

## OVERVIEW

The Within Reach™ FHA Down Payment Assistance Program (DPA) is a competitively priced government loan program that does not require a minimum down payment from the homebuyer(s). Within Reach™ FHA provides your borrower(s) with a 3.50% 15-year fully amortizing 2nd lien.

This home loan program is a purchase money first lien mortgage with down payment assistance in the form of a 15-year fully amortizing second lien that is 2.00% higher interest rate than the 1<sup>st</sup> with 3.50% assistance.

This product is designed for the borrower that has achieved financial stability as demonstrated by the file documenting that they have met the responsibilities associated with taking the next step to home ownership such as stability of employment and income, managing their finances and savings to a budget that exhibits responsible repayment patterns and a satisfactory credit history. This assistance program is intended to help families or individuals that have been unable to save a sufficient amount for a down payment and do not have any other resources available for down payment assistance.

In order to ensure the borrower will be able to manage a new mortgage payment, the evaluation will include housing payment history. We also generally see payment shock on the housing payment to the new required mortgage, so it is especially important to review the borrowers monthly budgeting and financial stability. New homeowners face increased costs when transitioning from a rental property into home ownership where they are responsible for covering all utilities, incidentals, and maintenance of the home.

As part of this review, borrower's that are unable to manage month to month and exhibit NSF (Non-Sufficient Funds) outside of an isolated incident are reviewed very carefully as this is an indication of excessive obligations or inability to manage current budget. Layered with limited assets, payment shock or other credit concerns, these factors may result in a loan denial for this program due to layered risk. It is our intention to help families achieve successful homeownership, not create financial hardship.

### Within Reach™ - FHA Guidelines

#### ELIGIBILITY

- All [HUD agency guidelines](#) apply.
  - Standard [FHA LTV amounts](#) apply
- MCC's (Section 8) is ineligible
- Homebuyer Education is required.
  - Course developed by HUD-approved non-profit housing counseling agencies. [HUD Approved First Time Buyer Course](#).

#### MORTGAGE LOAN TYPES AND TERMS

- Loan Types:
- FHA; in accordance with FHA guidelines.
- Loan Term:
- 1<sup>st</sup> Mortgage:
    - 30-year fixed term with full amortization
  - 2<sup>nd</sup> Mortgage:
    - 15-year fixed term with full amortization
- Loan Amount:
- Conforming FHA loan limits apply as applicable to geographic location (lesser of FHA or conforming limits)
    - High balance is allowed, however there is an additional 2.5 points
    - [FHA Forward Limits](#)
- Max LTV/CLTV:
- Follow FHA agency guidelines.
- Auto draft payments required for both 1<sup>st</sup> and 2<sup>nd</sup> mortgage payments  
Optional Payment Protection Program Participation (Combine mortgage from the 1st and the 2nd loan)  
All HPML loans must pass Safe Harbor in order to be eligible for closing.

This home loan program is a purchase money first lien mortgage with down payment assistance in the form of a 15-year fully amortizing second lien that is 2.00% higher interest rate than the 1st with 3.50% assistance.

**Manual Underwriting is not allowed**

#### PROGRAM CODES

PROGRAM NAME	PROGRAM CODES
Within Reach™ DPA FHA 3.5% Fixed 30	WGF30WRDPA35-000
Within Reach™ DPA FHA MH 3.5% Fixed 30	WGF30WRMHDPA35-000
Within Reach™ Closed End Second Fixed 15 NHF	WCE15-115



