



**THE OFFICIAL LENDER GUIDE  
FOR FLORIDA HOUSING'S  
PLUS TBA PROGRAM**

**FREDDIE MAC CONVENTIONAL LOAN**

- **HFA Advantage First Mortgage**
- **HFA Advantage PLUS 3%, 4%, or 5% Second Mortgage**

**IMPORTANT NOTE: FANNIE MAE IS NO LONGER AVAILABLE WITH RESERVATIONS MADE JUNE 28, 2024 OR AFTER.**

**\*\*IMPORTANT PROGRAM UPDATES ON PAGE 3**



## TABLE OF CONTENTS

2024 REVISIONS TABLE.....	3
INTRODUCTION TO THE FLORIDA HOUSING FINANCE CORPORATION, eHOUSINGPLUS AND LAKEVIEW SERVICING, LLC PARTNERSHIP.....	4
WHERE TO DIRECT YOUR QUESTIONS.....	5
LOAN DELIVERY TIMELINE.....	6
LOAN CANCELLATIONS / CHANGES.....	7
UNDERSTANDING THE PROCESS.....	8
PARTICIPATING LENDER MINIMUM PRODUCTION REQUIREMENTS.....	9
DEFINITIONS.....	10–11
OVERVIEW OF TBA HFA ADVANTAGE FIRST MORTGAGE .....	12
OVERVIEW OF TBA PLUS HFA ADVANTAGE SECOND MORTGAGE .....	13
TBA PROGRAM ELIGIBILITY REQUIREMENTS.....	14
FEDERALLY DESIGNATED TARGETED AREAS.....	15
TBA PLUS LOAN LIMITS.....	16–17
HFA ADVANTAGE FIRST MORTGAGE PROGRAM TERM SHEET.....	18–25
WHO SIGNS WHAT FOR TBA LOANS.....	26
PLUS SECOND MORTGAGE OPTIONS TERM SHEET.....	27
PLUS LOAN CLOSING INFORMATION.....	28
ARCHIVED REVISIONS.....	29

## 2024 REVISIONS TABLE

*(Archived revisions found on the last page of this guide)*

EFFECTIVE DATE	UPDATE
2-16-24	<ul style="list-style-type: none"> <li>• Revised Cash Back</li> <li>• Revised Realtor Fees</li> </ul>
6-12-24	<ul style="list-style-type: none"> <li>• Update link to Co-signor addendum</li> <li>• Removed FNMA as an eligible loan type.</li> </ul>
6-28-24	Noted throughout Guide that FNMA HFA Preferred will no longer be available on June 28, 2024.
10-01-24	<ul style="list-style-type: none"> <li>• Removed restriction on NPS appearing on Deed.</li> </ul>

## **INTRODUCTION TO FLORIDA HOUSING FINANCE CORPORATION, eHousingPlus and Lakeview Servicing, LLC Partnership**

**Florida Housing Finance Corporation (FL Housing)** (EIN 59-3451366) offers first mortgage products and down payment and closing cost assistance second mortgage programs to eligible First Time Homebuyers through a network of approved Participating Lenders.

Participating Lenders originate, underwrite, close, fund in their loan origination systems, and deliver all closed Program loans to Lakeview Servicing, LLC for purchase. In addition, Program loans (all first mortgage and second mortgages) are reserved/locked and underwriter certified in the eHPortal and final Program closing documents pulled from eHP FrontPorch using the eHProForms App.

### **eHousingPlus (eHousing)**






- Provides the eHPortal a reservation and reporting system utilized by Participating Lenders in Florida Housing's Homebuyer Programs.
- Offers eHPortal and eHP FrontPorch training for all Participating Lenders, assistance with the reservation system and assists Participating Lenders with Program questions and requirements.
- Reviews all Program loan files for compliance with eligibility requirements as set forth in this Program Guide.
- Notifies Participating Lenders of any compliance file exceptions on delivered loans.

### **Lakeview Servicing, LLC (Lakeview)**

- Serves as Master Servicer of all first and second mortgage loans originated in Florida Housing's Homebuyer Program.
- Provides training to Participating Lenders regarding the delivery and purchase requirements of all first and second mortgage loans.
- Offers assistance with loan delivery requirements to Participating Lenders.
- Notifies Participating Lenders of any collateral file exceptions on delivered loans.

