Rehabilitation and Emergency Loan Programs System Guide

October 11, 2021
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Announcements

After logging into the Loan Commitment System, the initial landing page will be the Announcements page.
Creating a New Loan

To start a new loan, Click on Icon in the upper right corner. Then select Create New Loan.
**Client/Branch Selection**

On the Client Selection screen, the following information must be entered:

- **Client/Branch**
  - This will auto-populate with the name of the Lending Partner.

- **Channel**
  - The drop down will display Minnesota Housing programs in which the Lending Partner participates.
  - Select Rehabilitation/Emergency

- **Ops Center**
  - Will automatically be grayed out for you

- **Lender Loan Number**
  - Is an optional field

To continue, use the **Back** and **Next** Buttons on the upper right.
Borrower Information

Complete the Borrower Information screen then click next:

Complete the required fields on the screen:

- Borrower First Name
- Borrower Last Name
- Borrower SSN
- Marital Status
- Will Occupy Subject Property
- DOB
- Phone Number
- Household Income
- Household size

Tip: When entering dates on the screen, use the tab on your keyboard to avoid using the mouse.
Borrower Demographic Information
Complete the Demographic Information then click next.

All fields in this screen are required (Ethnicity, Sex, and Race).

- This screen requires scrolling up/down, as well as left/right to navigate.
- If the cosigner box was selected on the Borrower Information screen, the next button will take you to the Cosigner Page.
- If there is no cosigner, the Next button will take you to the Property & Loan Information screen.
Mortgagors
All Mortgagors must be entered in the Mortgagors section and include the relationship to each other.

For additional Mortgagors who will be on the Mortgage but not on the Note, select the Are There Any Additional Mortgagors Who Will Be On Title But Not On The Note field.

Add the names of the additional mortgagors in the Additional Mortgagors field.

Then click on Next.
Subject Property Loan Information

The required fields in Subject Property Information are:

- Property Street, City and Zip Code
- County
- State

The required fields under Loan Information are:

- Lien Type
- Loan Amount
- Loan Term

Complete all applicable fields and select Next.
Repairs & Funds

In this section, enter the amount of **Repair Types and Cost Breakdown**. The total of these amounts should equal the loan amount plus any supplemental funds.

<table>
<thead>
<tr>
<th>Repair Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Air Conditioning</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Closing Costs</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Demolition Costs</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Doors</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Electrical</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Exterior Finishing</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Foundation</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Garage</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Heating &amp; Ventilation</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Insulation</td>
<td>$000,000.00</td>
</tr>
</tbody>
</table>

(Do not include the subject loan proceeds) Indicate the amount for each applicable source of funding.

- **Borrower Contribution**: $000,000.00
- **FEMA**: $000,000.00
- **Gift**: $000,000.00
- **Grant**: $000,000.00
- **Insurance Proceeds**: $000,000.00
- **SBA**: $000,000.00
- **Weatherization**: $000,000.00
- **Other Supplemental Fund**: $000,000.00
- **Other Minnesota Housing**: $000,000.00

In addition to the subject loan Total of Supplemental Funds: $000,000.00
### New Loan

<table>
<thead>
<tr>
<th>Interior Finishing</th>
<th>$000,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landscaping</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Lead Abatement</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Mold Remediation</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Plumbing</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Radon Mitigation</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Roofing</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Siding</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Site Preparation</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Soft Costs</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Structural Additions &amp; Alterations</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Windows</td>
<td>$000,000.00</td>
</tr>
<tr>
<td>Other</td>
<td>$000,000.00</td>
</tr>
</tbody>
</table>
If you are layering the loan with additional funds, include the type and amount of Supplemental Funding in the second column.

Complete all applicable fields and select Next.
Create a New Loan

Select Create a New Loan.

Once you select Create New Loan, you will see the screen below while your Loan is being created.

Select Products and Pricing in middle of screen to get into the pricing wizard.
Select **Loan Officer**. Click **Next** to review each screen, double check the information as you go. It is not necessary to work through each screen. You may click **Next** and then select **Product Eligibility** on the **Menu**. However, it is highly encouraged that you review each screen to ensure accuracy.
In the **Product Eligibility** page, the Mortgage Type, Term and Rate types will auto-populate. Select **120 days** under the lock period then click **Get Eligible Products**.

If all information is entered accurately, a list of valid products will appear. Review the information for accuracy. Then under **Actions**, select the **Checkmark** and click on **Next**.
If the validation fails, errors will be listed under the **Invalid Products**. Click the **down arrow** under the product you are using to view a list of the errors. To expand the list of errors, click the “…” located next to the Actions column.