**Within Reach™ - FHA Guidelines**

<b>DOWN PAYMENT AND CLOSING COST ASSISTANCE</b>	<p>DPA in the amount of 3.5% assistance.</p> <ul style="list-style-type: none"> <li>15-year fully amortized 2nd lien</li> <li>Amount based off the purchase price <b>rounded down</b> to the nearest dollar</li> <li>DPA is provided by NHF, LHFS will advance the funds at closing.</li> <li>Second loan funds can be used towards down payment, to permanently buydown the interest rate, and/or closing costs.</li> </ul> <p>Please Note: Second loans are not eligible for subordination and are not assumable.</p>
<b>FEES</b>	<p>Borrower Paid Compensation Only: Up to 2.0% Borrower Paid Compensation (cannot exceed LPC Agreement with LHFS)</p> <p>Disclosed: LE must show "Mortgage Broker Compensation – Borrower Paid"</p> <p>Cancellation Fee: A fee of \$400 will apply to each expired lock / locked loan not delivered</p> <p>Admin Fee: \$1,145</p> <p>Processing Fee: Processing fee must be reasonable and customary (cannot exceed \$995).</p> <p>DPA funds can be used to pay for Real Estate Agent Fees/Commissions as part of the closing costs</p> <p><u>2<sup>nd</sup> Mortgage:</u></p> <ul style="list-style-type: none"> <li>2nd Mortgage: \$175 Investor Fee, Interim Interest and recording fee only.</li> <li>\$30 Assignment fee applies if subject property is located within the following states: <ul style="list-style-type: none"> <li>Connecticut, DC, Illinois, Massachusetts, Michigan, Minnesota, South Carolina, and West Virginia.</li> </ul> </li> </ul>
<b>DISCLOSURES</b>	<p>1<sup>st</sup> mortgage follows standard disclosure requirements, both LE and CD.</p> <p>2<sup>nd</sup> mortgage follows standard disclosure requirements, both LE and CD.</p>
<b>LOCK STATUS</b>	<p>Loans may be locked upon complete submission.</p> <p>Loans are locked, and DPA funds are reserved at the same time.</p> <p>Use TPO Portal for locking First &amp; Second Mortgages.</p> <p>Within Reach™ loans are locked through the TPO Portal and are subject 2:00 PST same day lock commitment.</p> <p>Please Note: DPA amount (%) changes are not allowed when loan has been locked. If loan is locked, and DPA amount (%) needs to change, the lock will be cancelled, a \$400 cancellation fee will apply, and 30 days must elapse before locking to the new program.</p>
<b>PROPERTY ELIGIBILITY</b>	<ul style="list-style-type: none"> <li>1-4 units allowed; Cooperative housing (co-op) not eligible.</li> <li>FHA approved condos must meet the following: <ul style="list-style-type: none"> <li>Delinquent HOA dues: No more than 15% of the total Units are Units in Arrears (does not include late fees or other administrative expenses). The 15% includes all units (occupied, investor, bank-owned, vacant). Condominium association fee payments may not be more than 30 days past due.</li> <li>Investor concentration: No more than 10% of the units may be owned by one investor / entity (single or multiple owner entities).</li> <li>No open Litigation</li> <li>FHA Spot approval not permitted</li> </ul> </li> <li>Manufactured housing eligible under the Within Reach™ FHA MH Program.</li> <li>Ineligible in the states of New York, and Washington.</li> <li>Transferred appraisals not allowed</li> </ul>
<b>ELIGIBLE BORROWERS AND OCCUPANCY</b>	<ul style="list-style-type: none"> <li>Borrower(s) must occupy the residence as their primary residence within 60 days of closing.</li> <li>Borrowers may have ownership interest in other properties at the time of closing – follow agency guidelines.</li> <li>All borrowers must have a valid social security number; ITINs are not allowed.</li> <li>DACA status recipients allowed</li> <li>Refer to <a href="#">LHFS Residency Status Policy &amp; Procedures</a> if applicable</li> <li>Maximum number of 4 borrowers.</li> <li>No first-time homebuyer requirement.</li> <li>The loan file must demonstrate financial management based on credit patterns, bank statements showing withdraw/payment of current housing, and expense activity.</li> </ul>
<b>CO-SIGNERS/ NON-OCCUPANT CO-BORROWERS</b>	<ul style="list-style-type: none"> <li>Non-occupant Borrowers/Co-signers are permitted.</li> <li>Co-signers are NOT permitted to occupy the property and may not be on title (sign the Deed of Trust).</li> <li>Co-signers will be required to execute the Affidavit of Cosigner/Guarantor. The income of the Co-signers should not be considered when determining income eligibility.</li> <li>The income of the Non-Occupant Co-Borrower(s) <b>must be considered</b> when determining eligibility.</li> </ul>
<b>HOMEBUYER EDUCATION (HBE)</b>	<ul style="list-style-type: none"> <li>One Borrower must complete home buyer education. <ul style="list-style-type: none"> <li><a href="#">HUD Approved First Time Buyer Course</a></li> </ul> </li> </ul>

## Within Reach™ - FHA Guidelines

### Minimum Credit Score: 640

- Each borrower must have a minimum of one credit score.
- Max DTI per AUS approval (FHA -Total Scorecard: DU - Approved Eligible or LPA – Accept).

