Home Improvement System Guide

October 11, 2021
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How to Use This Guide

The Home Improvement System Guide walks you step-by-step (with screenshots) through all the functions necessary to lock, update and close Fix Up or Community Fix Up loans.

The names of page screens, headings on page screens and buttons to click are shown in **bold** in this guide. Selections from a drop-down menu are capitalized.

Getting Started

1. Username and password.
   a. If you already have a username and password set up prior to October 11, 2021, you will continue to use the same username and password. However, the first time you log in you must create a security question.
   b. If you need a 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

2. Launch the **Minnesota Housing Loan Commitment System**.

3. Loan lock availability: unavailable before 10 a.m. on the first business day of the quarter.

Entering Loans

There are three ways to enter a loan in the Commitment System:

- Option 1: Uploading a URLA XML
- Option 2: Uploading a Fannie Mae 1003
- Option 3: Entering a loan manually

**Option 1: Uploading a URLA XML**

Uploading the URLA will populate most fields in the commitment system, but you should review all auto-populated fields before locking to make sure the information uploaded correctly.
1. Click on the **document** icon in the upper-right-hand corner of the screen.

2. Select **Import Loan**

3. Select **Loan File Type** drop down and select **Mapping Sets**.

4. Click on the **ellipses** icon to the right of the Mapping Sets box and select **ilad_mismo34_import**.
5. Click on the download Icon and locate the XML you want to import (Keep file type as Import Export Support for mapping sets), then click Open.

6. Use drop down to select how to Import this Loan, select **Insert into New Loan**.

7. Use Loan Number drop down to select how to create your loan number, select **System Generated Loan Number**.
8. Complete Channel, Client and Operations Center and click **Import in the lower right-hand corner.** See Example of filled-in Import Loan Screen below.

9. If successful, you will be redirected to the home page, the top left will display the Minnesota Housing Loan. Click the loan number to be redirected to the **Loan Summary – Homeownership Screen.**

   Note: After uploading the URLA review the data field for accuracy prior to locking the loan.

10. Click on **Products and Pricing** to launch the Product and Pricing Wizard.
11. Start by selecting the icon located to the left of Client/ Branch. Then complete the following sections on this page: Channel, Op Center, Loan Officer, (Lender Loan Number is optional). Once complete select next in the bottom right corner.

13. Complete each section and once complete click next.
Uploading a Fannie Mae 1003

1. Click on the icon.

2. The Import Loan pop up window will appear. Click the File Type drop down and select FNMA.
3. Click **download** icon to the right of the Import File box.

4. Locate the 1003 you want to import.
   
   **Note:** Keep the file type as FNMA Import/Export (.fnm). The system **only** accepts “.fnm” extensions.
5. Click Open.
   - Complete the remaining fields:
     - How to Import this Loan
     - Loan Number
     - Loan Status (Select Registered)
     - Client/Lender (Select your company)
     - Channel (will automatically be selected based on your company)
     - Operations Center (Select Correspondent Ops Center)
   - See Example of filled-in Import Loan screen below:

   ![Example of filled-in Import Loan screen]

6. Click Import, after clicking Import the system will import the file.

7. After the 1003 has been successfully uploaded you will be redirected to the home page. On the homepage the Minnesota Housing loan number will show in the top left-hand section. Click the loan number to be redirected to the Loan Summary – Homeownership Screen.
8. Complete the application by clicking on the **Products and Pricing**. This launches the Product and Pricing Wizard.

9. Start by selecting the **ellipses** icon located to the right of the Client/ Branch box. Then complete the following boxes on this page: Channel, Op Center, Loan Officer (Lender Loan Number is optional). Once complete, click the Next>> button in bottom right-hand corner of the screen.
10. Complete each section and click the Next>> button in bottom right-hand corner of the screen to complete remaining sections located in the wizard.
New Loan Setup (Manual Loan Entry)

Follow these steps if you need to enter all fields into Minnesota Housing’s loan commitment system manually (not using the URLA or 1003 upload).

