



NOTE: This form was updated and redesigned to be used for either 5b Post-Approval Counseling or for 5d Transition Counseling as applicable. All updates will be indicated in red text. Counselors should indicate which counseling session this tool is being used for in the boxes below.

5b Post-Approval Counseling

This form is to be used for borrowers receiving 5b Post-Approval Counseling and is to be used in conjunction with the EHL P 5b Counseling Appointment Agenda. Counselors should reference the 5b Counseling Appointment Agenda for additional information about what should be discussed during the appointment.

5b Post-Approval Counseling is required to be offered to all approved EHL P borrowers. This counseling can take place as soon as the borrower receives a Closing Letter from HUD. Remember that if the borrower has already exited EHL P, 5b Post-Approval Counseling should not be given to the borrower.

I am performing 5b Post-Approval Counseling.

5d Transition Counseling

This form is to be used for borrowers receiving 5d Transition Counseling and is to be used in conjunction with the EHL P 5d Counseling Appointment Agenda. Counselors should reference the 5d Counseling Appointment Agenda for additional information about what should be discussed during the appointment.

5d Transition Counseling is required to be offered to all approved or formerly approved EHL P borrowers. This counseling can be offered as early as 6 months prior to a borrower's exit or can be offered to borrowers that have already exited the program. Remember that if the borrower has already exited EHL P, some of the sections in the form may not be applicable.

I am performing 5d Transition Counseling.



EHL P Homeowner Post Closing Counseling Summary and Confirmation

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Section 1: Borrower Information

Borrower Name
Co-Borrower Name
Co-Borrower Name
Street Address
City, State, Zip
EHL P ID #

Section 2: Counseling Appointment Information

Counseling Agency	Counselor
Counseling Appointment Date	<input type="checkbox"/> Face to Face <input type="checkbox"/> Telephone

Section 3: Current Monthly Payment Information

1 st Mortgage Payment	1 st Mortgage Company	Is 1 st Mortgage an ARM?	Is 1 st Mortgage Escrowed?
\$		Yes No	Yes No
2 nd Mortgage Payment	2nd Mortgage Company	Is 2 nd Mortgage an ARM?	
\$		Yes No	

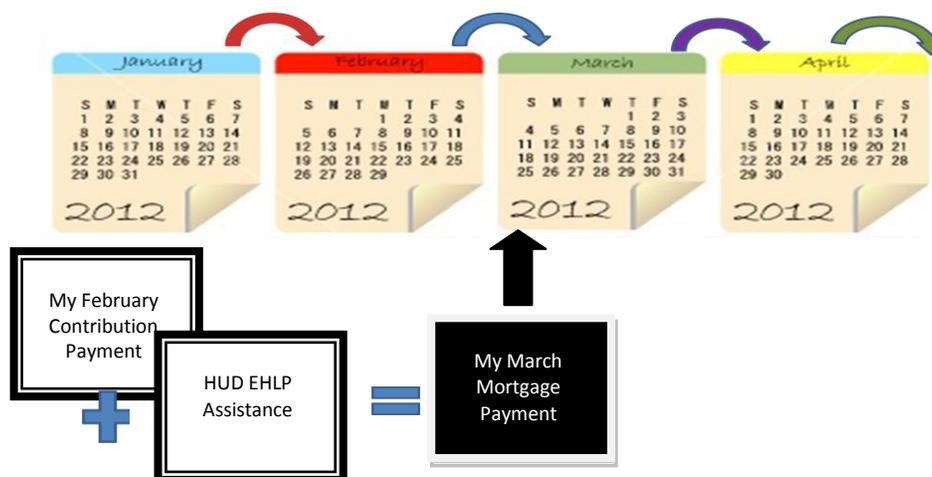
My EHL P counselor explained that even though I am not making my mortgage payment directly to my mortgage company, the terms and conditions of my original mortgage still apply. At the end of the EHL P Assistance period, I will go back to making full monthly mortgage payments to my mortgage company or if unable, I will work with my mortgage company to complete a modification, sale of the property, short sale, or deed in lieu of foreclosure.

Section 4: EHLF Loan and Payment Information

Estimated Total EHLF Assistance Loan Amount*	Expected Number of Months Assistance*	EHLF Monthly Assistance Amount*
Homeowner Contribution Payment*	First Payment Date UPON RECEIPT OF EHLF STATEMENT	Expected Last Payment Date*
Contribution Payment Due Date Must be RECEIVED by the 15 th of the month	Contribution Payment Made Out To Bank New York Mellon	Contribution Payment Sent To Address on statement
Second Mortgage Payment	Second Mortgage Payment Sent to	

