



FIRSTHOME GOVERNMENT PROGRAM SUMMARY

HOUSING FINANCE AGENCY / PROGRAM SPONSOR	Oregon Housing and Community Services (OHCS) https://www.oregon.gov/OHCS EIN: 93-0952117		
DESCRIPTION	<p>The OHCS FirstHome loan product is a first mortgage loan product for eligible mortgagors. The program was created to help fulfill OHCS’ mission to provide housing opportunities to low- to moderate-income individuals and families. This loan product will provide a competitive mortgage interest rate, helping families increase their homebuying power and keep their monthly housing payments affordable.</p> <ul style="list-style-type: none"> • The OHCS FirstHome product provides first mortgage financing. • This Product Summary is a complement to and not a substitute for First Mortgage Program guidelines. • First lien agency guidelines apply except as modified by this product summary for the purpose of this program only. 		
AVAILABLE MARKETS	Properties within Oregon		
ELIGIBLE LENDERS	<ul style="list-style-type: none"> • Lenders must be approved by OHCS / Idaho Housing and Finance Association (IHFA) to participate in the OHCS FirstHome loan product. • Interested lenders should contact OHCS at HCS_homeownershiplending@HCS.Oregon.gov. 		
ORIGINATING LENDER	OHCS requires the loan originating staff (LO, LOA, processors) to be located in Oregon or within 50 miles of the Oregon border.		
MASTER SERVICER & COMPLIANCE AGENT	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Master Servicer Idaho Housing and Finance Association 565 W. Myrtle St. Boise, ID 83702 208-331-4700 Email: HOL-shipping@ihfa.org</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Program Administrator/Compliance Agent Hilltop Securities Inc. 15301 Ventura Blvd., Bldg. B, Suite 410 Sherman Oaks, CA 91403 310-401-8052 OregonFlexLendingHelp@hilltopsecurities.com</p> </td> </tr> </table>	<p>Master Servicer Idaho Housing and Finance Association 565 W. Myrtle St. Boise, ID 83702 208-331-4700 Email: HOL-shipping@ihfa.org</p>	<p>Program Administrator/Compliance Agent Hilltop Securities Inc. 15301 Ventura Blvd., Bldg. B, Suite 410 Sherman Oaks, CA 91403 310-401-8052 OregonFlexLendingHelp@hilltopsecurities.com</p>
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FIRST MORTGAGE PRODUCTS	<p>Government Products - All 30-Year Fixed Rate</p> <ul style="list-style-type: none"> • FHA • FHA Section 184 • VA • USDA-RD 		

LOAN PURPOSE	Purchase money first mortgage lien on primary owner-occupied residence. Optional DPA is available.										
INTEREST RATES / LOAN RESERVATIONS	<ul style="list-style-type: none"> Hilltop Securities Inc. will post mortgage interest rates by 9 a.m. (PT) daily. Current rates can be found at the following websites: <ul style="list-style-type: none"> https://oregonlendingprograms.com https://www.oregon.gov/ohcs/homeownership/lenders-real-estate-professionals/Pages/firsthome-lenders.aspx#income-limits Email distribution: https://cloud.herd.hilltopsecurities.com/oregon Announcements: cloud.herd.hilltopsecurities.com/announcements The lock window will be available from 9 a.m. to 4 p.m. (PT) Monday through Friday except for holidays and certain days when the financial markets are closed. All loans must be delivered to and purchase by OHFA within 60 days of rate lock. Onetime extension may be purchased at the following rates: (* % of the loan amount). <table border="1" data-bbox="675 783 1219 1003"> <thead> <tr> <th>Number of Days</th> <th>Price of Extension*</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>0.06250 Points</td> </tr> <tr> <td>15</td> <td>0.12500 Points</td> </tr> <tr> <td>22</td> <td>0.18750 Points</td> </tr> <tr> <td>30</td> <td>0.25000 Points</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Interest rate buydowns are not available under the FirstHome product. Discount Points are not allowed under the FirstHome product. Interest credits are reviewed on a case-by-case basis. Contact OHCS for more information. 	Number of Days	Price of Extension*	7	0.06250 Points	15	0.12500 Points	22	0.18750 Points	30	0.25000 Points
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22	0.18750 Points										
30	0.25000 Points										
HOMEBUYER EDUCATION	<ul style="list-style-type: none"> Homebuyer Education is required for all first-time homebuyers. Homebuyers must complete Homebuyer Education through an OHCS homeownership center. See below link for list of participating homeownership centers. https://www.oregon.gov/ohcs/homeownership/pages/homebuyer-education.aspx Lender must retain a copy of the certificate of course or counseling completion in the loan file. Homebuyer Education certificate good for up to one year. <p>***If unable to coordinate class through a local homeownership center, borrowers may take a "Finally Home!" online homebuyer education class. www.FinallyHome.org</p>										

