

**Step-by-Step Loan Reservation and Compliance Procedures and Program Timelines**

Steps	Stand-Alone Homeownership (DPA)	Stand-Alone MCC Program	Combined Homeownership/MCC	Required Documents
<b>Step 1. Loan Reservation</b>	Reserve the loan on the Lender Portal. <a href="http://www.tsm-online.org">http://www.tsm-online.org</a>	The following MCC procedures will go into effect on/about February 1 <sup>st</sup> . Until then, MCC loans will continue to be administered by First Southwest.	The following MCC procedures will go into effect on/about February 1 <sup>st</sup> . Until then, MCC loans will continue to be administered by First Southwest.	N/A. Lender reserves all loans online through the Lender Portal at <a href="http://www.tsm-online.org">www.tsm-online.org</a> .
<b>Step 2. Upload Underwriter Certification Form</b>	<b>Within 15 calendar days</b> of loan reservation, upload the Underwriter Certification Form through the Lender Portal.	<b>N/A.</b> The Stand-Alone MCC Program does not require an Underwriter Certification Form.	<b>Within 15 calendar days</b> of loan reservation, upload the Underwriter Certification Form through the Lender Portal.	1. Underwriter Certification
<b>Step 3. Upload Pre-Closing Compliance Package/Program Affidavit.</b>	<b>At least 10 calendar days</b> prior to loan closing, upload the Program Affidavit and the additional documents listed on the Pre-Closing Compliance Checklist.	<b>At least 10 calendar days</b> prior to loan closing, upload the Program Affidavit and the additional documents listed on the Pre-Closing Compliance Checklist.	<b>At least 10 calendar days</b> prior to loan closing, upload the Program Affidavit and the additional documents listed on the Pre-Closing Compliance Checklist.	1. Compliance Checklist 2. Program Affidavit 3. Initial Loan Application (1003) 4. Copy of Purchase Contract 5. Tax Returns (MCC only)
<b>Step 4. Download and Print Commitment Letter.</b>	Once the Pre-Closing Compliance Package has been approved by TSAHC, a Commitment Letter verifying the loan has been preliminarily approved for eligibility criteria will be available through the "PDF Forms" tab on the Lender Portal to download and print.	Once the Pre-Closing Compliance Package has been approved by TSAHC, a Commitment Letter verifying the loan has been preliminarily approved for eligibility criteria will be available through the "PDF Forms" tab on the Lender Portal to download and print.	Once the Pre-Closing Compliance Package has been approved by TSAHC, a Commitment Letter verifying the loan has been preliminarily approved for eligibility criteria will be available through the "PDF Forms" tab on the Lender Portal to download and print.	N/A. The Commitment Letter is available to Lenders after the Pre-Closing Compliance Package has been preliminarily approved under TSAHC's eligibility criteria. It is for the Lender's records only and does not need to be submitted to TSAHC.
<b>Step 5. Request DPA Funds From TSAHC.</b>	Complete and email the Funding Request Form to <a href="mailto:wire.request@tsahc.org">wire.request@tsahc.org</a> at least two (2) business days prior to closing. TSAHC will table fund DPA proceeds.	N/A. TSAHC does not provide DPA funds through our stand-alone MCC Program.	Complete and email the Funding Request Form to <a href="mailto:wire.request@tsahc.org">wire.request@tsahc.org</a> at least two (2) business days prior to closing. TSAHC will table fund DPA proceeds.	1. Funding Request Form 2. Approved HUD-1 Settlement Statement

<b>Step 6. Close/Fund Mortgage Loan.</b>	Close and fund loan according to Agency (FHA, VA or USDA-RHS) and Program guidelines.	Close and fund loan according to Agency (FHA, VA, USDA-RHS <b>or Conventional</b> ) and Program guidelines.	Close and fund loan according to Agency (FHA, VA or USDA-RHS) and Program guidelines.	N/A. No documents required to be sent to TSAHC at loan closing.
<b>Step 7. Upload Post-Closing Compliance Package.</b>	<b><u>Within 10 calendar days</u></b> following loan closing, upload the documents listed on the Post-Closing Compliance Checklist to TSAHC through the Lender Portal at <a href="http://www.tsm-online.org">www.tsm-online.org</a>	<b><u>Within 30 calendar days</u></b> following loan closing, upload the documents listed on the Post-Closing Compliance Checklist to TSAHC through the Lender Portal at <a href="http://www.tsm-online.org">www.tsm-online.org</a>	<b><u>Within 10 calendar days</u></b> following loan closing, upload the documents listed on the Post-Closing Compliance Checklist to TSAHC through the Lender Portal at <a href="http://www.tsm-online.org">www.tsm-online.org</a>	<ol style="list-style-type: none"> <li>1. Compliance Checklist</li> <li>2. Reaffirmation of Mortgage</li> <li>3. Final Loan Application (1003)</li> <li>4. Homebuyer Education Cert.</li> <li>5. Final HUD-1</li> <li>6. Sellers Affidavit (MCC only)</li> <li>7. ACH Transfer (MCC only)</li> </ol>
<b>Step 8. Deliver Loan to U.S. Bank for Purchase.<sup>1</sup></b>	Closed/funded loan must be delivered to U.S. Bank <u>within 45 calendar days</u> of loan reservation. <b><u>Closing package must be approved by TSAHC and the loan purchased by U.S. Bank within 70 calendar days of loan reservation.<sup>1</sup></u></b>	N/A. Lender follows their own organization's secondary marketing policies for distribution of the loan. Loan must be closed, funded and fully approved by TSAHC <b><u>within 120 days of loan reservation.</u></b>	Closed/funded loan must be delivered to U.S. Bank <u>within 45 calendar days</u> of loan reservation. <b><u>Closing package must be approved by TSAHC and the loan purchased by U.S. Bank within 70 calendar days of loan reservation.<sup>1</sup></u></b>	N/A. Once the Post-Closing Compliance Package has been approved, the status of the loan on the Lender Portal will be changed to "Approved" and the Servicer will be notified that the loan meets TSAHC's eligibility requirements.
<b>Step 9. Check Loan Status.</b>	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, U.S. Bank will be authorized to purchase the loan (subject to compliance with U.S. Bank 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, U.S. Bank will be authorized to purchase the loan (subject to compliance with U.S. Bank requirements).	N/A.
<b>Step 10. Loan Purchased/MCC Issued.</b>	Once all TSAHC and U.S. Bank conditions have been met, the loan will be purchased by U.S. Bank.	Once all conditions have been met, the Mortgage Credit Certificate will be mailed to the Borrower.	Once all TSAHC and U.S. Bank conditions have been met, the loan will be purchased by U.S. Bank.	N/A.

<sup>1</sup>If the loan is not eligible for purchase within the 70 day purchase period, the lender may request a 30-day extension for a flat fee of \$375. 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 loan will be cancelled and returned to the lender if not purchased by U.S. Bank within 100 days of loan reservation.