



Minnesota Housing HDS Single Family Web Application Forms Generator Guide



Forms Generator

Single Family HDS Web Application





Housing and Development Software

HDS Applications

Version 8.1.11121.10

User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="OK"/>	

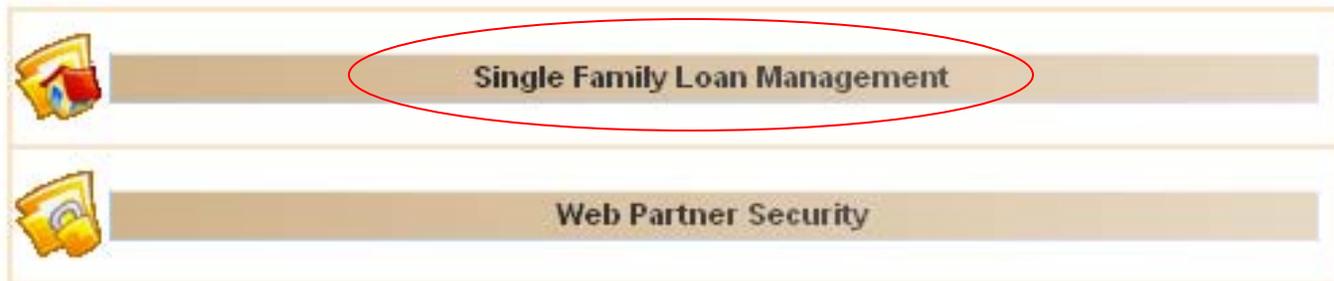
- **Type in your User Name and Password**
- **Click “OK”**
 - » **Contact your internal Web Administrator if you don’t know your User Name/Password**
 - » **To locate your Web Administrator, call 1.800.710.8871 between 7:30 am – 5:00 pm, Monday - Friday**



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HDS Applications

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- **Click on “Single Family Loan Management”**

Minnesota Housing Finance Agency
» MNHousing.gov » Cens

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Management ^

- Available Programs and Funds
- Pipeline
- New Loan Commitment
- Loan Management
- Loan Exceptions
- Program Forms

Management System



Lenders and Agents

- Click on “Loan Management”

Action | Clear | Search | Detail | Update Commitment | Purchase Approve | | | **Loan Management - C**

Program Criteria

Loan Criteria

Loan Number: Lender Loan Number:

Last Name: First Name:

Social Security:

Stages: Commitment Purchase Approved
 Purchased Final Docs

Status: Current Exceptions
 Cancelled Rejected

Loans Row with blue text: Purchase Approved is suspended for the program

- **Enter in Loan Criteria**
 - » Loan Number, Name, etc.
- **Click on “Search”**

Action | Clear | Search | Detail | **Update Commitment** | Purchase Approve | [Print] | [Help]

Program Criteria

Loan Criteria

Loans Row with blue text: Purchase Approved is suspended for the program

Drag a column header here to group by that column

	Loan Number ↑	Last Name ↑	First Name ↕	Lender Number ↕
	0012587843	Brady	Paul	07/21/2009
	0012587830	Jonester	Jonnie	07/21/2009
+	0012587850	Brady	Joe	07/21/2009
+	0012587838	Brady	Rose	07/21/2009
+	0012587795	Bungert	Laura	07/21/2009

- **Single click on the loan you want**
- **Click on “Update Commitment”**

Action | **Update** | Cancel | Add HAF | Create Report | K | ? | **Loan Management - Detail**

Lender: 999902 | Test Bank - Woodbury | Program: Minnesota Mortgage Program FINAL | Borrower: Brady, Rose | Loan Number: 0012587838 | Stage: Commitment

Loan Info | Origination | Property Info | Borrowers | Finance | HAF Info

Loan Number: 0012587838 | Stage: Commitment

Lender Loan Number: 07/21/2009 | Status: Current

Commitment Date: 07/23/2009 | Estimated Closing Date: 08/15/2009

Interest Rate: 6.1250 % | Loan Amount: \$75,000.00

Amortization: Fixed Rate | Term in Months: 360

Loan Type: Conventional Insured | P&I: \$455.71

Purchase Price: \$95,000.00

Additional Acquisition Cost: \$0.00

Acquisition Price: \$95,000.00

- **Go through every tab (Loan Info, Origination, etc.)**
- **Update all the fields that are needed to populate forms**
- **Click on “Update”**

- Click on “Program Forms”

Action | Clear | **Search** | Forms | [X] | [e]

Program Forms - Criteria

Program Criteria

Program: [dropdown]
Lender: [dropdown] Entity Type: [text] City: [text]

Loan Criteria

Loan Number: 0012587838 Lender Loan Number: [text]
Last Name: [text] First Name: [text]
Social Security: - -

Stages: Commitment Purchase Approved
 Purchased Final Docs

Status: Current Exceptions
 Cancelled Rejected

- Enter in Loan Criteria (loan number, name, etc)
- Click on “Search”

Tracts » Zip + 4 » Current Interest Rates

Action | Clear | Search | **Forms** | | ? | Program Forms - Criteria

Program Criteria

Loan Criteria

Loans

Drag a column header here to group by that column

	Loan Number	Last Name	First Name	Lender Number	Commitment
+	0012587838	Brady	Rose	07/21/2009	07/23

- **Single click to highlight the loan you want**
- **Click on “Forms”**

Action |  Generate Form |  |  |

Lender: 999902 | Test Bank - Woodbury | Program: Minnesota Mortgage

Forms

<input type="checkbox"/>	Form ▲
<input checked="" type="checkbox"/>	Borrower Affidavit
<input type="checkbox"/>	Conventional/RD First Mortgage Deed Amendment
<input checked="" type="checkbox"/>	FHA First Mortgage Deed Amendment
<input type="checkbox"/>	Interim Commitment Notification
<input checked="" type="checkbox"/>	Loan Transmittal 1st Mortgage
<input type="checkbox"/>	Notice to Buyers FHA
<input type="checkbox"/>	Notice to Veteran and Consent
<input checked="" type="checkbox"/>	Property Seller Affidavit
<input type="checkbox"/>	VA First Mortgage Deed Addendum

- **Click on the box next to the form(s) you want to generate**
- **Click on “Generate Form”**

Program Forms - Form

Lender: 999902 | Test Bank - Woodbury | Program: Minnesota Mortgage Program (FINAL) | Borrower: Drach, Rose | Loan Number: 0012037030 | Stage: Commitment | Status: Current

This document contains interactive form fields. highlight fields

Minnesota Housing
Finance Agency

**Mortgage Loan Program
Borrower Affidavit**

INSTRUCTIONS:
Complete item #1. Items #2 through #20 must be reviewed, investigated and evaluated by the Minnesota Housing Lending Partner.
The Borrower Affidavit must be executed by the Borrower(s) and duly

- **Review the documents/forms**
- **Fill in any missing data before printing**
 - » **HAF-Dollar amounts**
 - » **Please note: Entering in these dates incorrectly is a common oversight**
 - **First Payment Date**
 - **Loan Close Date**
 - **Maturity Date**

Action | < | K | ? | **Program Forms - Form**

Lender: 999902 | Test Bank - Woodbury | Program: Minnesota Mortgage Program FINAL | Borrower: Brady
Commitment | Status: Current

Print icon circled in red.

Y!

This document contains interactive form fields.

- Click on the “Print icon”

Minnesota Housing

HDS SF Web Application Assistance

Homes Help Desk

1-800-710-8871

400 Sibley Street, Suite 300

St. Paul, MN 55101

651-296-7608 * 800-657-3769 * TTY 651-297-2361

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