Homeownership System Guide

March 5, 2025

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Getting Started

Launch the [Minnesota Housing Loan Commitment System.](#)

- If you need your username and password, you must contact your company's Web Administrator.
- If you do not know your company's Web Administrator, please contact the Partner Solutions Team at 651-296-8215 or mnhousing.solution@state.mn.us

Loans can be locked:

- Monday – Thursday from 10 a.m. to 8 p.m.

- Friday from 10:00 a.m. until 5:00 p.m.

Loans cannot be locked:

- From 8:00 p.m. Monday – Thursday until rates are posted by 10:00 a.m. the following business day

- From 5:00 p.m. Friday until rates are posted by 10:00 a.m. the following business day

- From 5:00 p.m. on the weekday prior to an Agency holiday until rates are posted by 10:00 a.m. the following business day.

Entering a Loan into the Commitment System

You can enter a loan into the commitment system in one of two ways (these are explained in further detail in the following pages of this guide):

1. [Uploading/Importing the URLA iLAD MISMO 3.4 .xml file](#)
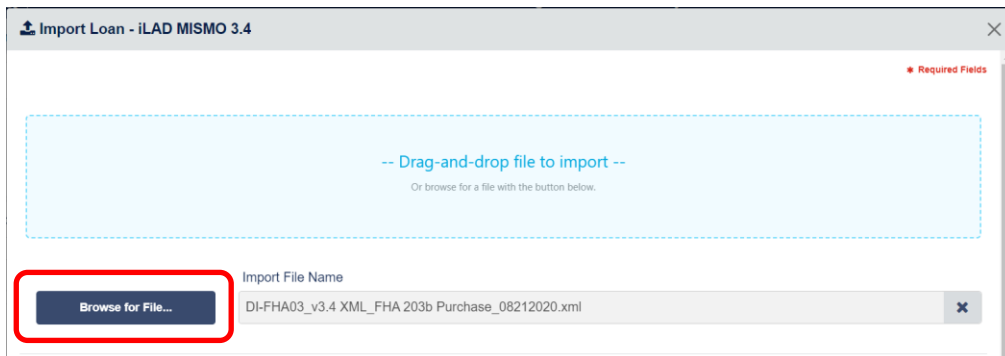2. [Manually entering the loan data](#)

Uploading a URLA XML File

Uploading the URLA will populate most fields in the Commitment System. Please note: You must import a .xml file that is version 3.4 or higher. Follow these steps to import the loan data:
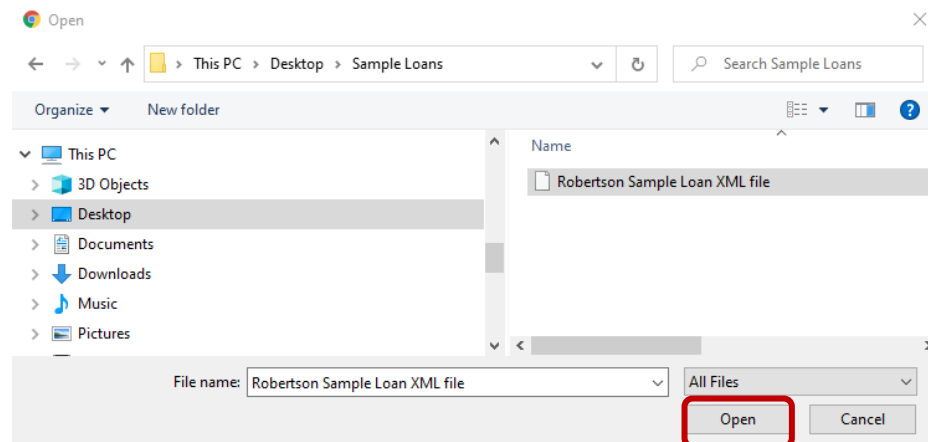
1. Click on the Paper icon, then select **Import Loan – iLAD MISMO 3.4**
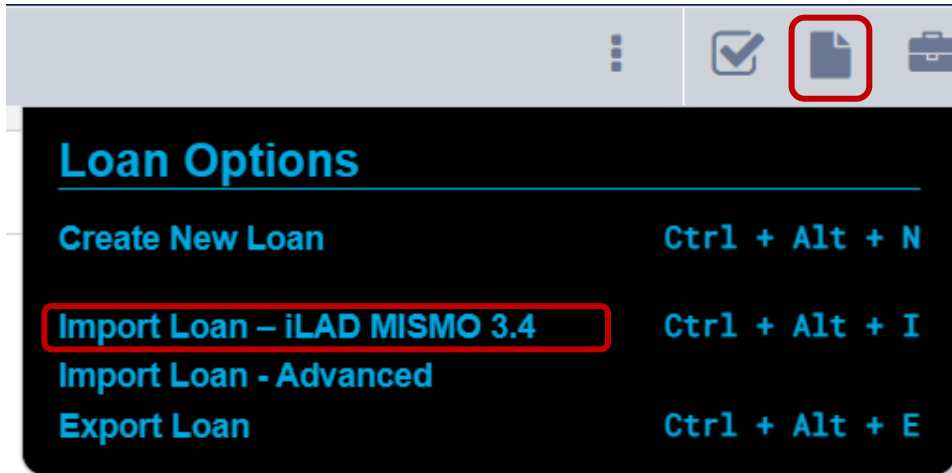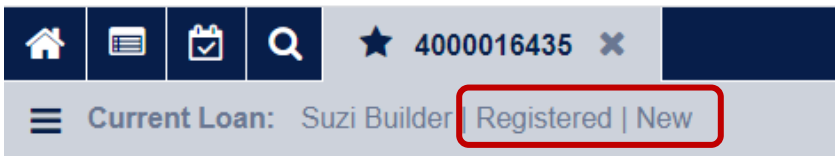

2. Click **Browse for File…**,

3. Locate the .xml file you want to import, then click **Open**.

4. Select **Channel** and then Click Import.

5. After the .xml file has been successfully imported, click on the Minnesota Housing Loan number to view the loan details and to begin locking your loan. (At this stage the loan is registered but not yet locked)

6. Click on the Products and Pricing button

7. Select the **Loan Officer's name** from the drop-down. Use the **Next** button to navigate through each screen and edit or complete the information as needed: **Borrower Information, Demographic, and Property & Loan Information**. Completing this information will register the loan but not lock it.
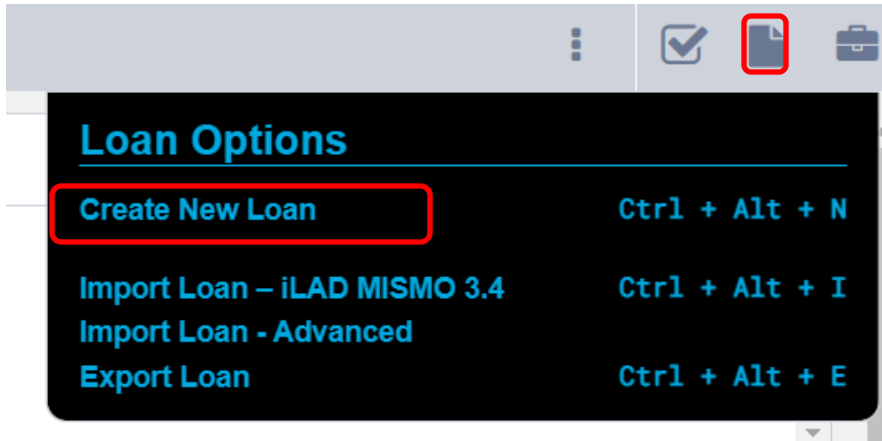

NOTE: If you are ready to lock your loan, jump to **Products and Pricing**
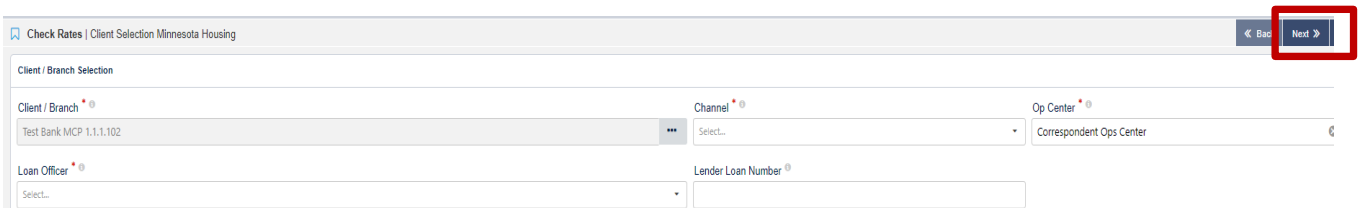
Manual Loan Entry

Follow these steps if you prefer to manually enter all fields into Minnesota Housing's Loan Commitment System (not using the URLA upload). Click on the paper icon, then select "Create New Loan"

1. Select ⬜ Icon

2. The Client/Branch Selection is the first screen that will appear. Complete each field:
    o   Client/Branch
    o   Channel **-** Select **Home Ownership**
    o   Op Center **-** Select **Correspondent Ops Center**
    o   Select the Loan Officer from the drop down list
        •   If the **Loan Officer** is not listed in the drop down box, contact your Web Administrator
    o   Lender Loan Number is an optional field.
    o   Then click **Next**

Borrower Information Screen

1. Complete the fields on the screen. **TIP:** When entering data on the screen, use the right arrow or / on your keyboard to avoid using the mouse. You must use the scroll bar to scroll down through the Borrower Information screen.

   These fields must be completed for each Borrower:

   - Borrower First Name
   - *Safe at Home Borrower – if applicable*: select the box *only* if they are a Safe at Home Borrower Click on grey box for further information regarding Safe at Home Borrowers
   - Borrower Middle Name -if applicable
   - Borrower Last Name
   - *Name Suffix – if applicable*
   - Social Security Number
   - Marital Status
   - First-Time Homebuyer Status (yes or no)
   - *First Generation Homebuyer Status (if applicable, yes or no)*
   - Will Occupy Subject Property status (yes or no)

- o Date of Birth
- o Homebuyer Education Date (not required to lock loan, but is required for First-Time Homebuyers)
- o Credit Scores (Trans Union, Experian & Equifax)
  - *Select the No Credit Score box – only if applicable*

- o Check this box if there are more than two borrowers. Add or edit the application for additional borrower using the Borrower Management Panel.
- o Is there a Cosigner for this loan? Cosigner Instructions
- o If using this system to generate Mortgage documents, click here to enter additional interested parties.