1. Click on the Document icon in the upper-right-hand corner of the screen.

2. Select Create New Loan under Loan Options.

Client Selection

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

- **Client/Branch** Auto-populates with the name of the Lending Partner.
  - Channel
    - The drop down will display Minnesota Housing programs in which the Lending Partner participates.
    - Select Home Improvement from the drop-down menu.
  - Ops Center
    - Select Correspondent Ops Center
  - Loan Officer

Optional field:

- Lender Loan Number

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

1. Complete the **Borrower Information** screen, then click the **Next** button.
Required fields in this section are:
- Borrower First Name
- Borrower Last Name
- Borrower SSN
- Marital Status
- Will Occupy Subject Property
- Date of Birth
- Phone Number
- Credit Score
- Calculated Annual Minnesota Housing Eligibility Income
- Monthly Qualifying Income
- DTI
- Household Size

Tip: When entering dates on the screen, use the tab on your keyboard to avoid using the mouse.

2. If there is a cosigner for the loan, place a check in the checkbox and continue. If checked this will populate an additional field in the menu.
Demographic Information

1. Complete the Demographic Information then click next.
2. 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.
Demographic Information
This section must be completed for all borrowers. Be sure to scroll down to view all demographic options and the demographic info for a second borrower.

Cosigner
1. If applicable, enter the Co-signer information, then click next to navigate to Property & Loan Information-Home Improvement.

2. Then click next to navigate to Property & Loan Information – Home Improvement.
Property & Loan Information

1. Complete the Property & Loan Information Screen.
   - The required fields in Subject Property Information are:
     - Property Street
     - Property City
     - Zip Code
     - County
     - State
     - Property Type
     - Number of Units
     - Estate Held In
     - Year Built
   - The required fields under Loan Information are:
     - Program
     - Secured/Unsecured
     - Lien Type
     - Loan Amount
     - Loan Term
     - CLTV
     - Does the First Mortgage Contain a Balloon Payment
     - Is the Property Subject to a Reverse Mortgage
     - Select an option in the ACH field, which may affect loan pricing depending on product

2. Select Next to go to the Repairs and Funds screen.
Repairs and 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.
- If you are layering the loan with additional funds, include the type and amount of **Supplemental Funding** in the second column:

**Note:** Funds type (Borrower contribution, gift, etc.) must equal the total of supplemental funds section.

1. **Click Next and then click on the Create New Loan button**
Products and Pricing

1. Click on the light blue **Products and Pricing** button in middle of screen to access the pricing wizard.

2. Click **Next>>** to work through each screen. Double-check the information you entered earlier before clicking **Next**.
Product Validation

1. In the **Product Eligibility Screen**, the Mortgage Type, Term and Rate types will auto-populate. The Lock Periods type auto-populates to 15 days. But you must select the box next to 60 days, which is the correct lock period for all Fix Up loans. Then click the blue **Get Eligible Products** button.

   - If the validation fails, a list of error will appear under the heading **Product Eligibility: Invalid**. To the left of the heading **Product Eligibility: Invalid**, click on the **down arrow** to view the list of invalid products. To see the list of errors for a specific product, click on the ellipses (…) on the far-right-hand side of each row.
     - Navigate back to the appropriate screens and correct the information entered.
     - Return to **Product Validation** and click the **Get Eligible Products** button again.
     - If necessary, repeat this process until all errors are cleared.

   - If there are no validation errors or you have cleared all validation errors a list of valid products will appear under the heading **Product Eligibility: Valid**.
2. Click on icon to select a valid product, then click **Next**