DOWN PAYMENT ASSISTANCE (OHCS)

- The OHCS down payment/closing cost assistance is in the form of a second lien that is a forgivable or a repayable second lien.
- The assistance is based on the total loan amount (first lien amount plus any upfront MIP, funding fees, etc.)
- Income tier based on county; see exhibit A attached for breakdown.
- **Qualifying income is used to determine DPA program tier income limits – see exhibit A for AMI tiers.**

Please Note: Certain options may not always be available depending on the market.

Govt – FHA/VA/USDA-RD				
Product	DPA	Income Tier	Terms	Rate
Govt - FHA/VA/USDA-RD	4%	80% and below	30 Yr. Forgivable	0%
Govt - FHA/VA/USDA-RD	4%	80% - 120% AMI	20 Yr. Repayable	first + 1%
Govt - FHA/VA/USDA-RD	4%	120% AMI to \$125K	10 Yr. Repayable	first + 1%
Focused Demographics – Govt – FHA/VA/USDA-RD (Optional)				
Govt - FHA/VA/USDA-RD*	5%	80% and below	15 Yr. Forgivable	0%
Govt - FHA/VA/USDA-RD*	5%	80% - 120% AMI	30 Yr. Repayable	first + 1%

- DPA funds may be used for up to 100% of the borrower’s cash requirement to close, including down payment, closing costs, pre-paid items, upfront borrower paid Mortgage Insurance and other related Mortgage Loan fees and expenses.
- The borrower may not receive cash back at close with exception to EMD and prepaid items.
- Any unused DPA funds must be applied to the first loan principal.
- Lenders fund the DPA at closing, on behalf of OHCS, and will be reimbursed the DPA assistance minus applicable fees upon purchase of the loan by Idaho Housing.
- **DPA/second lien must be recorded in second position behind the first mortgage.**

****NOTE:** DPA may not be used to pay the difference between the sales price and appraised value if the sales price is higher (gap financing).

The **Focused Demographics Option*** offers 5% DPA for borrowers who meet the following criteria:

- FirstHome program guidelines, and;
- Two of the four criteria below:
 1. Household of four or more
 2. Household member with a disability
 3. Front-end ratio of 28% or higher
 4. Sole Head of Household with at least one eligible dependent residing in the household (eligible dependents below):

NOTE: Household must include **only one adult** who is not an eligible dependent.

1. Under 18
2. A household member with a disability
3. Age 62 or Older

**SECOND MORTGAGE
(DPA FROM
PREVIOUS SECTION)**

- **The Forgivable Second Mortgage** will be due and payable at transfer, sale, or refinance. The forgivable second mortgage is for borrowers whose AMI is $\leq 80\%$.
- **The Repayable Second Mortgage** has an interest rate **1% above the interest rate of the first mortgage** for a term of 10, 20, or 30 years and is payable monthly beginning the first full month after closing.

