

NEXTSTEP CONVENTIONAL PRODUCT SUMMARY

HOUSING FINANCE AGENCY/PRODUCT SPONSOR	Oregon Housing & Community Services (OHCS) https://www.oregon.gov/OHCS EIN number 93-0952117.		
DESCRIPTION	 The OHCS NextStep provides first mortgage financing and down payment/closing cost assistance to eligible mortgagors. The product is created to help fulfill the OHCS mission to provide housing opportunities to low- to moderate- income individuals and families. This Product Summary is a complement to and not a substitute for First Mortgage Product guidelines. First Lien agency guidelines apply except as modified by this product summary for the purpose of this product only. 		
AVAILABLE MARKETS	Properties located within the State of Oregon.		
ELIGIBLE LENDERS	 Lenders must be approved by OHCS & the Department's Servicer, Idaho Housing and Finance Association (IHFA), to participate in the OHCS NextStep product. Interested lenders should contact OHCS at https://homeownershiplending@HCS.Oregon.gov. 		
ORIGINATING LENDER	OHCS requires the loan originating staff (LO, LOA, Processors) to be located within the state of Oregon or within 50 miles of the Oregon state border.		
MASTER SERVICER & COMPLIANCE AGENT	Master Servicer Idaho Housing and Finance Association 565 W. Myrtle St. Boise, ID 83702 (208) 331-4700 Email: HOL-shipping@ihfa.org	Product Administrator/Compliance Agent Hilltop Securities Inc. 15301 Ventura Blvd., Bldg. B, Suite 410 Sherman Oaks, CA 91403 (310) 401-8052 OregonFlexLendingHelp@hilltopsecurities.com	
FIRST MORTGAGE PRODUCTS		repayable gifts, grants, community/affordable fits. Please refer to Fannie Mae or Freddie Mac for ments.	

INTEREST RATES / LOAN RESERVATIONS

LOAN PURPOSE

Purchase money 1st mortgage lien with subordinate 2nd mortgage lien on Primary Owner-Occupied Residence.

- Hilltop Securities Inc. will post mortgage interest rates by 9 AM (PST) daily.
- Current rates can be found at the following websites:
 - https://oregonlendingprograms.com
 - https://www.oregon.gov/ohcs/homeownership/pages/flex-lending.aspx#rates
- Email distribution: https://cloud.herd.hilltopsecurities.com/oregon.
- Announcements: cloud.herd.hilltopsecurities.com/announcements
- The lock window will be available from 9 AM to 4 PM (PST), Monday through Friday except for holidays and certain days when the financial markets are closed.
- All loans must be delivered to and purchase by IHFA within 60 days of rate lock.
- One time extension may be purchased at the following rates: (* % of the loan amount).

Number of Days	Price of Extension*	
7	0.06250 Points	
15	0.12500 Points	
22	0.18750 Points	
30	0.25000 Points	

- Interest rate buydowns are NOT available under the NextStep product.
- Discount Points are NOT allowed under the NextStep product.
- Interest credits are reviewed on a case-by-case basis. Contact OHCS for more information.

HOMEBUYER EDUCATION

- 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 1 year.

**If unable to coordinate class through a local HOC, borrowers may use "Finally Home" online homebuyer education class. www.finallyhome.org

DOWN PAYMENT ASSISTANCE

- The down payment/closing cost assistance is in the form of a second lien that is a silent second or a repayable amortizing 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 tier income limits see exhibit A for AMI Tiers.