## WHERE TO DIRECT YOUR QUESTIONS

Please direct any questions or concerns to the appropriate party listed below.

<b>Florida Housing Finance Corporation</b> Toll Free: (850) 488-4197 <a href="https://www.floridahousing.org/">https://www.floridahousing.org/</a>		<b>DPA Scenario Questions?</b> Email us at <a href="mailto:DPA@FLORIDAHOUSING.ORG">DPA@FLORIDAHOUSING.ORG</a>	
CONTACT	TITLE	EMAIL	PHONE
Chip White 	Homebuyer Loan Program Director	Charles.White@floridahousing.org	850-488-4197
Sandy Smith 	Homebuyer Loan Program Manager	Sandy.Smith@floridahousing.org	850-488-4197
JaLisa Maxwell 	Homebuyer Loan Program Manager	JaLisa.Maxwell@floridahousing.org	850-488-4197
Mark Pease 	Homebuyer Loan Program Business Development Manager	Mark.Pease@floridahousing.org	850-488-4197
Natalyne Zanders 	Senior Homebuyer Loan Programs Analyst	Natalyne.Zanders@floridahousing.org	850-488-4197

**eHousingPlus 954-217-0817**  
**Toll Free 888-643-7974 Option 2**

QUESTIONS	OPTION #	EMAIL
Lender Training (Program & System)	Option 4	<a href="mailto:trainer@ehpuniversity.com">trainer@ehpuniversity.com</a>
Lender User Access (Credentials, Disabled Access, etc.)	Option 1	<a href="mailto:useraccess@ehpuniversity.com">useraccess@ehpuniversity.com</a>
eHPay—Digital Payment of Compliance Fees	Option 3	<a href="mailto:maria.sanchez@ehousingplus.com">maria.sanchez@ehousingplus.com</a>
Program Eligibility Questions—READ THIS GUIDE FIRST	Option 2	<a href="#">Click Here</a>
Deficiencies—To view and upload compliance file deficiencies.	View compliance and Servicer DEFI's in <a href="#">eHP FrontPorch</a> and using Digital Docs App, Deficient Compliance Files drop down menu.	
Loan Specific Questions—If you have any questions related to a specific loan already reserved/rate locked in the eHPortal.	Post note in Collaboration Station within <a href="#">eHP FrontPorch</a>	
System Errors—Technical Assistance	Option 6	<a href="#">Click Here</a>
Credit underwriting questions, refer to their internal UW Department or Lakeview	855-253-8439 / Option 3	<a href="mailto:underwritingquestions@bayview.com">underwritingquestions@bayview.com</a>
AUS Findings, DTI, Insurance, Collateral and Purchase of the loan questions all need to be addressed by the Servicer directly. eHousingPlus cannot assist you with questions related to these items.	855-253-8439 / Option 3	<a href="mailto:underwritingquestions@bayview.com">underwritingquestions@bayview.com</a>
Shipping First or Second mortgage closed loan files. Questions regarding exceptions on first and second mortgage closed loan files.	855-253-8439 / Option 2	<a href="mailto:clientservices@bayviewloans.com">clientservices@bayviewloans.com</a>

## LOAN DELIVERY TIMELINE

All TBA first and second mortgage loans must adhere to a 60-day delivery timeline.

### Reservation to Underwriter Certification and to Loan Purchase = 60 days

All loans that have **not** been underwriter certified 60 days from the reservation date will automatically cancel. If the loan is underwriter certified by day 60, it will not auto-cancel. The loan will instead, extend automatically and there would be no further action required by the Lender.

WORKFLOW		TIMELINE			
STAGE	STAGE DATE	MILESTONE	EXPIRE	DAYS REMAINING	DAYS OVERDUE
Reservation	3/7/2024	On day 60 loan will cancel if not UW Certified	5/6/2024	46	0
Underwriting		60 days from Reservation to Compliance & Purchase	5/6/2024	46	0
Compliance		90 days to Purchase with 30 day Extension	6/5/2024	76	0
Purchase					
Pooled					
Sold to Trustee					

Loans purchased after the maximum purchase are subject to re-pricing costs and possible late purchase fees. These costs will be netted from the Participating Lender's SRP at loan purchase.