****Note: DPA/Second lien must be recorded in second position behind the first mortgage.**

Repayment - Any outstanding balance of the loan is repayable as follows:

- **Sale or Transfer** - If all or any part of the Property, or any interest in the Property (including a beneficial interest), is sold, conveyed, or transferred, whether voluntary, involuntary or by operation of law.
- **Refinance or Payoff** - Refinancing or paying off the first mortgage.
- **Rental of Property** - If borrower rents or leases (whether by written or oral agreement) the property or any portion of the property.
- **Failure to Occupy Property as Principal Residence** - If borrower fails to occupy the property as the borrower's principal residence for a period of more than 60 days.
- **Default or Acceleration** - Upon acceleration of the first or second loan for any reason.

****There is no forgiveness for partial months.****

**INCOME LIMITS /
ADJUSTED GROSS
HOUSEHOLD INCOME
(AGHI)**

The annual gross income of all household members over age 18 who are not full-time students must not exceed the income limits established by the department pursuant to Section 143 of the Code of 1986, as amended, and published annually by the U.S. Department of Housing and Urban Development (HUD). Refer to U.S. Code of Federal Regulations 24 CFR Section 5.609 – Annual income and Section 143(f) of the Code, as amended.

- Income limits are based on county and listed at <https://www.oregon.gov/ohcs/homeownership/lenders-real-estate-professionals/Pages/firsthome-lenders.aspx>.
- Borrowers' adjusted gross household income (AGHI) will be calculated to determine eligibility.
- Qualifying income is used to determine DPA program tier income limits – see exhibit A for AMI tiers.

****Lenders will be responsible for ensuring that the income meets program guidelines.**

**BORROWER
ELIGIBILITY**

- An eligible borrower and/or eligible co-borrower purchasing a single-family residence in a non-targeted area may not have held a present ownership interest in a principal residence at any time during the preceding three-year period ending on the date the mortgage is executed.
- If an eligible borrower is purchasing a single-family residence located within the boundaries of a targeted area, the three-year prior ownership restriction does not apply.
- Borrower must be a first-time homebuyer, or the property to be located in a targeted area or the borrower qualifies as an exempt veteran. An exempt veteran is someone who has not had a bond loan or MIC loan in any of the 50 states. Borrower to provide DD214 to confirm veteran status.
- Meet household income limits, which can be found at <https://www.oregon.gov/ohcs/homeownership/lenders-real-estate-professionals/Pages/firsthome-lenders.aspx#income-limits>.
- Residency – follow agency guidelines
- Non-occupying co-signors are **NOT** permitted.
- Non-occupying co-borrowers are **NOT** permitted.
- Borrowers may not own any residential property at the time of closing.

**UNDERWRITING /
CREDIT SCORE / DEBT
RATIO**

- Lenders are responsible for all credit underwriting decisions on all government mortgage loans originated under the program.
- Mortgage loans must be underwritten to the standards of the applicable loan type.
- Mortgage loans must be underwritten through an Automated Underwriting System (AUS), Fannie Mae’s Desktop Underwriter (DU), Freddie Mac’s Loan Prospector (LP), Rural Housing Guaranteed Underwriting System (GUS).

Loan Product	Minimum FICO	Max DTI	Required Reserves
FHA	620	50%	0
USDA	620	50%	0
VA	620	50%	0
VA**	620	50.01%-55.00%**	2**

**AUS approval required

MANUAL UNDERWRITING

- Loans may only be manually underwritten for erroneous, inaccurate, or insufficient credit per agency guidelines.
- Borrowers without credit scores are eligible. Must be manually underwritten according to agency guidelines.
- Borrowers with credit scores must have a minimum 640 credit score.
- Loans must comply with the requirements of the manual guidelines per the selected product.
- If the housing finance agency (OHCS), Idaho Housing (Servicer), or loan program agency requires more in reserves than listed in the LTV/DTI/FICO tables below, the greater number of months must be used.

