



Minnesota Housing Online Commitment System

Agenda

1. Get Ready
2. Lock a Loan
3. Loan Confirmation
4. Forms Generator
5. Cancel a Loan
6. Funding/Compliance Approve



Get Ready

Get Ready

1. Attend a [training](#) and review your knowledge of Minnesota Housing programs
2. Get user ID and password from your Web Administrator
 - Web Administrator is online access gatekeeper at your company
3. Check compatibility
 - Internet Explorer only



4. Remember the loan commitment (lock period) and review the [Lock, Fee and SRP Guide](#) for more information
 - Loans must be delivered within:
 - Start Up - **60 days**
 - Step Up - **45 days**

Tips for a successful lock:

- Plan to lock loan in one sitting - The system will time out if the page sits idle too long.
- Don't click "back" or "refresh" - You will lose any information you entered.
- You cannot create a new loan commitment:
 - Monday-Friday from 8-10 a.m.
 - Fridays and holidays (next business day) from 5 p.m.-10 a.m.



New First Mortgage Loan Commitments

1. Go to www.mnhousing.gov
2. Click “Partner Login” in the top navigation
3. Click “Loan Commitment System”

Home > Partner Login

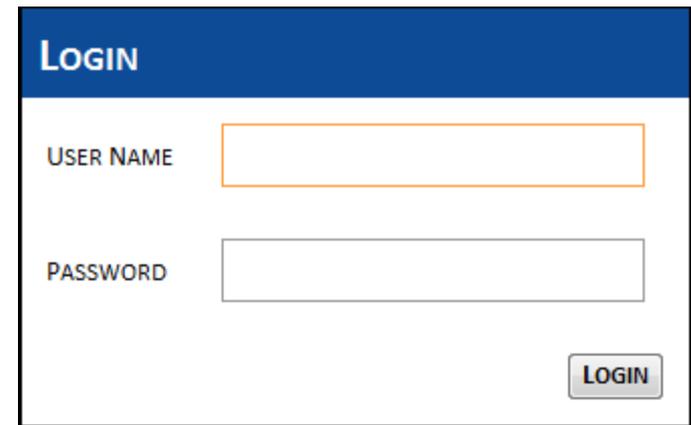
Secure Login

Single Family Applications

[Loan Commitment System](#) compatible with Internet Explorer only, not Google Chrome or Firefox, etc.)

For further assistance, please contact the [Partner Solutions Team](#) at 651.296.8215 or 800.710.8871, 7:30 a.m. - 5:00 p.m. business days.

4. Log in with **User Name** and **Password** (sent from your company's Web Administrator)
5. User will be prompted to change password every **180 days**



The image shows a login form with a blue header containing the word "LOGIN". Below the header, there are two input fields: "USER NAME" and "PASSWORD". The "USER NAME" field has an orange border, while the "PASSWORD" field has a grey border. A "LOGIN" button is located at the bottom right of the form.

[REGISTER](#)
[RESET PASSWORD](#)

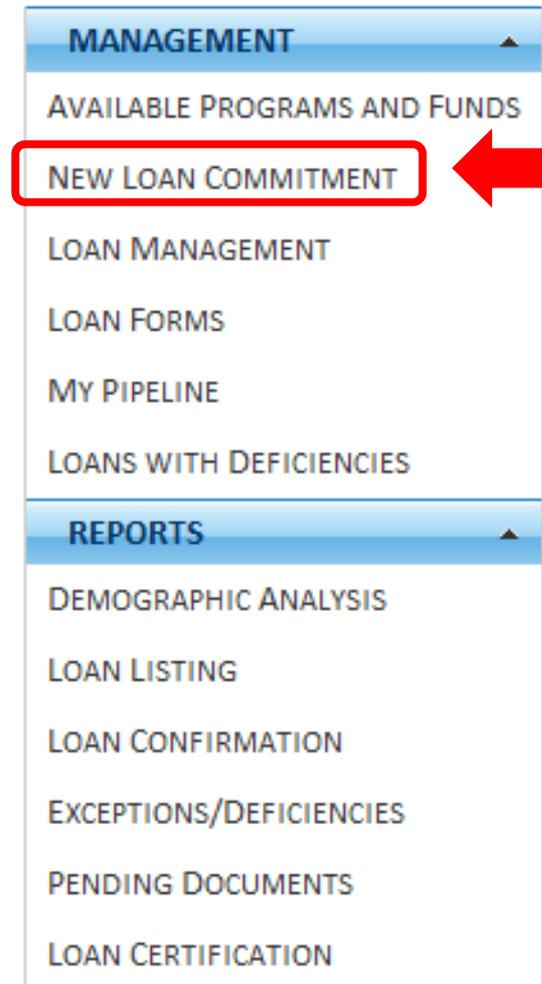
New Loan Commitment

1. Click “Single Family Web Management”



New Loan Commitment

2. Click “New Loan Commitment”



Selecting the First Mortgage

NEW LOAN COMMITMENT - TODAY'S OFFERING

LENDER: Test Bank - 999900 FILTER BY PROGRAM:

SELECTED RATE: ATTACH 1003 FILE: Browse...

PROGRAM	RATE	ASSISTANCE	LOAN TYPE	DESCRIPTION
Fix Up Loan Secured	4.3750 %		Other	First Lien
Fix Up Loan Secured	4.9900 %		Other	Energy/Accessibility Incentive
Fix Up Loan Secured	5.9900 %		Other	Fix Up Loan Secured Subordinate Lien
Start Up Purchase Program	4.6250 %		Federal Home Administration Rural Development (RD) Veteran Affairs (VA)	Gov 1st Mortg Only 1% Origination Fee
Start Up Purchase Program	4.6250 %		Federal Home Administration Rural Development (RD) Veteran Affairs (VA)	Gov w/Deferred Payment Loan 1% Origination Fee
Start Up Purchase Program	4.6250 %		Federal Home Administration Rural Development (RD) Veteran Affairs (VA)	Gov w/Monthly Payment Loan 1% Origination Fee
Start Up Purchase Program	4.8750 %		Federal Home Administration Rural Development (RD) Veteran Affairs (VA)	Gov 1st Mortg Only 0% Origination Fee

NEW LOAN COMMITMENT - TODAY'S OFFERING

FILTER BY PROGRAM:

- Fix Up Loan Secured
- Start Up Purchase Program
- Step Up Purchase Program
- Step Up Refinance Program

First Lien

Recommendations:

- Select Lender, if applicable
- Filter by program, use scroll bar on right to look for rate, read description to confirm correct product
- Optional 1003 upload is available

Selecting the First Mortgage

- Click “New Loan”

K MAIN MENU
NEW LOAN
SAVED LOAN INFO
NEW LOAN COMMITMENT - TODAY'S OFFERING

LENDER:
 FILTER BY PROGRAM:

SELECTED RATE:
 ATTACH 1003 FILE:

PROGRAM	RATE	ASSISTANCE	LOAN TYPE	DESCRIPTION	FICO	SRP
Start Up Purchase Program	4.8750 %		Federal Home Administration Rural Development (RD) Veteran Affairs (VA)	Gov 1st Mortg Only 0% Origination Fee		2.50 %
Start Up Purchase Program	4.8750 %		Federal Home Administration Rural Development (RD) Veteran Affairs (VA)	Gov w/Deferred Payment Loan 0% Origination Fee		2.50 %
Start Up Purchase Program	4.8750 %		Federal Home Administration Rural Development (RD) Veteran Affairs (VA)	Gov w/Monthly Payment Loan 0% Origination Fee		2.50 %
Start Up Purchase Program	5.0000 %		Conventional Insured Conventional Uninsured	Fannie/Freddie w/Monthly Payment Loan 1% Origination Fee		
Start Up Purchase Program	5.0000 %		Conventional Insured Conventional Uninsured	Fannie/Freddie 1st Mortg Only 1% Origination Fee		

