

## Step-by-Step Procedures

Updated 4/1/2025

Step	No DPA (0%) Only (No MCC)	No DPA (0%) + MCC	Non-Bond DPA Only (No MCC)	Non-Bond DPA + MCC	Status
Step 1. Qualify Borrower	<ul style="list-style-type: none"> <li>• <u>NO</u> First-Time Homebuyer Requirement</li> <li>• <u>NO</u> Recapture Tax</li> <li>• Income based on 1003 qualifying income.</li> <li>• Available for TX Hero and Home Sweet Texas</li> </ul> <p><b>FICO's &amp; DTI:</b> <b>Government loans:</b></p> <ul style="list-style-type: none"> <li>○ FICO <math>\geq</math> 620</li> <li>○ No max DTI w/AUS Approval</li> <li>○ .25% fee for 620-639 FICO</li> <li>○ <u>FHA manual - Max DTI of 43% with 640+ FICO</u></li> <li>○ Manufactured homes: 640+ FICO</li> </ul> <p><b>HFA Preferred and HFA Advantage Conventional loans:</b></p> <ul style="list-style-type: none"> <li>○ LTVs <math>\leq</math> 97%</li> <li>○ &gt; 80% AMFI = Standard MI</li> <li>○ <math>\leq</math> 80% = Charter MI</li> <li>○ FICO <math>\geq</math> 640</li> <li>○ No max DTI w/DU or LPA Approval</li> </ul>	<ul style="list-style-type: none"> <li>• Must be a First Time Homebuyer</li> <li>• Potential Recapture Tax</li> <li>• Income based on household (All family members signing deed of trust.)</li> <li>• Available for TX Hero and Home Sweet Texas</li> <li>• 15% MCC credit rate</li> </ul> <p><b>FICO's &amp; DTI:</b> <b>Government loans:</b></p> <ul style="list-style-type: none"> <li>○ FICO <math>\geq</math> 620</li> <li>○ No max DTI w/AUS Approval</li> <li>○ .25% fee for 620-639 FICO</li> <li>○ <u>FHA manuals - Max DTI of 43% with 640+ FICO</u></li> <li>○ Manufactured homes: 640+ FICO</li> </ul> <p><b>HFA Preferred and HFA Advantage Conventional loans:</b></p> <ul style="list-style-type: none"> <li>○ LTVs <math>\leq</math> 97%</li> <li>○ &gt; 80% AMFI = Standard MI</li> <li>○ <math>\leq</math> 80% = Charter MI</li> <li>○ FICO <math>\geq</math> 640</li> <li>○ No max DTI w/DU or LPA Approval</li> </ul>	<ul style="list-style-type: none"> <li>• <u>NO</u> First-Time Homebuyer Requirement</li> <li>• <u>NO</u> Recapture Tax</li> <li>• Income based on 1003 qualifying income.</li> <li>• Available for TX Hero and Home Sweet Texas</li> </ul> <p><b>FICO's &amp; DTI:</b> <b>Government loans:</b></p> <ul style="list-style-type: none"> <li>○ FICO <math>\geq</math> 620</li> <li>○ No max DTI w/AUS Approval</li> <li>○ .25% fee for 620-639 FICO</li> <li>○ <u>FHA manual - Max DTI of 43% with 640+ FICO</u></li> <li>○ Manufactured homes: 640+ FICO</li> </ul> <p><b>HFA Preferred and HFA Advantage Conventional loans:</b></p> <ul style="list-style-type: none"> <li>○ LTVs <math>\leq</math> 97%</li> <li>○ &gt; 80% AMFI = Standard MI</li> <li>○ <math>\leq</math> 80% = Charter MI</li> <li>○ FICO <math>\geq</math> 640</li> <li>○ No max DTI w/DU or LPA Approval</li> </ul>	<ul style="list-style-type: none"> <li>• Must be a First-Time Homebuyer</li> <li>• Potential Recapture Tax</li> <li>• Income based on household (All family members signing deed of trust.)</li> <li>• Available for TX Hero and Home Sweet Texas</li> <li>• 15% MCC credit rate</li> </ul> <p><b>FICO's &amp; DTI:</b> <b>Government loans:</b></p> <ul style="list-style-type: none"> <li>○ FICO <math>\geq</math> 620</li> <li>○ No max DTI w/AUS Approval</li> <li>○ .25% fee for 620-639 FICO</li> <li>○ <u>FHA manuals - Max DTI of 43% with 640+ FICO</u></li> <li>○ Manufactured homes: 640+ FICO</li> </ul> <p><b>HFA Preferred and HFA Advantage Conventional loans:</b></p> <ul style="list-style-type: none"> <li>○ LTVs <math>\leq</math> 97%</li> <li>○ &gt; 80% AMFI = Standard MI</li> <li>○ <math>\leq</math> 80% = Charter MI</li> <li>○ FICO <math>\geq</math> 640</li> <li>○ No max DTI w/DU or LPA Approval</li> </ul>	N/A