Maximum Ratios-Manual			
Loan Product	Minimum FICO	DTI	Required Reserves
FHA	640	**	2
USDA	640	**	2
VA	640	**	2

**DTI based on individual loan program; max DTI cannot exceed 50%.

INTERESTED PARTY CONTRIBUTIONS

Interested party contributions, follow agency guidelines.

PROPERTY TYPES

- Allowed:**
- 1- unit primary residence
 - Condominiums
 - Townhomes and PUDs
 - Manufactured housing – single-, double- and multi-wide
 - Community land trust
 - Leasehold
- Not Allowed:**
- Co-ops
 - Second homes and investment properties
 - 2–4-unit properties
- Properties with ADUs

TARGETED AREAS

- Targeted areas are federally designated areas of slow economic growth where you do not have to meet the first-time homebuyer requirement to qualify for the programs.
- You will find targeted areas by determining the Census tract, <https://geomap.ffiec.gov/ffiecgeomap/>, and then verifying the targeted area by county.
- A list of Oregon’s targeted areas can be found at <https://www.oregon.gov/ohcs/homeownership/lenders-real-estate-professionals/Pages/firsthome-lenders.aspx#income-limits>.

RECAPTURE TAX

Recapture tax does apply. Borrowers are encouraged to speak to tax professional for guidance.