Loan Info Tab

1. Complete all required fields (blue icons)

MAIN MENU SUBMIT ADD ADDITIONAL SAVE INFO CONFIRMATION FORMS

Lender: 999900 - Test Bank Program: Start Up Purchase Program

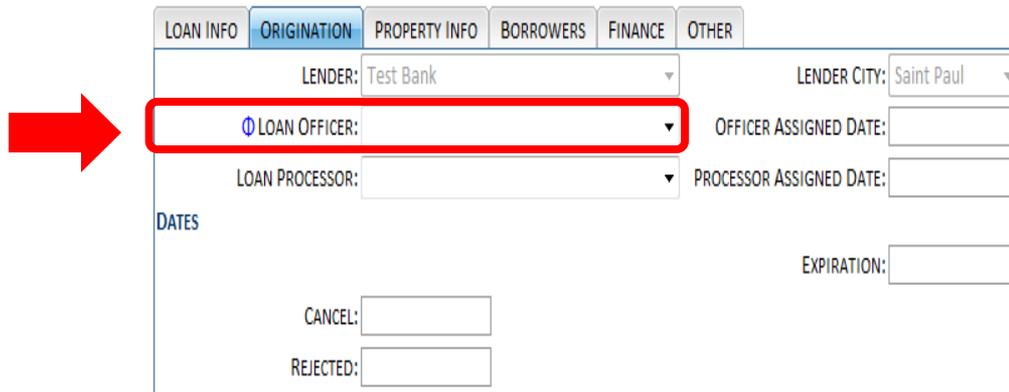
LOAN INFO ORIGINATION PROPERTY INFO BORROWERS FINANCE OTHER

LOAN NUMBER:	<input type="text"/>	ALLOTMENT/ALLOCATION:	FFY 2017 Start Up Allotme	Start Up FFY 2017
LENDER LOAN NUMBER:	123456789	APPROVED/WORKING STAGES:	<input type="text"/>	<input type="text"/>
LENDER CASE NUMBER:	<input type="text"/>	STATUS:	<input type="text"/>	
COMMITMENT DATE:	<input type="text"/>	ESTIMATED CLOSING DATE:	03/31/2018	
INITIATIVE:	<input type="text"/>	LOAN AMOUNT:	\$200,000.00	
INTEREST RATE:	4.8750 %	Gov w/Monthly Payment Loan 0% Origination Fee		
AMORTIZATION:	Fixed Rate	TERM IN MONTHS:	360	
P&I:	\$1,058.42	PURCHASE PRICE:	\$203,000.00	
LOAN TYPE:	Federal Home Administration	ADDITIONAL ACQUISITION COST:	\$0.00	
		ACQUISITION PRICE:	\$203,000.00	

Origination Tab

1. Complete all required fields (blue icons)

- Select the correct loan officer



The screenshot shows the 'ORIGINATION' tab of a loan origination form. The 'LOAN OFFICER:' field is highlighted with a red box and a red arrow pointing to it from the left. Other fields include 'LENDER: Test Bank', 'LENDER CITY: Saint Paul', 'OFFICER ASSIGNED DATE:', 'LOAN PROCESSOR:', 'PROCESSOR ASSIGNED DATE:', 'EXPIRATION:', 'CANCEL:', and 'REJECTED:'.

Loan Officer List:



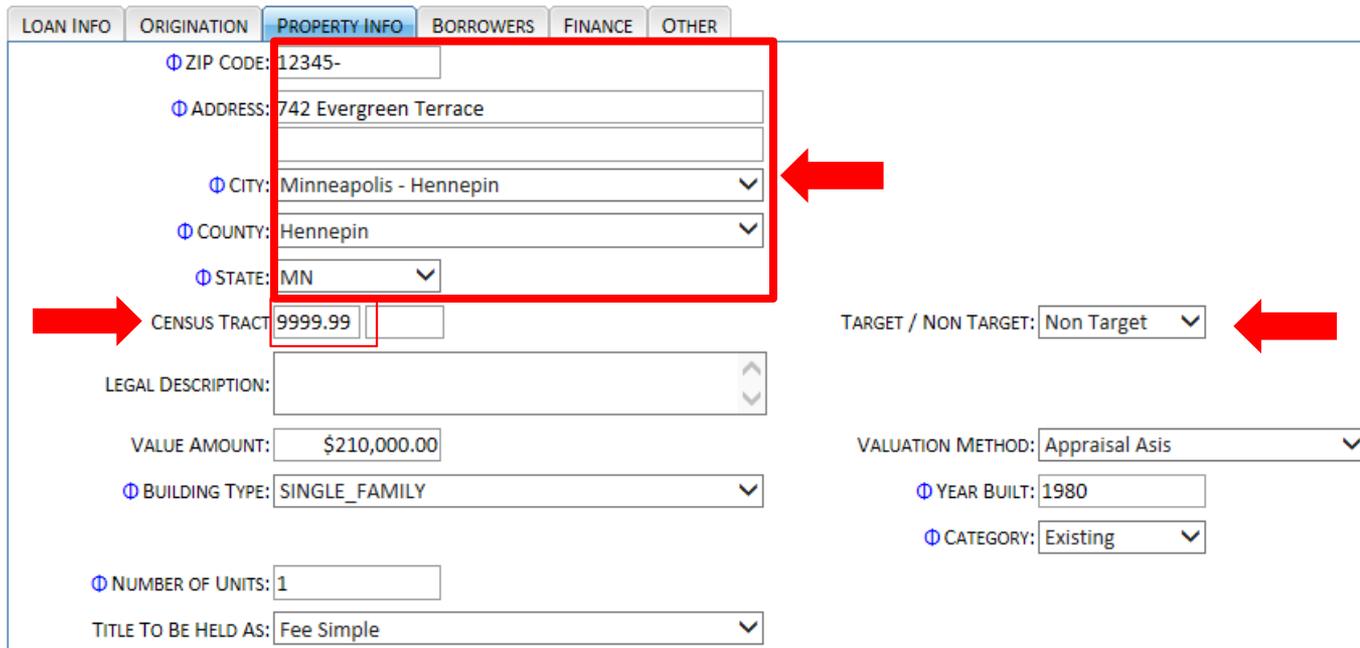
The screenshot shows the 'Loan Officer List' dropdown menu. The 'LOAN OFFICER:' field is open, showing a list of options. The option 'Not Participating' is selected and highlighted in blue. Other options are not visible in the list.

- If loan officer is not listed, select “Not Participating”

Property Info Tab

1. Complete all required fields (blue icons)

- In the “City” dropdown select the correct city/county combo
- Census Tract is required – enter “9999.99” in the first box
- Select Non-Target



LOAN INFO ORIGINATION **PROPERTY INFO** BORROWERS FINANCE OTHER

⓪ ZIP CODE: 12345-

⓪ ADDRESS: 742 Evergreen Terrace

⓪ CITY: Minneapolis - Hennepin

⓪ COUNTY: Hennepin

⓪ STATE: MN

⓪ CENSUS TRACT: 9999.99

LEGAL DESCRIPTION:

VALUE AMOUNT: \$210,000.00

⓪ BUILDING TYPE: SINGLE_FAMILY

⓪ YEAR BUILT: 1980

⓪ CATEGORY: Existing

⓪ NUMBER OF UNITS: 1

TITLE TO BE HELD AS: Fee Simple

TARGET / NON TARGET: Non Target

VALUATION METHOD: Appraisal Asis

Borrowers Tab

1. Single click “Borrower” and then click “Edit”

MAIN MENU SUBMIT ADD ADDITIONAL SAVE INFO CONFIRMATION FORMS NEW LOAN COMM

Lender: 999900 - Test Bank Program: Start Up Purchase Program

LOAN INFO ORIGINATION PROPERTY INFO **BORROWERS** FINANCE OTHER

TYPE	LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH	SEX	MARITAL STATUS	RELATIONSHIP	CREDIT SCORE
Borrower								

HOUSEHOLD SIZE: DEPENDENTS UNDER 18:

OTHER DEPENDENTS:

DISABLED HOUSEHOLD:

PROGRAM TOTAL HH INCOME:

EDIT ADD DELETE

Borrowers Tab

2. Complete all applicable fields, filling out borrower(s)'s information as completely as possible.
3. HMDA questions? [Click here](#)
4. Click "OK"

LOAN INFO	ORIGINATION	PROPERTY INFO	BORROWERS	FINANCE	OTHER			
TYPE	LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH	SEX	MARITAL STATUS	RELATIONSHIP	CREDIT SCORE
Borrower								

TYPE: Borrower	OWNER TYPE: Individual
LAST NAME: Simpson	FIRST NAME: Homer
MIDDLE NAME:	SOCIAL SECURITY: 001-02-0003
DATE OF BIRTH: 01/01/1970	AGE: 48
SEX: Male	MARITAL STATUS: Married
ON TITLE: <input checked="" type="checkbox"/>	
FIRST TIME BUYER: <input checked="" type="checkbox"/>	
RACE: <input checked="" type="checkbox"/> WHITE <input type="checkbox"/> ASIAN <input type="checkbox"/> BLACK OR AFRICAN AMERICAN <input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE <input type="checkbox"/> NATIVE HAWAII OR OTHER PACIFIC ISLANDER	
ETHNICITY: Not Hispanic or Latino	
COUNSELING CLASS COMPLETED:	
CREDIT SCORE: 700	CREDIT REPORT AGENCY: Equifax
CREDIT REPORT DATE: 03/19/2018	

OK **CANCEL**

Borrowers Tab

- To add additional borrower, click “Add” button
 - Co-borrower screen will automatically pop up
- Enter co-borrower information
 - Do not add co-signers, only co-borrowers**

LOAN INFO	ORIGINATION	PROPERTY INFO	BORROWERS	FINANCE	OTHER				
	TYPE	LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH	SEX	MARITAL STATUS	RELATIONSHIP	CREDIT SCORE
	Borrower	Simpson	Homer		1/1/1970	Male	Married		700
<input type="button" value="EDIT"/> <input type="button" value="ADD"/> <input type="button" value="DELETE"/>									



Borrowers Tab

6. Complete required fields at bottom of Borrowers tab

- “HH Income” must be annual income amount

MAIN MENU SUBMIT ADD ADDITIONAL SAVE INFO CONFIRMATION FORMS

NEW LOAN COMMIT

Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

LOAN INFO ORIGINATION PROPERTY INFO **BORROWERS** FINANCE OTHER

	TYPE	LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH	SEX	MARITAL STATUS	RELATIONSHIP	CREDIT SCORE
	Borrower	Simpson	Homer		1/1/1970	Male	Married		700

EDIT ADD DELETE

HOUSEHOLD SIZE: DEPENDENTS UNDER 18:

OTHER DEPENDENTS:

DISABLED HOUSEHOLD:

PROGRAM TOTAL HH INCOME

Completing First Mortgage Lock

After completing tabs, Click "Submit"

K MAIN MENU **SUBMIT** ADD ADDITIONAL SAVE INFO CONFIRMATION FORMS ?

