
































Description: An overview of required and optional forms and worksheets for Minnesota Housing Mortgage Loan Programs. Required loan forms can be accessed via Minnesota Housing's Loan Commitment System, Document Vendor, or your company's LOS.

FORM		Start Up	Step Up	MPL	DPL	PDF
Required	File Delivery Checklist (<i>U.S. Bank Home Mortgage Website</i>)	●	●			
	US Bank Borrower Authorization	●	●			
	Borrower Affidavit	●				
	Subsidy Recapture Statement and Tennessen Warning	●				
	Tennessen Warning		●			
	Monthly Payment Loan Mortgage			●		
	Monthly Payment Loan Note			●		
	Deferred Payment Loan Mortgage				●	
	Deferred Payment Note				●	
Required on some underlying loan products	Appliance Form (<i>203k Limited or New Construction</i>)	●				
	Notice to Buyers FHA/VA	●				
	Notice to Buyers Conventional/RD	●				
	FHA DPA Commitment Form (<i>FHA only</i>)			●	●	
	FHA Award Letter (<i>FHA only</i>)			●	●	
Additional Resources	Appraisal Delivery Certification (<i>U.S. Bank Home Mortgage form</i>)	●	●			
	Household Size Statement	●				
	Acquisition Cost Worksheet	●				
	Start Up Program Required Forms Summary	●				
	Eligibility Income Worksheet	●				
	Non-Occupant Spouse Statement	●				
	Zero Income Statement	●				
	DPL Plus Eligibility Worksheet				●	
	Sample Partial Exemption Disclosure				●	

*The Minnesota Housing Mortgage Loan Programs Form Guide and Glossary does not contain all information needed to originate loans for sale under Minnesota Housing programs. See the applicable Minnesota Housing Procedural Manual at www.mnhousing.gov for complete information.

Forms Glossary

FORM	DESCRIPTION	INSTRUCTIONS FOR USE	LINK
Acquisition Cost Worksheet	Documents the property acquisition cost	Optional, but recommended form to use only on Start Up loans to help determine the Property Acquisition Cost	
Appliance Form	Documents the cost and how the borrower intends to pay for the appliance/personal property that is included in the transaction	Use only on FHA 203K loans or new construction loans where the cost of the appliances has a direct effect on the settlement costs of the home	
Appraisal Delivery Certification	Confirmation that appraisal was delivered	Required by US Bank - HFA Division for any Start Up and Step Up loan	
Borrower Affidavit	An affirmation by the borrower of true and correct information, where if false, Minnesota Housing has the right to declare the loan due	<ul style="list-style-type: none"> • Sign at the time of closing, or as close before closing as possible • Powers of Attorney (POA) not permitted 	
US Bank Borrower Authorization	Grants permission for US Bank to share loan information with Minnesota Housing	Must be signed at or before closing.	
Deferred Payment Loan (DPL) Plus Eligibility Worksheet	Documents borrower's eligibility for DPL Plus	Optional, but recommended worksheet to document borrower's eligibility	
Deferred Payment Loan (DPL) Program Mortgage	Borrower pledges title of the property to the lender as security for the loan described in the note	<ul style="list-style-type: none"> • Do not alter language on the mortgage • Verify mortgage states a 30-year term • Non-borrowing spouse: Must sign the mortgage or have "purchase money mortgage" language added to mortgage • Sign and notarize at the time of closing or as close before closing as possible 	
Deferred Payment Loan (DPL) Program Note	Written promise to repay the loan	<ul style="list-style-type: none"> • Sign and notarize at the time of closing, or as close before closing as possible 	
Start Up Program Required Forms Summary	Summary of the required forms that borrower will sign at closing	<ul style="list-style-type: none"> • Optional, but recommended • No signature required • Give to the borrower at the time of application 	
Downpayment Loan Disclosure Information	Explains how to disclose loans under TRID	Review TRID options for downpayment and closing cost loans	
Eligibility Income Worksheet	Documents Program Eligibility Income calculation	<ul style="list-style-type: none"> • Optional, but recommended • Attach supplemental income calculation documentation, if applicable 	
FHA Award Letter	Letter from Minnesota Housing stating that a downpayment and closing cost assistance loan was awarded to the borrower with an FHA loan	Required if the borrower has an FHA loan and receives a downpayment and closing cost assistance loan from Minnesota Housing	

FORM	DESCRIPTION	INSTRUCTIONS FOR USE	LINK
FHA DPA Commitment Form	Letter from Minnesota Housing committing a downpayment and closing cost assistance loan with an FHA loan	Required if the borrower has an FHA loan and receives a downpayment and closing cost assistance loan from Minnesota Housing	
Household Size Statement	Documents the borrower's household size	Can be filled out and signed by the borrower or lender	
Monthly Payment Loan Program (MPL) Mortgage	Pledges title of the property to the lender as security for the Monthly Payment Loan described in the Note	<ul style="list-style-type: none"> Do not alter language on the mortgage Verify mortgage states a 10-year term Sign and notarize at the time of closing, or as close before closing as possible 	
Monthly Payment Loan Program (MPL) Note	Written promise to repay the Monthly Payment Loan	Sign and notarize at the time of closing, or as close before closing as possible	
Non-Occupant Spouse Statement	Spouse will not be a borrower and does not intend to live in the property	Signed by the borrower	
Notice to Buyers FHA/VA	Rights and responsibilities as they pertain to FHA/VA loans	Signed at time of closing or as close before closing as possible for all Start Up FHA/VA loans	
Notice to Buyers Conventional/RD/	Rights and responsibilities as they pertain to RD/Conventional loans	Signed at time of closing or as close before closing as possible for all Start Up RD/Conventional loans	
Subsidy Recapture Statement and Tennessen Warning	Explains how and when subsidy recapture could occur and includes our privacy policy and Tennessen Warning	<ul style="list-style-type: none"> Give to borrower(s) at application, but do not sign Sign at time of closing or as close before closing as possible Verify subsidy recapture tax calculation on page 1 is based on correct loan amount If property is in a Targeted Area, check box on page 3 	
Zero Income Statement	States that the borrower or the spouse of the borrower does not receive or earn income	<ul style="list-style-type: none"> Signed by the borrower or spouse of borrower who does not receive income 	