

**Special Instructions to Complete MFA Home Single Family Program
(PaymentSaver/Helping Hand/SmartChoice)
Note and Mortgage**

- 1) Use current version posted on web site. www.housingnm.org
- 2) Page 1 of Note:
 - a) Loan Number: MFA Loan Number
 - b) Project Number: Leave Blank
 - c) Contract Number: Leave Blank
 - d) Date of Note
 - e) Property Address, City, State and Zip
- 3) Page 4 of Note:
 - a) Type name of Borrower, Co-Borrower and if applicable the Co-Signer below signature line
- 4) Page 1 of Mortgage:
 - a) Complete instructions to title company with originating lender and address to return original recorded document
 - b) Loan Number: MFA Loan Number
 - c) Project Number: Leave Blank
 - d) Contract Number: Leave Blank
 - e) Day, Month, Year of Mortgage
 - f) Mortgagor(s) Name(s)
 - g) Borrower(s) Vesting
 - h) Written amount of PaymentSaver/Helping Hand Mortgage
 - i) Typed amount of PaymentSaver/Helping Hand Mortgage
 - j) Date of Note (same as Mortgage)
 - k) County
 - l) Legal Description
 - m) Property Address
- 5) Page 2, number 3 of Mortgage:
 - a) Written amount of PaymentSaver/Helping Hand Mortgage
 - b) Typed amount of PaymentSaver/Helping Hand Mortgage
- 6) Page 8 of Mortgage:
 - a) Type name of Borrower and Co-Borrower below signature line
- 7) Page 9 of Mortgage:
 - a) Notary Section
 - b) Exhibit 1:
 - i) Loan Amount = PaymentSaver/Helping Hand or SmartChoice loan amount;
 - ii) Borrower Down Payment and/or Equity in the Property = Line 301 of the HUD-1 Settlement Statement less the amount of the 1st loan amount, second loan amount and **ANY** other loans;
 - iii) **This section *MUST* be completed prior to recording the mortgage.**
- 8) **Please do not record the Note with the Mortgage.**

Updated forms available on the MFA website www.housingnm.org. (Forms can be completed on-line)