Lender: 999900 - Test Bank Program: Start Up Purchase Program

LOAN INFO ORIGINATION PROPERTY INFO BORROWERS FINANCE OTHER

LOAN NUMBER: ALLOTMENT/ALLOCATION: FFY 2017 Start Up Allotme Start Up FFY 2017

LENDER LOAN NUMBER: 123456789 APPROVED/WORKING STAGES:

LENDER CASE NUMBER: STATUS:

COMMITMENT DATE: ESTIMATED CLOSING DATE: 03/31/2018

INITIATIVE: LOAN AMOUNT: \$200,000.00

INTEREST RATE: 4.8750 % Gov w/Monthly Payment Loan 0% Origination Fee

AMORTIZATION: Fixed Rate TERM IN MONTHS: 360

P&I: \$1,058.42 PURCHASE PRICE: \$203,000.00

LOAN TYPE: Federal Home Administration ADDITIONAL ACQUISITION COST: \$0.00

ACQUISITION PRICE: \$203,000.00

Error Messages

If you receive a **Validation Summary**, you'll see which items are out of program compliance.

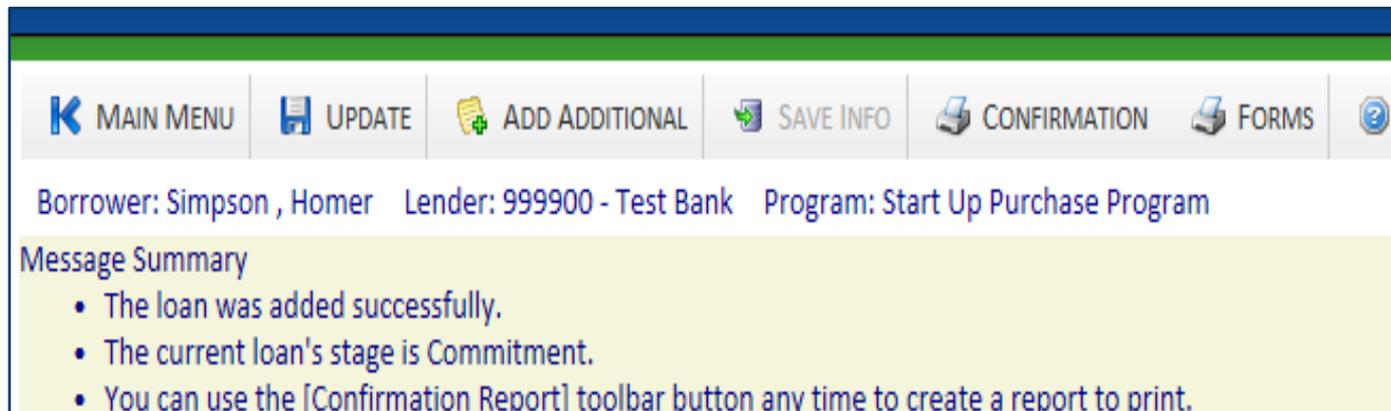
- Items must be adjusted for successful loan commitment and click “submit” again
- Check loan parameters to make sure the loan is within program limits

The screenshot shows a web application interface for loan management. At the top, there is a navigation bar with buttons: MAIN MENU, SUBMIT, ADD ADDITIONAL, SAVE INFO, CONFIRMATION, FORMS, and a help icon. Below the navigation bar, the current loan details are displayed: Borrower: Simpson, Homer; Lender: 999900 - Test Bank; Program: Start Up Purchase Program. A tabbed interface below shows tabs for LOAN INFO, ORIGINATION, PROPERTY INFO, BORROWERS, FINANCE, OTHER, and ERRORS. The ERRORS tab is selected, displaying a red 'Validation Summary' with the following error messages:

- Loan Info: Term in Months is invalid. Allowable Terms in Months are from 180 to 360 in increments of 180.
- Borrowers: Household Size is required.
- Borrowers: Program Total HH Income is required.

Completing First Mortgage Lock

Required: First mortgage must be locked before you can add the second.



K MAIN MENU UPDATE ADD ADDITIONAL SAVE INFO CONFIRMATION FORMS

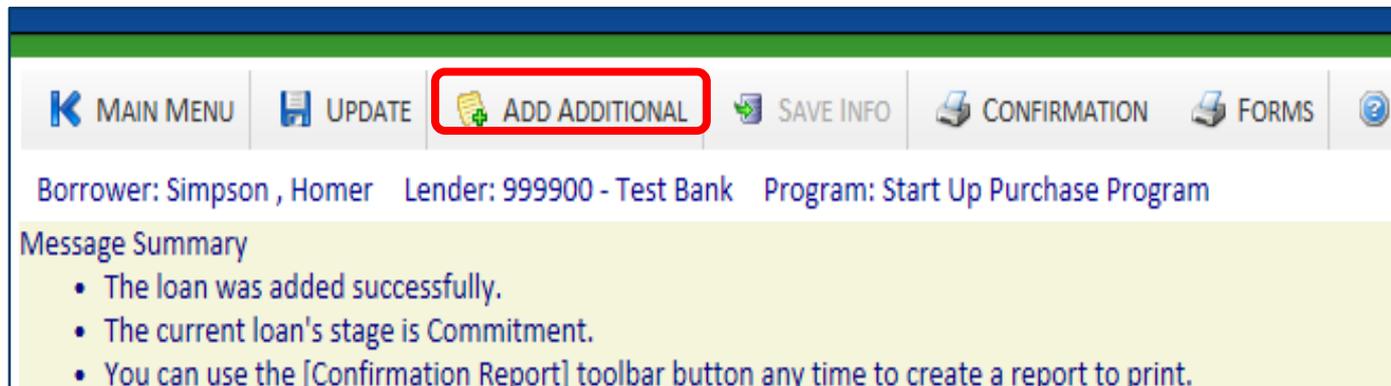
Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

Message Summary

- The loan was added successfully.
- The current loan's stage is Commitment.
- You can use the [Confirmation Report] toolbar button any time to create a report to print.

Adding Second Mortgage

Click “Add Additional”



The screenshot shows a software interface with a toolbar at the top. The toolbar contains several buttons: 'MAIN MENU' (with a 'K' icon), 'UPDATE' (with a floppy disk icon), 'ADD ADDITIONAL' (with a document and plus icon, highlighted with a red box), 'SAVE INFO' (with a floppy disk icon), 'CONFIRMATION' (with a printer icon), 'FORMS' (with a printer icon), and a help icon (with a question mark). Below the toolbar, the text reads: 'Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program'. Below this, there is a 'Message Summary' section with a yellow background, containing three bullet points: 'The loan was added successfully.', 'The current loan's stage is Commitment.', and 'You can use the [Confirmation Report] toolbar button any time to create a report to print.'