**Loans delivered to Lakeview (that have been underwriter certified by day 60) but not purchased by day 60 will NOT be cancelled.**

**Loans that are not delivered by the maximum purchase date (60 days), however, are subject to cancellation.**

Any loan not purchased but delivered & certified, within 60 days will automatically receive a purchase extension. There is a fee that is separate from any re-pricing cost that may apply if Lender delivers loan with incorrect rate or if Lender's loan is purchased past the purchase deadline.

EXTENSION FEES (to extend reservation or "lock"):		<i>Extension fees may be charged to party causing closing delay and should reflect on closing disclosure accordingly. However, this fee will be netted from Participating Lender at loan purchase by Lakeview Servicing, LLC.</i>  <i>The program timeline is determined by date loan is <b>reserved</b> in the eHousing eHPortal system, NOT by date loan is locked in a Lender's origination system (LOS).</i>
7 DAY EXTENSION	.06250 PTS	
15 DAY EXTENSION	.12500 PTS	
22 DAY EXTENSION	.187500 PTS	
30 DAY EXTENSION	.25000 PTS	

## LOAN CANCELLATIONS AND CHANGES

### REINSTATEMENT OF A CANCELLED LOAN

A loan has **cancelled** in the eHPortal but is still closing in the Florida Housing Program.

**What do I do get the loan reinstated?**

- Click on this link and complete the reinstatement request: <https://www.ehousingplus.com/reinstate-move/>
- **Reinstatement requests are taken between 9:00AM - 5:00PM ET (Business days excluding holidays).**
- Any cancelled loan will require eHousingPlus to verify if there would be a pricing adjustment to reinstate. **Pricing adjustments will be netted at purchase.**
- Loans reserved and cancelled the same day may be reinstated with the original reservation date, only if requested prior to 5:00pm ET on the day the loan was reserved.

### BORROWER(S) CHANGING LENDERS

- A borrower may not improve their interest rate by changing Lenders. For any active loan or loan that has been cancelled within the last 60 days, the borrower will receive the higher of the previous locked rate or current interest rate if higher.
- **Contact eHousingPlus to clear flags if cancelled and follow up with new loan number when locked so that rate adjustment can be made.**
- This does not apply if the borrower is purchasing a different property other than the property from the initial reservation.

### WHEN TO RE-RESERVE A LOAN WITH A NEW RESERVATION

A loan needs to change from BOND (program name includes the word BOND) to TBA, or vice versa, what do I do to move the loan?

- **It is important to note, that a change from BOND or TBA will not be allowable unless there is a change to an address. This will require the Lender to cancel the loan, contact eHousingPlus via Collaboration Station to clear flags for the borrower and re-reserve with the rate in the Program available the date of the new reservation.**

What do I do if a borrower has a change to their property?

- **This will require the Lender to cancel the loan, contact eHousingPlus via Collaboration Station to clear flags for the borrower and re-reserve with the rate in the Program available the date of the new reservation.**

## UNDERSTANDING THE PROCESS

<b>STEP 1</b>	Once Lenders have attended training online and have been given system access, Lenders can then qualify borrowers for the first and second mortgage based on all applicable Agency, Lakeview and FL Housing Program requirements. Lenders should confirm borrower(s) have attended and completed an approved homebuyer education course.
<b>STEP 2</b>	Lenders collect all necessary documentation from borrower(s) for confirmation of eligibility to participate in the First Time Homebuyer Program.
<b>STEP 3</b>	Once a fully executed sales contract is obtained and Lender has taken loan application in their origination system, Lenders should provide Program disclosures to borrower(s). In order to meet loan delivery/purchase timelines, it is recommended that Lenders do not lock the first and second mortgages in the eHousingPlus eHPortal until their underwriter is ready to certify the loan.
<b>STEP 4</b>	Loans are certified by the Lender's underwriter for compliance with all Program requirements and data consistency.  <b>Underwriter Certification should be completed no later than 60 days from reservation.</b>
<b>STEP 5</b>	Program closing documents and the second mortgage documents are pulled from eHP FrontPorch using eHProForms, for forwarding to the closing company along with all Lender generated first mortgage loan documents.
<b>STEP 6</b>	Loan closes and Lenders submit a Program compliance file to eHousingPlus via eHP FrontPorch using Digital Docs, for review/approval and a closed first and second mortgage loan file to Lakeview for purchase review and approval.
<b>STEP 7</b>	eHousing issues exceptions (if any) to Lenders for loan files that are non-compliant with Program requirements. Lakeview issues exceptions (if any) to Lenders for loan files that are deficient in loan documentation and/or do not satisfy Agency or Lakeview requirements.
<b>STEP 8</b>	Lenders submit necessary documentation or "cures" to clear loan for purchase to eHousing via eHP FrontPorch using Digital Docs, and/or Lakeview. Eligible loans are then purchased by Lakeview and Lenders are reimbursed the net amount of table funded first and second mortgages in addition to an SRP.  <b>Reservation to Purchase = 60 days.</b>
<b>STEP 9</b>	Lenders submit any final trailing documentation to Lakeview.