- o Household Size
- o Number of Minors
- o Other Dependents
- o Housing Ratio
- o Qualifying Debt Ratio (DTI)
- o AUS – select from drop-down
- o Monthly Qualifying Income (all income listed on URLA

2. Then click **Next**
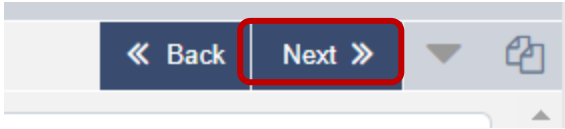
Note: If the boxes for more than two borrowers or co-signers <u>are not selected</u>, the Next button will take you to the **Demographic Information**

Demographic Information

1. Complete all fields in this screen (Ethnicity, Race and Sex).
2. NOTE: Use the drop-down to toggle back and forth between borrower one and borrower two.
3. Then click **Next**

Note: If there are not more than two borrowers or co-signers, the Next button will take you to the **Property & Loan Information** screen.

Property & Loan Information – Homeownership

1. Fill in all applicable fields. Required fields under Property & Loan Information are:
   o Property Street
   o Property City - narrow the search by typing in the first few letters of the city name – select from drop-down – **NOTE**: Some city names are abbreviated, such as St. for Saint. If your city is not listed, contact Partner Solutions Team
   o Zip Code (enter the five digit zip code only – extra four digits will cause loan errors)
   o County
   o State
   o Property Identification Number (PID) (not required to lock, add if known)
   o Property Type – select from the drop-down
   o Units - **TIP**: enter unit number as only 1 or 2, do not enter 0 before the number (01 or 02)

   o Year Built
   o Construction type – select from the dropdown
   o Purchase Price
   o Purchase Price (Acquisition Cost) – if no Additional Acquisition Costs, hit tab and Total Acquisition Cost will prefill

      • **NOTE**: If doing a Step Up Refinance, the purchase price field must be left blank.
   o Property Value
   o Estate Will be Held in – select from the drop-down
   o Complete Legal Description either now or at Document Preparation
   o ==***Start Up Census Tract and Targeted/Non-Targeted fields:*** These fields will populate ***AFTER*** the loan is locked. Prior to lock status the fields will be "grayed-out" and unavailable for manual update==

2. Scroll down to complete the Required Fields under **Loan Information**
   o Loan Amount – in whole dollar amounts
   o Term (Months)
   o Purpose Type – select from drop-down
   o Minnesota Housing UPMI Option (conventional loans only and *typically the answer is No*)
   o PMI Company – select from drop-down
   o FHA Case Number (if FHA)
       - If you do not yet have this, enter 0
       - If you do have this number, it is a maximum of 9 numbers. No dashes should be entered
   o Grant Amount (leave blank- no grants currently available)
   o Program – select from drop-down
   o Mortgage Type – select from drop-down (Conventional, FHA, VA, USDA/Rural Housing Service)
   o Calculated Annual Minnesota Housing Program Eligibility Income
       - ==For further information regarding calculated annual Minnesota Housing Program Eligibility Income Click on the grey box==

3. Continue Scrolling down to complete the Standard Downpayment & Closing Cost Loan - Deferred Payment Loan, Deferred Payment Loan Plus, or Monthly Payment Loan (DPL, DPL+, or MPL)
   o Does this transaction include a DPL, DPL+, or MPL Loan? – select Yes or No
   o Loan Product – select DPL, DPL+, or MPL from the drop-down
   o Loan Amount – enter the amount of the DPL, DPL+, or MPL in whole dollar amounts
   o Rate Type and Loan Term will auto fill

4. Click the Next Button to get to the Create New Loan screen, then click "Create New Loan". The loan will load and take you to the "Loan Summary" screen.


NOTE: If you are ready to lock your loan, jump to **Products and Pricing**

Workflow Screen Set Up

Once your loan is loaded and saved, you will want to set up the "Workflow" screen. Once this is set up, it will remain your default landing screen every time you select a loan.

1. Open your favorites drawer located in the bottom left corner of your screen

2. Once open, click on "Favorites," then click in the search to find the Minnesota Housing Workflow. Click on Minnesota Housing Workflow, then click Save:
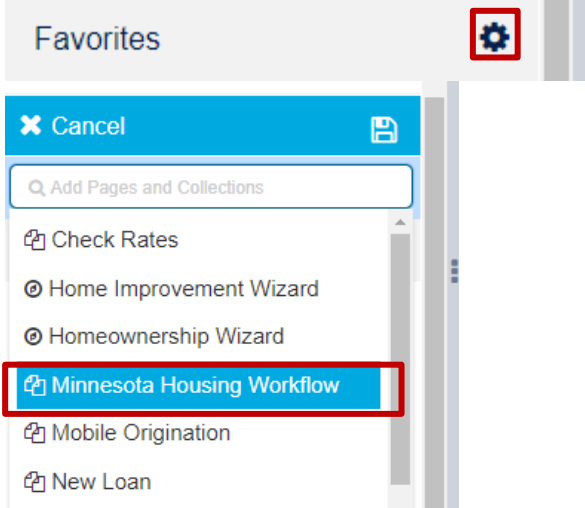
How to add a Co-Signer

1. On the Loan Summary page check the box

2. Clicking this box will automatically open the field for the co-signers
   o Complete the following for the co-signers
     - First Name
     - Middle Name
     - Last Name
     - Street Address
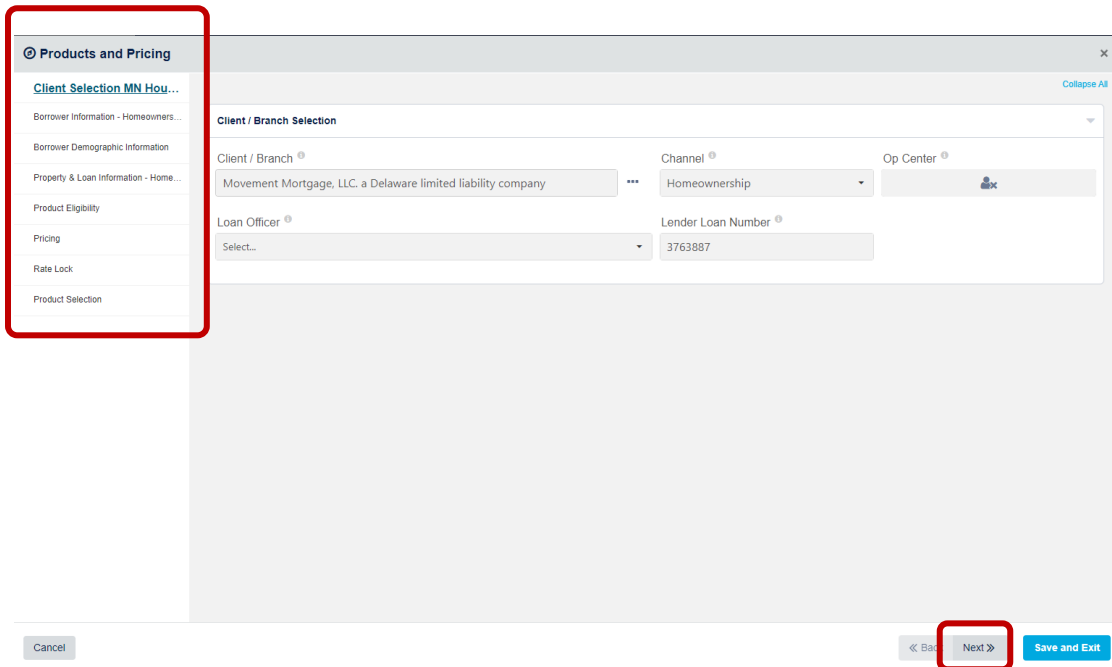   - City
     - Choose State from the drop down
     - Zip code
     - Credit Score

1. Products and Pricing (How to Lock a Loan)On the Loan Summary screen, Select **Products and Pricing**.

2. The Products and Pricing will open; Double check the data fields as you go.
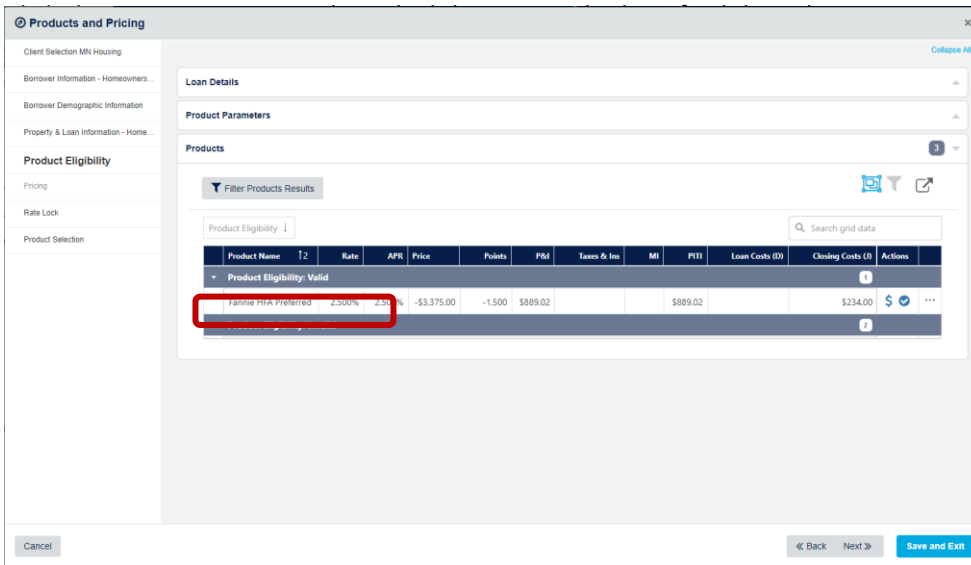
3. Use Next to navigate through each tab,

4. In Product Eligibility, Under **Lock Periods**, select 60

Click on the **Get Eligible Products** button.

5.