Adding Second Mortgage

MAIN MENU < LOAN DETAIL **NEW ADDITIONAL LOAN**

NEW LOAN COMMITMENT - TODAY'S OFFERING

First Loan Number: 0012640872 Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

PROGRAM	RATE	ASSISTANCE	LOAN TYPE	DESCRIPTION	FICO	SRP
Deferred Payment Loan Program	0.0000 %		Other	Deferred Payment Loan		
Monthly Payment Loan Program	4.2500 %		Other	Gov w/Monthly Payment Loan 15 Year Term 1% Origination Fee		
Monthly Payment Loan Program	4.6250 %		Other	Gov w/Monthly Payment Loan 30 Year Term 1% Origination Fee		
Monthly Payment Loan Program	4.8750 %		Other	Gov w/Monthly Payment Loan 30 Year Term 0% Origination Fee		
Monthly Payment Loan Program	5.0000 %		Other	Fannie/Freddie w/Monthly Payment Loan 1% Origination Fee		
Monthly Payment Loan Program	5.2500 %		Other	Fannie/Freddie w/Monthly Payment Loan 0% Origination Fee		
Monthly Payment Loan Program	5.3750 %		Other	Fannie/Freddie Upfront Paid MI w/Monthly Payment Loan 1% Origination Fee		
Monthly Payment Loan Program	5.5000 %		Other	Risk Sharing w/Monthly Payment Loan 1% Origination Fee		

Recommendations:

- Look for the rate and read the description to identify correct program
- Click on intended second mortgage program
- Click New Additional Loan

Adding Second Mortgage

1. Enter loan amount in increments of \$100
2. Click “Update”

The screenshot displays a web-based interface for adding a second mortgage. At the top, there is a navigation bar with buttons for 'MAIN MENU', 'UPDATE', 'ADD ADDITIONAL', 'SAVE MAIN INFO', 'CONFIRMATION', and 'FORMS'. Below this, the borrower and lender information is shown: 'Borrower: Simpson, Homer' and 'Lender: 999900 - Test Bank'. The program is identified as 'Start Up Purchase Program'. The 'ADDITIONAL LOAN' tab is selected, and the form contains the following fields:

- LOAN NUMBER:
- PROGRAM: Monthly Payment Loan Program
- SERVICER: U. S. Bank Home Mortgage
- LOAN TYPE: Other
- LOAN AMOUNT: \$12,000.00
- INTEREST RATE: 4.8750 %
- AMORTIZATION: Fixed Rate
- TERM IN MONTHS: 120
- P&I: \$126.55

Annotations include a red box around the 'UPDATE' button with a red arrow labeled '2.' pointing to it, and a red box around the 'LOAN AMOUNT' field with a red arrow labeled '1.' pointing to it.

Error Messages

If you receive a **Validation Summary**, you'll see which items are out of program compliance.

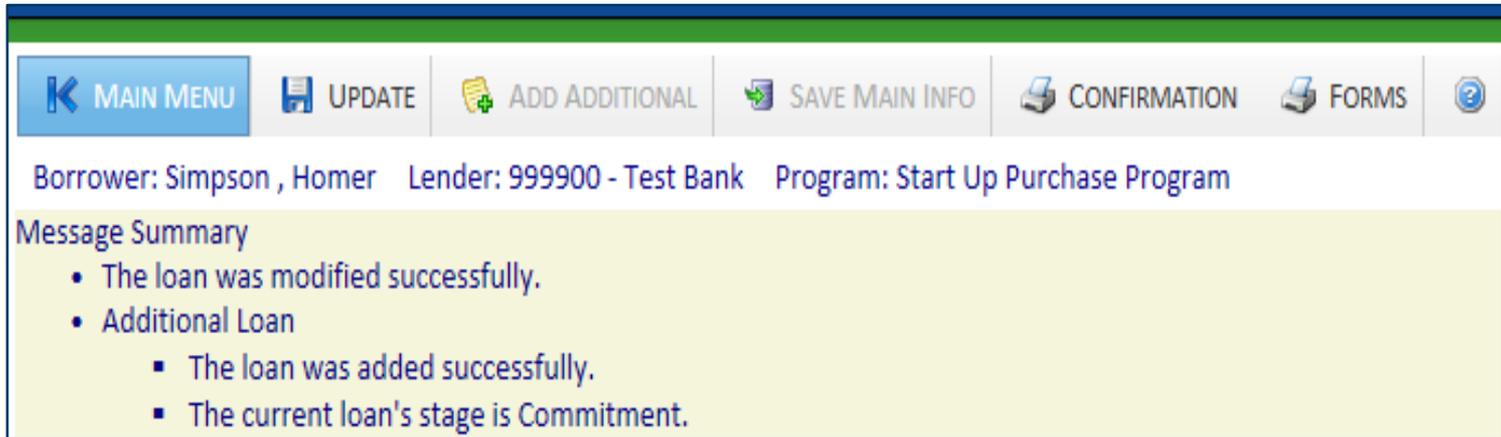
- Items must be adjusted for successful loan commitment and click “submit” again
- Check loan parameters to make sure the loan is within program limits

The screenshot displays a web application interface for loan management. At the top, there is a navigation bar with icons and labels for 'MAIN MENU', 'UPDATE', 'ADD ADDITIONAL', 'SAVE MAIN INFO', 'CONFIRMATION', 'FORMS', and a help icon. Below this, the current loan details are shown: 'Borrower: Simpson, Homer', 'Lender: 999900 - Test Bank', and 'Program: Start Up Purchase Program'. A secondary navigation bar contains tabs for 'LOAN INFO', 'ORIGINATION', 'PROPERTY INFO', 'BORROWERS', 'FINANCE', 'OTHER', 'ADDITIONAL LOAN', and 'ERRORS'. The 'ERRORS' tab is selected, revealing a 'Validation Summary' section. This section contains a red heading 'Validation Summary' followed by a red bullet point 'Compliance Problems:' and a red sub-bullet point: '203.2-p2: Please adjust the additional loan amount to round up to the nearest \$100.'

Completing Second Mortgage Lock

Success!

You have locked both the first and second mortgage!



The screenshot displays a web application interface with a navigation bar at the top containing buttons for MAIN MENU, UPDATE, ADD ADDITIONAL, SAVE MAIN INFO, CONFIRMATION, FORMS, and a help icon. Below the navigation bar, the borrower and lender information is shown: Borrower: Simpson, Homer; Lender: 999900 - Test Bank; Program: Start Up Purchase Program. A yellow message summary box contains the following text:

Message Summary

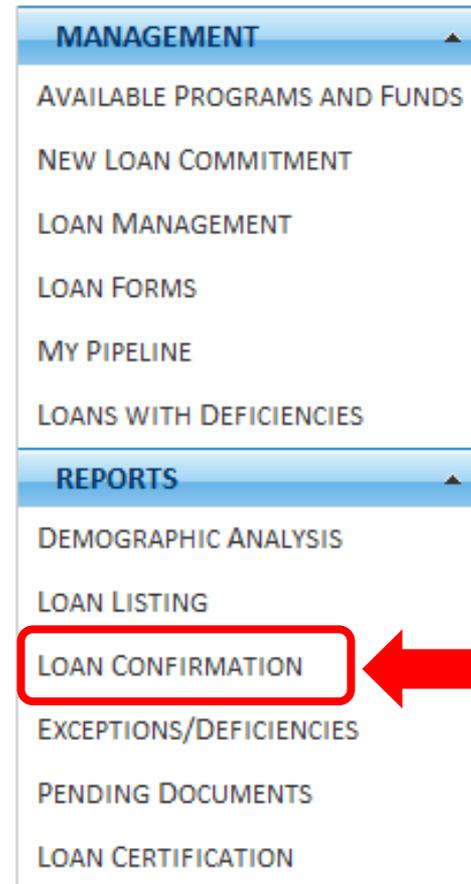
- The loan was modified successfully.
- Additional Loan
 - The loan was added successfully.
 - The current loan's stage is Commitment.



Print Commitment Confirmation

Print Commitment Confirmation

1. Click “Loan Confirmation”



Print Commitment Confirmation

2. Search loan by “Loan Number” or “Last Name”
3. Click “Search Loans”

3.



 MAIN MENU

 CLEAR

 **SEARCH LOANS**

 ADVANCED SEARCH



LOAN NUMBER:

2.

LAST NAME:

LENDER LOAN NUMBER:

FIRST NAME:

Print Commitment Confirmation

4. Single click on borrower name

- Printer icon will appear

5. Click printer icon

The screenshot shows a web application interface with a toolbar and a table. The toolbar includes buttons for 'MAIN MENU', 'QUICK SEARCH', 'ADVANCED SEARCH', 'UPDATE COMMITMENT', 'FUNDING APPROVE', and a printer icon. The table has columns for 'LOAN NUMBER', 'LAST NAME', 'FIRST NAME', 'COMMITMENT DATE', and 'APPROVED STAGE'. A red arrow labeled '4.' points to the 'LAST NAME' cell containing 'Simpson'. Another red arrow labeled '5.' points to the printer icon in the toolbar.