Step 2. Loan Registration , Lock or Float and Download Documents	Register the loan on LoanDock at <a href="http://www.bayviewtpo.com">www.bayviewtpo.com</a> . Download TSAHC Pre-Closing Package. <b><u>If you choose to float, the product may not be available at the time of lock.</u></b>	Register the loan on LoanDock at <a href="http://www.bayviewtpo.com">www.bayviewtpo.com</a> . Download TSAHC Pre-Closing Package. <b><u>If you choose to float, the product may not be available at the time of lock.</u></b>	Register the loan on LoanDock at <a href="http://www.bayviewtpo.com">www.bayviewtpo.com</a> . Download TSAHC Pre-Closing Package. <b><u>If you choose to float, the product may not be available at the time of lock.</u></b>	Register the loan on LoanDock at <a href="http://www.bayviewtpo.com">www.bayviewtpo.com</a> . Download TSAHC Pre-Closing Package. <b><u>If you choose to float, the product may not be available at the time of lock.</u></b>	Registered, Lock or Float

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<b>Step 3. Underwrite the Loan</b>	<b><u>HFA Conv., FHA, VA or USDA loans:</u></b> Lender underwrites the loan in-house.	<b><u>HFA Conv., FHA, VA or USDA loans:</u></b> Lender underwrites the loan in-house.	<b><u>HFA Conv., FHA, VA or USDA loans:</u></b> Lender underwrites the loan in-house.	<b><u>HFA Conv., FHA, VA or USDA loans:</u></b> Lender underwrites the loan in-house.	Registered, Lock or Float
<b>Step 4. Upload TSAHC Pre- Closing Package</b>	<p><b><u>At least 5 calendar days</u></b> prior to loan closing, upload the documents listed on the TSAHC Pre-Close Checklist.</p> <p><b><u>Note: TSAHC will NOT review the Pre-Close package until loan is locked and all required documents submitted.</u></b></p> <p><b><u>Required Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. TSAHC Pre-Close Checklist</li> <li>2. Underwriter's Certification</li> <li>3. Program Affidavit</li> <li>4. Initial URLA (1003)</li> <li>5. Copy of Purchase Contract</li> </ol> <p><b><u>NO Tax Returns Required</u></b></p>	<p><b><u>At least 5 calendar days</u></b> prior to loan closing, upload the documents listed on the TSAHC Pre-Close Checklist.</p> <p><b><u>Note: TSAHC will NOT review Pre-Close packages until loans are locked and all documents are submitted.</u></b></p> <p><b><u>Required Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. TSAHC Pre-Close Checklist</li> <li>2. Underwriter's Certification</li> <li>3. Program Affidavit</li> <li>4. Initial URLA (1003)</li> <li>5. Copy of Purchase Contract</li> <li>6. Important Information about your MCC (signed)</li> <li>7. <u>3 Years signed Tax Returns/Transcripts Required</u></li> </ol>	<p><b><u>At least 5 calendar days</u></b> prior to loan closing, upload the documents listed on the TSAHC Pre-Close Checklist.</p> <p><b><u>Note: TSAHC will NOT review the Pre-Close package until loan is locked and all required documents submitted.</u></b></p> <p><b><u>Required Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. TSAHC Pre-Close Checklist</li> <li>2. Underwriter's Certification</li> <li>3. Program Affidavit</li> <li>4. Initial URLA (1003)</li> <li>5. Copy of Purchase Contract</li> </ol> <p><b><u>NO Tax Returns Required</u></b></p>	<p><b><u>At least 5 calendar days</u></b> prior to loan closing, upload the documents listed on the TSAHC Pre-Close Checklist.</p> <p><b><u>Note: TSAHC will NOT review Pre- Close packages until loans are locked and all documents are submitted.</u></b></p> <p><b><u>Required Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. TSAHC Pre-Close Checklist</li> <li>2. Underwriter's Certification</li> <li>3. Program Affidavit</li> <li>4. Initial URLA (1003)</li> <li>5. Copy of Purchase Contract</li> <li>6. Important Information about your MCC (signed)</li> <li>7. <u>3 Years signed Tax Returns/Transcripts Required</u></li> </ol>	<p><b>Status:</b></p> <ol style="list-style-type: none"> <li>1. Pre-Close Package Received</li> <li>2. Pre-Close Review in Process</li> <li>3. Pre-Close Review Suspended= Incomplete documentation</li> <li>4. Pre-Close Approved= TSAHC Committed</li> </ol>