<table>
<thead>
<tr>
<th>Product Name</th>
<th>T2</th>
<th>Rate</th>
<th>APR</th>
<th>Price</th>
<th>PMI</th>
<th>Term &amp; Year</th>
<th>Maturity</th>
<th>Loan Costs ($)</th>
<th>Closing Costs ($)</th>
<th>Cash to Close</th>
<th>Cash Available</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Brooklyn Center</td>
<td>4.25%</td>
<td>4.16%</td>
<td>0.00</td>
<td>$151.87</td>
<td></td>
<td></td>
<td></td>
<td>$151.87</td>
<td>$26.00</td>
<td>-14,981.55</td>
<td>50,000.00</td>
<td>S ***</td>
</tr>
<tr>
<td>City of Crystal</td>
<td>4.25%</td>
<td>4.16%</td>
<td>0.00</td>
<td>$151.87</td>
<td></td>
<td></td>
<td></td>
<td>$151.87</td>
<td>$26.00</td>
<td>-14,981.55</td>
<td>50,000.00</td>
<td>S ***</td>
</tr>
<tr>
<td>City of Minneapolis' Rehab Support Program</td>
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<td>4.16%</td>
<td>0.00</td>
<td>$151.87</td>
<td></td>
<td></td>
<td></td>
<td>$151.87</td>
<td>$26.00</td>
<td>-14,981.55</td>
<td>50,000.00</td>
<td>S ***</td>
</tr>
<tr>
<td>City of Rochester</td>
<td>4.25%</td>
<td>4.16%</td>
<td>0.00</td>
<td>$151.87</td>
<td></td>
<td></td>
<td></td>
<td>$151.87</td>
<td>$26.00</td>
<td>-14,981.55</td>
<td>50,000.00</td>
<td>S ***</td>
</tr>
<tr>
<td>Discount 20, Rule: HSA</td>
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<td>2.99%</td>
<td>$15,000.00</td>
<td>100.00</td>
<td>$151.87</td>
<td>$146.84</td>
<td>$18.00</td>
<td>-14,981.55</td>
<td>50,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DiscountVIL Select Cities 20</td>
<td>4.25%</td>
<td>4.16%</td>
<td>0.00</td>
<td>$151.87</td>
<td></td>
<td></td>
<td></td>
<td>$151.87</td>
<td>$26.00</td>
<td>-14,981.55</td>
<td>50,000.00</td>
<td>S ***</td>
</tr>
</tbody>
</table>

3. You must Select **60 days in Lock Period** again and then click **Populate Products**.

4. For the Product desired, Select **Choose Product**. The line will turn blue once choice is made. Then click **OK**.
*For Community Fix Up Loans Only*

- After selecting a valid Community Fix Up Initiative, click **Select Pricing**, then click **Next**.
- You will be brought to the **Interest Rate and Term** page.
  - The product will default to the Community Fix Up initiative selected in the **Product Validation Screen**.
  - Select the correct Buydown Interest Rate (Note Rate) for the Community Fix Up initiative (Note: the Buydown Factor, Buydown Cost, and Current Base Rate will remain grayed out until the user saves the Buydown Interest Rate).

When exiting the wizard, the landing page will be the **Loan Summary** screen.

- At the top of the screen under the borrower’s name, note the Minnesota Housing loan number, loan status (Registered), and lock status (Locked).
- Review the information for accuracy and make any changes, as needed.
- Screen navigation will appear on the left.

**Note:** A loan cannot be locked and True & Certified on the same day. After the loan has closed, and after the Rescission period (if applicable) has passed, the Lender can True & Certify the loan. For unsecured loans, you must wait until the day after locking to True & Certify.
**Order Documents**

The Order Documents action enables you to generate document packages and forms for a loan.

1. On upper-right-hand side of page select paperclip icon. Then select **Order Documents** in the drop-down menu.

2. The Order Documents dialog displays, as shown below. Click **Order Package**.

3. The New Document Job Wizard dialog box will appear. **Document Provider** under **Document Type** is the default selection, so you must click on **Internal** to see the Minnesota Housing documents for your loan.
4. Select the documents you wish to generate by clicking the check boxes next to the document names and then click **Order** in the bottom right-hand-corner of the page.

5. After clicking order, the **Order Documents** dialog box will appear as shown below. Click the **Refresh** button in the upper-left-hand corner until the document package and package status states “Complete.” Then click the blue title to open or print the documents.

**Note**: If any updates are made in the Commitment System (ex: change product, change loan amount, etc.), you will need to generate new documents by following the process listed above in order to see the changes in your documents.
Updating or Changing Pricing on a Locked Loan

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 or product changes
- Changes in terms
- Lien Type
- Secured/Unsecured
- ACH/Non-ACH

1. Open the loan. (It will always open to the Loan Summary screen.)
2. Check the Change Pricing box partway down the screen.
3. Click Save Loan (Lock Status will switch from Locked to New).
4. Click on the **Products and Pricing** to open **Wizard**.