LOAN NUMBER	LAST NAME	FIRST NAME	COMMITMENT DATE	APPROVED STAGE
0012640872	Simpson	Homer	3/19/2018	Commitment

Print Commitment Confirmation

6. Print loan confirmation by hovering over the screen and clicking print icon

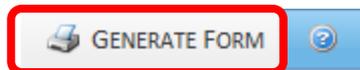


Loan Confirmation Report

LOAN INFO		
LOAN #: 0012640872		STAGE: Commitment
BORROWER: Homer Simpson		STATUS: Current
AGENCY: Minnesota Housing Finance Agency		
PROGRAM: Start Up Purchase Program		
LOAN AMOUNT: \$200,000.00		
RATE: 4.8750%	TERM: 360	
DISCOUNT RATE:	DISCOUNT AMOUNT:	ASSISTANCE AMT:
MONTHLY P&I: \$1,058.42		% ASSISTANCE:
LOAN TYPE: Federal Home Administration	AMORTIZATION: Fixed Rate	
PRODUCT TYPE:	INITIATIVE:	
SERVICER: US Bank Home Mortgage- MRBP Division		

Print Commitment Confirmation

Or go to Forms Generator to print Commitment Notification



LOAN MANAGEMENT - FORMS

Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

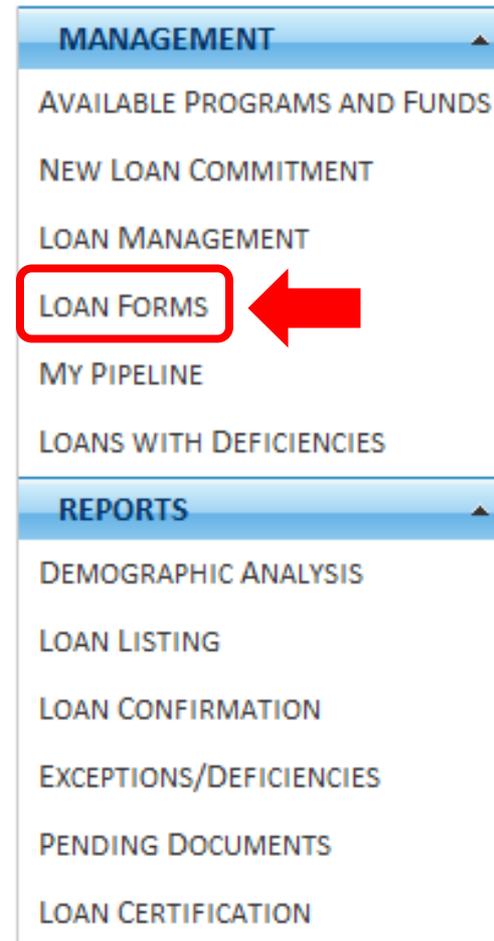
<input type="checkbox"/>	LOAN NUMBER	FORM
<input type="checkbox"/>	0012640872	Appliance Form
<input type="checkbox"/>	0012640872	Borrower Affidavit (Start Up)
<input checked="" type="checkbox"/>	0012640872	Commitment Notification (Start Up)
<input type="checkbox"/>	0012640872	Conventional/RD First Mortgage Deed Amendment (Start)
<input type="checkbox"/>	0012640872	Deferred Payment Loan Mortgage
<input type="checkbox"/>	0012640872	Deferred Payment Loan Mortgage - 3 borrowers
<input type="checkbox"/>	0012640872	Deferred Payment Loan Note



Forms Generator

Forms Generator

1. Click “Loan Forms”



Forms Generator

2. Search loan by “Loan Number” or “Last Name”
3. Click “Search Loans”

3.

K MAIN MENU CLEAR SEARCH LOANS ADVANCED SEARCH ?

LOAN NUMBER:

LENDER LOAN NUMBER:

2. LAST NAME:

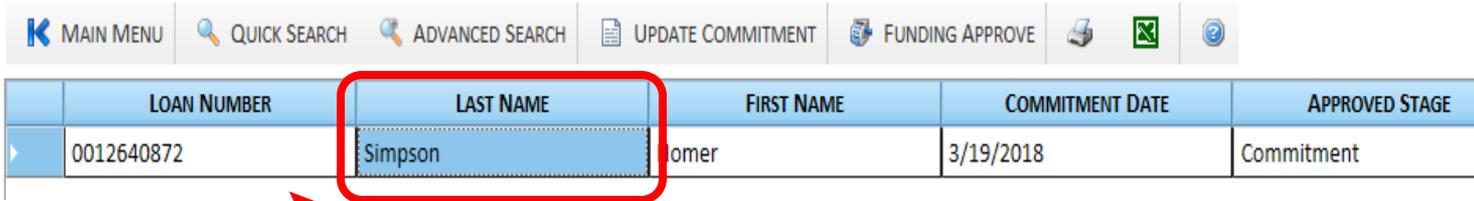
FIRST NAME:

LOAN FORMS - QUICK SEARCH CRITERIA

Forms Generator

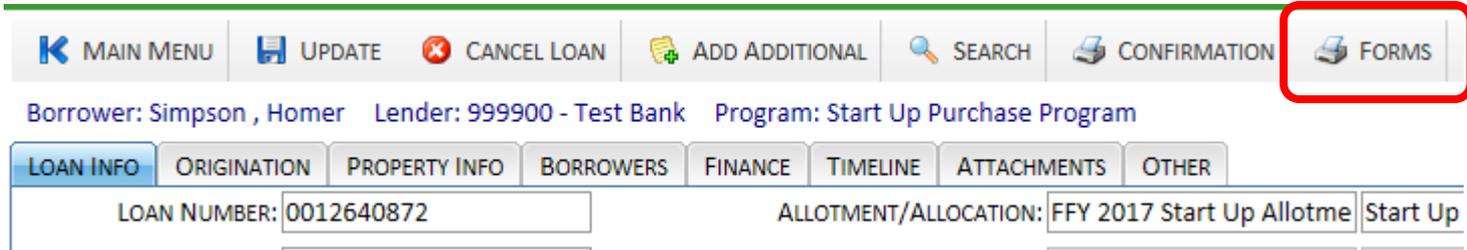
4. Single click on borrower name

- “Forms” will appear



LOAN NUMBER	LAST NAME	FIRST NAME	COMMITMENT DATE	APPROVED STAGE
0012640872	Simpson	Homer	3/19/2018	Commitment

5. Click on “Forms”



Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

LOAN INFO	ORIGINATION	PROPERTY INFO	BORROWERS	FINANCE	TIMELINE	ATTACHMENTS	OTHER
LOAN NUMBER: 0012640872				ALLOTMENT/ALLOCATION: FFY 2017 Start Up Allotme	Start Up		

Forms Generator

6. Check boxes for all of the forms needed (Start Up, FHA, Monthly Payment, etc.)

7. Click “Generate Form”

7.

GENERATE FORM 

LOAN MANAGEMENT - FORMS

Borrower: Simpson, Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

<input type="checkbox"/>	LOAN NUMBER	FORM
<input type="checkbox"/>	0012640872	Appliance Form
<input type="checkbox"/>	0012640872	Borrower Affidavit (Start Up)
<input checked="" type="checkbox"/>	0012640872	Commitment Notification (Start Up)
<input type="checkbox"/>	0012640872	Conventional/RD First Mortgage Deed Amendment (Start)
<input type="checkbox"/>	0012640872	Deferred Payment Loan Mortgage
<input type="checkbox"/>	0012640872	Deferred Payment Loan Mortgage - 3 borrowers
<input type="checkbox"/>	0012640872	Deferred Payment Loan Note

6.

Forms Generator

8. Forms will auto-populate most loan information from the system
9. Print the forms

Best practice!

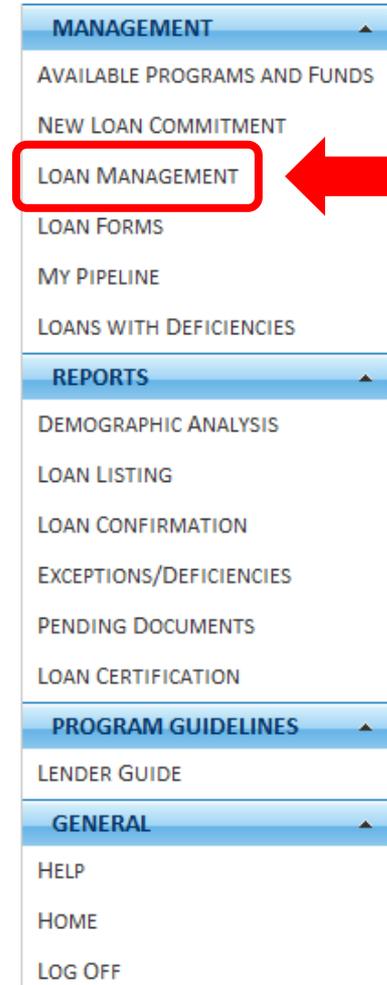
Generate Subsidy Recapture Form separately



Cancel a Loan

Cancel a Loan

1. Click Loan Management



Cancel a Loan

2. Enter the “Loan Number” or “Last Name”
3. Click “Search Loans”

The screenshot shows a search interface with a navigation bar and two search input sections. The navigation bar contains buttons for 'MAIN MENU', 'CLEAR', 'SEARCH LOANS', 'ADVANCED SEARCH', and a help icon. The 'SEARCH LOANS' button is highlighted with a red box and a red arrow labeled '3.'. Below the navigation bar, there are two search input sections. The left section has a 'LOAN NUMBER:' label and an input field, with a red arrow labeled '2.' pointing to it. Below this is a 'LENDER LOAN NUMBER:' label and an input field. The right section has a 'LAST NAME:' label and an input field, with a red arrow labeled '2.' pointing to it. Below this is a 'FIRST NAME:' label and an input field.