<b>Step 5. Download and Print Commitment Letter and closing docs</b>	<p>Once the TSAHC Pre-Close package is approved, a Commitment Letter and closing docs will be in the "Forms Library" section specific for the reservation to download, print and bring to closing.</p> <p><b><u>TSAHC Closing docs:</u></b></p> <ol style="list-style-type: none"> <li>1. Reaffirmation of Mortgagor</li> <li>2. Notice of Transfer of Servicing Rights</li> </ol>	<p>Once the Pre-Closing Compliance Package is approved, a Commitment Letter and closing docs will be in the "Forms Library" section specific for the reservation to download, print and bring to closing.</p> <p><b><u>TSAHC Closing docs:</u></b></p> <ol style="list-style-type: none"> <li>1. Seller's Affidavit</li> <li>2. Reaffirmation of Mortgagor</li> <li>3. Notice of Transfer of Servicing Rights (for 3yr. def. forgivable)</li> <li>4. Important Information about your MCC (signed)</li> </ol>	<p>Once the TSAHC Pre-Close package is approved, a Commitment Letter and closing docs will be in the "Forms Library" section specific for the reservation to download, print and bring to closing.</p> <p><b><u>TSAHC Closing docs:</u></b></p> <ol style="list-style-type: none"> <li>1. Reaffirmation of Mortgagor</li> <li>2. Notice of DPA</li> <li>3. Note &amp; Deed of Trust (for 3yr. def. forgivable)</li> <li>4. Notice of Transfer of Servicing Rights (for 3yr. def. forgivable)</li> </ol>	<p>Once the Pre-Closing Compliance Package is approved, a Commitment Letter and closing docs will be in the "Forms Library" section specific for the reservation to download, print and bring to closing.</p> <p><b><u>TSAHC Closing docs:</u></b></p> <ol style="list-style-type: none"> <li>1. Seller's Affidavit</li> <li>2. Reaffirmation of Mortgagor</li> <li>3. Notice of DPA</li> <li>4. Note &amp; Deed of Trust (for 3yr. def. forgivable)</li> <li>5. Notice of Transfer of Servicing Rights (for 3yr. def. forgivable)</li> <li>6. Important Information about your MCC (signed)</li> </ol>	<p>Pre-Close Approved= TSAHC Committed</p>

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<b>Step 6.</b> <b>Review</b> <b>Program Fees</b> <b>&amp; Lender</b> <b>Compensation</b>	<ul style="list-style-type: none"> <li>\$200 Compliance Fee</li> <li>\$250 Funding Fee</li> <li>\$85 Tax Service Fee</li> <li>620-639 FICO -.25% fee, if applicable</li> <li>1% origination fee</li> </ul> <p><b>Principal reductions not allowed. Review requirements in <a href="#">3.3 of TSAHC guidelines</a>.</b></p> <p><b><u>Compensation:</u></b> Lenders can now charge 1% origination fee in addition to the .25% 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"> <li>\$400 Issuance Fee (waived for Texas Heroes)</li> <li>\$200 Compliance Fee</li> <li>\$250 Funding Fee</li> <li>\$85 Tax Service Fee</li> <li>620-639 FICO -.25% fee, if applicable</li> <li>1% origination fee</li> </ul> <p><b>Principal reductions not allowed. Review requirements in <a href="#">3.3 of TSAHC guidelines</a>.</b></p> <p><b><u>Compensation:</u></b> Lenders can now charge 1% origination fee in addition to the .25% 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"> <li>\$200 Compliance Fee</li> <li>\$250 Funding Fee</li> <li>\$85 Tax Service Fee</li> <li>620-639 FICO -.25% fee, if applicable</li> <li>1% origination fee</li> </ul> <p><b>Principal reductions not allowed. Review requirements in <a href="#">3.3 of TSAHC guidelines</a>.</b></p> <p><b><u>Compensation:</u></b> Lenders can now charge 1% origination fee in addition to the .25% 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"> <li>\$400 Issuance Fee (waived for Texas Heroes)</li> <li>\$200 Compliance Fee</li> <li>\$250 Funding Fee</li> <li>\$85 Tax Service Fee</li> <li>620-639 FICO- .25% fee, if applicable</li> <li>1% origination fee</li> </ul> <p><b>Principal reductions not allowed. Review requirements in <a href="#">3.3 of TSAHC guidelines</a>.</b></p> <p><b><u>Compensation:</u></b> Lenders can now charge 1% origination fee in addition to the .25% origination fee for FICOs of 620-639, if applicable. Lakeview pays 1.50% in SRP at loan purchase.</p>	N/A
<b>Step 7. DPA Funds From TSAHC</b>	No DPA funds advanced for this program.	No DPA funds advanced for this 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.	Pre-Close Approved= TSAHC Committed