6. Under Actions, click the Icon on the right side of the screen next to the desired product. NOTE: You choose your pricing/rate on the next screen. This screen is to select your loan product.
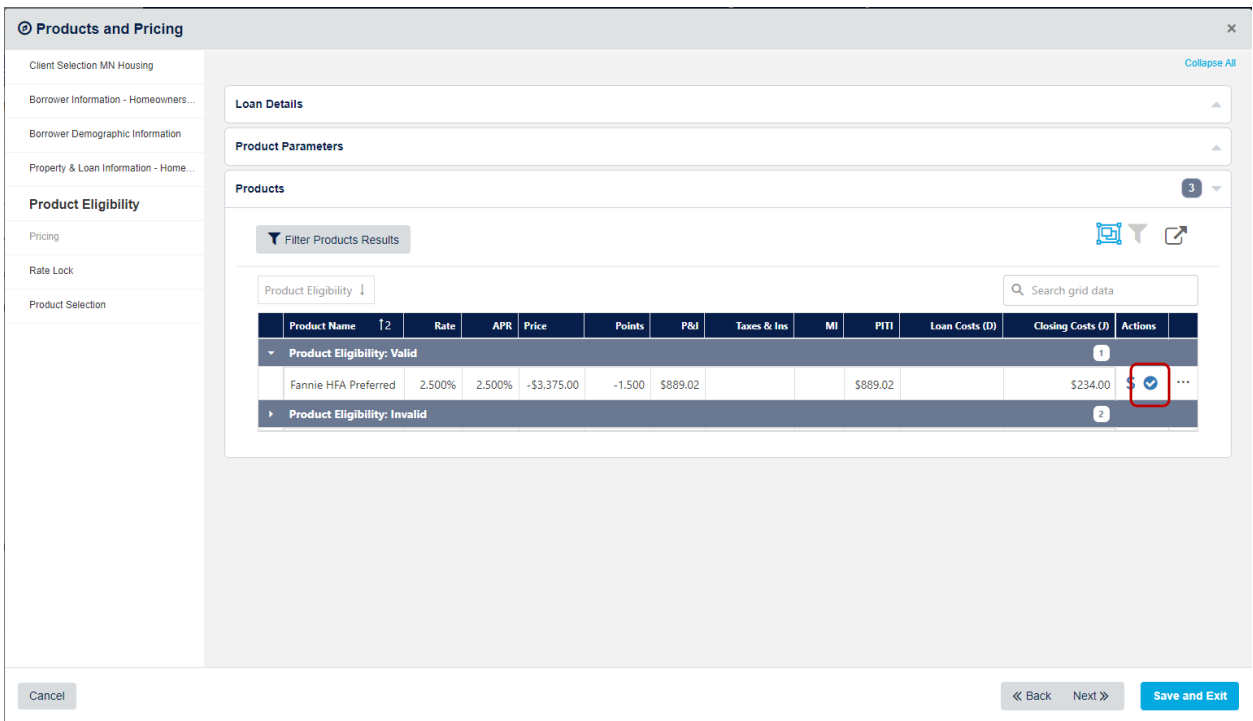
7. The Select button will turn bright blue and the eligible product will load, then select **Next**.

8. If the validation fails, errors will be listed under the **Invalid Products**.

Product Name ↑2	Rate	APR	Price	Points	P&I	Taxes & Ins	MI	PITI	Loan Costs (D)	Actions	
Product Eligibility: Invalid										3	
Fannie HFA Preferred		5.797%	$273,540.00	100.000	$1,574.65	$235.11	$52.43	$2,072.19		$ ⊘	...
Fannie HFA Preferred Risk Sharing		5.797%	$273,540.00	100.000	$1,574.65	$235.11	$52.43	$2,072.19		$ ⊘	...
Freddie HFA Advantage		5.797%	$273,540.00	100.000	$1,574.65	$235.11	$52.43	$2,072.19		$ ⊘	...

To see the reasons for an invalid product, click on the ⋯ on the far right of the product. This will then list the reasons the product is invalid. Navigate back to the appropriate screens and correct the error(s). Return to Product Validation and click the Run Eligibility button again. Repeat, if necessary, until all errors are cleared.

Pricing Screen

1. Click the Price button to see rates and SRP options, then click the desired SRP
2. A green box will appear around the SRP once selected.
3. Click Next to navigate to the next screen.

Note: If you're not ready to lock your loan you can click **Save** to register your loan.

Rate Lock

1. To lock the interest rate, click the **Lock Action** button.

2. In the New Lock Action, us the drop down to select **Lock** then click **Ok.**

3. The **Lock Status** has now changed to **Locked**. Click on **Save and Exit** to return to the Loan Summary Screen. NOTE: If you do not click Save and Exit after changing to Lock, your loan will not actually be locked.

4. At the top of the screen under the borrower's name, note the Minnesota Housing loan number, loan status (Registered), and lock status (Locked).
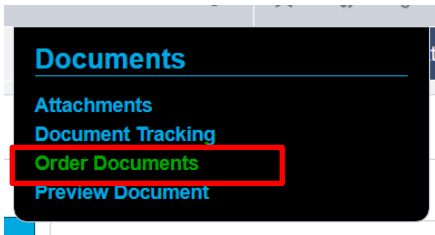
Print/Generate Documents

Once a loan is locked or ready to close you are able to generate documents needed for the loan. For a comprehensive list of the documents needed for each loan type refer to the File Delivery Checklist page 5 of the [Forms Guide and Glossary](#).
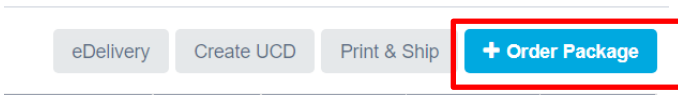
1. From the loan summary screen click the ⬓ in the top right corner of the screen.
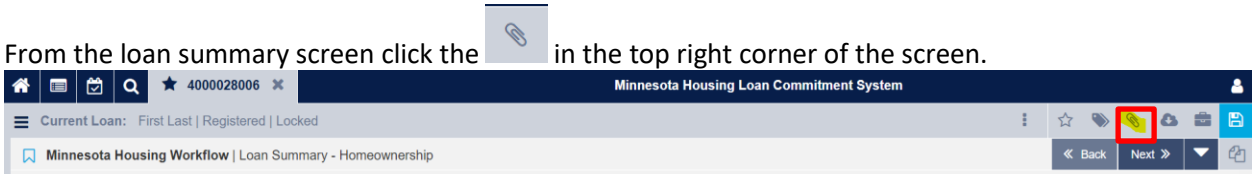
2. Then select Order Documents

3. Select Order Package

4. Select Internal

5. Select the documents you need – scroll down to see all the documents you may need
   Once you have selected all documents you want to generate, select Order

Order Package   ✕

Collapse All

Additional Options   ▼

Comments   Document Type

                                                  | Document Provider | Internal |

Internal Documents   ▼

Select one or more internal documents from the list below.   🔍 Search grid data

☐ Document Name		
Borrower Affidavit (Start Up)	①	⋯
Commitment Notification (Start Up)	①	⋯
Notice to Buyers Conventional/RD	①	⋯
Required Forms Summary	①	⋯
Start Up: Conventional with first mortgage only	①	⋯
Subsidy Recapture Statement and Tennessen Warning	①	⋯
US Bank Appraisal Delivery Certification	①	⋯

0 documents selected

Unavailable Internal Documents   ▲

Cancel   Page: 1 of 1   « Back   Next »   Order

6. You will see the package name appear on the screen. You may need to click the Refresh button a few times until the Status shows Complete. Once status is complete, click on the package name to access the documents.

🔖 **Order Documents**

Packages   ① ▼

🔄   eDelivery   Create UCD   Print & Ship   ＋ Order Package

ID	Package Name		Date Submitted	Date Generated	User	eDelivery	Distributed	Contains CD	Print & Ship	Status	UCD Status	Comment	History
109966	Commitment Notification (Start Up) 07-12-2022 2-25PM		07/12/2022 02:25:43 pm	07/12/2022 02:26:06 pm	LP					Complete			View

Updating or Changing Pricing on a Locked Loan

TO UPDATE THE UNDERLYING FIRST MORTGAGE LOAN PRODUCT GO TO PAGE 31

1. This section describes how to change loan pricing when a loan is in a locked status. Some examples of changes that would require a loan to be re-priced:
   - Program
   - Product
   - Term
   - Minnesota Housing Upfront Paid Mortgage Insurance (UPMI) Option (Yes/No)
   - Interest Rate/SRP Percentage Selected
   - Down Payment & Closing Cost Loan Indicator (Yes/No)
   - Down Payment & Closing Cost Loan Product
2. Monthly Loan Qualifying (URLA) Income for conventional loans

2. Some examples of items that may not require a loan to be re-priced:
   - DTI
   - Loan Amounts
   - Property Value

3. Open the loan. (It will always open to the **Loan Summary** screen.)

4. Check the **Change Pricing** box.

5. Click **Save Loan** (Lock Status will switch from Locked to New).

6. Click on the **Products and Pricing** in the Loan Summary page to open Wizard.

7. Then select **Property & Loan Information** on the left side of wizard Menu.
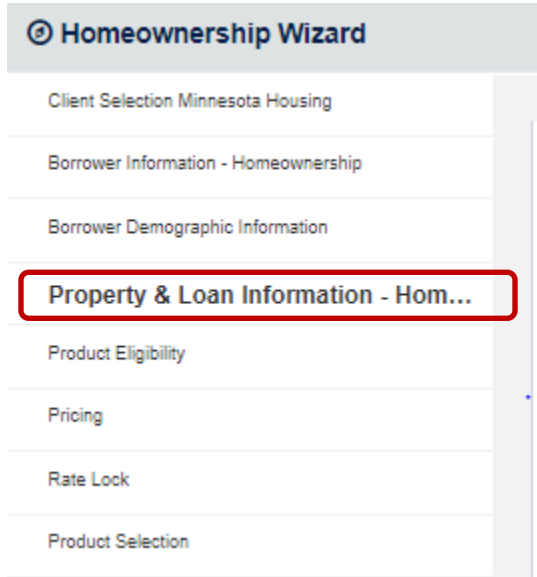
8. Most updates will be done in the **Loan Information section,** (i.e., Down Payment & Closing Cost Loan Information, PMI Company, FHA Case Number, and Mortgage Type).

   NOTE – the monthly loan qualifying income needs to be updated on the Borrower Information page

9. Once you've made your changes, go to the Product Eligibility Screen, select **60** in the "Lock Periods" section, and then click **Get Eligible Products**

   Note: If relocking the loan is unsuccessful, the status will show Float instead of New. Please continue the re-locking process until the status is **Locked**.

10. Review the eligibility results and correct any errors listed under the Invalid Products (click on the … **next to the Actions** to see errors).