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

Fannie Mae HFA Preferred					
Product	DPA	Income Tier	Terms	Rate	
Fannie Mae HFA Preferred	4%	80% and below	30 Yr. Forgivable	0%	
Fannie Mae HFA Preferred	4%	80% - 120% AMI	20 Yr. Repayable	1 st + 1%	
Fannie Mae HFA Preferred	4%	120% AMI to \$125K	10 Yr. Repayable	1 st + 1%	
Focused Demographics - Fannie Mae HFA Preferred (Optional)					
Fannie Mae HFA Preferred*	5%	80% and below	15 Yr. Forgivable	0%	
Fannie Mae HFA Preferred*	5%	80% - 120% AMI	30 Yr. Repayable	1 st + 1%	
	Freddie Mac HFA Advantage				
Product	DPA	Income Tier	Terms	Rate	
Freddie Mac HFA Advantage	4%	80% and below	30 Yr. Forgivable	0%	
Freddie Mac HFA Advantage	4%	80% - 120% AMI	20 Yr. Repayable	1 st + 1%	
Freddie Mac HFA Advantage	4%	120% AMI to \$125K	10 Yr. Repayable	1 st + 1%	
Focused Demographics - Freddie Mac HFA Advantage (Optional)					
Freddie Mac HFA Advantage*	5%	80% and below	15 Yr. Forgivable	0%	
Freddie Mac HFA Advantage*	5%	80% - 120% AMI	30 Yr. Repayable	1 st + 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 2nd position behind the 1st 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).

DOWN PAYMENT ASSISTANCE (CONT'D)

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

- NextStep product 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):
 - a. Under 18
 - b. A household member with a disability
 - c. Age 62 or Older

NOTE: Household must include <u>only one adult</u> that is not an Eligible Dependent

SECOND MORTGAGE (DPA FROM PREVIOUS SECTION)

- <u>The Forgivable Second Mortgage</u> will be forgiven at the end of the loan term. The forgivable second mortgage is for borrowers whose AMI is ≤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 2nd position behind the 1st mortgage.

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

- 1. <u>Sale or Transfer</u> 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.
- 2. Refinance or Payoff Refinancing or paying off the First Mortgage
- 3. <u>Rental of Property</u> If borrower rents or leases (whether by written or oral agreement) the Property or any portion of the Property.
- 4. <u>Failure to Occupy Property as Principal Residence</u> If Borrower fails to occupy the Property as the Borrower's principal residence for a period of more than sixty (60) days.
- 5. <u>Default or Acceleration</u> Upon acceleration of the First Loan or Second Loan for any reason.

There is no forgiveness for partial months

INCOME LIMITS

- Income Tier Limits, to determine program, are listed in Exhibit A, attached hereto.
- Maximum income limit is \$125,000 for loan product.
- The loan qualifying income of the Mortgagor's must not exceed Product Income Limits
- Non-occupying co-borrowers' income is included in the maximum income limit.

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

BORROWER ELIGIBILITY

- Borrower does NOT have to be a First-Time Homebuyer.
- Determined by the First Mortgage Product selected.
- Non-occupying co-signors **ARE** permitted.
- Non-occupying co-borrowers ARE permitted.
- Borrowers may not own any residential property at the time of closing.
- Residency follow agency guidelines

Lenders are responsible for all credit underwriting decisions on all Conventional Mortgage **UNDERWRITING/CREDIT** Loans originated under the Program. SCORE/DEBT RATIO Mortgage Loans must be underwritten to the standards of the applicable loan type. Mortgage Loans may be underwritten through an Automated Underwriting System ("AUS"), Fannie Mae's Desktop Underwriter ("DU"), or Freddie Mac's Loan Prospector ("LP") Freddie Mac HFA Advantage and Fannie Mac HFA Preferred Loans – must meet the guidelines of the Department's Servicer and applicable Agency and all other guides listed in this summary. **Product AUS** Max Max Max Min Reserves LTV **CLTV** DTI **FICO** Fannie Mae 97% 105% 50% 620 Desktop Underwriter (DU) As determined by 97% 50% 620 Freddie Mac 105% Loan Product Advisor (LPA) **DU and LPA** Manual Underwriting is not allowed. MANUAL **UNDERWRITING** Interested party contributions, follow agency guidelines. **INTERESTED PARTY CONTRIBUTIONS** Allowed: **PROPERTY TYPES** 1- unit primary residence Condominiums **Townhomes and PUDs** Manufactured housing-includes single, double and multi-wide ADU's are allowed Leasehold properties Community Landtrust Not Allowed: Co-Ops Second homes and investment properties 2-4-unit properties Allowed – see Lender Notice 2025.04 for details. Follow all agency requirements. **ESCROW HOLDBACKS** https://www.oregon.gov/ohcs/homeownership/lenders-real-estate-professionals/Pages/lendernotices.aspx A full interior/exterior appraisal is required and must comply with First Mortgage Product **A**PPRAISAL appraisal guidelines. AUS approval with appraisal waiver is acceptable. HAZARD / FLOOD Hazard and Flood insurance must comply with the requirements of the department's servicer. **INSURANCE** Maximum Hazard deductible is \$2,000.00. Maximum Flood deductible is \$5,000.00. Vesting - Ownership vesting must be held by the eligible borrower, not in trust or in an LLC. TITLE/VESTING Non-borrowing spouse (NBS) is allowed on title with the following requirements met: Judgement/lien search for NBS on title report Evidence NBS does not currently have ownership in real estate

