26 |
| Certificate of Assets Form..... | 7-27 |
| Certification of Status | 7-28 |

Section 8: Forms

| | |
|---|------|
| Fee Schedule | 8-1 |
| Income Calculation Worksheet | 8-2 |
| Extension Request..... | 8-3 |
| Sample Extension Approval Letters | 8-4 |
| Cancellation of Reservation Form..... | 8-6 |
| Borrower Update/Verification Form | 8-7 |
| Sample Notice of Transfer Letter | 8-8 |
| Sample Sale Letter/MFA – Servicer | 8-9 |
| Compliance Review Check List - HERO DPA and Mortgage Booster – Deliver file to MFA starting with 2008-C | 8-10 |
| Second Mortgage Loan Delivery Checklist – HERO DPA and Mortgage Booster – Master Servicer purchases loan ... | 8-11 |
| Second Mortgage Loan Delivery Checklist – HERO DPA and Mortgage Booster – MFA purchases Loan | 8-12 |
| Second Mortgage Loan Break Down – HERO DPA and Mortgage Booster | 8-13 |
| Compliance Review Check List – PaymentSaver, Helping Hand and SmartChoice..... | 8-14 |
| Sample MFA Compliance Approval Letter | 8-15 |
| Sample MFA Compliance Conditions | 8-16 |



Lender Reference Book

Index (Continued)

Section 8: Forms (Cont)

| | |
|--|------|
| Mortgage Loan Delivery Check List – Payment\$aver, Helping Hand and SmartChoice..... | 8-17 |
| HOME Program Participating Homeownership Counseling Organizations | 8-18 |
| Request for HQS Inspections..... | 8-19 |
| HQS Inspectors..... | 8-20 |
| Certification of Completion..... | 8-21 |
| HOME Program Set Up and Completion Form..... | 8-22 |
| Environmental Review Record | 8-24 |
| HOME Program Request for Reimbursement..... | 8-25 |
| HOME Fund Use Form | 8-26 |
| Sample HUD-1 Form..... | 8-27 |
| Sample Completed HOME Fund Use Form | 8-29 |
| Sample Completed Exhibit 1 of HOME Mortgage..... | 8-30 |