11. If you have no errors or have corrected your errors, Select the **Valid Product** by clicking the ☑ icon under **Actions.** Then select **Next to** Navigate to the **Pricing** screen.
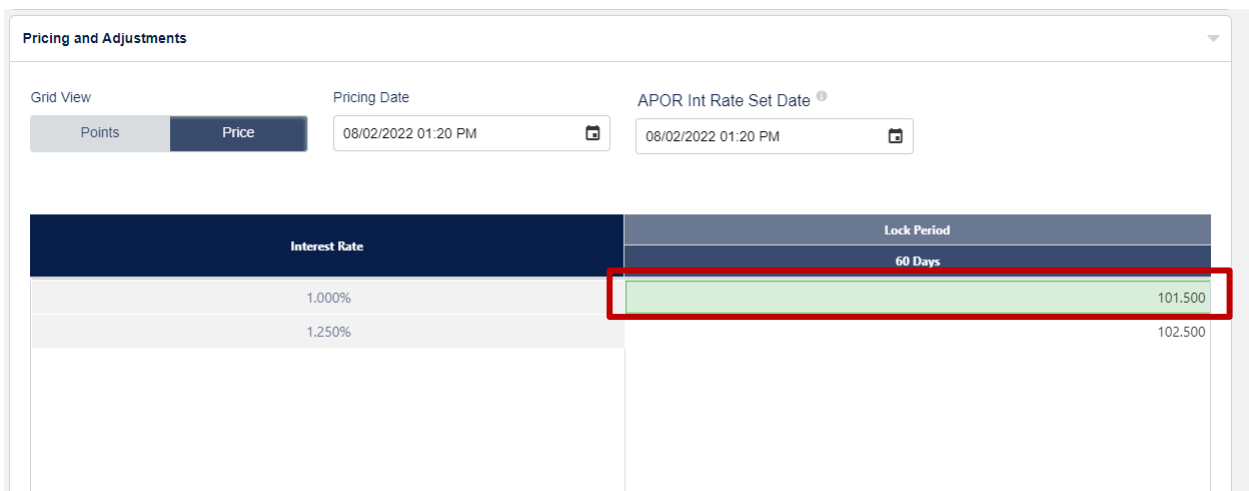
12. Verify the Pricing Date and time matches the original lock date (APOR Int Rate Set Date).

13. If dates and times are different, click the calendar icon in the **Pricing Date** box to select the correct date and time, then click OK
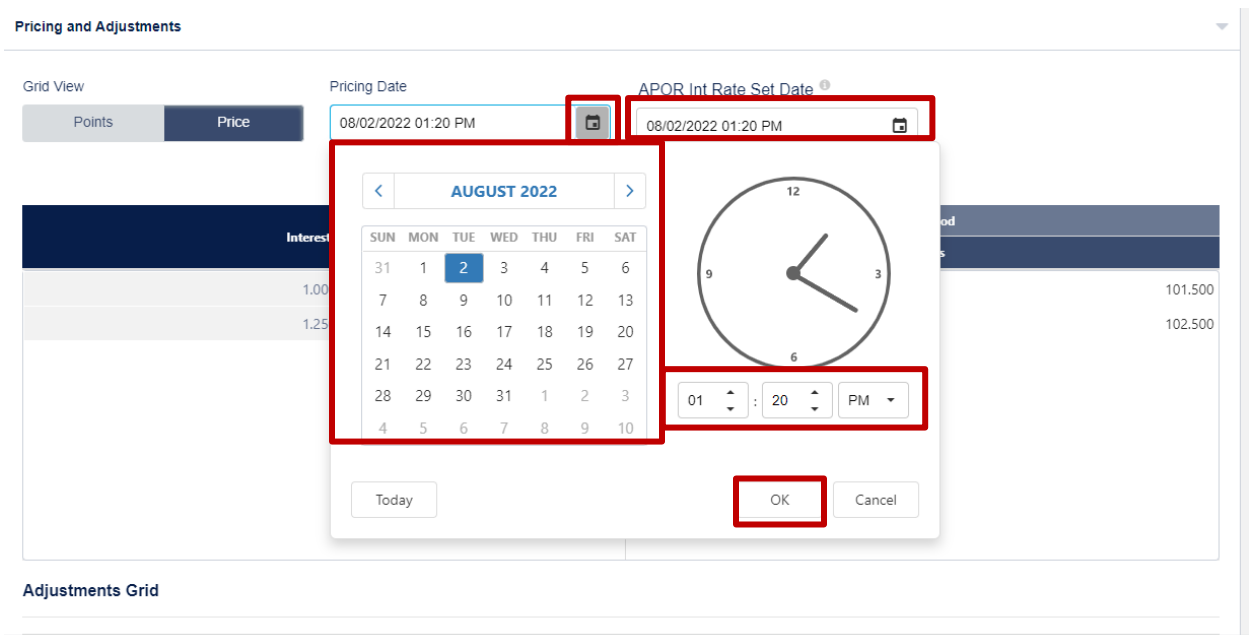
14. Select the SRP that corresponds with the interest rate.

15. Click the **Lock Action** button, then in **New Lock Action** dropdown select **Lock**.

16. Click **OK** then **Save and Exit** to complete the Pricing change.

17. Lock Status is changed to **Locked**. If still showing **New** or **Float**, close the loan and open again and the status will update to Locked.

Updating Underlying First Mortgage Loan Product on a Locked Loan

1. Open the loan. (It will always open to the **Loan Summary** screen.)

2. Check the **Change Pricing** box.

3. Click **Save Loan** (Lock Status will switch from Locked to New).

4. Click on the **Products and Pricing** in the Loan Summary page to open Wizard.

5. Select **Borrower Information - Homeownership** on the left side of wizard Menu.

6. Update the **AUS** if needed.

7. Once you've made your changes, select **Product Selection** on the left side of Wizard window.

⊘ **Products and Pricing**

Client Selection MN Housing

Borrower Information - H...

Borrower Demographic Information

Property & Loan Information - Home...

Product Eligibility

Pricing

Rate Lock

Product Selection

8. Ensure all correct boxes are checked for the new product you want to re lock the loan as, including **60** in the "Lock Periods" section, and then click **Populate Products.**

Loan Details

Mortgage Types *	Terms *	Rate Types *	Lock Periods *
☑ Conventional	☐ 5 Year	☑ Fixed	☑ 15
☐ FHA	☐ 10 Year		☐ 30
☐ VA	☐ 15 Year		☐ 45
☐ USDA/Rural Housing Service	☐ 20 Year		☑ 60
☐ Portfolio	☐ 25 Year		☐ 90
	☑ 30 Year		☐ 120
			☐ 180

Populate Products

9. Available products will be listed, select the **Choose Product** button for the product you want to re lock the loan as.

Product Name	Product Selection
Fannie HFA Preferred	Choose Product
Fannie HFA Preferred Risk Sharing	Choose Product
Freddie HFA Advantage	Choose Product

≪ Back   Next ≫   **Save and Exit**

10. Click **Save and Exit** to complete the Product change.

11. The **Loan Summary-Homeownership** page, should now reflect the Product you want to re lock the loan as.

Minnesota Housing Workflow | Loan Summary - Homeownership

Loan Information

Program ⓘ	Product ⓘ
Start Up ▼	Fannie HFA Preferred

12. Click on the **Products and Pricing** in the Loan Summary page to open Wizard.

⊘ **Products and Pricing**

13. Go to **Product Eligibility** screen and select **60** in the "Lock Periods" section, and then click **Get Eligible Products.**

14. Review the eligibility results and select the **Valid Product** by clicking the ☑ icon under **Actions.** Then select **Next** to Navigate to the **Pricing** screen.

15. Verify the Pricing Date and time matches the original lock date (APOR Int Rate Set Date).

16. If dates and times are different, click the calendar icon in the **Pricing Date** box to select the correct date and time, then click OK.

17. Select the SRP that corresponds with the interest rate, then select **Next.**

18. Click the **Lock Action** button, then in **New Lock Action** dropdown select **Lock**.

19. Click **OK** then **Save and Exit** to complete the Pricing change.

20. Lock Status is changed to **Locked**. If still showing **New** or **Float**, close the loan and open again and the status will update to Locked.

How to Extend a Rate Lock

1. Open the loan. Click **Products and Pricing** to open the pricing wizard

2. Select **Rate Lock** from the left side of the screen.

3. Click **Lock Action** under Current Lock Details

4. From the drop down, select **Extend Lock** and click **Ok** to return to the Rate Lock screen.
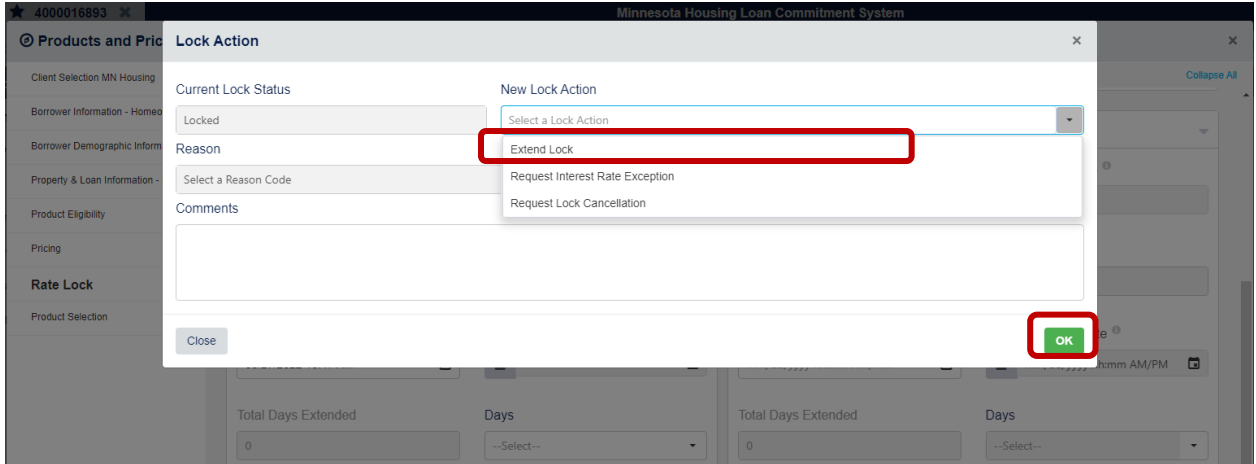
5. Click the **Days** drop down; choose a 15- or 30-day lock extension
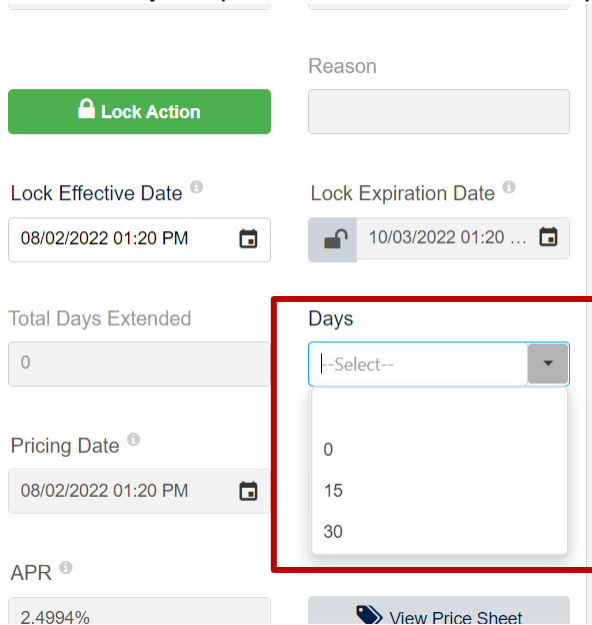
6. The lock expiration date will automatically update. Click Save and Exit