Cancel a Loan

4. Single click the borrower name
5. Select “Update Commitment”



5.

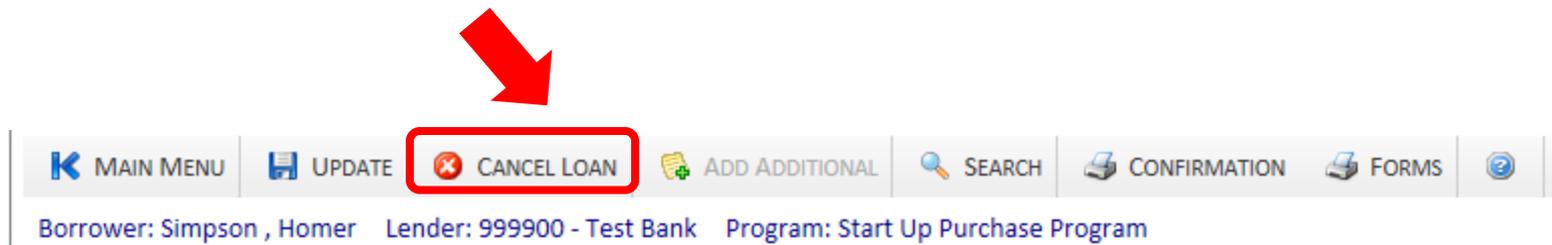
LOAN NUMBER	LAST NAME	FIRST NAME	LENDER NUMBER	COMMITMENT DATE
0012644908	Simpson	Homer		12/12/2017



4.

Cancel a Loan

6. Click “Cancel Loan”



Cancel a Loan

- Once a loan has been cancelled, “Update” and “Cancel Loan” will be grayed out and status will be “Read-only” and “Cancelled”

READ-ONLY Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

CANCEL LOAN

LOAN INFO | ORIGINATION | PROPERTY INFO | BORROWERS | FINANCE | TIMELINE | ATTACHMENTS | OTHER | ADDITIONAL LOAN

LOAN NUMBER: 0012640872 ALLOTMENT/ALLOCATION: FFY 2017 Start Up Allotme Start Up FFY 2017

LENDER LOAN NUMBER: APPROVED/WORKING STAGES: Commitment Purchase Approved

LENDER CASE NUMBER: STATUS: Cancelled

COMMITMENT DATE: 03/19/2018 ESTIMATED CLOSING DATE: 03/31/2018

INITIATIVE: LOAN AMOUNT: \$200,000.00

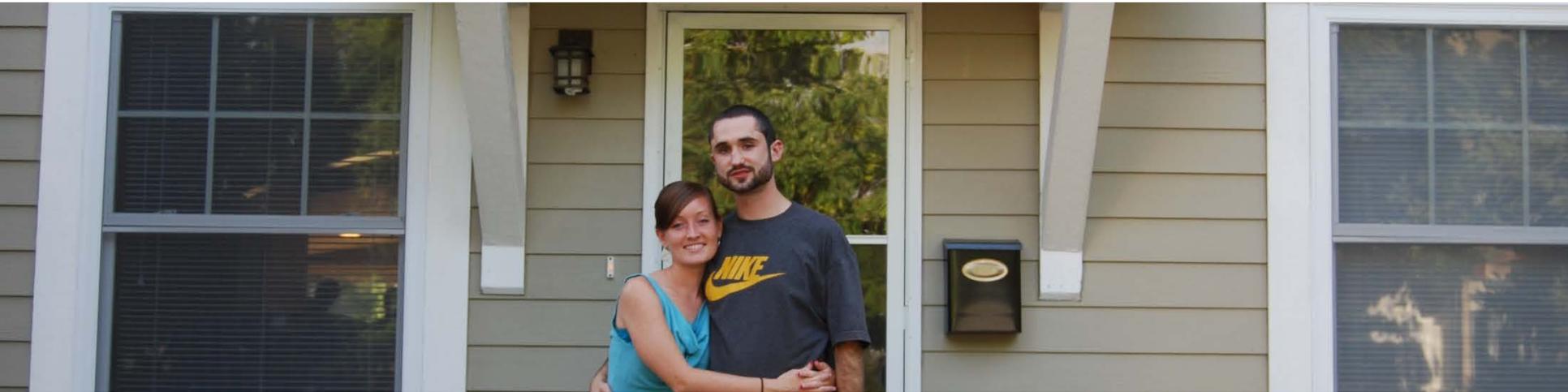
INTEREST RATE: 4.8750 % Gov w/Monthly Payment Loan 0% Origination Fee

AMORTIZATION: Fixed Rate TERM IN MONTHS: 360

P&I: \$1,058.42 PURCHASE PRICE: \$203,000.00

LOAN TYPE: Federal Home Administration ADDITIONAL ACQUISITION COST: \$0.00

ACQUISITION PRICE: \$203,000.00



Funding/Compliance Approve

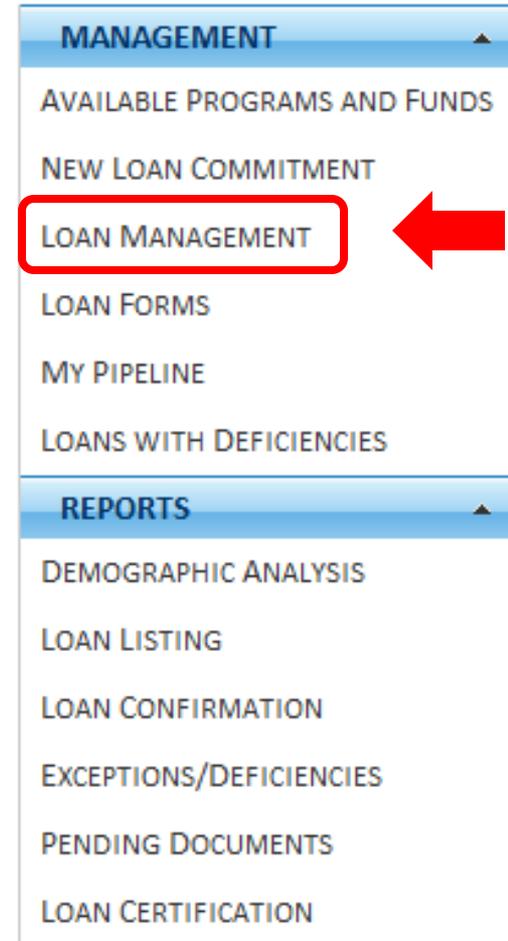
Funding Approve

Minnesota Housing	U.S. Bank
Funding Approve	Compliance Approval

- Last step to a successful Minnesota Housing loan
- You verify loan information and certify that all information:
 - Has been updated with any changes
 - Matches the loan file sent or imaged to U.S. Bank
 - Meets Minnesota Housing requirements and underlying loan product
 - Meets legal requirements

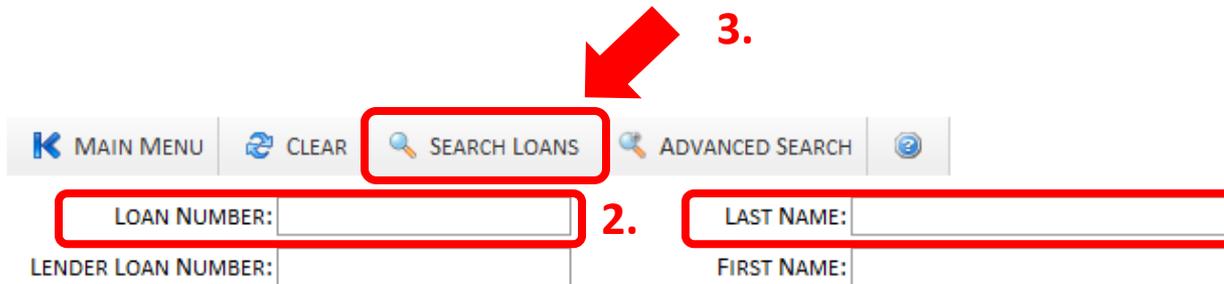
Funding Approve

1. To access the loan, click “Loan Management”



Funding Approve

2. Search loan by “Loan Number” or “Last Name”
3. Click “Search Loans”



The screenshot shows a search interface with a navigation bar at the top containing 'MAIN MENU', 'CLEAR', 'SEARCH LOANS', 'ADVANCED SEARCH', and a help icon. Below the navigation bar are four input fields: 'LOAN NUMBER:', 'LENDER LOAN NUMBER:', 'LAST NAME:', and 'FIRST NAME:'. Red annotations highlight the 'SEARCH LOANS' button with a red box and a red arrow labeled '3.', and the 'LOAN NUMBER:' and 'LAST NAME:' input fields with red boxes and the number '2.'.

