

Minnesota Housing finances and advances affordable housing opportunities for low and moderate income Minnesotans to enhance quality of life and foster strong communities. We offer mortgage programs that provide affordable interest rate loans to eligible first-time homebuyers.

HOME HELP Second Mortgage Documents

All documents and forms for HOME HELP can be found on the Minnesota Housing website by selecting "Lending and Funding Partners" on the red toolbar, followed by "Lending Partners", "Program Guidelines and Forms", and "HOME HELP Program Forms". Additional assistance documents can be found on the same page under the "Resources" title. It is recommended that Lending Partners bookmark this page on their internet explorer: <http://www.mnhousing.gov/partners/lenders/programs/index.aspx>

Program Compliance Process Guidance

To assist your loan officers/program staff to remain compliant with HOME HELP, this suggested order for execution of forms should be followed:

1. Commit the CASA 1st mortgage in the HDS SF Web system. Do not commit a HAF loan if you want to use HOME HELP. The HDS SF Web system will produce an error.
2. Fully execute the "Homebuyer Written Agreement" located on the Minnesota Housing website. Check to make sure the document is dated and that ALL signatures – borrower and lender - are on the form prior to faxing in the "Environmental Review Worksheet".
 - Provide your borrower with the "Tennessee Warning Notice" as part of the "Homebuyer Written Agreement".
 - If the home was built prior to 1978, make sure you give the borrower the "Lead Pamphlet"
3. Completely fill out the "URA Notification to Seller" and SEND the Notification to the seller prior to faxing in the "Environmental Review Worksheet".
 - The Notification is filled out by the loan officer/processor and sent to the Seller (or the individual who is authorized to sign the Purchase Agreement in instances of bank owned properties) prior to the commitment of funds. Put the Notification in the file for post closing shipment to Minnesota Housing. Make sure to fill in the following areas:
 - Name of Seller
 - Address of property
 - Fair market value (from the current county property tax statement listed as taxable market value)
 - Pull the current County property tax statement from County website. Use the taxable market value information as stated above and put it in the file to be shipped to Minnesota Housing after closing
 - Purchase price offered (from the purchase agreement)
 - Completed Lender Certification including: Date it was sent, how it was sent – check one of the boxes and complete the Lender signature.
 - If the property is a foreclosure, owned by a bank/investor and the "Seller" does not sign (or will not sign) and return the "URA Notification to Seller", the Notification should still be attempted, but there is also a "telephone worksheet" that must be completed called the "Vacant Foreclosed Properties" form. The loan officer/processor should contact the individual who is authorized to sign the Purchase Agreement.

4. Fill out & fax the "Environmental Worksheet" to 651-296-8292 for approval.
5. An email approval of the "Environmental Worksheet" and next steps to commit HOME HELP funds will be sent to you. Print your HOME HELP Data Field. (See instructions below under "HDS System Support")
6. Order your "Housing Quality Inspection" from one of the Minnesota Housing contracted inspectors well before closing. A list of Current HOME HELP Property Inspectors can be found under "Resources" on the HOME HELP Program forms page. Share this inspection information with all parties involved so there are no surprises about the property or the fact that it needs to pass this inspection. If the property does not pass the initial inspection, make sure failed items are cured before calling the inspector back to do the final clearance inspection. HOME HELP funds CANNOT be used if weather sensitive repairs cannot be completed prior to closing or escrowed for repairs called out on the HOME HELP inspection. Make sure all parties in the transaction are aware of this.
7. Complete "Income Eligibility Worksheet" for all household members.
8. Verify all documents are available after closing for the HOME HELP "Loan Transmittal".

HDS System Support

Print your HOME HELP Data Fields: Due to our system constraints, the HOME HELP data fields DO NOT pull into your Loan Confirmation Report. We realize that many lenders may use this Loan Confirmation Report to verify rates/loan amounts/down payment assistance amounts throughout their loan process. If your company requires a copy of the HOME HELP commitment, we recommend that you create a "print screen" or "screen shot" of the web page that has your HOME HELP amount on it. Please contact Minnesota Housing if you need assistance with this step.

Environmental Review: Minnesota Housing will allow lenders to commit the CASA first mortgage prior to completing the Environmental Review, however, the Environmental Review must still be approved before entering the HOME HELP amount in the "Optional" data field on HDS.

HOME HELP Note

Make sure the HOME HELP note is endorsed to the "Minnesota Housing Finance Agency" after closing the loan.

HOME HELP Mortgage

Please review this document carefully in preparation for closing. The fields within the document will ask for several different amounts (the amount of the HOME HELP loan, the purchase price of the property and the first mortgage amount). Make sure the HOME HELP mortgage is assigned to the "Minnesota Housing Finance Agency" after closing the loan.

HOME HELP FAQs

HOME HELP FAQ's can be found on the Minnesota Housing website under the "Resources" section on the HOME HELP forms page.

Borrower's Own Funds & Asset Limit

- The borrower is required to contribute a minimum of \$1,000 toward transaction costs, and funds must come from the Borrowers' assets.
- Borrower liquid asset reserves after closing may not exceed the greater of six months PITI or \$5,000.
- A minimum credit score of 620 is required for borrowers who have a credit score.

Questions?

Program Specific, Environmental Worksheets and Inspections
Mary Rivers: mary.rivers@state.mn.us 651-297-3127

General HOME HELP Qualifying/Processing
Help Desk: 651.296.8215 or 800.710.8871