7. lock status will update to **Lock Extended.**

How to Cancel a Loan

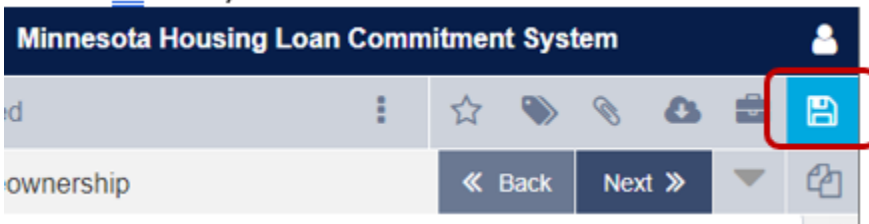1. Open the loan to the **Loan Summary** page click Cancel Loan. Select a **Loan Cancellation Reason** from the drop-down list
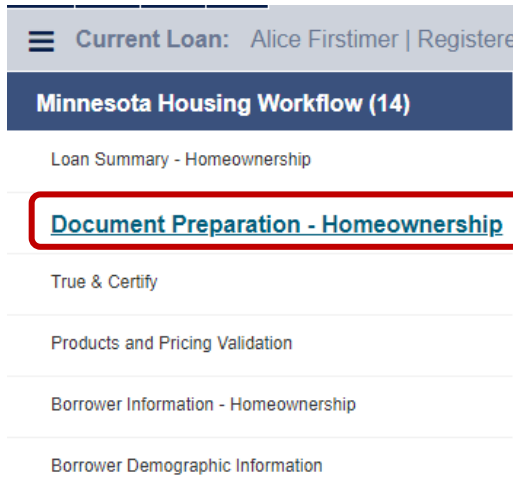

2. Then click Save in the upper right corner

3. The Loan will be listed as Cancelled at top of the screen.

Document Preparation

NOTE: This page is typically completed by someone in your closing department

1. Double click the ⋮ on the far left of the screen then click on **Document Preparation-Homeownership**

2. In the Document Fields Confirmation
   o Enter the closing date
   o First Mortgage Note P&I
   o First Payment Date - <mark>The maturity date will auto populate</mark>.
   o DPL, DPL+ or MPL Note P&I
   Note: Interest Credit Closings are allowed but be sure the first payment date is adjusted so the maturity date populates correctly.

3. Verify Borrower Information is correct

4. Review and Update Standard Down Payment & Closing Cost Loan – Deferred Payment Loan, Deferred Payment Loan Plus or Monthly Payment Loan (DPL, DPL+ or MPL)
    NOTE: <mark>only MPL will require the P&I</mark>

5. In the Subject Property Information section, complete the **Legal Description**

Document Prep - Mortgagors

1. Complete this step before printing documents. This ensures the Borrower/Mortgagors are listed on the first page of the downpayment and closing cost (second) mortgage. The Mortgagors Section is located on the **Document Preparation** screen. Enter in the borrower(s) name and vesting information in the Mortgagor box shown below.

Mortgagors

Enter all Mortgagors and Relationship to Each Other ⓘ

> Jane Doe and John Doe, a married couple

All those on title, including all Borrowers, as you want them to appear on the Mortgage.

2. **Only** enter names in the "Additional Mortgagor Names" section if you have individuals who will sign the mortgage and need to be listed on the signature block of the mortgage. If there are, check the box so you can access those fields.

Additional Mortgagors

Additional Mortgagors are on the property title.
Additional Mortgagors are not Borrowers so they only sign the Mortgage. They do not sign the Note.
Additional Mortgagors (who are on title but are not Borrowers) are not obligated to make loan payments.

☐ Are There Any Additional Mortgagors Who Will Be On Title But Who Are Not Borrowers? ⓘ

Do not include Borrowers or Cosigners

First Name ⓘ	Last Name ⓘ
First Name ⓘ	Last Name ⓘ
First Name ⓘ	Last Name ⓘ
First Name ⓘ	Last Name ⓘ

3. If applicable, verify and update the co-signers information below. Cosigners must sign the Note only.

Cosigners

Do not enter Borrowers or those who will sign the Mortgage document.
Cosigners must sign the Note only. They are responsible for making loan payments but they are not on the property title.

First Cosigner

Cosigner First Name ⓘ	Cosigner Middle Name ⓘ	Cosigner Last Name ⓘ

Cosigner Suffix ⓘ

Cosigner Street Address ⓘ

Cosigner City ⓘ	Cosigner State ⓘ	Cosigner Zip Code ⓘ
	Select...	

Cosigner Credit Score ⓘ
000

4. Once data fields are verified and updated as applicable, you can generate the documents for the closing package.
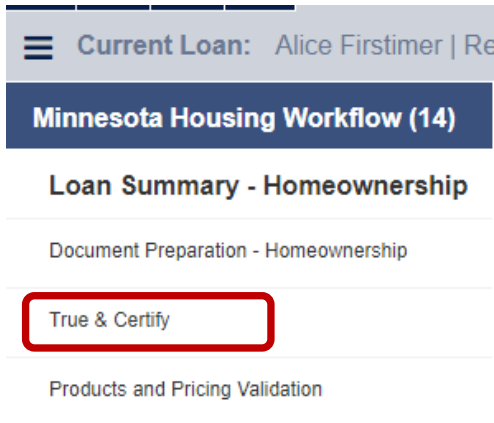
True & Certify

Before completing the True & Certify process, review all the data fields in the Loan Summary screen for accuracy and update/correct the data where necessary. <mark>Best practice is to have the closed loan file in front of you to verify all information entered in system matches the closed loan file.</mark>
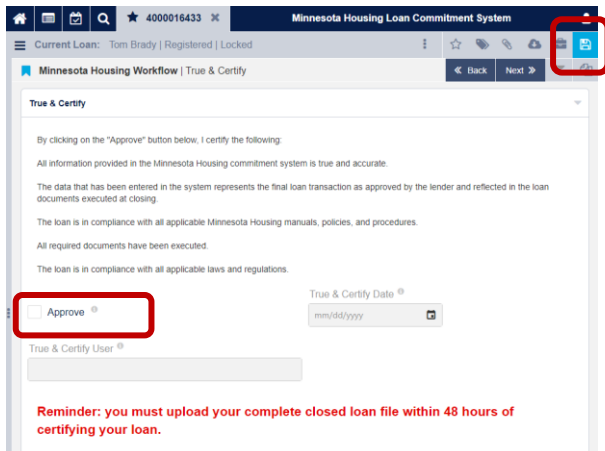
Complete the True & Certify screen *after* the loan has closed. Once this process has been completed you will no longer be able to make any updates. You must verify all information is accurate before completing the True & Certify process.
Program eligibility income and monthly qualifying income are pre-populated from what was entered in the system earlier. Verify both incomes are correct and update if needed.
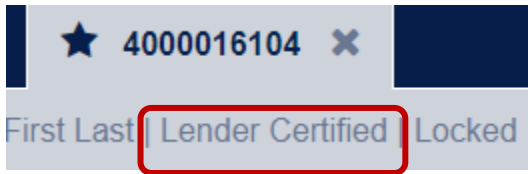
1. Double click the ⋮ on the far left of the screen and select True & Certify
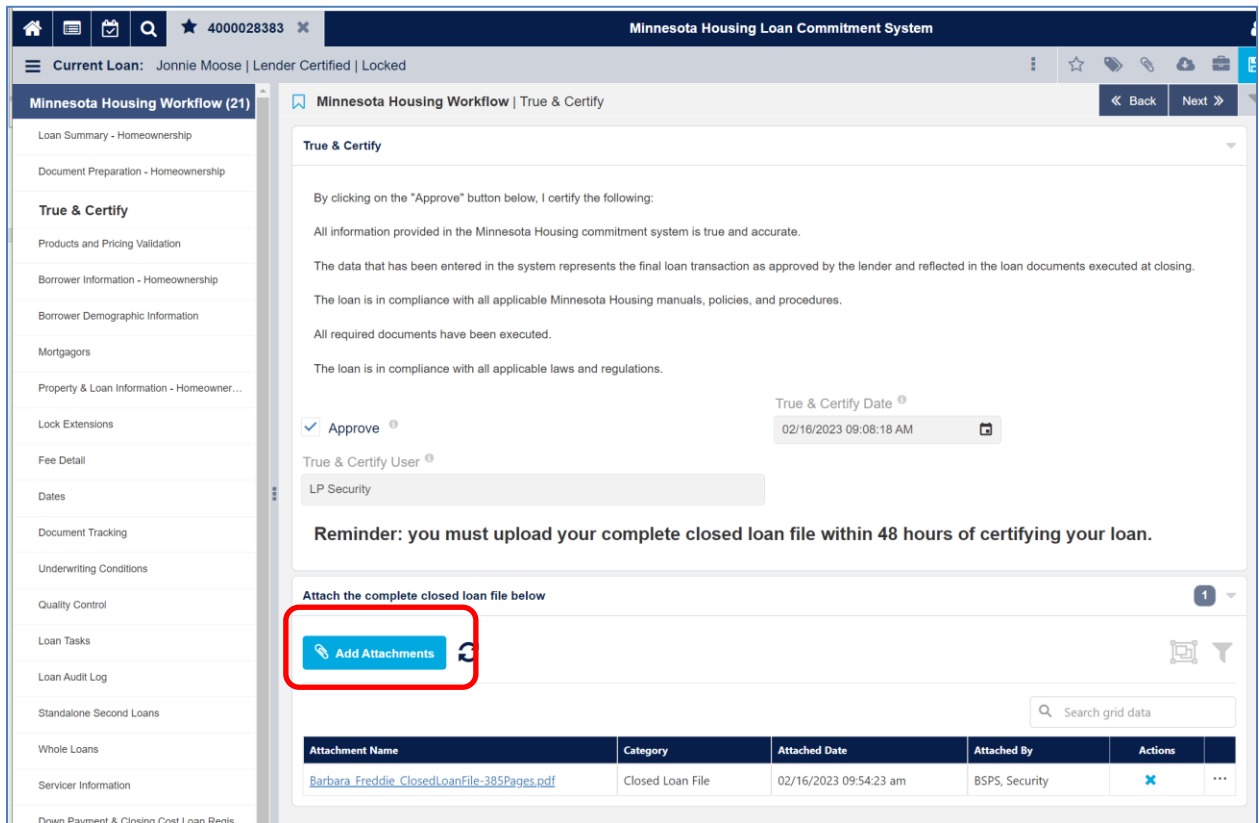

