

## Step-by-Step Procedures

Step	Non-Bond DPA Program Only (No MCC)	MCC Program Only is discontinued on 11/01/2023	Combined Non-Bond DPA & MCC	Bond DPA Program Out of Funds/Discontinued June 2024	Status
Step 1. Qualify Borrower	<ul style="list-style-type: none"> <li>• NO First-Time Homebuyer Requirement</li> <li>• NO 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>• <b>The standalone MCC program is discontinued indefinitely for new reservations on 11/01/2023</b></li> <li>• <del>Must be a First-Time Homebuyer</del></li> <li>• <del>Potential Recapture Tax</del></li> <li>• <del>Income based on household (All family members signing deed of trust.)</del></li> <li>• <del>The loan must be a fixed rate loan with <u>no restriction on loan type</u>, term, or credit score.</del></li> <li>• <del>Available for TX Hero and Home Sweet Texas</del></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>• <b>The BOND DPA program is out of funding and discontinued.</b></li> <li>• <del>Available only to First-Time Homebuyers <math>\leq</math> 80% AMFI</del></li> <li>• <del>Potential Recapture Tax</del></li> <li>• <del>Income based on household (All family members signing deed of trust.)</del></li> <li>• <del>Available for TX Hero and Home Sweet Texas</del></li> </ul> <p><b>FICO's &amp; DTI:</b>  <b>Government loans only:</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 underwrites allowed - Max DTI of 43% with 640+ FICO</u></li> <li>○ Manufactured homes: 640+ FICO</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>	<del>Register the loan on LoanDock at <a href="http://www.bayviewtpo.com">www.bayviewtpo.com</a>. Download TSAHC Pre-Closing Package.</del>	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>	<del>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></del>	Registered, Lock or Float

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<b>Step 3. Underwrite the Loan</b>	<b>HFA Conv., FHA, VA or USDA loans:</b> Lender underwrites the loan in-house.	<del>MCC:</del> No restriction on loan type. Lender underwrites the loan in-house.	<b>HFA Conv., FHA, VA or USDA loans:</b> Lender underwrites the loan in-house.	<del>Government Loans Only:</del> Lender underwrites the loan in-house.	Registered, Lock or Float
<b>Step 4. Upload TSAHC Pre- Closing Package</b>	<u>At least 5 calendar days</u> prior to loan closing, upload the documents listed on the TSAHC Pre-Close Checklist.  <u>Note: TSAHC will NOT review the Pre-Close package until loan is locked and all required documents submitted.</u>  <u>Required Documents:</u> 1. TSAHC Pre-Close Checklist 2. Underwriter's Certification 3. Program Affidavit 4. Initial URLA (1003) 5. Copy of Purchase Contract 6. <u>NO Tax Returns Required</u>	<u>At least 5 calendar days</u> prior to loan closing, upload the documents listed on the TSAHC Pre-Close Checklist.  <u>Required Documents:</u> 1. TSAHC Pre-Close Checklist 2. Program Affidavit 3. Initial URLA (1003) 4. Copy of Purchase Contract 5. <u>3 Years signed Tax Returns/Transcripts Required</u>	<u>At least 5 calendar days</u> prior to loan closing, upload the documents listed on the TSAHC Pre-Close Checklist.  <u>Note: TSAHC will NOT review Pre-Close packages until loans are locked and all documents are submitted.</u>  <u>Required Documents:</u> 1. TSAHC Pre-Close Checklist 2. Underwriter's Certification 3. Program Affidavit 4. Initial URLA (1003) 5. Copy of Purchase Contract 6. Important Information about your MCC (signed) 7. <u>3 Years signed Tax Returns/Transcripts Required</u>	<u>At least 5 calendar days</u> prior to loan closing, upload the documents listed on the TSAHC Pre-Close Checklist.  <u>Note: TSAHC will NOT review Pre- Close packages until loans are locked and all documents are submitted.</u>  <u>Required Documents:</u> 1. TSAHC Pre-Close Checklist 2. Underwriter's Certification 3. Program Affidavit 4. Initial URLA (1003) 5. Copy of Purchase Contract 6. <u>3 Years signed Tax Returns/Transcripts Required</u> 7. <u>Notice of Potential Recapture Tax (review with borrower)</u>	<b>Status:</b> 1. Pre-Close Package Received 2. Pre-Close Review in Process 3. Pre-Close Review Suspended= Incomplete documentation 4. Pre-Close Approved= TSAHC Committed
<b>Step 5. Download and Print Commitment Letter and closing docs</b>	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.  <u>TSAHC Closing docs:</u> 1. Reaffirmation of Mortgagor 2. Notice of DPA 3. Note & Deed of Trust (3yr. def. forgivable) 4. Notice of Transfer of Servicing Rights (3yr. def. forgivable)	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.  <u>TSAHC Closing docs:</u> 1. Seller's Affidavit 2. Reaffirmation of Mortgagor 3. Recapture Tax Notice	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.  <u>TSAHC Closing docs:</u> 1. Seller's Affidavit 2. Reaffirmation of Mortgagor 3. Notice of DPA 4. Note & Deed of Trust (3yr. def. forgivable) 5. Notice of Transfer of Servicing Rights (3yr. def.) 6. Important Information about your MCC (signed)	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.  <u>TSAHC Closing docs:</u> 1. Seller's Affidavit 2. Reaffirmation of Mortgagor 3. Notice of DPA 4. Note & Deed of Trust (3yr. def. forgivable 2 <sup>nd</sup> lien) 5. Notice of Transfer of Servicing Rights (3yr. def.) 6. Notice of Potential Recapture Tax (signed) 7. Tax Exempt Mortgage Rider (Record with 1 <sup>st</sup> lien deed)	Pre-Close Approved= TSAHC Committed