**Note: For the purposes of this summary and confirmation, counselor should make best efforts to obtain and utilize final approved loan assistance information contained in the HO's loan description acknowledgement and other final closing documents, the HUD Bi-Annual Status of Emergency Assistance letter and other information available in HLP. The HO must be advised the information reviewed is based on expected estimates provided within the HO's loan description acknowledgement, the Status of Emergency Assistance Letter or information contained in HLP and is subject to change. The amount and duration of EHLF emergency assistance may change based on changes in the borrower's documented financial information (including, but not limited to, changes in income and changes in escrowed property taxes and insurance premiums).*

- My EHLF counselor explained the mortgage payments I must make each month as listed above. My EHLF counselor also explained that if my Homeowner Contribution Payment is received after the 15th of each month it is considered late. Being postmarked by the 15th is NOT considered as being received. **Two consecutive missed payments will result in my assistance ending.**
- My EHLF counselor explained that HUD will not pay my Monthly EHLF Assistance Amount to my mortgage company unless I first make my monthly EHLF Contribution Payment to Bank of New York Mellon.
- My EHLF counselor explained that my payment is paid forward. For example, the payment I make in February to Bank of New York Mellon will be added to the EHLF Monthly Assistance and the total amount will be forwarded to my mortgage company for my March payment.



- My EHLP counselor explained that if I send my EHLP Contribution Payment to the wrong lender, it won't be applied until it is received by Bank of New York Mellon. If this causes my payment to be received after the 15th of the month it is due, it will be considered late.
- My EHLP counselor explained that my EHLP Contribution Payment can be made by personal check, cashiers' check or money order and must be mailed to the address shown on my EHLP statement. There also is an option to make a payment by phone for a small fee. Payment questions should be directed to Dovenmuehle Mortgage at the number shown on my EHLP statement.
- My EHLP counselor explained that I am responsible for making my second mortgage payments directly to my second mortgage company.
- My EHLP counselor explained that if I am delinquent on my second mortgage, I may work with my counseling agency to resolve that delinquency.
- (Level 5d Only)** My EHLP counselor explained that I will resume making full mortgage payments to my mortgage servicer after the expected last payment date. HUD will provide a Program Exit letter detailing when to resume making payments to my mortgage servicer.

Section 5: Taxes and Homeowner's Insurance Payments - Check only one box

- My EHLP counselor explained that my taxes and homeowner's insurance are escrowed and a part of my monthly mortgage payment and that I am not responsible for paying my taxes and insurance separately myself.

OR

- My EHLP counselor explained that my taxes and homeowner's insurance are NOT escrowed and I am responsible for paying my taxes and insurance separately myself. Taxes and homeowner insurance will be listed as monthly expenses in the budget I am completing with my counselor.

Annual Tax Amount	Annual Homeowner Insurance Amount
\$	\$

Section 6: Mortgage Payment Changes

- My EHLP counselor explained that if my yearly taxes and/or homeowner's insurance premium increases, my monthly Contribution Payment will not change. The additional amount necessary to make my full mortgage payment will be paid from my EHLP Assistance Loan. This will mean that my total loan amount may be increased or the length of time I receive assistance may be shortened.
- My EHLP counselor explained that if my mortgage payment adjusts and the payment goes up, my monthly Contribution Payment will not change. The additional amount necessary to make my full mortgage payment will be paid from my EHLP Assistance Loan. This may mean that my total loan amount could be increased or the length of time I receive assistance may be shortened.

- My EHLP counselor explained that if I enter a permanent loan modification with my first mortgage lender after closing on my EHLP loan, HUD will treat the modification as an adjustment to the mortgage payment. My monthly EHLP Contribution Payment will not change, but the portion paid by HUD may change to correspond with the change in the total mortgage payment.
- My EHLP counselor explained that HUD will provide a biannual Status of Emergency Assistance letter notifying me of any mortgage payment changes and tell me the changes in my total assistance amount or the changes in the length of time that I will receive monthly assistance.

Section 7: Income Changes

- My EHLP counselor explained that I must notify my counseling agency if my GROSS income is more than \$_____ for **at least 90 consecutive days**. This includes income of all persons on the note who do not live in my home. If the total household income (including everyone listed on the note) increases above this amount for **90 consecutive days**, I must notify my counseling agency prior to making my next Contribution Payment. If I do not notify the counselor by that time, I will be in default of my EHLP loan.
- My EHLP counselor explained that if I report an income increase my counseling agency will review my income and determine if my EHLP Monthly Payment Assistance must be reduced. This may mean I will have to make a higher Contribution Payment or I may be terminated and no longer receive monthly assistance from HUD if I can afford to resume responsibility for my full mortgage payment.
- My EHLP counselor explained that if I do not notify my counseling agency of income increases that exceed the amount above for **at least 90 consecutive days**, my EHLP loan will not be forgivable and I will have to pay the entire loan when I sell or refinance my home.
- My EHLP counselor explained that I can notify my counseling agency and request a change in my payment if my GROSS income decreases to \$_____ or less for **at least 30 consecutive days**. This includes income of all persons on the note who do not live in my home. If I report a decrease of income to this amount or below, my counseling agency will review my income and determine if my Contribution Payment will be reduced and my EHLP Monthly Assistance will increase. The additional amount necessary to make my full mortgage payment will be paid from my EHLP Assistance Loan. This may mean that my total loan amount could be increased or the length of time I receive assistance may be shortened.
- My EHLP counselor explained that I should contact my counseling agency if any one of the three events below occurs to see if I qualify for a Hardship Waiver which will reduce my EHLP Contribution Payment:
 - My unemployment benefits end
 - My self employment income is reduced for 12 months
 - My out of pocket medical expenses are more than \$125 for more than 3 months