2. Click approve, then click the save button in the upper right corner

3. After clicking **Save**, the loan status will change to Lender Certified, the True & Certify Date populates, and the User's name is populated next to Certifier.
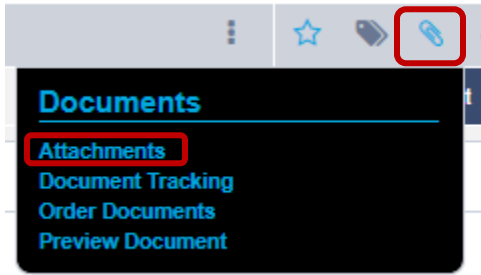

4. **NEW: Add Attachments** button has been added to the bottom of the True & Certify screen (you can still access through paper clip icon too).
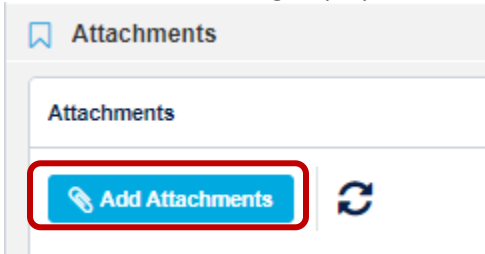
Uploading the Closed Loan File

If you did not upload the closed loan file from the True and Certify screen, follow the steps below to attach the closed loan file.
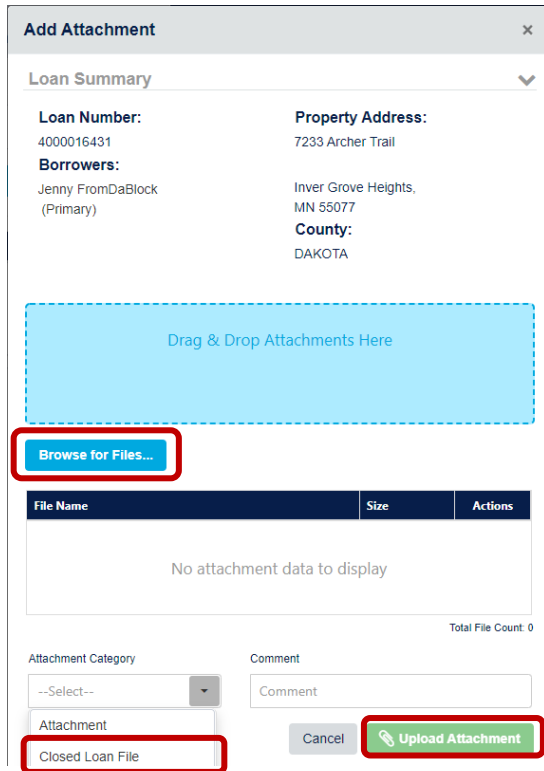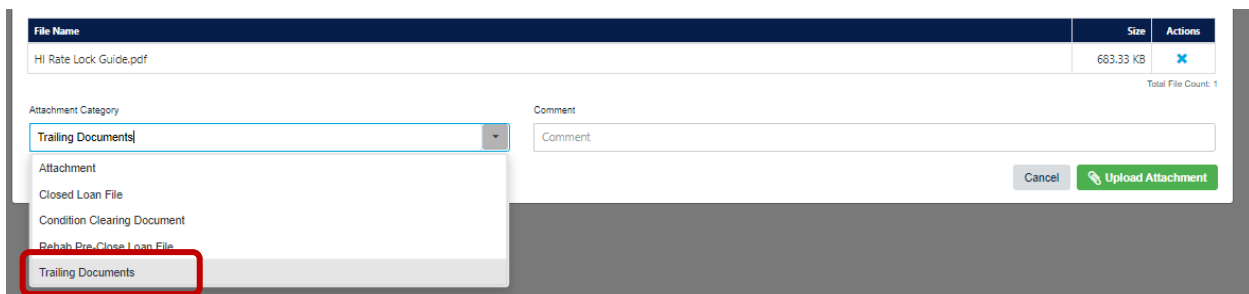
1. In the Actions menu, select **Attachments**.

2. The Attachments dialog displays. Click the **Add Attachments Icon** caret as shown.

3. Click the **Browse for files** button to search for and select the closed loan file. In the **Category** drop-down list, select **Closed Loan File** then click **"Upload Attachment"**
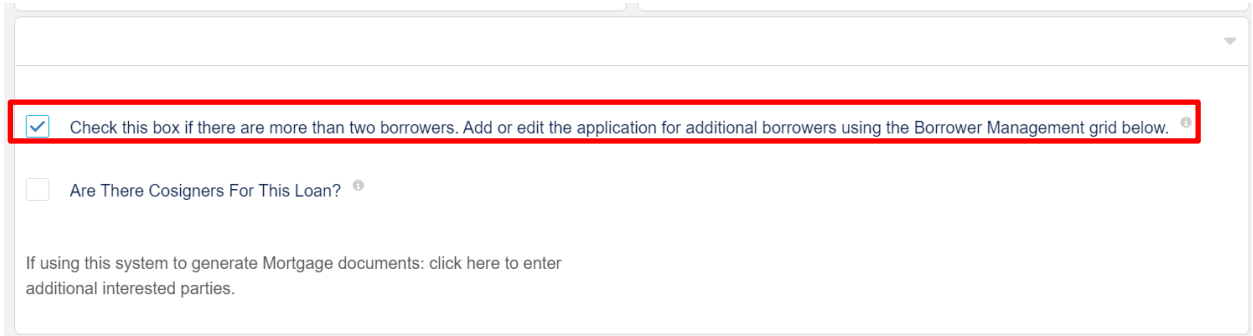

4. You can enter a comment in the **Comments** field.

5. **Trailing Documents**: This category should be used for all trailing documents such as the recorded Mortgage and Assignment and the Rehab Completion Certificate. Change Attachment Category to Trailing Documents.

How to add more than two borrowers to a loan transaction

1. On the Loan Summary page check the box indicating there are more than two borrowers and then save the loan
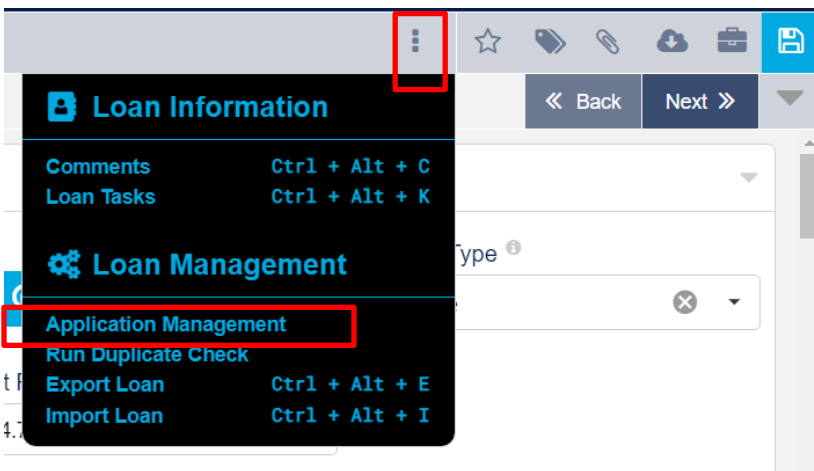

2. Click on the ellipses at the top right corner of the screen and select Application Management

3. Select Add Application

4. Click on Save Changes
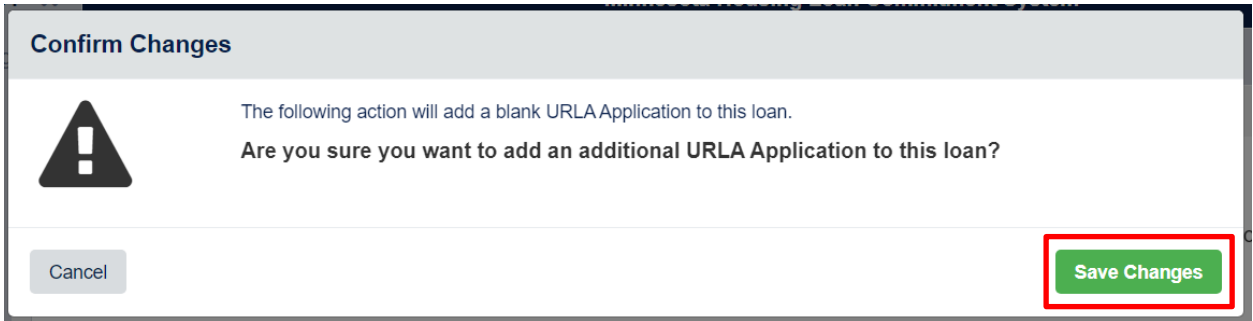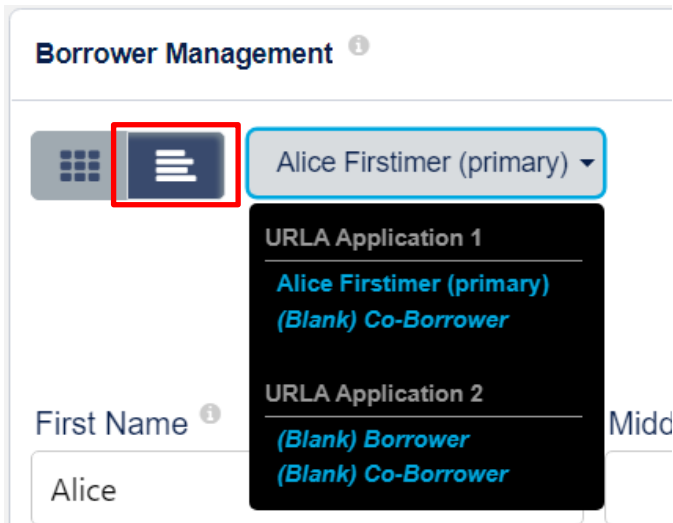

5. Go to Borrower Information screen, select [icon] as the layout in the Borrower Management section. Doing so will update the Borrower Management drop down list to having 4 spaces for borrowers. Select a borrower from the dropdown list to switch between borrower detail view.


