

PROCESS FLOW

- ☐ Loan Originator evaluates the Customer and property (obtain home description if known) to determine if the Customer may be candidate for LINK. If they are, TPO Partner to create a LINK loan within the Dash Portal.
- ☐ Upon successful application upload, LHFS will review the application and escalate to TRIO for approval.
 - TBD – Broker Needs to Review and submit to LHFS
 - Income Documents per guidelines
 - Asset Documents per guidelines
 - Housing History per guidelines
 - PDF of URLA/1003
 - Has Property (Under Contract) – Broker Needs to Review and submit to LHFS
 - Income Documents per guidelines
 - Asset Documents per guidelines
 - Housing History per guidelines
 - PDF of URLA/1003
 - Subject property must meet LINK home inspection guidance
 - If customer meets the minimum LINK Qualifications broker will submit LINK to LHFS using the [DASH](#) portal (See instructions below “How to Create a LINK Transaction within Dash”)
- ☐ Land Home will review LINK application and documents to ensure customer meets minimum guidelines. LHFS will submit required documents to TRIO for LINK approval
- ☐ LINK Approval
 - LHFS will receive the approval from TRIO
 - Will review approval from TRIO and condition broker for any outstanding conditions
 - LINK Home Inspection Review Guidance must be provided to broker for borrower to sign and understand property conditions when selecting property
- ☐ TRIO LINK Decline
 - Will notify broker of the decline
- ☐ Subject Property Found
- ☐ Broker must provide a signed contract, including assignment addendum, and copy of the EMD
- ☐ Broker to request title through a Link approved settlement agency
- ☐ Broker to provide any outstanding conditions
- ☐ All items must be uploaded into DASH
- ☐ Land Home will submit to TRIO for LINK Final Approval

HOW TO CREATE A LINK TRANSACTION WITHIN DASH:

- ☐ Log into to DASH
 - Click on “New” at top of screen. This will direct user to the “Upload File” Screen
 - Upload MISMO 3.4 (xml)
 - Company Name = Auto populated for Broker
 - Choose “TPO LO”
 - Internal Contact = This information is based off Login or if third party processor is uploading, they must select TPO LO
 - Click “Process MISMO File”
- ☐ Review Data Screen
 - Please confirm/provide the loan purpose and loan type
 - Loan Purpose = **Must select “LINK - Seller Financing Agreement”**
 - Loan Type = **Must select “LINK – Seller Financing Agreement”**
 - Click “Proceed to Loan Characteristics”
- ☐ Loan Characteristic(s) Screen
 - Complete as needed
 - Click on “Proceed to Borrower Characteristics”
- ☐ Borrower Characteristics Screen
 - Complete as Needed
 - Click Proceed to Final Review
- ☐ Submission Screen
 - Click “Submit File”

LHFS RESPONSIBILITIES:

- ☐ LHFS to send initial disclosures, LE, and URLA to TRIO as program administrator for the Borrower.
- ☐ LHFS will order FHA case number (Transferred case numbers not allowed. If FHA case number exists, case number must be cancelled).
- ☐ LHFS will contact the homeowner's insurance provider to obtain a Declarations Page.
- ☐ LHFS manually underwrites the file.
 - AUS must not be in file.
 - Order appraisal (transferred appraisals not allowed)
 - Recommend getting a Mercury login for appraisal status.
 - Keep credit card on file for new appraisals.
 - Inform the real estate agents and TRIO directly if the appraised value is less than the purchase price.
 - Log the appraisal in FHA connection.
 - New construction – obtain FHA required documents from Builder.
- ☐ LHFS will send the invoices for Borrower related fees, including counsel, administrative, inspection review, etc. directly to the Settlement Agent (provided by TRIO in the submittal package).
- ☐ LHFS confirms fees with Settlement Agent and discloses CD.
- ☐ Settlement Agent, LHFS, and TRIO program administrator coordinate the closing. (LINK transactions are priced as investment property transactions. LE and CD are used for disclosing purposes. TRID wait periods do not apply).
- ☐ LHFS draws closing documents.
- ☐ A TRIO authorized signer for the Borrower will electronically sign all disclosures issued by LHFS and will sign closing documents once distributed by the Settlement Agent. All closings must be handled as a "Mail Away". The closing documents can be electronically signed when available.
- ☐ Settlement Agent receives Borrower's closing funds from TRIO for a LINK transaction.
- ☐ LHFS funds and LINK transaction closes.

POST-CLOSING LHFS / TRIO

- ☐ Mortgage and Seller Financing Agreement are serviced by LHFS.
- ☐ Refinance of Seller Financing Agreement will be handled by TPO Partner.