### Within Reach™ Credit Guidelines:

- LHFS does not allow audited P&L's to be used for income calculation purposes.
- No outstanding judgments, including repayment plan. All outstanding judgments must be paid in full.
- Foreclosure, Deed-in-Lieu, and Short-Sale History: 3 years
- Chapter 7: 2 years from discharge date
- Chapter 13: Bankruptcies must be fully discharged before eligible for financing
- Collections with aggregate total over \$2,500 must be paid or resolved regardless of age of collection account.
- Medical Collections excluded from aggregate total
- Collections under \$2,500 fall under standard FHA requirements
- All student loans must have a payment calculated in the debt ratio. Refer to [Student Loan Matrix](#)
- Housing Payment History – 12-month satisfactory housing history required with no 30-day late:
  - VOR/previous rental history is critical for this opportunity to determine the borrower's ability for affordability
    - If Borrower currently pays rent to a Property Management Company:
      - Copy of Lease or Rental Agreement, **and**
      - Standard Verification of Rent (VOR) for the previous 12-months required
    - If Borrower currently pays rent to a Private Party:
      - Copy of Lease or Rental Agreement, **and**
      - Written VOR and 12-months cancelled checks, or
      - Bank statements to support the prior 12-month history
    - For borrower(s) with no previous housing history, follow specific FHA guidelines as applicable in addition to the following (If Borrower is currently living rent free):
      - Additional requirement must be documented for those URLA's stating Borrower Living Rent Fee to evaluate the housing expense.
      - 3 months reserves (PITIA) are required (must be from own funds). Gifts not considered savings ability, **and**
      - Letter from landlord stating no rental payments required, **and**
      - The amount of time the borrower has been living rent free.
  - Special note: 3-month reserves may not be substituted for not obtaining 12-month history from either VOR or bank statements
- IRS payment plans:
  - IRS repayment plans initiated in the current year are not allowed.
  - IRS repayment plans initiated for multiple consecutive years are not allowed.
  - For consideration of an exception, request an explanation as to why the borrower owes unpaid taxes, what steps have been taken and put into place to correct the underpayment from occurring in the future, a copy of the IRS agreement, IRS record of account transcripts to confirm date of payment arrangement request and evidence of 3 consecutive timely payments will be required.
- Due to the nature of the layered risk in the product offering LHFS will require an evaluation of the borrower's current housing payment history and the borrower must maintain a bank account which will be reviewed to ensure the borrower is able to meet their monthly obligations based on their current income level in a timely manner. LHFS will require two months bank statements as part of the underwriting evaluation. While we will allow the down payment to be covered by the DPA and closing costs to be covered by eligible gifts or seller credits, bank statements will still be required as part of the credit evaluation.

### CREDIT

### ASSETS

- Gift donors cannot be on title or purchase contract as they do not meet the definition of "Gift" per agency definition.
- VOD's are not acceptable for asset documentation alone
- Asset verification methods:
  - Direct Verification by a HUD approved third party verification vendor of the borrower's account covering activity for a minimum of 60 days and the date of the data contained in the completed verification is current within 30 days of the date of the verification will be accepted, or
  - 2 months of bank statements for checking accounts are required regardless of cash to close requirements and AUS findings.
  - Borrower with overdrawn accounts (negative balance at any time), excessive NSF's and/or overdraft charges will not be eligible. One (1) NSF is acceptable.