5. Navigate to the **Product & Loan Information – Home Improvement** screen.
6. Update the loan information as applicable (secured to unsecured, ACH to Non-ACH, term, products, etc.)
7. Click **Next**.
8. Once all updates have been completed, navigate to the Product Validation screen.
   - In the Product Validation screen, select the correct term and check **60 days** under the lock period column.
   - Click the Get Eligible Products icon.

![Product Validation Screen](image)

9. If the validation fails, errors will be listed under the Invalid Products. Click the ... Icon under actions column to view a list of the errors.
   - Navigate back to the appropriate screens and correct the information entered. Then click back to Product Validation and click the Get Eligible Products button again. Repeat this process until all errors are cleared.
10. If there are no errors or you have cleared all errors a list of valid products will appear.

11. Click on **Select** to select a valid product.

12. Click on **Save** to leave the wizard.

13. Check the **Re-Lock HI Loan** box.

14. Click **Save Loan**.

- Lock Status is changed to **Locked**.
Document Preparation

1. Document Field confirmation will appear. Complete the following:
   
   **Note:** P&I will be in the Loan Amount section of page.
   - Close Date
   - Rescission Date, for secured loans *(must be 3+ days after close date)*
   - First Payment Date *(must be 20-45 days from note date)*
   - Loan Amount
   - Closed Loan Interest Rate

2. In the Mortgagors field, enter the name of the borrower and the relationship, then click **Next**.
True & Certify

Note: 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. 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. 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. It’s important to verify all information is accurate before completing the True & Certify process.

1. Click on Icon to go to section selection, then select True & Certify.

2. Complete the applicable fields:
   - Close Date
   - Rescission Date, for secured loans (must be 3+ days after close date)
   - First Payment Date (must be 20-45 days from note date)
   - Maturity Date
   - Note P&I
**Note:** Best practice is to have the closed loan file in front of you to verify all information entered in the system matches the closed loan file.

3. Program eligibility income is pre-populated from what was entered in the system earlier. Verify the eligibility income is correct and update if needed. (**Note:** qualifying income determines program eligibility)

4. After updating the information on the screen, check the **Approve** box (the lender certifies the information entered is correct). Then **Next**.

**Reminder:** you must upload your complete closed loan file within 48 hours of certifying your loan.
5. Click **Save** in the upper right corner.

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

Reminder: you must upload your complete closed loan file within 48 hours of certifying your loan.

**Note:** After completing the True & Certify process, you must upload and attach a copy of the closed loan file into the system. See Attachments section for instructions on uploading documents.
Uploading the Closed Loan File

Follow the steps below to attach the closed loan file.

1. In top right section, select paper clip icon then in drop down, select **Attachments**.

2. The Attachment dialog displays, click on the Add Attachments Box.

3. Click the Browse for Files Button or Drag and Drop attachments into the blue box.

4. Click on file you want to attachment and click **Open**.
5. In the **Category** drop-down list, select a category.

![Category dropdown list with options]

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

7. Click **Upload Attachment**. File will show under the attachments dialog box as shown below.

![Upload Attachment button highlighted]

See example below:

![Add Attachment interface with file listed]

File Name: Hi Rate Lock Guide.pdf
Size: 683.33 KB
Attachments Dialog Box: Drag & Drop Attachments Here
Total File Count: 1
How to Cancel a Loan

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

1. Click the Cancel Loan check box.
2. Select a Loan Cancellation Reason from the drop-down list.
3. Click the Save button to cancel loan.

4. The Loan will be listed as Cancelled at the top of the screen.
How to Extend a Rate Lock

1. Open the loan

2. Navigate to the Icon at the top right hand corner of the screen, select Lock Extensions.

3. From the drop-down menu, select the length of the lock extension.
4. Once **Days to Extend Lock** is selected, **Proposed Expiration Date** will auto populate. Check the **Trigger Lock Extension** box and hit **Save**.

![Proposed Lock Information]

| Days to Extend Lock | 30 |
| Days to Extend (Minnesota Housing) | 000 |

**Proposed Lock Expiration Date**

12/08/2021 03:03 PM

![Trigger Lock Extension]

5. The loan status will change from Locked to **Lock Extended**.

![Current Loan: Jonnie Jonnie | Registered Lock Extended]
How to add more than two borrowers to a loan transaction

Contact the Minnesota Housing Partner Solutions Team at 651-296-8215 or mnhousing.solution@state.mn.us