# PARTICIPATING LENDER MINIMUM PRODUCTION REQUIREMENTS

New Lenders will be subject to a 9-month probationary period in which they will be required to close and deliver to the Master Servicer at least 2 Program mortgage loans. Failure to meet this minimum goal will result in immediate termination. You will be allowed to work any existing loans in the pipeline, but unable to reserve/lock new loans.

After the initial 9-month probationary period, all Participating Lenders will be required to close, and have purchased, a minimum of 4 mortgage loans within the following calendar year. Annual recertification reviews will be conducted by Florida Housing Finance Corporation’s (FL Housing) Program Staff each year on or around January 2nd for the applicable 12-month period.

- Lenders failing to meet loan origination (production) requirements (either new Lenders within the probationary period or existing Lenders) will be immediately terminated from the Program.
- You will be allowed to work any existing loans in the pipeline, but unable to reserve/lock new loans.

After a mandatory 6-month termination period, a Lender may re-apply to become a Participating Lender in our Homebuyer Loan Program by contacting us and submitting a marketing plan outlining steps they will take to meet production goals and retrain all staff who work with Program Loans. A \$2,500 Application Fee to re-apply also must be submitted.

To appear on FL Housing’s website ([www.floridahousing.org](http://www.floridahousing.org)), **Loan Officers must have 4 PURCHASED mortgage loans within a 6-month period.** The FL Housing website is updated in January and July each year to reflect the previous 6-month production numbers.

### Participating Lenders

Florida Housing partners with lenders and lending institutions throughout the State of Florida to offer our first and second mortgage loans to eligible first time homebuyers. For more information, please contact one of the approved loan officers below. If there is not a loan officer in your area or county, you may contact a loan officer who offers statewide services by selecting another county. (SP) indicates a Spanish speaking lender. A Trophy below the LO's name indicates a Top Producer in our program.

Name	Address	State	Zip-Code	City	Lending_Institution	Email	Telephone	NMLSNumber

**Please Note: FL Housing does not allow originators/loan officers to participate in the Program unless they permanently reside in FL (and claim the homestead exemption) even if licensed in the State of FL.**

## DEFINITIONS

**Agency** means FHA (Federal Housing Administration of the United States Department of Housing and Urban Development) or USDA/RD (Rural Development Service of the United States Department of Agriculture) or Fannie Mae or Freddie Mac.

**Credit Income or Credit Qualifying Income** means the income used to support Lender's Automated Underwriting Systems (AUS) approval.

**Documentary Stamp Tax and Intangible Tax Exemption** means under Section 420.513(1), Florida Statutes, first and second mortgages and notes given to secure the repayment of a loan issued in connection with the financing of housing under Florida Housing's Homebuyer Programs are exempt from Documentary Stamp Tax and Intangible Tax. Deeds are not exempt.

**Federally Designated Targeted Area** means those areas within the State identified as Qualified Census Tracts and Areas of Chronic Economic Distress (if any) which are set forth in this Program Guide.

**First Time Homebuyer** means, except for borrowers purchasing in Federally Designated Targeted Areas and for certain Veterans eligible for the Veteran's Exemption, the borrower must have had no present Ownership Interest in a principal residence at any time during the three-year period prior to the date on which the Mortgage Loan is executed.

**Gift Funds** means funds provided to borrower by an eligible party acceptable to Fannie Mae and Freddie Mac in which there is no implication or expectation of repayment to the donor.