## Within Reach™ - FHA Guidelines

<b>EMPLOYMENT / INCOME</b>	<ul style="list-style-type: none"> <li>Limit is based off credit qualifying income used for the transaction, not household income.</li> <li>Borrowers who have new employment in the prior two years with increased earnings will require recent educational related experience to support the career and/or income change.</li> <li>Positions with variable income or varying hours will require a minimum of twelve months to effectively calculate the stable monthly qualifying income.</li> <li>Paystubs and W-2's may not be substituted with a written verification of employment.</li> <li>Amended tax returns are only acceptable for documented errors or omissions.</li> <li>4506C: Full 1040 transcripts required on all Within Reach™ loans, W2 Only transcripts not allowed.</li> </ul>
<b>MINIMUM CONTRIBUTION</b>	<ul style="list-style-type: none"> <li>No minimum required follow agency guidelines</li> <li>Gift funds and seller credits are allowed.</li> </ul>
<b>TITLE</b>	<ul style="list-style-type: none"> <li>Any borrower holding title only must be a legal U.S. Resident.</li> <li>Payment Protection Plus Invoice and payment for the 3-year premium must be remitted directly to Applied Assurance (if applicable).</li> <li>Title Insurance not required for subordinate loans</li> </ul>
<b>OTHER CONSIDERATIONS</b>	<ul style="list-style-type: none"> <li>Transferred case numbers not allowed</li> <li>Borrowers may receive the difference of their earnest money. No portion of the DPA nor seller credits (including tax proration credits) may be given back to the borrower and principal curtailments are not allowed.</li> <li>Land Home Financial Services, Inc. will run Undisclosed Debt Monitoring (UDM) prior to closing which may require additional information or affect borrower's loan approval if additional credit is obtained or late payments are reported. Prior to closing, any new inquiries and/or debt must be documented.</li> <li>Maximum days allowed for seller rent back 60 days.</li> <li>All loan documentation should not be over 90 days old at submission.</li> <li>All purchase contracts will be required to have a closing date set at least 45-days from the purchase agreement effective date</li> <li>Property Assessed Clean Energy (PACE) aka: Home Energy Renovation Opportunity (HERO) subordination not permitted. Must be paid in full prior to closing.</li> <li>A married Borrower purchasing a home separately from spouse will be eligible only if the spouse does not currently own the departing residence or other real estate outside of the exceptions listed below. This program is not for borrowers intending to accumulate property, whether buying together or as sole and separate property. This applies regardless of whether the borrower is located in a community property or non-community property state.</li> <li>Prepaid interest credits are not allowed.</li> <li>Temporary Buy down loans not permitted.</li> </ul>
<b>COLLATERAL</b>	<p><b><u>Well &amp; Septic:</u></b></p> <ul style="list-style-type: none"> <li>Local Health Authority well water analysis and/or septic report, where required by the local jurisdictional authority.</li> <li>Properties vacant 90+ days require a well and septic certification.</li> </ul> <p><b><u>Condo Requirements:</u></b></p> <p>FHA approved condominiums:</p> <ul style="list-style-type: none"> <li>Must be currently approved on HUD's condo list.</li> <li>Certification for individual unit financing dated within 30 days prior to date of closing is required to be present in the loan file.</li> </ul> <p><b><u>Expired appraisals will not be accepted.</u></b></p> <p>Exception:</p> <ul style="list-style-type: none"> <li>If an appraisal update is performed prior to expiration date.</li> </ul> <p><b><u>Ineligible Properties / Locations:</u></b></p> <ul style="list-style-type: none"> <li>States of New York, and Washington.</li> <li>LHFS does not offer financing to properties that are secured by community land trusts (i.e., Illinois Land Trust).</li> <li>Co-ops.</li> <li>2-4 Units in the state of New Jersey.</li> <li>Mixed-Use</li> <li>Working farms/ranches</li> <li>Unincorporated territories of the United States (borrowers and properties) are ineligible for financing:             <ul style="list-style-type: none"> <li>Puerto Rico</li> <li>US Virgin Islands</li> <li>Guam</li> <li>American Samoa</li> <li>Swains Island</li> </ul> </li> </ul>