PURCHASE PRICE LIMITS	<ul style="list-style-type: none"> • Loan is subject to maximum purchase price per county. These limits are determined based on IRS requirements. Maximum purchase price limits can be found here, https://www.oregon.gov/ohcs/homeownership/lenders-real-estate-professionals/Pages/firsthome-lenders.aspx#income-limits. • HOUSING STABILITY COUNCIL – Mortgage loans equal to or greater than 95% of the local area purchase price limit, must be approved by the Housing Stability Council prior to the Department purchasing the Mortgage Loan. 																		
APPRAISAL	<ul style="list-style-type: none"> • A full interior/exterior appraisal is required and must comply with mortgage program appraisal guidelines. • AUS approval with appraisal waiver is acceptable. 																		
ESCROW HOLDBACKS	<p>Allowed – see Lender Notice 2025.04 for details.</p> <p>https://www.oregon.gov/ohcs/homeownership/lenders-real-estate-professionals/Pages/lender-notices.aspx</p>																		
HAZARD / FLOOD INSURANCE	<p>Hazard and flood insurance must comply with the requirements of the department’s servicer. Maximum hazard deductible is \$2,000. Maximum flood deductible is \$5,000.</p>																		
TITLE / VESTING	<ul style="list-style-type: none"> • Vesting - Ownership vesting must be held by the eligible borrower, not in trust or in an LLC. • Non-borrowing spouse (NBS) is allowed on title with the following requirements met: <ul style="list-style-type: none"> ○ Judgment/lien search for NBS on title report ○ Evidence NBS has not had ownership in principal residence in past three years. ○ Evidence NBS does not currently have ownership in real estate. 																		
ALLOWABLE FEES / LENDER COMPENSATION	<p>In addition to the standard fees normally charged to the borrower and determined by the lender (i.e., Appraisal Fee, Credit Report Fee, Flood Certification, Underwriting, Document Preparation, etc.), the following fees should also be included*.</p> <ul style="list-style-type: none"> • Origination charges are allowed according to agency guidelines. • Please list fees in accordance with TRID guidelines on the LE/CD but do not make them payable to Idaho Housing and Finance Association, with exception to the following: The IHFA fees will be netted out of the loan purchase price. • No fees are allowed to be charged on the second mortgage except for recording fees and interest if applicable. <table border="1" data-bbox="418 1423 1479 1709"> <thead> <tr> <th>Fee Type</th> <th>Amount</th> <th>Service Provider</th> </tr> </thead> <tbody> <tr> <td>Loan Origination (optional)</td> <td>Usual and Customary</td> <td>Lender</td> </tr> <tr> <td>Loan Acquisition Fee*</td> <td>\$200</td> <td>Lender Fee to Idaho Housing</td> </tr> <tr> <td>Tax Service*</td> <td>\$85</td> <td>Lender Fee to Idaho Housing</td> </tr> <tr> <td>Flood Cert*</td> <td>\$18</td> <td>Lender Fee to Idaho Housing</td> </tr> <tr> <td>Code Compliance*</td> <td>\$225</td> <td>¹Hilltop Securities, Inc.</td> </tr> </tbody> </table> <p style="text-align: center;">Service Release Premium – All Loans at Purchase - 1.25%</p> <p>¹ Compliance review fee should not be sent from title but rather netted back to lender for ACH payment through HilltopPay.</p>	Fee Type	Amount	Service Provider	Loan Origination (optional)	Usual and Customary	Lender	Loan Acquisition Fee*	\$200	Lender Fee to Idaho Housing	Tax Service*	\$85	Lender Fee to Idaho Housing	Flood Cert*	\$18	Lender Fee to Idaho Housing	Code Compliance*	\$225	¹ Hilltop Securities, Inc.
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MERS ASSIGNMENTS	<p>Lender must use MERS (1009670) to register and assign the first and second mortgages to Idaho Housing.</p> <p>The notes for the first and second mortgages will be in the lender's name.</p>
LOAN FUNDING	<p>At Closing, Lenders must fund the following in their own name:</p> <ul style="list-style-type: none"> • First mortgage loans • The DPA assistance on behalf of OHCS, if applicable
HILLTOP SECURITIES COMPLIANCE REVIEW PRE-CLOSING	<p>All loans must be compliance approved pre-closing to ensure the program criteria have been met, as well as post-closing compliance review of final executed documents.</p> <p>Pre-Closing Checklist:</p> <ol style="list-style-type: none"> 1. The Checklist – Please review Section I for accuracy and notify program administrator of any changes. 2. Executed Underwriter's Certification Transmittal Form 1008 or 92900 3. Applicable agency AUS findings 4. Borrower fraud report 5. Initial URLA/1003 6. Unsigned final URLA/1003 7. URLAs (lender, borrower and any addendums) 8. Fully executed purchase contract w/addendums 9. Homebuyer Education course certification for all first-time homebuyers 10. Other program specific documents such as the second lien LE or Focused Worksheet, depending on the program chosen 11. Pre-Closing Borrower's Acknowledgment Form** - signed <ul style="list-style-type: none"> ❖ NOTE: At closing, borrower will sign a final copy reaffirming their understanding of the terms. 12. SFMP 7 Affidavit to Residential Loan Application** 13. SFMP 7-VA - Veteran Exemption Certification (if applicable)** 14. SFMP 8 Demographic Data** 15. SFMP 11 Representation, warranties, and certification for hazard insurance** 16. SFMP 12 Acquisition Cost Cert** 17. SFMP 16 Notice to Buyers** 18. SFMP 25 Notice to Borrower Regarding Recapture provision** 19. SFMP 27 Statement of income tax filing (if applicable)** <p>**Only forms from the Lender Portal are accepted. Any other versions are prohibited.</p>

**HILLTOP SECURITIES
COMPLIANCE REVIEW
POST-CLOSING**

Post-Closing Checklist:

1. The checklist
2. Executed final closing disclosures first lien and/or second lien (depending on the program)
3. Executed final URLAs (lender, borrower, and any addendums)
4. Executed Second Mortgage Subordinate Deed of Trust**
5. Executed Second Mortgage Note**
6. Executed Legally Enforceable Obligation Letter**
7. Executed Reaffirmation - Borrower's Acknowledgment Form**

NOTE: Borrower is reaffirming their understanding of the terms.

- Electronic submission of the HTS compliance file to www.Oregonlendingprograms.com
- No original documents should be sent to the Hilltop Securities team.
- **NOTE:** Both HTS and IHFA files must be cleared and approved for loan purchase.