**GSE** means the Government Sponsored Enterprises which includes Fannie Mae and Freddie Mac.

**Homebuyer Programs or Program** means Florida Housing's homeownership assistance programs the requirements of which are set forth in this Program Guide.

**Income Limit** means the federally adjusted income limits for a household, adjusted for household size and county, which are set forth in this Program Guide.

**Lender or Participating Lender** means a home mortgage lending institution approved by Florida Housing for the Program.

**Master Servicer** means Florida Housing's contracted servicer that performs all servicing obligations and maintains all servicing rights for FL Housing's Homebuyer Loan Program. Lenders also contract with Master Servicer as a direct seller of FL Housing's Homebuyer Loan Program loans.

**Maximum Loan Amount** means the total amount of money an applicant may borrow from their Lender for purchase of their primary residence.

**Mortgage** means the written instrument creating a lien on real property to provide security for the payment of a Mortgage Loan.

## DEFINITIONS

(Continued)

**Mortgage Loan** means a qualified loan originated by a Lender under the Program with respect to real property, which is evidenced by a Mortgage Note and secured by a Mortgage that creates a first or second lien.

**Mortgage Note** means the promissory note evidencing the obligation to repay a Mortgage Loan.

**Non-Occupying Co-Borrower** means a borrower who will not occupy the property and can take an ownership interest in the property. Non-occupying co-borrowers execute the note (first and second mortgage note) and may appear on deed. Non-occupying co-borrowers are strictly prohibited from participating in the Program.

**Non-Occupying Co-Signor** means a borrower who will not occupy the property and cannot take an Ownership Interest in the property. Non-Occupying Co-Signors execute the note (first and second note) but cannot execute the mortgage or appear on Deed. Non-Occupying Co-Signors are permitted in the Program with certain loan types.

**Ownership Interest** means a person(s) who has, within the last 3 years, owned and occupied a primary residence and appear on the deed to such property.

**Reasonable and Customary Closing Costs** means reasonable and customary fees determined to satisfy all Agency guidelines such that those fees will not impact the insurability or the guarantee of mortgage loans by the Agencies.

**Service Release Premium (SRP)** means the compensation paid to a Participating Lender for a closed Program loan by the Master Servicer.

**State** means the State of Florida.

**Veterans Exemption** refers to the Congressional Act that permanently exempts qualified veterans from the Internal Revenue Code 143 requirement of being a First Time Homebuyer when utilizing loan programs that rely on mortgage revenue bond financing as its funding source.

## OVERVIEW OF TBA FIRST MORTGAGE AND SECOND

<b>Freddie Mac ONLY</b>
<b>HFA Advantage First Mortgage</b>
<p>Offers eligible borrowers a 30-year fixed-rate mortgage. Rate is determined by FL Housing. This first mortgage also offers reduced Mortgage Insurance (MI) Premium for borrowers with income at or below 80% of AMI (FHLMC determines the AMI, not FL Housing). Borrowers with income above 80% AMI will pay standard mortgage insurance. Lenders should be referencing their LP/ LPA findings to determine if borrowers qualify for the reduced cost MI.</p>

<b>FL HFA Advantage PLUS</b>	<b>SECOND MORTGAGE OPTION</b>
Assistance is calculated on a percentage (3%,4%,or 5%) of the TOTAL loan amount.	
5-Year, deferred loan, 0% interest rate and carries no monthly payment.	
0% interest rate.	
Cannot be combined with any of FL Housing’s other down payment programs.	
Forgiven at the rate of 20% per year on the anniversary of loan closing, over the term of the second mortgage loan provided the borrower is not in default. There is no pro-rata forgiveness.	
At anytime before the end of the fifth year, any unpaid balance of the PLUS Second Mortgage Loan will become payable in full in the event of sale, transfer, satisfaction of the first mortgage, refinancing of the property or until such a time the mortgagor ceases to occupy the property as his/her primary residence.	

## OVERVIEW OF TBA SECOND MORTGAGE OPTIONS

### HFA Advantage PLUS Second Mortgage

Offers eligible borrowers a 30-year fixed-rate mortgage. Rate is determined by FL Housing. This first mortgage also offers reduced Mortgage Insurance (MI) Premium for borrowers with income at or below 80% of AMI (FHLMC determines the AMI, not FL Housing). Borrowers with income above 80% AMI will pay standard mortgage insurance. Lenders should be referencing their LP/LPA findings to determine if borrowers qualify for the reduced cost MI.