## Within Reach™ - FHA Guidelines

<b>SALES PRICE LIMITS</b>	<ul style="list-style-type: none"> <li>No sales price limits</li> </ul>
<b>MORTGAGE INSURANCE</b>	<ul style="list-style-type: none"> <li>Standard FHA required Mortgage Insurance.</li> </ul>
<b>CASH BACK TO BORROWER</b>	<ul style="list-style-type: none"> <li>Borrowers may receive the difference of their earnest money. No portion of the DPA nor seller credits (including tax proration credits) may be given back to the borrower and principal curtailments are not allowed. If the Appraisal fee was paid by Debit Card, a copy of the bank statement listed on the 1003 showing immediate withdrawal from the borrowers account, will be consider as a part of the borrower's cash, eligible to be refunded to the borrower.</li> </ul>
<b>HELPFUL LINKS / INFORMATION</b>	<p><b><u>Land Home Financial Additional Resources:</u></b></p> <ul style="list-style-type: none"> <li><a href="#">DASH</a></li> <li><a href="https://Wholesale.LHFS.com">https://Wholesale.LHFS.com</a></li> </ul> <p><b><u>FHA Within Reach™ DPA Program:</u></b></p> <ul style="list-style-type: none"> <li><a href="#">Within Reach™ Lock Instructions</a></li> </ul> <p><b><u>Agency Guidelines:</u></b></p> <ul style="list-style-type: none"> <li><a href="#">FHA Guide</a></li> <li><a href="#">FHA Mortgage Limits</a></li> <li><a href="#">FHA FAQ Preview</a></li> <li><a href="#">FHA FAQ</a></li> <li><a href="#">FHA Approved Condo Lookup</a></li> <li><a href="#">FHA Approved Condo Questionnaire</a></li> </ul>
<b>PAYOFF DEMAND</b>	<p><b><u>Payoff Demand for Within Reach™ First loan:</u></b></p> <p>LHFS Servicing (877) 230-0466 (follow prompts for payoff request)</p> <ul style="list-style-type: none"> <li>Select Prompt #1 for English <ul style="list-style-type: none"> <li>System will ask for: <ul style="list-style-type: none"> <li>Loan # (existing/servicing – account number from statement),</li> <li>Last 4 digits of social security number, and</li> <li>Property zip code</li> </ul> </li> <li>The system will provide the following account information: <ul style="list-style-type: none"> <li>Balance, and</li> <li>Last payment received</li> </ul> </li> </ul> </li> <li>Select Prompt #4 for payoff demands <ul style="list-style-type: none"> <li>Fax# required for entry</li> <li>Fax will be sent within 4 hours containing payoff information</li> </ul> </li> </ul> <p><b><u>Payoff Demand for Within Reach™ Second loan:</u></b></p> <p>LHFS Special Servicing ATTN: Specialty Department 3611 S. Harbor Blvd, Suite 100 Santa Ana, CA 92704 Phone: 877.557.9042 Email: <a href="mailto:LHServicing@LHFS.com">LHServicing@LHFS.com</a></p> <p>Please include the Borrower(s) name and the Within Reach™ first loan number with both requests.</p> <ul style="list-style-type: none"> <li>Optional: Include subject property address</li> </ul>

Each loan files layers of risk (i.e., payment shock; gift funds; assets/reserves not verified; multiple layers of risk, etc.) may require additional documentation or explanations above and beyond the AUS requirements (i.e., housing history; budget letters; excessive commute detail, etc.).

