Authority DMS

47	20	3	17
Reservations Started	Loans with Open Conditions	Waiting on Application Package	Waiting on Closing Package

Home Screen Navigation:

- Yellow Box: Reservations Started
    - Reservations have been started but haven't been submitted as a live/locked loan
- Red Box: Loans with Conditions
    - Incomplete loans for both application and closing status
- Green Box: Waiting on Application Package
    - Waiting on Homeownership Affidavit and Appraisal
- Blue Box: Waiting on Closing Package
    - Loans that heave been wired by the IHCDA waiting on closing documents to be uploaded

Tabs on the Left Side:

- Single Family
    - Loan Queue
        - Allows you to review the status of all of your loans
    - New Reservation
        - Allows you to reserve a new loan for a borrower
    - Rate Sheet
        - Allows you to view the IHCDA program rates for the day
    - Bulletins
        - Allows IHCDA staff to communicate with lenders about new updates
    - Training Documents

DMS	‹
Single Family	˅
Loan Queue	
New Reservation	
Rate Sheet	
Bulletins	
Training Documents	

How to Make a Reservation:

1. Click New Reservation on the left-hand side of the screen.
2. Enter Borrower's Information and their present address then click next. (Not the property address that they intend to purchase.)
3. Enter co-signer information if it applies, then click next.
    a. Click next and move to the next screen if there is no co-signer
4. Enter the borrower's annual income and the total number or income recipients.
5. Enter the household demographics.

ihcda

6. Enter the new property information.
    a. Be sure to note if the if the county is targeted or not. (View income & acquisition limits)
7. Enter the lender information and the programs you would like to use.
    a. The lender loan number is optional
    b. *Note: Reservations cannot be made until the rates have been set in the morning.*
    c. *Reservations cannot be made after 5pm ET*
8. Confirm submission
    a. Once the submission has been confirmed, a 5-digit loan number will be assigned to the reservation.
    b. You are now ready to upload the application documents.

8 Stages of the IHCDA Loan Process:

- *Can be found under the "Summary" tab*

1. Reserved
2. Fee Received
3. Application Upload
4. Application Review
5. Committed
6. Closing Upload
7. Closing Package Review
8. MCC Issued/Purchased

8 - MCC Issued/Purchased
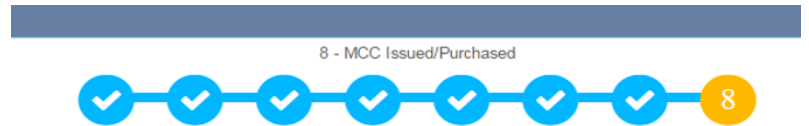
How to Upload the IHCDA Applications:

- *Required Documents: Homeownership Affidavit, Appraisal*

1. Click "loan queue" located on the left side of the screen.
2. Click the loan reservation number that you want to upload application documents for.
3. Click the documents tab.
4. Scroll down to the bottom of the page and click the dropdown under "Fillable Documents."
5. Click Homeownership Affidavit the click "Generate Filled Document."
6. Fill, sign, and date the Homeownership Affidavit.
7. While still on the documents tab, scroll up to the "Documents Required by Stage."
8. Click the arrow to the left to upload the Homeownership Affidavit.

| Summary | Mortgage | DPA | Property | Borrowers | Status | Comments | Transactions | Documents |

Info

| Borrower: CHARLIE CURTIS, Jr. | Reservation #: 54484 | Property: 222 ROOSEVELT STREET LA PORTE, IN 46350 |

Documents Required by Stage

Stage	Type	Required	File	Date
Reserved	IHCDA Internal Document - not me...	☐		
Reserved	IHCDA Internal Document - not me...	☐		
Application Upload	Appraisal	☐		

Other Documents

Type	File	Date

Fillable Documents

| Maximum Tax Recapture Notice w signature | ▼ |

Generate Filled Document

9. Repeat step 8 to upload the appraisal.
10. Once the Homeownership Affidavit and Appraisal have been uploaded, a submission box will appear asking if you are ready to submit the file to IHCDA for review. Click "Ok."

Application Incomplete (Conditions):

- If you receive an incomplete review, the loan status bubble will turn <u>red</u> at stage 4 under the "Summary" tab.

- The validation checks box, also under the "Summary" tab, will also show a <u>red</u> "X" meaning that there are open conditions.

- You will need to review the conditions and submit the correct information for IHCDA to process.

How to Review Open Conditions:

1. Click on the "Status" tab.
2. Scroll down to the bottom of the screen to the "Conditions" box.

3. Double click on the condition to review what needs to be corrected.

Stage	Application Review ▼
Condition Status	Lender Submitted ▼
UserName	Carla Bruce
Date Set	11/7/2019
Date Received	11/8/2019 ▼
Date Reviewed	▼
Condition	The IHCDA Homeownership Affidavit is marked "Yes" tha ▼
Condition Description	This is where you view what IHCDA has requested be fixed.

Save   Return

4. Correct the necessary documents, then click "Add Conditions Document" located at the bottom of the "Status" tab.
5. If there are multiple conditions, select the one you wish to satisfy.
6. Upload the new document, then click save.
7. Once Application Review stage is approved, you can request DPA funds.

How to Order DPA Funds:

1. Click the "Summary" tab.
2. Scroll to the bottom of the page and click "DPA Funding Request."
3. Enter the title company information where you wish for the DPA funds to be sent.
4. Enter the lender information on the "Contact Confirmation" side.
   a. The email address should be someone who needs to know that the DPA wire has been sent.
5. Click "Save."

6. You will be able to see when the DPA funding request has been submitted under the "Summary" tab in the "Loan Process" box.

Loan Process	
Bond Programs	Next Home, MCC
Commitment Expiration	3/26/2017
DPA Funding Requested on 2/15/2017	
Wire Date	2/15/2017
DPA Closing Date	
Servicer Number	02251546
Stage	MCC Issued/Purchased
Stage Status	Approved
Underwriter	Marianne Fraps
Stage Date	4/27/2017

7. Uploading the documents from the closing is next.

How to Upload Closing Documents:

- The process is the same as uploading the application documents.

1. Click the "Documents" tab.
2. Scroll to the bottom of the screen and click the "Fillable Documents" dropdown.
3. Click "IHCDA Closing Package Checklist."
4. Upload all the required documents on the checklist for IHCDA to review.
   a. The "Loan Status" will advance to stage 7, Closing Package Review.
5. Periodically check on the loan status to see of the closing documents have been approved.
6. If any of the documents aren't approved, IHCDA will create a condition for it.
7. Refer to the **"How to Review Open Conditions"** section on pages 3 and 4 to review how to submit the correct documents.
8. When stage 7 is a blue, checked bubble, IHCDA has final approved the loan.

8 - MCC Issued/Purchased