Section 8: EHLP Loan Repayment

- My EHLP counselor explained that if I default on my EHLP loan, my assistance will end and I will have to repay the full amount of the EHLP Assistance Loan upon the sale, lease (except the lease of a unit other than the one where I live, if the home is a multi-unit dwelling) or cash-out refinance of the home.

- My EHLP counselor explained that default means that one of the following happened:
 - I missed my EHLP contribution payment **two consecutive months in a row**
 - I did not report a required change in my income or residency
 - I did not attend the Recertification Appointment with my EHLP Counselor
 - I no longer live in the property but still own it
 - I sold, leased, or transferred any ownership interest in the home (except the lease of a unit other than the one where I live, if the home is a multi-unit dwelling)
 - I refinanced my 1st mortgage (or 2nd mortgage, if applicable) and received cash from the refinancing
 - I committed fraud in connection with my EHLP Assistance loan or application
 - I did not keep the terms of my EHLP loan (as described in the mortgage/deed of trust, promissory note, and the loan description acknowledgement)
 - I did not keep the terms of my original first mortgage loan

- I understand that HUD’s National Servicing Center (through Deval LLC) will handle the servicing of my EHLP loan once I have exited the program. In the event that I initiate any of the above items of default, and I need to discuss the release of my first mortgage property lien, I must contact:
 - The FHA Resource Center at 1-800-225-5342 if I am still receiving assistance during EHLP; or
 - HUD’s National Servicing Center at 1-877-622-8525 if I have already exited from EHLP.

- My EHLP counselor explained that my EHLP Assistance Loan may be forgiven after the EHLP Assistance has ended, if I do not default (ex: if I make all my 1st mortgage payments on time, maintain the home as my primary residence, and keep all the other terms of the 1st mortgage loan, etc.). I understand that 20% of my EHLP loan will be forgiven for each year I do not default. If I make all my 1st mortgage payments on time and otherwise do not default for the five years following the ending of my EHLP Assistance Payments, my EHLP loan will be considered paid in full.

- My EHLP counselor explained that the following ESTIMATED loan forgiveness schedule is based on the projected total EHLP Assistance Loan amount of \$_____.

First Year Forgiveness Amount \$	Ending Balance \$
Second Year Forgiveness Amount \$	Ending Balance \$
Third Year Forgiveness Amount \$	Ending Balance \$
Fourth Year Forgiveness Amount \$	Ending Balance \$
Fifth Year Forgiveness Amount \$	Ending Balance \$0

- (Level 5d Only, if applicable)** Due to my event of default, my EHLP counselor explained to me that I am not eligible for the EHLP loan forgiveness and understand HUD may declare my unpaid EHLP loan balance of \$ _____ immediately due and payable if I engage in the sale, lease (except the lease of a unit other than the one where I live, if the home is a multi-unit dwelling) or cash-out refinance of the home.

Section 9: Recertification and Transition Appointments (if applicable)

- My EHLP counselor explained that I am required to attend a Recertification Appointment before _____ (Month/Day/Year).
- My EHLP counselor explained that in the recertification process, I will be required to provide income documents for all the persons listed on my mortgage loan, just like I did to receive the assistance.
- My EHLP counselor explained that in the recertification process I will have to prove I continue to live in the property.
- My EHLP counselor explained that my counseling agency will contact me as early as the 10th month and no later than the 11th month of my EHLP Assistance to set up the recertification appointment.
- My EHLP counselor explained that if I do not attend the recertification appointment, my EHLP assistance will end immediately and I will not qualify for any loan forgiveness.
- (Level 5b Only)** My EHLP counselor explained that when I near the end of the approved assistance period, I will be offered free Transition Counseling. If I am offered, but do not participate in Transition Counseling, I will not be eligible to:
 - Receive a portion of the funds at sale of my home to be used for moving expenses

In summary, I agree that my counselor has reviewed all the above information with me and I understand all the information that has been reviewed.

Signature of Borrower

Signature of Co-Borrower

A copy of this document must be retained by the counseling agency in the homeowner's EHLP file.