6. Once borrower is selected, you can enter their information.

    NOTE: If the loan is already locked, after adding the additional borrower(s), you will need to call the Partner Solutions Team at 651-296-8215 and request the social security number be entered.

Switching Borrowers

1. Click on the ellipses at the top right corner of the screen and select Application Management
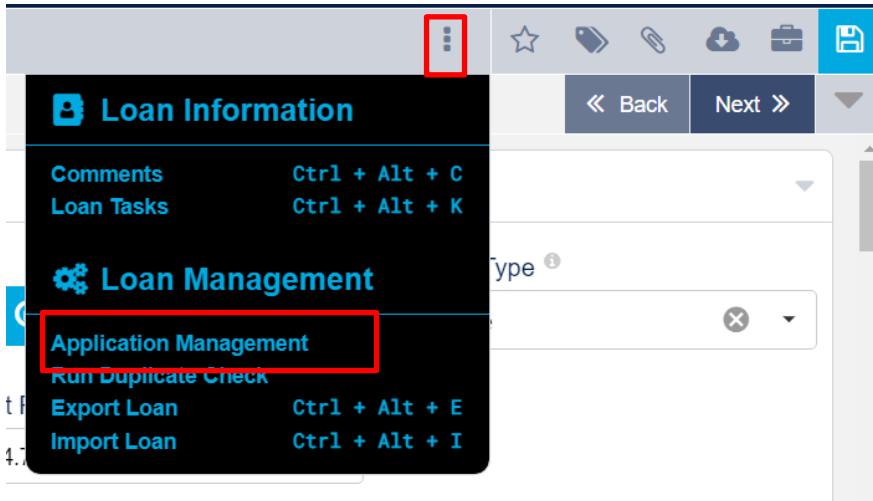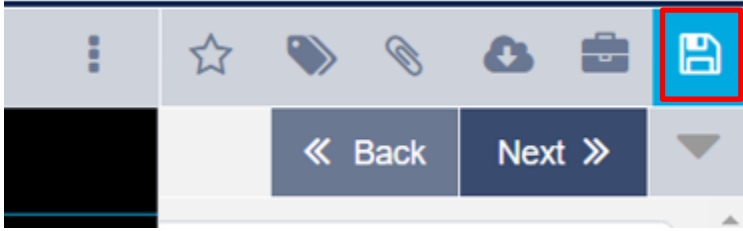

2. Select the ⤨ icon to the right of the borrower's name
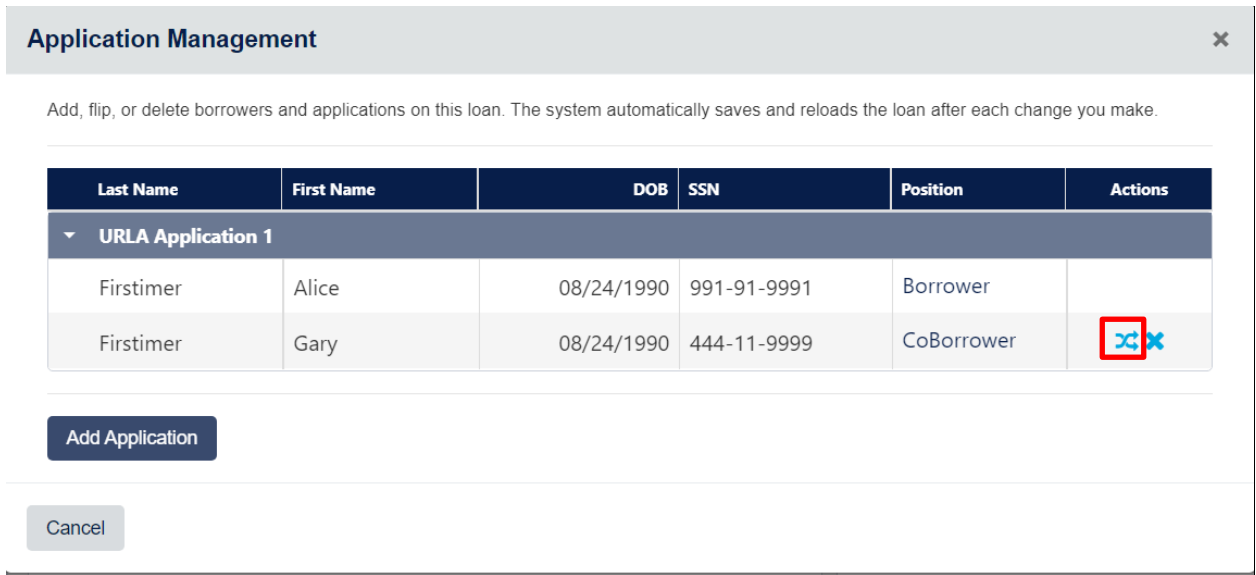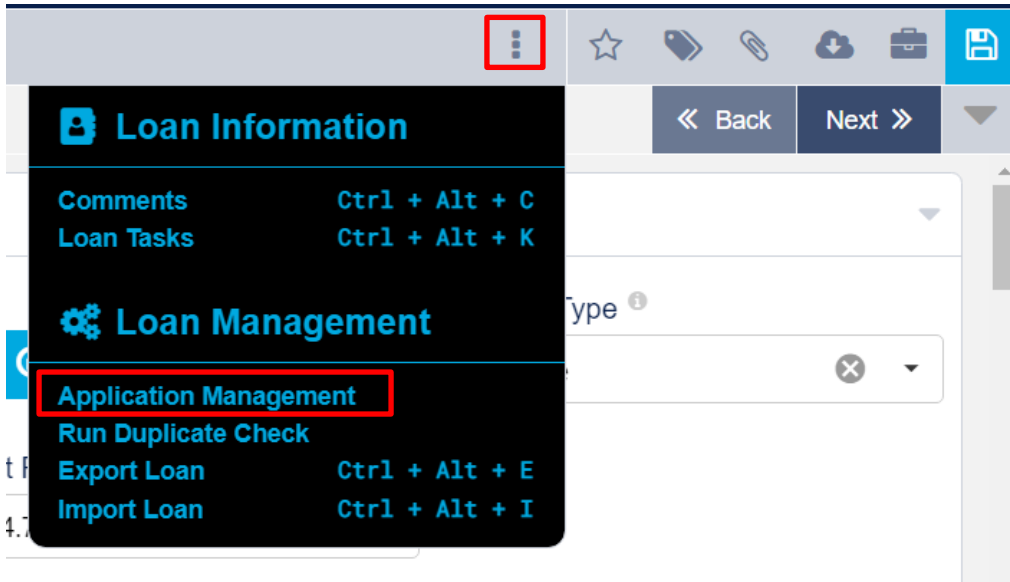

3. Select Save Changes

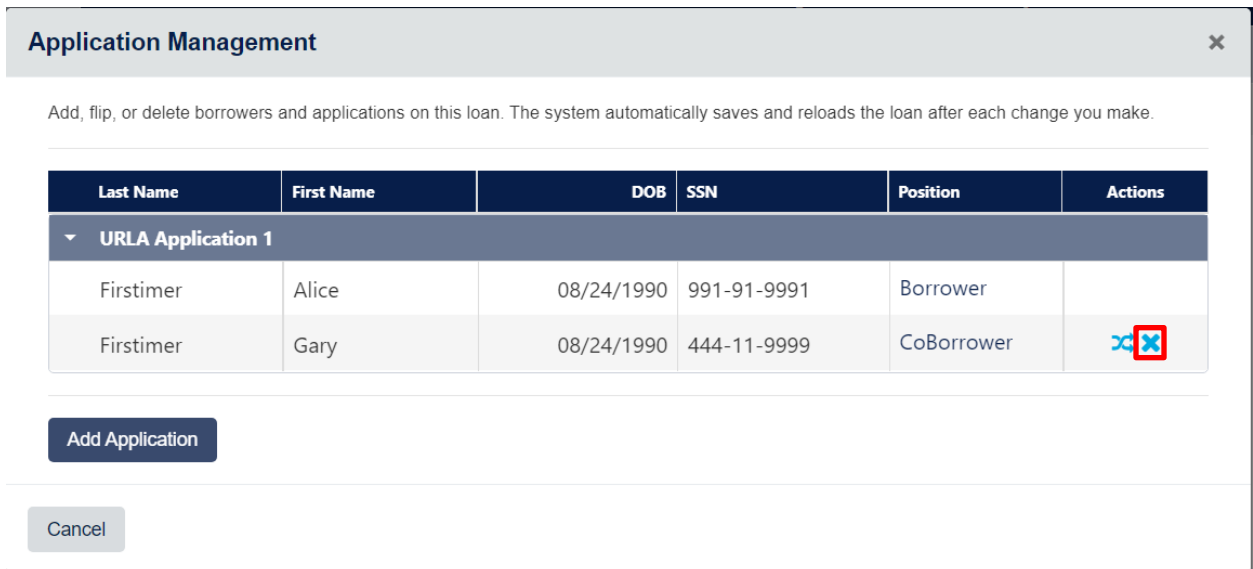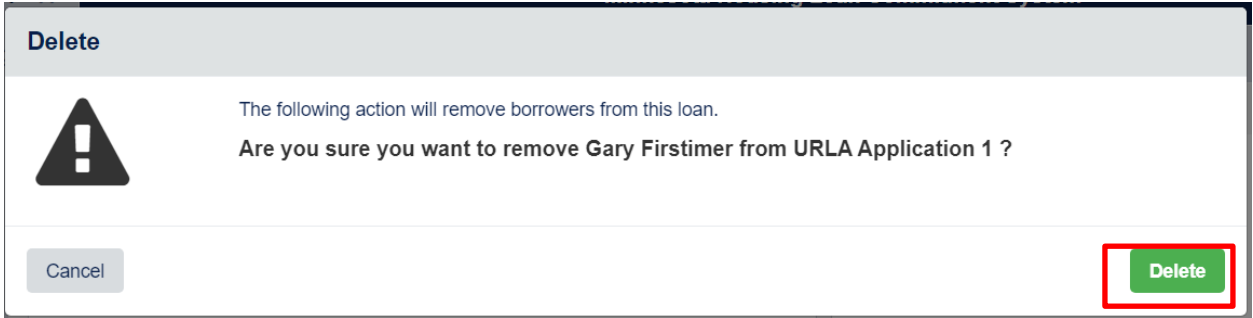4. Save changes before exiting the loan

Remove Borrower

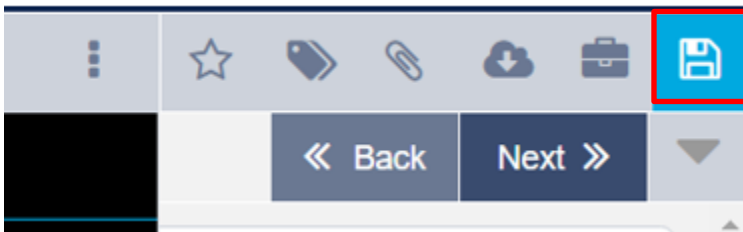1. Click on the ellipses at the top right corner of the screen and select Application Management

2. To remove a borrower, click on the **X** to the right of their name

3. Select Delete

Delete

⚠ The following action will remove borrowers from this loan.