****Only forms from the lender portal are accepted. Any other versions are prohibited.**

For more details, please see Loan Origination and Funding Flowchart on page 13-14.

**LOAN PURCHASE AND
SERVICING**

- All loan credit files will be electronically submitted to Idaho Housing and Finance Association (IHFA) via Lender Portal.
- IHFA will purchase the first and second mortgage loans at a rate and price reflected on the Mortgage Commitment confirmation, less any fees, plus the applicable SRP.
- Original first mortgage note endorsed to Idaho Housing and Finance Association and signature affidavit delivered to: Idaho Housing and Finance Association, 565 W. Myrtle St., Boise, ID 83702.
- Original second mortgage note endorsed to Oregon Housing and Community Services and signature affidavit delivered to: Idaho Housing and Finance Association, 565 W. Myrtle St., Boise, ID 83702.
- Original notes and final loan package delivered within 10 days of closing.
- Documents delivered electronically in Lender Connection web portal.
- Lender Connection loan information completed online.
- Original recorded mortgages, including all original riders and assignment, if applicable, delivered within 90 days to:

Idaho Housing and Finance Association
565 W. Myrtle St.
Boise, ID 83702
- Final title policy uploaded to Lender Connection within 90 days of purchase.
- Insurance certificate, if applicable (FHA, MIC/VA LGC/USDA-RD LNG) uploaded within 15 days of purchase.
- Tutorial for Idaho Housing loan delivery - <https://www.idahohousing.com/documents/lender-connection-tutorial-pdf.pdf>

Idaho Housing and Finance Association
Phone: 208-331-4700

**OHCS HOUSEHOLD
INCOME COMPLIANCE
REVIEW
(POST-CLOSING)**

- All FirstHome loans are required to have an income compliance review by OHCS to validate that the loan meets IRS requirements.
- Lender is responsible for providing the following documentation to OHCS within 10 days after closing to ensure program requirements have been met.
- Loan will be eligible for purchase after the compliance review has been completed and all requirements are met.

The following documents will need to be uploaded to the Lender Portal under the **OHCS Income Compliance** File:

1. Loan application – 1003
2. Loan transmittal – 1008/LT/VALA
3. Underwriter Household Income calculation worksheet
4. Household income documents – tax returns (transcripts are acceptable), written VOE, paystubs (income verification), award letters, support orders, etc.
Note: OHCS reserves the right to ask for any additional income documentation they deem necessary.

Household income includes all household members living in home age 18 and over, not in school, who are providing income to household.

QUESTIONS

If you have more questions, please contact:

- Lender Portal - OregonFlexLendingHelp@hilltopsecurities.com
- Product questions - hcs_dl_hod_homeownership_lending_section@hcs.oregon.gov

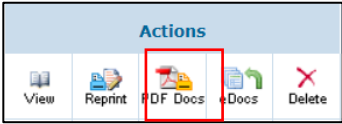
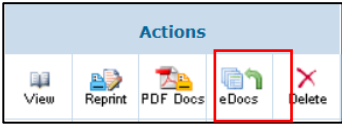
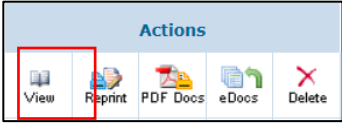
Exhibit A
AMI Tiers – February 2025
Government – FHA, VA, USDA