ALLOWABLE FEES/LENDER COMPENSATION

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*.

- 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.
- The **IHFA** fees will be netted out of the loan purchase price.
- No fees are allowed to be charged on the 2nd mortgage except for recording fees and interest if applicable

Fee Type	<u>Amount</u>	Service Provider	
Loan Origination (optional)	Usual and Customary	Lender	
Loan Acquisition Fee*	\$200.00	Lender Fee to Idaho Housing	
Tax Service*	\$85.00	Lender Fee to Idaho Housing	
Flood Cert*	\$18.00	Lender Fee to Idaho Housing	
Code Compliance*	\$225.00	¹ Hilltop Securities, Inc.	

Service Release Premium - All Loans at Purchase - 1.25%

MORTGAGE INSURERS

The following MI Companies are approved:

Arch, Enact, Essent, MGIC, National MI and Radian.

- MI rates, pricing, and guidelines may differ among the participating Mortgage Insurers and are subject to change.
- Lenders should consult the current Housing Finance Agency MI guidelines at each MI company to determine the terms and conditions by which such loans will be insured.
- These Product Guidelines do not supersede, nor are they a substitute for, the guidelines in place with each Mortgage Insurer at the time the loan is underwritten.

MORTGAGE INSURANCE/ COVERAGE AMOUNT

LTV Range	Coverage Amount		
	Under 80% AMI	Over 80% AMI	
>95% and < = 97%	18%	35%	
>90% and < = 95%	16%	30%	
>85% and < = 90%	12%	25%	
>80% and < = 85%	6%	12%	

Payment Options All LTV's:

- Borrower Paid monthly with annual renewal
- Split Premium
- Single Premium
- The lender-paid mortgage insurance option is <u>not allowed</u>
- Financed MI is allowed, however there is a gross LTV cap of 97%, which includes the financed MI amount

¹ Compliance review fee should not be sent from Title but rather netted back to Lender for ACH payment through *HilltopPay*.

MI ACTIVATION	 Lender is responsible for activating any MI policy and remitting any MI payments due to the Mortgage Insurer prior to the sale of the loan to Idaho Housing. The Lender is also responsible for transferring the MI policy to IHFA after the loan sale. 		
MERS ASSIGNMENTS	 Lender MUST use MERS (1009670) to register and assign the First and Second Mortgages to Idaho Housing. The Notes for the First and Second Mortgages will be in the lender's name. 		
LOAN FUNDING	At Closing, Lenders must fund the following in their own name: • First mortgage loans • The DPA assistance on behalf of OHCS		
HILLTOP SECURITIES COMPLIANCE REVIEW	All loans must be compliance approved pre-closing to ensure the product criteria has been met, as well as post-closing compliance review of final executed documents.		
PRE-CLOSING	 Pre-Closing Checklist: The Checklist – Please review Section I for accuracy and notify product Administrator of any changes. Executed Underwriter's Certification Transmittal Form 1008 or 92900 Applicable Agency AUS Findings URLA's – (Lender, Borrower and any addendums) Purchase Contract executed by Borrower and Seller (include any counter offers) Homebuyer Course Certification for All First Time Homebuyers Other product specific documents such as the 2nd lien LE or Focused Worksheet, depending on the product chosen. Pre-Closing Borrower's Acknowledgment Form** - signed *NOTE: Borrower will sign a final copy at closing reaffirming their understanding of the terms **Only forms from the Lender Portal are accepted. Any other versions are prohibited.		