LOAN FORMS - QUICK SEARCH CRITERIA

Funding Approve

4. If you can't find your loan, click "Advanced Search"
5. Enter Social Security Number
6. Click "Search Loans"

The screenshot shows a web application interface for loan search. It features a top navigation bar with buttons for 'MAIN MENU', 'CLEAR', 'SEARCH LOANS', and 'ADVANCED SEARCH'. Below this are input fields for 'LOAN NUMBER', 'LENDER LOAN NUMBER', 'LAST NAME', and 'FIRST NAME'. A second section contains a 'SEARCH LOANS' button and a 'LOAN INFO' section with fields for 'LOAN NUMBER', 'RATE', and 'INCLUDE ARCHIVED'. Below that is 'BORROWER INFO' with 'LAST NAME' and 'SSN' fields. The 'LENDER INFO' section includes 'LENDER LOAN NUMBER', 'COMPLIANCE SPECIALIST', and 'LOAN OFFICER'. 'PROPERTY INFO' has a 'CITY' field. 'FINANCE INFO' includes 'POOL NUMBER' and 'CUSIP NUMBER'. Red boxes and arrows highlight the 'ADVANCED SEARCH' button (labeled 4), the 'SSN' field (labeled 5), and the 'SEARCH LOANS' button (labeled 6).

4. MAIN MENU CLEAR SEARCH LOANS **ADVANCED SEARCH**

LOAN NUMBER: LAST NAME:
LENDER LOAN NUMBER: FIRST NAME:

6. MAIN MENU CLEAR **SEARCH LOANS**

LOAN INFO
LOAN NUMBER:
RATE:
INCLUDE ARCHIVED:

BORROWER INFO
LAST NAME:
SSN:

LENDER INFO
LENDER LOAN NUMBER:
COMPLIANCE SPECIALIST:
LOAN OFFICER:

PROPERTY INFO
CITY:

FINANCE INFO
POOL NUMBER:
CUSIP NUMBER:

Funding Approve

7. Single click on borrower name
8. Click “Funding Approve”

The screenshot shows a software interface with a navigation bar at the top and a data table below. The navigation bar includes buttons for 'MAIN MENU', 'QUICK SEARCH', 'ADVANCED SEARCH', 'UPDATE COMMITMENT', 'FUNDING APPROVE', a printer icon, a checkmark icon, and a help icon. The 'FUNDING APPROVE' button is highlighted with a red box and a red arrow labeled '8.'. Below the navigation bar is a table with three columns: 'LOAN NUMBER', 'LAST NAME', and 'FIRST NAME'. The table contains one row with the following data: '0012644908' in the 'LOAN NUMBER' column, 'Simpson' in the 'LAST NAME' column, and 'Homer' in the 'FIRST NAME' column. The 'Simpson' entry in the 'LAST NAME' column is highlighted with a red box and a red arrow labeled '7.'.

LOAN NUMBER	LAST NAME	FIRST NAME
0012644908	Simpson	Homer

Loan Info Tab

1. Verify all information and edit fields if necessary to match closing documents

[K MAIN MENU](#) [UPDATE](#) [ADD ADDITIONAL](#) [SEARCH](#) [CONFIRMATION](#) [FORMS](#) [FUNDING APPROVE](#) [?](#)

Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

LOAN INFO | ORIGINATION | PROPERTY INFO | BORROWERS | FINANCE | DETAILS | INSURANCES | TIMELINE | ATTACHMENTS | OTHER | ADDITIONAL LOAN

LOAN NUMBER:	0012640873	ALLOTMENT/ALLOCATION:	FFY 2017 Start Up Allotme	Start Up FFY 2017
LENDER LOAN NUMBER:		APPROVED/WORKING STAGES:	Commitment	Purchase Approved
LENDER CASE NUMBER:		STATUS:	Current	
COMMITMENT DATE:	03/19/2018	ESTIMATED CLOSING DATE:	03/31/2018	
INITIATIVE:		LOAN AMOUNT:	\$200,000.00	
INTEREST RATE:	4.8750 %	Gov w/Monthly Payment Loan 0% Origination Fee		
AMORTIZATION:	Fixed Rate	TERM IN MONTHS:	360	
P&I:	\$1,058.42	PURCHASE PRICE:	\$203,000.00	
LOAN TYPE:	Federal Home Administration	ADDITIONAL ACQUISITION COST:	\$0.00	
		ACQUISITION PRICE:	\$203,000.00	

Origination Tab

1. Verify all information and edit fields if necessary
2. Select “Loan Officer”
 - If loan officer is not listed, select “Not Participating”
3. Enter “Closing” (date), “First Payment” (date), and “Maturity” (date)

LOAN INFO **ORIGINATION** PROPERTY INFO BORROWERS FINANCE DETAILS INSURANCES ATTACHMENTS OTHER ADDITIONAL LOAN

LENDER: Test Bank LENDER CITY: Saint Paul

LOAN OFFICER: Jonnie Quinn OFFICER ASSIGNED DATE:

LOAN PROCESSOR: PROCESSOR ASSIGNED DATE:

DATES

CLOSING: EXPIRATION:

CANCEL:

REJECTED:

FIRST PAYMENT: **MATURITY:**

Property Info Tab

1. Verify all information and edit fields if necessary
2. Enter “Legal Description,” “Value Amount,” “Valuation Method,” and “Title to Be Held As”

LOAN INFO ORIGINATION **PROPERTY INFO** BORROWERS FINANCE TIMELINE ATTACHMENTS OTHER ADDITIONAL LOAN

ZIP CODE: 12345-

ADDRESS: 742 Evergreen Terrace

CITY: Minneapolis - Hennepin

COUNTY: Hennepin

STATE: MN

CENSUS TRACT: 9999.99

TARGET / NON TARGET: Non Target

LEGAL DESCRIPTION:

VALUE AMOUNT: \$210,000.00

VALUATION METHOD: Appraisal Asis

BUILDING TYPE: SINGLE_FAMILY

YEAR BUILT: 1980

CATEGORY: Existing

NUMBER OF UNITS: 1

TITLE TO BE HELD AS: Fee Simple

2.

Borrowers Tab

1. Verify all information and edit fields if necessary
2. Enter “Counseling Class Completed” (date)

Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

LOAN INFO ORIGINATION PROPERTY INFO **BORROWERS** FINANCE DETAILS INSURANCES TIMELINE ATTACHMENTS OTHER ADDITIONAL LOAN

TYPE	LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH	SEX	MARITAL STATUS	RELATIONSHIP	CREDIT SCORE
Borrower	Simpson	Homer		1/1/1970	Male	Married		700

TYPE: Borrower OWNER TYPE: Individual

LAST NAME: Simpson FIRST NAME: Homer

MIDDLE NAME:

DATE OF BIRTH: 01/01/1970 AGE: 48

SEX: Male MARITAL STATUS: Married

ON TITLE:

FIRST TIME BUYER:

RACE: WHITE ASIAN BLACK OR AFRICAN AMERICAN AMERICAN INDIAN OR ALASKAN NATIVE NATIVE HAWAII OR OTHER PACIFIC ISLANDER

ETHNICITY: Not Hispanic or Latino

COUNSELING CLASS COMPLETED: 03/19/2018

CREDIT SCORE: 700 CREDIT REPORT AGENCY: Equifax

CREDIT REPORT DATE: 03/19/2018

OK CANCEL

Borrowers Tab

3. Verify all information and edit fields if necessary

Navigation: [MAIN MENU](#) | [UPDATE](#) | [ADD ADDITIONAL](#) | [SEARCH](#) | [CONFIRMATION](#) | [FORMS](#) | [FUNDING APPROVE](#) | [?](#) LOAN

Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

LOAN INFO | ORIGINATION | PROPERTY INFO | **BORROWERS** | FINANCE | DETAILS | INSURANCES | TIMELINE | ATTACHMENTS | OTHER | ADDITIONAL LOAN

	TYPE	LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH	SEX	MARITAL STATUS	RELATIONSHIP	CREDIT SCORE
▶	Borrower	Simpson	Homer		1/1/1970	Male	Married		700

[EDIT](#) [ADD](#) [DELETE](#)

Ⓞ HOUSEHOLD SIZE: ▼ Ⓞ DEPENDENTS UNDER 18:

Ⓞ OTHER DEPENDENTS:

DISABLED HOUSEHOLD:

Ⓞ PROGRAM TOTAL HH INCOME:

Details Tab

1. Verify all information and edit fields
2. Add “Loan Amount,” “Note Amount,” “Closing Date,” “First Payment Date,” “Next Payment Date,” and “Maturity Date”

Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

LOAN INFO	ORIGINATION	PROPERTY INFO	BORROWERS	FINANCE	DETAILS	INSURANCES	TIMELINE
BASE LOAN AMOUNT:	\$200,000.00				COMMITMENT DATE:	03/19/2018	
UPFRONT MIP AMOUNT:	\$0.00						
⊕ LOAN AMOUNT:	\$200,000.00				⊕ CLOSING DATE:	03/31/2018	
UNPAID PRINCIPAL BALANCE:	\$200,000.00				⊕ FIRST PAYMENT DATE:	05/01/2018	
NOTE AMOUNT:	\$200,000.00				NEXT PAYMENT DATE:		
⊕ P&I:	\$1,058.42				⊕ MATURITY DATE:	04/01/2048	
MONTHLY TAXES:	\$0.00				PURCHASE POST DATE:		
					DISBURSEMENT DATE:	03/22/2018	

Note: Next Payment Date = First Payment Date

Insurances Tab

1. Verify all information and edit fields if necessary
2. If Mortgage Insurance is required (including Government Loans):
 - Click “Add”
 - Add “Type,” “Policy Number,” “Policy Effective Date,” (always the closing date) and “Vendor”
 - Click “OK”

Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

LOAN INFO ORIGINATION PROPERTY INFO BORROWERS FINANCE DETAILS INSURANCES TIMELINE ATTACHMENTS OTHER ADDITIONAL LOAN

TYPE	VENDOR	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	COVERAGE AMOUNT	COVERAGE PERCENT	DE
------	--------	---------------	-----------------------	------------------------	-----------------	------------------	----

TYPE: [dropdown] VENDOR: [dropdown]

POLICY NUMBER: [text]

POLICY EFFECTIVE DATE: [text]

OK CANCEL

Total = --

ADD DELETE

Insurances Tab

“Type” Options

TYPE:	Flood
NUMBER:	Hazard
EFFECTIVE DATE:	MM/DD
	Mortgage Insurance

“Vendor” Options

VENDOR:	Arch Mortgage Insurance Company
	CMG Mortgage Insurance Co
	Dept of Housing and Urban Development
	Dept of Veterans Administration
	Essent Guaranty Inc
	Genworth Mortgage Insurance Co
	Mortgage Guaranty Insurance Corp
	National Mortgage Insurance Corporation
	PMI Mortgage Insurance Co
	Radian Guaranty Inc
	United Guaranty Residential Insurance Corp and Mortgage Indemnity Co
	USDA Rural Development Housing Service

Other Tab

1. Verify all information and edit fields if necessary
2. Apply correct answers to:
 - Personal Property = No (capital “N” lowercase “o”)
 - Preferred Risk, DPL Plus if applicable
 - Must indicate if the loan is Fannie or Freddie

Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

LOAN INFO ORIGINATION PROPERTY INFO BORROWERS FINANCE DETAILS INSURANCES TIMELINE ATTACHMENTS OTHER ADDITIONAL LOAN

GRANT AMOUNT FANNIE / FREDDIE

HOUSING RATIO 28% OR ABOVE Y/N

HOUSING RATIO 26

HFA PREFERRED RISK SHARING Y/N

PERS. PROPERTY IN TRANSACTION? No

NCES TIMELINE ATTACHMENTS OTHER ADDITIONAL LOAN

FANNIE / FREDDIE

Fannie
Freddie

Additional Loan Tab

1. Verify all information and edit fields if necessary
 - Double check for correct loan amount (must be in increments of \$100)

MAIN MENU UPDATE ADD ADDITIONAL SEARCH CONFIRMATION FORMS FUNDING APPROVE

Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

LOAN INFO ORIGINATION PROPERTY INFO BORROWERS FINANCE DETAILS INSURANCES TIMELINE ATTACHMENTS OTHER ADDITIONAL

ADDITIONAL LOAN

LOAN NUMBER: 0012640873-A

PROGRAM: Monthly Payment Loan Program

⊕ SERVICER: U. S. Bank Home Mortgage

⊕ LOAN TYPE: Other

⊕ LOAN AMOUNT: \$12,000.00

INTEREST RATE: 4.8750 % Gov w/Monthly Payment Loan 30 Year Term 0% Origination Fee

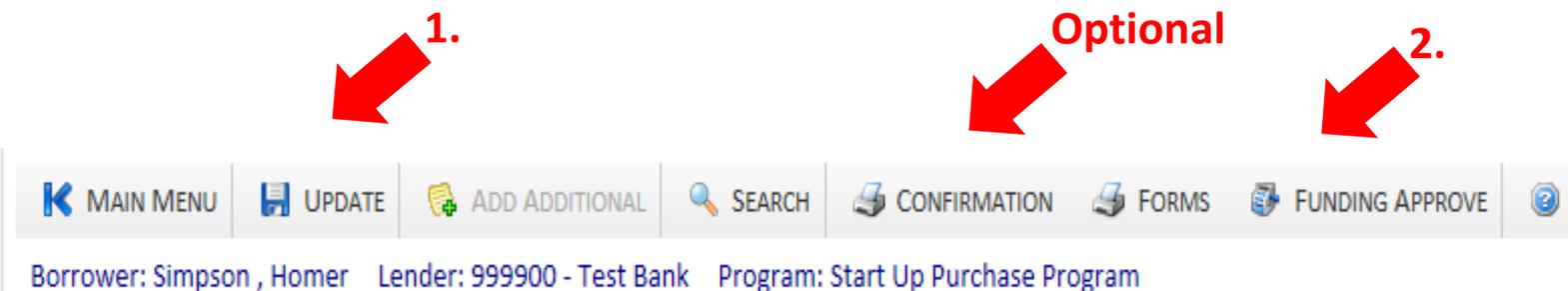
⊕ AMORTIZATION: Fixed Rate

⊕ TERM IN MONTHS: 120

P&I: \$126.55

Final Steps

1. Click “Update”
 - Optional: Click “Confirmation Report”
2. Click “Funding Approve”



Final Steps

3. Check box to certify information
4. Click “I Approve”

MAIN MENU UPDATE ADD ADDITIONAL SEARCH CONFIRMATION FORMS FUNDING APPROVE

Borrower: Simpson , Homer Lender: 999900 - Test Bank Program: Start Up Purchase Program

LOAN INFO ORIGINATION PROPERTY INFO BORROWERS FINANCE DETAILS INSURANCES TIMELINE ATTACHMENTS OTHER ADDITIONAL LOAN FUNDING

LOAN NUMBER	DESCRIPTION	AMOUNT
0012640873	Loan Amount	\$200,000.00
0012640873	Net Loan Amount	(\$200,000.00)
0012640873	Premium	\$2,000.00
0012640873	Net Premium	(\$2,000.00)
0012640873-A	Loan Amount	\$12,000.00

FUNDING APPROVAL

3. By clicking on the I Approve the Funding of the Loan button, I certify the following:

All information provided to Minnesota Housing via the Single Family Mortgages Online System (SF MOS) is accurate and complete.

The loan is in compliance with all applicable Minnesota Housing manuals, policies and procedures.

All required loan documents have been executed.

The loan is in compliance with all applicable laws and regulations.

4. I Approve the Funding of the Loan

Error Messages

If you receive a **Validation Summary**, you'll see which items are out of program compliance.

- Items must be adjusted for successful loan commitment and click “submit” again
- Check loan parameters to make sure the loan is within program limits

The screenshot displays a web application interface for loan management. At the top, there is a navigation bar with buttons for 'MAIN MENU', 'UPDATE', 'ADD ADDITIONAL', 'SEARCH', 'CONFIRMATION', 'FORMS', and 'FUNDING APPROVE'. The user's role is identified as 'LOAN MANAGER'. Below the navigation bar, the borrower and lender information is shown: 'Borrower: Simpson, Homer', 'Lender: 999900 - Test Bank', and 'Program: Start Up Purchase Program'. A secondary navigation bar contains tabs for 'LOAN INFO', 'ORIGINATION', 'PROPERTY INFO', 'BORROWERS', 'FINANCE', 'DETAILS', 'INSURANCES', 'TIMELINE', 'ATTACHMENTS', 'OTHER', 'ADDITIONAL LOAN', and 'ERRORS'. The 'ERRORS' tab is selected, displaying a 'Validation Summary' with the following error messages:

- Compliance Problems: Loan Number 0012640873-A.
 - The Note Amount must be filled in on the Details Tab. Confirm an accurate Amount by verifying the figure on the executed Note.
- Compliance Problems: Loan Number 0012640873.
 - 24.1: Census Tract number is required. Contact Minnesota Housing's help desk for the census tract and property targeting information (651-296-8215 or 1-800-710-8871).
 - The Note Amount must be filled in on the Details Tab. Confirm an accurate Amount by verifying the figure on the executed Note.

Success!

You have fund/compliance approved both the first and second mortgage!

Message Summary

- The loan was modified successfully.
- The current loan's stage is Purchase Approved.
- Additional Loan
 - The loan was modified successfully.
 - The current loan's stage is Purchase Approved.
- You can use the [Create Report] toolbar button any time to create a report to print.

Questions?

HOUSING IS THE

Call Partner Solutions

1.296.8215 or 800.710.8871 option 4

or email at

MNHousing.Solution@state.mn.us

between 8:00 a.m. and 5:00 p.m. on
business days