

Lender Information

The lender must provide Neighborhood Housing Services Oklahoma City with copies of the following documents in order to process applications for Down Payment and Closing Cost Assistance. Please send copies of the following to NHSOKC as soon as possible via e-mail lindar@nhsokc.org or fax 405-231-5137. If faxed documents are not clear we will ask you to use a courier service or have homebuyer deliver documents.

- Lender application
- Lender approval letter
- Credit report
- Verification of Employment
- First two pages of appraisal
- Loan Estimate-NHSOKC needs this upfront. DPA amount will be calculated in part, using the Loan Estimate.**
- Flood Certification
- 1008/MCAW/92 900
- Evidence of Insurance
- Signed Closing Disclosure-must be provided a minimum of 48 hours prior to closing**

Guidelines for Lenders

1. **Down Payment Assistance applications and/or purchase contract must be provided to NHSOKC at least 45 days prior to closing. The 45 day time frame will begin with whichever documents are provided to NHSOKC last.**
2. **Assistance amount available under the Oklahoma City's HOME Program will be \$1,000 to \$14,299. There are two target areas, inside the NRSA and outside the NRSA. The amount of assistance will be calculated as follows: 10% of purchase price + UFMIP + closing costs, less borrower required contribution, seller & lender credits, etc.**
3. Total monthly housing payments cannot exceed 30.99% of NHSOKC's income calculation.
4. The homebuyer's maximum monthly housing and total debt to income ratio cannot exceed 42.99%.
5. Loan Discount Fee, Lender's inspection fee, Underwriting fees are **not allowed**.
6. **Minimum required homebuyer investment, 1% of the sales price. That amount will increase to 1.75% when the lender requires 3.5% down payment on an FHA loan. Any additional funds paid buy buyer cannot be refunded at loan closing.**
7. Neighborhood Housing Services Oklahoma City, Inc. will not be able to give Down Payment and Closing Costs Assistance for Adjustable Rate Mortgages (ARMS).
8. Loan closings must be held locally with cost to abstract title a seller's expense only.
9. **Co-Borrowers/Co-Mortgagors must be disclosed and approved at DPA Application. Adding a Co-Borrower/Co-Mortgagor after initial application is not allowed. If co-borrower is utilized, primary homebuyer must still qualify at ratios of 30.99%/42.99% based upon their income only. Co-Borrowers/Co- Mortgagors cannot be on the warranty deed. May only sign on mortgage and note.**
10. Sales price cannot exceed 95% median purchase price limits (\$133,000 existing \$200,000 new construction).
11. **NHSOKC must be notified immediately if any changes in homebuyer application (gift funds, additional down pmt, etc.) Changes can affect the amount of DPA given and will have to be re- disclosed.**

Do not schedule loan closings before 10:00 am. Applicants need to pick up their DPA funds and closing documents the day of closing. NHSOKLA office hours are 8:30 - 5:00. NHSOKLA will not release DPA funds and/or closing documents before the day of closing.

Eligible Closing Costs

Items payable in connection with loan

- Loan Origination Fee \leq 1% of principal (+\$300 on loans \leq \$50,000)
- Appraisal Report
- Credit Report
- Flood Certification Fee – Must show property is not in 100 yr flood zone

Items Required by Lender to be Paid in Advance

- Interest from ____ to ____ Days
- Mortgage insurance Premium
- Hazard Insurance Premium

Reserves Deposited with Lender

- Hazard Insurance
- Mortgage Insurance (buyer may bring additional funds to avoid mortgage insurance)
- County Property Taxes

Title Charges

- ½ Settlement/Closing Fee
- Abstract or Title Search – must be a seller's expense – no assistance applied
- Title Examination
- Document Preparation Fee
- Notary Fee
- Title Insurance

Government Recording and Transfer Charges

- Recording Fee Deed/Mortgage Releases
- City/County Tax/Stamp Deed/Mortgage
- State Tax/Stamp
- Mortgage Certificate/Documentary stamp

Additional Settlement Charges

- Property Survey – Pin Surveys are capped
- Pest Inspection
- Home Inspection
- Home Service Warranty (from buyers' contribution)

NOTE: Fees must be reasonable and customary for the area.

Other Borrower paid costs are not automatically non-eligible, but will be reviewed on a case-by-case basis.

Client: _____ Property Address: _____