<b>Step 8.</b> <b>Payment</b> <b>Method of</b> <b>Program Fees</b>	Lakeview will deduct all the above fees referenced in Step 6 from the lender's wire at loan purchase. <b><u>DO NOT SEND PAYMENT TO TSAHC.</u></b>	Lakeview will deduct all the above fees referenced in Step 6 from the lender's wire at loan purchase. <b><u>DO NOT SEND PAYMENT TO TSAHC.</u></b>	Lakeview will deduct all the above fees referenced in Step 6 from the lender's wire at loan purchase. <b><u>DO NOT SEND PAYMENT TO TSAHC.</u></b>	Lakeview will deduct all the above fees referenced in Step 6 from the lender's wire at loan purchase. <b><u>DO NOT SEND PAYMENT TO TSAHC.</u></b>	N/A
<b>Step 9.</b> <b>Close/Fund</b> <b>Mortgage</b> <b>Loan</b>	<b><u>MUST have a commitment letter from TSAHC prior to closing.</u></b> Close and fund loan according to Agency and Program Guidelines. Look at Step 5 "TSAHC Closing docs" for the documents borrower must sign at closing.	<b><u>MUST have a commitment letter from TSAHC prior to closing.</u></b> Close and fund loan according to Agency and Program Guidelines. Look at Step 5 "TSAHC Closing docs" for the documents borrower must sign at closing.	<b><u>MUST have a commitment letter from TSAHC prior to closing.</u></b> Close and fund loan according to Agency and Program Guidelines. Look at Step 5 "TSAHC Closing docs" for the documents borrower must sign at closing.	<b><u>MUST have a commitment letter from TSAHC prior to closing.</u></b> Close and fund loan according to Agency and Program Guidelines. Look at Step 5 "TSAHC Closing docs" for the documents borrower must sign at closing.	Pre-Close Approved= TSAHC Committed

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<b>Step 10. Deliver TSAHC Closing Docs to Lakeview</b>	<p><b><u>NO LATER than 5 days</u></b> following loan closing, upload the TSAHC documents listed below with the complete credit and closing file to the Lakeview Closed Loan &gt; Deliver Loan page in LoanDock. <u>Please note, Lakeview will manage post-close reviews so there is no need to upload closing documents to the TSAHC portal. See Step 11.</u></p> <p><b><u>TSAHC Closing Docs:</u></b></p> <ol style="list-style-type: none"> <li>1. Reaffirmation of Mortgagor</li> <li>2. Notice of Transfer of Servicing Rights</li> <li>3. Homebuyer Education Cert.</li> </ol>	<p><b><u>NO LATER than 5 days</u></b> following loan closing, upload the TSAHC documents listed below with the complete credit and closing file to the Lakeview Closed Loan &gt; Deliver Loan page in LoanDock. <u>Please note, Lakeview will manage post-close reviews so there is no need to upload closing documents to the TSAHC portal. See Step 11.</u></p> <p><b><u>TSAHC Closing Docs:</u></b></p> <ol style="list-style-type: none"> <li>1. Seller's Affidavit</li> <li>2. Reaffirmation of Mortgagor</li> <li>3. Notice of Transfer of Servicing Rights (for 3yr. def. forgivable)</li> <li>4. Homebuyer Education Cert.</li> <li>5. Important Information about your MCC (signed)</li> </ol>	<p><b><u>NO LATER than 5 days</u></b> following loan closing, upload the TSAHC documents listed below with the complete credit and closing file to the Lakeview Closed Loan &gt; Deliver Loan page in LoanDock. <u>Please note, Lakeview will manage post-close reviews so there is no need to upload closing documents to the TSAHC portal. See Step 11.</u></p> <p><b><u>TSAHC Closing Docs:</u></b></p> <ol style="list-style-type: none"> <li>1. Reaffirmation of Mortgagor</li> <li>2. Notice of DPA</li> <li>3. Note &amp; Deed of Trust (for 3yr. def. forgivable)</li> <li>4. Notice of Transfer of Servicing Rights (for 3yr. def. forgivable)</li> <li>5. Homebuyer Education Cert.</li> </ol> <p>See Lakeview <a href="#">Closed Loan Delivery Checklist Here</a></p>	<p><b><u>NO LATER than 5 days</u></b> following loan closing, upload the TSAHC documents listed below with the complete credit and closing file to the Lakeview Closed Loan &gt; Deliver Loan page in LoanDock. <u>Please note, Lakeview will manage post-close reviews so there is no need to upload closing documents to the TSAHC portal. See Step 11.</u></p> <p><b><u>TSAHC Closing Docs:</u></b></p> <ol style="list-style-type: none"> <li>1. Seller's Affidavit</li> <li>2. Reaffirmation of Mortgagor</li> <li>3. Notice of DPA</li> <li>4. Note &amp; Deed of Trust (for 3yr. def. forgivable)</li> <li>5. Notice of Transfer of Servicing Rights (for 3yr. def. forgivable)</li> <li>6. Homebuyer Education Cert.</li> <li>7. Important Information about your MCC (signed)</li> </ol> <p>See Lakeview <a href="#">Closed Loan Delivery Checklist Here</a></p>	<p><b>Status:</b> Refer to the Lakeview Closed Loan &gt; Deliver Loan page in LoanDock for post-close status</p>