HILLTOP SECURITIES COMPLIANCE REVIEW POST-CLOSING

Post-Closing Checklist:

- 1. The Checklist
- 2. Executed Final Closing Disclosures 1st Lien and/or 2nd Lien (depending on the product)
- 3. Executed Final URLA's (Lender, Borrower, and any addendums)
- 4. Executed Second Mortgage Subordinate Deed of Trust**
- 5. Executed Second Mortgage Note**
- 6. Executed Legally Enforceable Obligation Letter**
- 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.
- 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 9.

LOAN PURCHASE AND SERVICING

- All loan credit files will be electronically submitted to Idaho Housing and Finance Association 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 Notes 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 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

QUESTIONS

If you have additional questions, please contact:

- Lender Portal OregonFlexLendingHelp@hilltopsecurities.com
- Product questions hcs dl hod homeownership lending section@hcs.oregon.gov

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	
	Actions PDF Doos PDF Doos PDF Doos PDF Doos	
2. Upload/Submit Pre-closing	At least 3-5 calendar days prior to loan closing, upload the documents listed	
Compliance Package	on the Pre-Closing checklist into the "eDocs" icon. Be sure to click "submit" Actions View Reprint PDF Docs eDocs Delete	
3. Check Loan Status (24-48 hours)	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.	
	Actions Actions Actio	
3. Print PDF Forms	Once the Pre-Closing compliance package has been approved as meeting the preliminary product eligibility criteria, the following documents will now become available on the PDF Forms icon in the Lender Portal: 1. Commitment Letter (for your records) 2. Borrower's Acknowledgment of 2 nd 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 product 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 <i>HilltopPay</i> . (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 Online.	
9. Deliver Loan to Idaho Housing and Finance Association for Purchase	Closing package must be approved by product 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.	

Exhibit A AMI Tiers – February 2025 Conventional – FNMA, FHLMC

County	=/< 80% AMI	> 80% - 120% AMI	>120% AMI
_			Capped at \$125K
Baker	\$64,720	\$97,080	\$125,000.00
Benton	\$87,840	\$125,000*	N/A
Clackamas	\$93,520	\$125,000*	N/A
Clatsop	\$73,840	\$110,760	\$125,000.00
Columbia	\$93,520	\$125,000*	N/A
Coos	\$64,720	\$97,080	\$125,000.00
Crook	\$72,800	\$109,200	\$125,000.00
Curry	\$64,720	\$97,080	\$125,000.00
Deschutes	\$84,080	\$125,000*	N/A
Douglas	\$64,720	\$97,080	\$125,000.00
Gilliam	\$64,720	\$97,080	\$125,000.00
Grant	\$64,720	\$97,080	\$125,000.00
Harney	\$64,720	\$97,080	\$125,000.00
Hood River	\$83,360	\$125,000*	N/A
Jackson	\$70,240	\$105,360	\$125,000.00
Jefferson	\$64,800	\$97,200	\$125,000.00
Josephine	\$60,800	\$91,200	\$125,000.00
Klamath	\$64,720	\$97,080	\$125,000.00
Lake	\$64,720	\$97,080	\$125,000.00
Lane	\$71,280	\$106,920	\$125,000.00
Lincoln	\$64,720	\$97,080	\$125,000.00
Linn	\$67,920	\$101,880	\$125,000.00
Malheur	\$64,720	\$97,080	\$125,000.00
Marion	\$73,040	\$109,460	\$125,000.00
Morrow	\$64,720	\$97,080	\$125,000.00
Multnomah	\$93,520	\$125,000*	N/A
Polk	\$73,040	\$109,560	\$125,000.00
Sherman	\$64,720	\$97,080	\$125,000.00
Tillamook	\$64,720	\$97,080	\$125,000.00
Umatilla	\$77,680	\$116,520	\$125,000.00
Union	\$64,720	\$97,080	\$125,000.00
Wallowa	\$64,720	\$97,080	\$125,000.00
Wasco	\$66,640	\$99,960	\$125,000.00
Washington	\$93,520	\$125,000*	N/A
Wheeler	\$64,720	\$97,080	\$125,000.00
Yamhill	\$93,520	\$125,000*	N/A

^{*}Max income cannot exceed \$125,000.00 regardless of county AMI.