Are you sure you want to remove Gary Firstimer from URLA Application 1 ?

Cancel   Delete

4. Save Changes before exiting loan

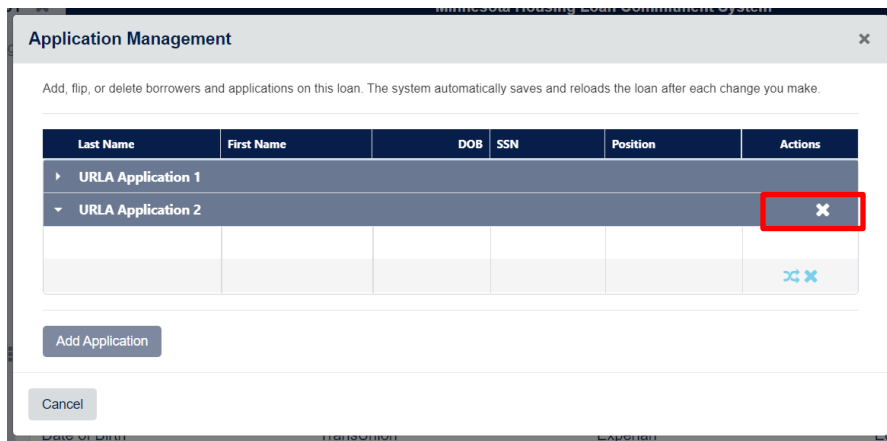⋮ ☆ 🏷 📎 ☁ 💼 💾

« Back   Next »   ▼
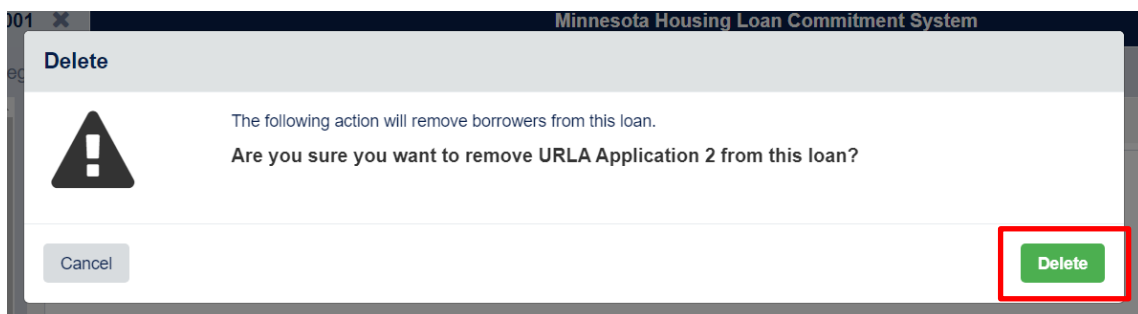
Removing Applications

1. Click on the ellipses at the top right corner of the screen and select Application Management
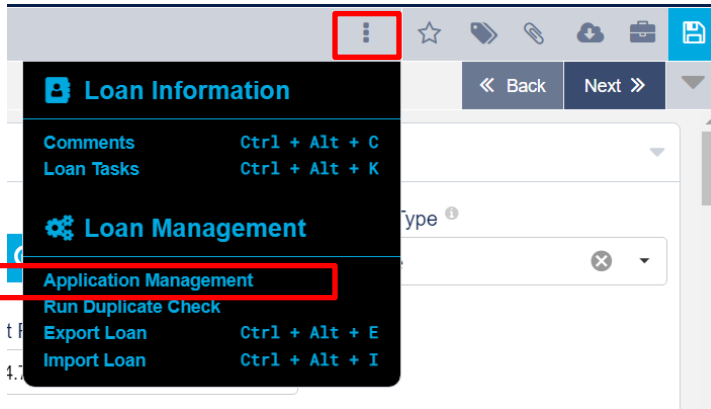
2. To remove an application, click on the X that is at the right side of the URLA Application line
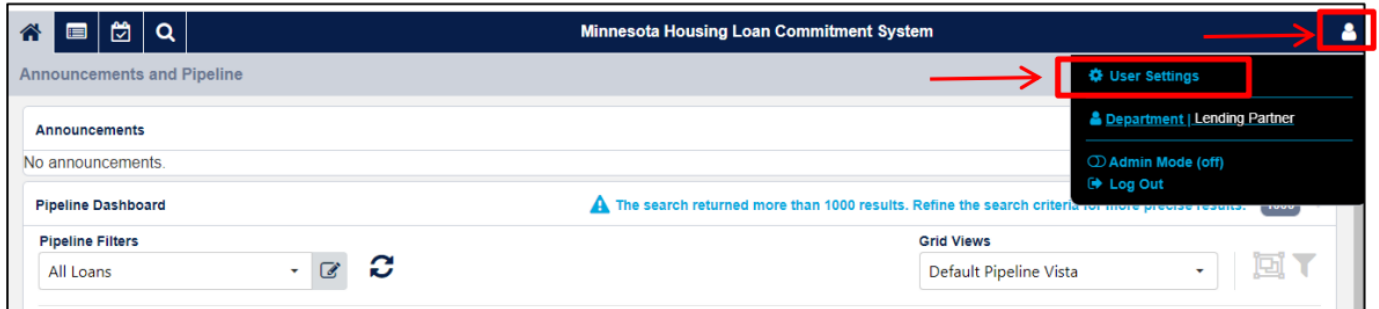

3. Select Delete

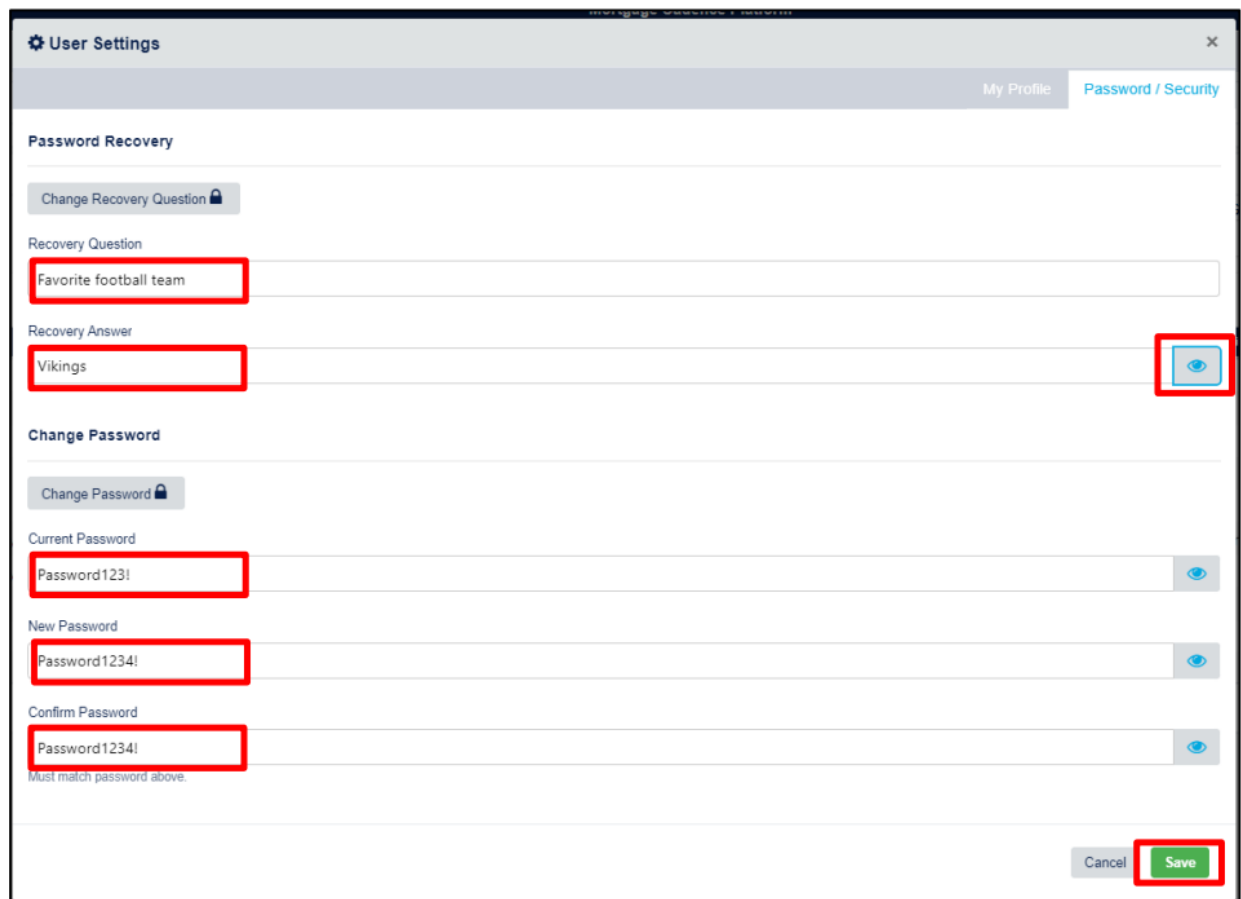4. Save changes before exiting the loan

Password and Recovery Question Help

You must be logged in to reset your password and establish a Recovery Question

1. Click on **User Profile** icon
2. Click on **User Settings**

3. Add Recovery Question and Recovery Answer (turn on the eye to see text)
4. Type Current Password and New Password twice
5. Click **Save**

6. This notification will display

> ✔ **The changes were successful.** ✕