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Step 6. Review Program Fees & Lender Compensation	<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>Compensation:</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><del>\$400 Issuance Fee</del></li> <li><del>\$200 Compliance Fee</del></li> </ul> <p><del><b>Compensation:</b> Loans will NOT be purchased by Lakeview. The lender may retain or sell such loans. Lenders are compensated according to internal policies.</del></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>Compensation:</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><del>\$200 Compliance Fee</del></li> <li><del>\$250 Funding Fee</del></li> <li><del>\$85 Tax Service Fee</del></li> <li><del>620-639 FICO .25% fee, if applicable</del></li> <li><del>1% origination fee</del></li> </ul> <p><del><b>Principal reductions not allowed. Review requirements in <a href="#">3.3 of TSAHC guidelines</a>.</b></del></p> <p><del><b>Compensation:</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.</del></p>	N/A
Step 7. DPA Funds From TSAHC	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.	<del>TSAHC does not provide DPA funds through the MCC Program.</del>	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.	<del>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.</del>	Pre-Close Approved= TSAHC Committed
Step 8. Payment Method of Program Fees	Lakeview will deduct all above fees referenced in Step 6 from the lender's wire at loan purchase. <b><u>DO NOT SEND PAYMENT TO TSAHC.</u></b>	<del>Fees must be paid directly to TSAHC through ACH or corporate check.</del>	Lakeview will deduct all above fees referenced in Step 6 from the lender's wire at loan purchase. <b><u>DO NOT SEND PAYMENT TO TSAHC.</u></b>	<del>Lakeview will deduct all above fees referenced in Step 6 from the lender's wire at loan purchase. <b><u>DO NOT SEND PAYMENT TO TSAHC.</u></b></del>	N/A
Step 9. Close/Fund Mortgage Loan	<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.	<del><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 <b><u>POST-CLOSING CHECKLIST</u></b> for the documents borrower must sign at closing.</del>	<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.	<del><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.</del>	Pre-Close Approved= TSAHC Committed

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Step 10. Deliver TSAHC Closing Docs to Lakeview	<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. Please note, Lakeview will manage post-close reviews so there is no need to upload closing documents to the TSAHC portal. See Step 11.</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. TSAHC Note &amp; Deed of Trust (3yr. def. forgivable) only)</li> <li>4. Notice of Transfer of Servicing Rights (3yr. def. forgivable only)</li> <li>5. Homebuyer Education Cert.</li> </ol> <p>See Lakeview <a href="#">Closed Loan Delivery Checklist Here</a></p>	<p><del><b><u>NO LATER than 5 days</u></b> following loan closing, upload the documents listed below on the Lender Portal.</del></p> <p><b><u>TSAHC Closing Doc:</u></b></p> <ol style="list-style-type: none"> <li>1. <del>Compliance Checklist</del></li> <li>2. <del>Reaffirmation of Mortgagor</del></li> <li>3. <del>Homebuyer Education Cert.</del></li> <li>4. <del>Final URLA w/Lender Loan info</del></li> <li>5. <del>Final Closing Disclosure</del></li> <li>6. <del>Sellers Affidavit</del></li> <li>7. <del>MCC Payment Form</del></li> <li>8. <del>Recapture Tax Notice</del></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. Please note, Lakeview will manage post-close reviews so there is no need to upload closing documents to the TSAHC portal. See Step 11.</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 (3yr. def. forgivable)</li> <li>5. Notice of Transfer of Servicing Rights (3yr. def. forgivable only)</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><del><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. Please note, Lakeview will manage post-close reviews so there is no need to upload closing documents to the TSAHC portal. See Step 11.</del></p> <p><b><u>TSAHC Closing Docs:</u></b></p> <ol style="list-style-type: none"> <li>1. <del>Reaffirmation of Mortgagor</del></li> <li>2. <del>Notice of DPA</del></li> <li>3. <del>TSAHC Note &amp; Deed of Trust (3yr. def. forgivable only)</del></li> <li>4. <del>Notice of Transfer of Servicing Rights (3yr. def. forgivable only)</del></li> <li>5. <del>Sellers Affidavit</del></li> <li>6. <del>Notice of Potential Recapture Tax (signed)</del></li> <li>7. <del>Tax Exempt Mortgage Rider (Record with 1st lien deed)</del></li> <li>8. <del>Homebuyer Education Cert.</del></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>

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Step 11. Deliver the Closed Loan Packages (Credit and Closing Documents) to Lakeview	<p><b><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.<sup>1</sup></u></b></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>	Lender follows their own company's secondary marketing policies for distribution of the loan. Loan must be closed, funded and fully approved by TSAHC within 60 days of loan reservation.	<p><b><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.<sup>1</sup></u></b></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><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.<sup>1</sup></u></b></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><del>Should you have questions on post-close conditions, please contact your Lakeview Client Manager.</del></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/MCC Issued	Once all TSAHC and Lakeview conditions have been met, the loan will be purchased by Lakeview.	<del>Once all conditions have been met, the Mortgage Credit Certificate will be mailed to the Borrower.</del>	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.	<del>Once all TSAHC and Lakeview conditions have been met, the loan will be purchased by Lakeview.</del>	<p><b>Status:</b> Refer to the Lakeview Closed Loan &gt; Deliver Loan page in LoanDock for post-close status.</p> <p>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.