**Guidelines are for use by mortgage professionals only and subject to change without notice.**



**Within Reach™ - FHA Guidelines - Manufactured Homes**

<b>DEFINITION</b>	<ul style="list-style-type: none"> <li>A “manufactured home” (MH) is any dwelling that is built on a permanent chassis and installed on a permanent foundation system with the wheels, axles, and towing hitch removed. Must be titled as “real property” and not personal property (also referred to as “chattel”).</li> </ul>
<b>ELIGIBILITY</b>	<ul style="list-style-type: none"> <li>Multi-wide Properties</li> <li>Home placed on permanent foundations in the last 12 months must be treated as a purchase transaction and comply with all new construction requirements.</li> </ul>
<b>INELIGIBLE</b>	<ul style="list-style-type: none"> <li>Single-Wide Homes</li> <li>Leasehold Land Ownership</li> </ul>
<b>PROPERTY COLLATERAL</b>	<p><b><u>Manufactured Home Property Requirements:</u></b></p> <ul style="list-style-type: none"> <li>600 square feet or larger</li> <li>Multi-wide</li> <li>Constructed on or after June 15, 1976</li> <li>Built and remains on a permanent chassis</li> <li>Lightweight skirting (such as vinyl, metal, aluminum) must have a continuous backing made of concrete, masonry, treated wood or a product with similar strength and durability.</li> <li>Presence of HUD Certification Labels and Data Plate Require or IBTS.org report(s) provided.</li> <li>If any portion of the dwelling, related Structures or equipment essential to the value of the Property and subject to flood damage is located within an SFHA, the Property is not eligible for FHA mortgage insurance unless TPO:             <ul style="list-style-type: none"> <li>obtains from FEMA a final Letter of Map Amendment (LOMA) or final Letter of Map Revision (LOMR) that removes the Property from the SFHA; or</li> <li>obtains a FEMA National Flood Insurance Program Elevation Certificate (<a href="#">FEMA Form 086-0-33</a>) prepared by a licensed engineer or surveyor. The elevation certificate must document that the lowest floor including the basement of the residential building, and all related improvements/equipment essential to the value of the Property, is built at or above the 100-year flood elevation in compliance with the NFIP criteria, and insurance under the NFIP is obtained.</li> </ul> </li> <li>Must meet the Model Manufactured Home Installation Standards.</li> <li>Must carry a one-year manufacturer’s warranty if the unit is new.</li> <li>Be installed on a home site that meets established local standards for site suitability and has adequate water supply and sewage disposal facilities available.</li> <li>Anchoring system in compliance with HUD codes. If installed prior to October 20, 2008, the anchoring system complies with manufacturer’s design or design of licensed engineer.</li> <li>Engineer Certification confirming the foundation meets HUD’s Permanent Foundations Guide for Manufactured Housing (PFGMH) dated Sept 1996.             <ul style="list-style-type: none"> <li>Must address the impact of any additions and modifications made to the structure</li> <li>Must address if the subject is in its original location (never been moved)</li> </ul> </li> <li>More than one dwelling of any type is strictly prohibited when property is zoned for multiple units.             <ul style="list-style-type: none"> <li>Must be designed as one family dwelling.</li> <li>Accessory Dwelling Units permitted.</li> </ul> </li> <li>Chattel title must be retired/purged.</li> <li>Affidavit of Affixture must be recorded prior to or at closing.</li> </ul> <p><b><u>Well &amp; Septic:</u></b></p> <ul style="list-style-type: none"> <li>Local Health Authority well water analysis and/or septic report, where required by the local jurisdictional authority.</li> <li>Properties vacant 90+ days require a well and septic certification.</li> </ul> <p><b><u>Building on Own Land:</u></b></p> <p>Treated as a purchase transaction with minimum investment requirement met.</p> <ul style="list-style-type: none"> <li>Equity in the land may be used to meet MRI.</li> <li>Land owned six months or more the Closing Disclosure or similar legal document may be prepared as a refinance transaction.</li> <li>If the land was/is being given as a gift to the Borrower, the Mortgagee must verify that the donor was not a prohibited source. Gift letter is required.</li> <li>Cash back at closing prohibited.</li> </ul> <p>Settlement Statement from purchase of land or purchase contract and Licensed General Contractor Contracts required.</p> <ul style="list-style-type: none"> <li>The builder’s price to build must include the sum of the cost of the unit(s) and all on-site installation costs</li> <li>Must meet all New Construction Requirements</li> </ul> <p>Maximum Mortgage Amount Lessor of the Property Value or the documented Acquisition Cost used to determine the Adjusted Value.</p> <p>The documented Acquisition Cost of the Property includes:</p> <ul style="list-style-type: none"> <li>builder’s price or the sum of all subcontractor bids and materials and</li> <li>lessor of land purchase price (including land acquired less than 12 months before case assignment) or value of the land as shown in the site value of the appraisal.</li> </ul>