In the **Product Selection** page, select 120 days under the **Lock Periods** section. Then select **Populate Products**.
Select the **Product Name** by choosing **Emergency/Accessibility Loan** or **Rehabilitation Loan**. Click **Choose Product** and then click **Save and Exit**.

Once you have selected **Save and Exit**, you will see two notifications appear.

Return to the **Loan Summary** page. The **Loan has been saved** notification will appear on the lower right corner of the screen.
If it has been successfully saved, you will receive a notification on the lower right corner of your screen stating **Loan has been saved** and you will be returned to the Loan Summary Screen. You will also see the loan number, name of the client, locked on the top left hand side of your screen. **Lock date and Lock expiration date** will populate.
Pre-Close Loan File Upload

Before completing the True and Certify process, you must upload and attach a copy of the closed loan file into the system. Follow these steps below to attach the closed loan file.

- In the upper right hand corner, select the icon.
- The Documents dialogue box will display.
- Select attach documents.

Drag and drop documents in the Drag & Drop Attachments Here section or upload files by selecting the Browse for Files icon.

Under Attachment Category, select Rehab Pre-Close Loan File to upload the Pre-close documents for review.
If there are exceptions that need to be cleared, go through the upload process, and select the **Condition Clearing Document** option in the **Attachment Category**.
True & Certify – Rehabilitation/Emergency

When the loan closed, after the Pre-Closing Review has been completed, and the rescission date has passed, the Lender will need to True & Certify the loan.

- Review the Loan Summary page to ensure all of the information is accurate prior to completing the True & Certify.
- Select the True & Certify field from the menu on the Left side of the screen.
- Select Approve in middle of the screen.
- Then select Save on the top right side of the screen.

Once it has been saved the True & Certify Date will auto populate and the Current Loan field will state it is Lender Certified.
Post-Closing Document Upload

Uploading closed loan file

- Follow the upload above on pages 17-18
- Select the “Closed Loan File” option in Attachment Category.
Order Documents

Select Order Documents and you will be directed to the Order Package page. Select Order Package.

Once Order Documents has been selected you will be navigated to this page

The Order Package page automatically defaults to Document Provider. Select Internal.
Select the desired documents and click **Order**.

If it has been successfully ordered, you will receive a notification on the lower right corner of your screen showing the **Name of Document(s) Successfully Ordered**. You will be directed to the **Orders** page. The status will show as **Pending**.
The documents cannot be accessed until the Status is Complete. Click on the Refresh icon to Complete.

Once the Status has changed to Complete, the documents listed under Package Name will be linked. You may select the link for each document to review.
Minneapolis Housing accepts the Lending Partner’s request for a Commitment of Funds for the program listed in this Commitment Notification.

This commitment, specifically described herein under the terms and conditions set forth, is subject to the requirements of the Program's Procedural Manual and other agreements entered into between the Lending Partner and Minneapolis Housing.

<table>
<thead>
<tr>
<th>Commitment Date: 10/4/2021 7:49:02 PM</th>
<th>Lock Expiration Date: 2/1/2022 7:49:02 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minnesota Housing Loan #: 4000016394</td>
<td>Minnesota Housing’s EIN #: 41-1599130</td>
</tr>
<tr>
<td>Lender: Test Bank Version 1.1.2.55</td>
<td>Lender Loan #:</td>
</tr>
<tr>
<td>Loan Officer:</td>
<td>Program: Rehabilitation</td>
</tr>
<tr>
<td>Loan Amount: $15,000.00</td>
<td>Interest Rate: 0.000%</td>
</tr>
<tr>
<td>P&amp;I: $0.00</td>
<td>Loan Term (months): 180</td>
</tr>
<tr>
<td>Borrower(s): Bugs Bunny</td>
<td></td>
</tr>
<tr>
<td>Property Address: 123 Main St, St Paul, MN 55116</td>
<td></td>
</tr>
<tr>
<td>Property Type: Single Family Detached</td>
<td>Construction Type: Existing</td>
</tr>
<tr>
<td>Annual Household Income: $20,000.00</td>
<td>Household Size: 1</td>
</tr>
<tr>
<td>Property Value: $250,000.00</td>
<td>CLTV: 95%</td>
</tr>
</tbody>
</table>
Document Preparation

The Document Preparation-Rehabilitation page must be completed prior to generating any closing documents.

You will enter your Closing Date and Recession Date. It will automatically populate your First Payment Date.
Select the Save icon and the **Maturity Date** will automatically populate. You will receive the **Loan has been saved** notification.

Once this is complete, you will select the **icon** and follow the **Order Documents** process again.
Loan Transmittal to Minnesota Housing
Documents required in the Loan Transmittal Form should be uploaded as follows:

- Follow the upload above on pages 17-18
- Select the **Trailing Documents** option in **Attachment Category**.