	<p>See Lakeview <a href="#">Closed Loan Delivery Checklist Here</a></p>	<p>See Lakeview <a href="#">Closed Loan Delivery Checklist Here</a></p>			

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Step 11. Deliver the Closed Loan Packages (Credit and Closing Documents) to Lakeview	<p><u>TSAHC closing docs are no longer reviewed by TSAHC. All TSAHC closing documents will be delivered with the Closed loan packages (Credit and Closing Documents) to Lakeview electronically via the Loan Dock Client Portal and purchased by Lakeview within 60 calendar days of loan reservation.</u><sup>1</sup></p> <p><u>Original Note Collateral should be directed to the following Address:</u> Lakeview Loan Servicing, LLC Attn: Lakeview Correspondent 507 Prudential Rd, Mail Stop S142 Horsham, PA 19044</p> <p>Should you have questions on post-close conditions, please contact your Lakeview Client Manager.</p>	<p><u>TSAHC closing docs are no longer reviewed by TSAHC. All TSAHC closing documents will be delivered with the Closed loan packages (Credit and Closing Documents) to Lakeview electronically via the Loan Dock Client Portal and purchased by Lakeview within 60 calendar days of loan reservation.</u><sup>1</sup></p> <p><u>Original Note Collateral should be directed to the following Address:</u> Lakeview Loan Servicing, LLC Attn: Lakeview Correspondent 507 Prudential Rd, Mail Stop S142 Horsham, PA 19044</p> <p>Should you have questions on post-close conditions, please contact your Lakeview Client Manager.</p>	<p><u>TSAHC closing docs are no longer reviewed by TSAHC. All TSAHC closing documents will be delivered with the Closed loan packages (Credit and Closing Documents) to Lakeview electronically via the Loan Dock Client Portal and purchased by Lakeview within 60 calendar days of loan reservation.</u><sup>1</sup></p> <p><u>Original Note Collateral should be directed to the following Address:</u> Lakeview Loan Servicing, LLC Attn: Lakeview Correspondent 507 Prudential Rd, Mail Stop S142 Horsham, PA 19044</p> <p>Should you have questions on post-close conditions, please contact your Lakeview Client Manager.</p>	<p><u>TSAHC closing docs are no longer reviewed by TSAHC. All TSAHC closing documents will be delivered with the Closed loan packages (Credit and Closing Documents) to Lakeview electronically via the Loan Dock Client Portal and purchased by Lakeview within 60 calendar days of loan reservation.</u><sup>1</sup></p> <p><u>Original Note Collateral should be directed to the following Address:</u> Lakeview Loan Servicing, LLC Attn: Lakeview Correspondent 507 Prudential Rd, Mail Stop S142 Horsham, PA 19044</p> <p>Should you have questions on post-close conditions, please contact your Lakeview Client Manager.</p>	<p><b>Status:</b> Refer to the Lakeview Closed Loan &gt; Deliver Loan page in LoanDock for post-close status.</p>
Step 12. Loan Purchased/M CC Issued	Once all TSAHC and Lakeview conditions have been met, the loan will be purchased by Lakeview.	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.	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.	<p><b>Status:</b> Refer to the Lakeview Closed Loan &gt; Deliver Loan page in LoanDock for post-close status. 1. Lakeview Purchased</p>

<sup>1</sup>If 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. Lakeview 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. Contact Lakeview Commitment Desk for assistance with extensions at 855-Lakeview Opt. 1.