County	=/ $<$ 80% AMI	$>$ 80% - 120% AMI	$>$ 120% AMI Capped at \$125K
Baker	\$64,720	\$97,080	\$125,000
Benton	\$87,840	\$125,000*	N/A
Clackamas	\$93,520	\$125,000*	N/A
Clatsop	\$73,840	\$110,760	\$125,000
Columbia	\$93,520	\$125,000*	N/A
Coos	\$64,720	\$97,080	\$125,000
Crook	\$72,800	\$109,200	\$125,000
Curry	\$64,720	\$97,080	\$125,000
Deschutes	\$84,080	\$125,000*	N/A
Douglas	\$64,720	\$97,080	\$125,000
Gilliam	\$64,720	\$97,080	\$125,000
Grant	\$64,720	\$97,080	\$125,000
Harney	\$64,720	\$97,080	\$125,000
Hood River	\$83,360	\$125,000*	N/A
Jackson	\$70,240	\$105,360	\$125,000
Jefferson	\$64,800	\$97,200	\$125,000
Josephine	\$60,800	\$91,200	\$125,000
Klamath	\$64,720	\$97,080	\$125,000
Lake	\$64,720	\$97,080	\$125,000
Lane	\$71,280	\$106,920	\$125,000
Lincoln	\$64,720	\$97,080	\$125,000
Linn	\$67,920	\$101,880	\$125,000
Malheur	\$64,720	\$97,080	\$125,000
Marion	\$73,040	\$109,460	\$125,000
Morrow	\$64,720	\$97,080	\$125,000
Multnomah	\$93,520	\$125,000*	N/A
Polk	\$73,040	\$109,560	\$125,000
Sherman	\$64,720	\$97,080	\$125,000
Tillamook	\$64,720	\$97,080	\$125,000
Umatilla	\$77,680	\$116,520	\$125,000
Union	\$64,720	\$97,080	\$125,000
Wallowa	\$64,720	\$97,080	\$125,000
Wasco	\$66,640	\$99,960	\$125,000
Washington	\$93,520	\$125,000*	N/A

Wheeler	\$64,720	\$97,080	\$125,000
Yamhill	\$93,520	\$125,000*	N/A

*Max income cannot exceed \$125,000 regardless of county AMI.

Loan Origination/Funding Flowchart

Steps	Action
1. Loan Reservation	Reserve the loan on the Lender Portal at http://www.oregonlendingprograms.com .
2. Get Pre-Closing Compliance Checklist	Found in the lender portal Loan Status tab, to the left of your borrower's name in the "PDF Docs" icon 
2. Upload/Submit Pre-closing Compliance Package	At least 3-5 calendar days prior to loan closing, upload the documents listed on the pre-closing checklist into the "eDocs" icon. Be sure to click "Submit." 
3. Check Loan Status	In the Loan Status tab, click the "View" icon and scroll to bottom of page for approval status or conditions. Upload any conditions and submit. 
3. Print PDF Forms	Once the pre-closing compliance package has been approved as meeting the preliminary program eligibility criteria, the following documents will now become available on the PDF Forms icon in the Lender Portal: <ul style="list-style-type: none"> 1. Commitment Letter (for your records) 2. Borrower's Acknowledgment of second lien funds (reaffirmation) 3. Legally Enforceable Obligation Letter 4. Post-Closing Compliance Checklist
5. Close and Fund Mortgage Loan	Close and fund loan according to agency and program guidelines.
6. Upload/Submit Post Closing Compliance Package	Within 10 calendar days following loan closing, upload the documents listed on the Post-Closing Compliance Checklist through the Lender Portal at www.oregonlendingprograms.com .
7. Hilltop Pay ACH Payment	Designated contacts at your organization will receive an email link the day following post-close. Upload to securely log in and approve the ACH payment for the post-closing compliance fee through HilltopPay. (NOTE: Please do not have title remit fee to Hilltop – net the fee back to lender.)
8. Check Loan Status	In the "Loan Status" tab, click the "View" icon and scroll to bottom of page for approval status or conditions. Upload any conditions and submit. Pre-close and post-close files and conditions are reviewed within 48 hours of upload to Lender Portal.

9. Deliver Loan to Idaho Housing and Finance Association for Purchase	Closing package must be approved by program administrator and the loan purchased by IHFA within 60 calendar days of loan reservation.
10. Loan Purchase	Once Post-Closing Compliance Package has been fully approved by HTS, IHFA will be authorized to purchase the loan, subject to compliance with their requirements.