## URLA DETAIL

### Section 4: Loan and Property Information: 4b. Other New Mortgage Loans on the Property

4b. Other New Mortgage Loans on the Property You are Buying or Refinancing				<input type="checkbox"/> Does not apply
Creditor Name	Lien Type	Monthly Payment	Loan Amount/ Amount to be Drawn	Credit Limit (if applicable)
National Homebuyers Fund Inc.	<input type="radio"/> First Lien <input checked="" type="radio"/> Subordinate Lien	\$ 103.64	\$ 11,250.00	\$
	<input type="radio"/> First Lien <input type="radio"/> Subordinate Lien	\$	\$	\$

- Enter “National Homebuyers Fund, Inc.” as the “Creditor Name”
- Check “Subordinate Lien” under “Lien Type”
- Enter a monthly payment amount under the “Monthly Payment” field
- Enter DPA dollar amount under “Loan Amount / Amount to be Drawn”

### Section 5: Declarations: 5a. About this Property and Your Money for this Loan

5a. About this Property and Your Money for this Loan	
<p><b>A.</b> Will you occupy the property as your primary residence?            If YES, have you had an ownership interest in another property in the last three years?            If YES, complete (1) and (2) below:            (1) What type of property did you own: primary residence (PR), FHA secondary residence (SR), second home (SH), or investment property (IP)?            (2) How did you hold title to the property: by yourself (S), jointly with your spouse (SP), or jointly with another person (O)?</p>	<p><input type="radio"/> NO <input type="radio"/> YES  <input type="radio"/> NO <input type="radio"/> YES</p>
<p><b>B.</b> If this is a Purchase Transaction: Do you have a family relationship or business affiliation with the seller of the property?</p>	<p><input type="radio"/> NO <input type="radio"/> YES</p>
<p><b>C.</b> Are you borrowing any money for this real estate transaction (e.g., money for your closing costs or down payment) or obtaining any money from another party, such as the seller or realtor, that you have not disclosed on this loan application?            If YES, what is the amount of this money?</p>	<p><input type="radio"/> NO <input checked="" type="radio"/> YES            \$ 11,250.00</p>
<p><b>D.</b> 1. Have you or will you be applying for a mortgage loan on another property (not the property securing this loan) on or before closing this transaction that is not disclosed on this loan application?            2. Have you or will you be applying for any new credit (e.g., installment loan, credit card, etc.) on or before closing this loan that is not disclosed on this application?</p>	<p><input type="radio"/> NO <input type="radio"/> YES  <input type="radio"/> NO <input type="radio"/> YES</p>
<p><b>E.</b> Will this property be subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid through your property taxes (e.g., the Property Assessed Clean Energy Program)?</p>	<p><input type="radio"/> NO <input type="radio"/> YES</p>

- 5a, item C - Mark “Yes”
- Enter DPA dollar amount in the blank field

**Please Note:** The above sections are the only entries needed for DPA. Do not enter amounts in any other sections of the URLA.

Access the following link to learn: [How to Run the AUS via DASH](#)

## REVISION HISTORY:

<u>DATE</u>	<u>TOPIC / UPDATE</u>
10/01/2024	Added hyperlink to learn how to run the AUS through the DASH Portal  Updated Fee section: <ul style="list-style-type: none"> <li>Added: DPA funds can be used to pay for Real Estate Agent Fees/Commissions as part of the closing costs</li> </ul>
10/04/2024	“Other Considerations” section: <ul style="list-style-type: none"> <li>Added: “Temporary Buy down loans not permitted.”</li> </ul>
10/07/2024	Updated Lock Status section: <ul style="list-style-type: none"> <li>From: “May lock at Conditionally Approved, with appraisal received.”</li> <li>To “Loans may be locked upon complete submission.”</li> </ul>
02/10/2025	Removed the following guideline from “Credit” section: <ul style="list-style-type: none"> <li>Paying off debt to qualify is not allowed.</li> </ul>
05/05/2025	Updated formatting