Buyers who qualify for this first mortgage program will automatically qualify for **3%, 4%, or 5% of the TOTAL loan amount** in a forgivable second mortgage that can be used towards down payment and/or closing costs. **The PLUS product has its own rate (based on amount of assistance).**

The Advantage PLUS is **NOT available** with the FL Assist or FL HLP Second Mortgages.

## TBA PROGRAM ELIGIBILITY REQUIREMENTS

### First Time Homebuyer Requirement

Unless meeting one of the **exemptions** below, all occupying borrowers must not have had an Ownership Interest in a principal residence at any time during the three-year period prior to the date on which the Mortgage Loan is executed.

### First-Time Homebuyer Exemptions

- Veterans need not be First Time Homebuyers if he or she served in the active military, naval, or air service and was discharged or released therefrom under conditions other than dishonorable. For Program purposes, Active-duty military personnel are also exempt from the First-Time Homebuyer Requirement.
- A Veteran is defined as a “person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than “dishonorable”. This exemption applies to all programs offered by FL Housing.
- Borrower (s) qualifying under the Veterans Exemption must provide a valid DD214. A COE is not accepted in lieu of the DD214.
- Active-duty military must provide a current Leave and Earnings Statement (LES) to qualify.
- Members of the Reserves or National Guard are not exempt.

### Federally Designated Targeted Area Exemption

Borrower (s) purchasing in a Federally Designated Targeted Area are exempt from the First Time Homebuyer Requirement. [See the eligible Census Tracts in this Guide.](#)

### Income Limit Requirements

Borrower (s) must not exceed the maximum Income Limit requirements, adjusted for household size, for the county in which the property is being purchased. See eligible Income Limits in this Guide.

**With our TBA program, the income and the first-time homebuyer status of the occupying borrower(s) only is considered. This Program does not consider Household Income or the First-Time Homebuyer status of the spouse if the spouse is not the loan. Borrower(s) are the parties which appear on the note.**

### Loan Limits

Requires that the contracted loan amount does not exceed the Loan Limits in the county in which the property is being purchased. See eligible *Loan Limits* in this Guide.

### Other Requirements

Borrower(s) must satisfy requirements reflected in the First Mortgage and Second Mortgage Term Sheet included in this Guide as well as Agency requirements and any requirements imposed by Lakeview.

To confirm if property is located in an eligible census tract, [click here](#), then check the county chart below to determine if the census tract is listed. If the Tract Code does not reflect under the desired county on the chart below, the property does not qualify as a Federally Designated Targeted Area. **Rev. Proc 2024-08**

Alachua	0006.00, 0009.01, 0015.16, 0015.22, 0018.02, 0019.02, 0020.01, 0022.17
Bay	0017.00, 0018.00
Brevard	0607.00, 0623.01, 0624.02, 0626.00, 0649.02, 0651.24, 0651.28, 0714.02
Broward	0104.05, 0303.01, 0304.02, 0308.03, 0308.04, 0409.02, 0415.00, 0416.01, 0417.00, 0503.09, 0503.13, 0503.14, 0602.14, 0604.05, 0705.04, 0911.00, 0919.04, 1002.01, 1004.00, 1005.01, 1005.02, 1008.01, 1008.04, 1103.34, 1103.54
Citrus	4502.01, 4516.05
Collier	0007.00, 0112.04, 0112.05, 0113.05
DeSoto	0103.01, 0104.04
Duval	0001.02, 0002.00, 0003.00, 0010.00, 0013.00, 0015.00, 0016.00, 0026.00, 0027.01, 0027.02, 0028.01, 0028.02, 0029.01, 0029.02, 0115.00, 0116.00, 0121.00, 0122.01, 0133.02, 0143.11, 0154.00, 0155.02, 0163.00, 0166.06, 0174.00
Escambia	0004.00, 0016.00, 0017.00, 0018.00, 0019.00, 0027.03, 0029.00, 0031.00, 0035.10
Gadsden	0203.00, 0207.02
Gilchrist	9502.04
Hamilton	9602.01
Hendry	0004.03
Hernando	0404.00, 0405.01, 0412.04, 0414.01, 0416.02
Highlands	9603.00, 9609.00, 9611.00, 9612.01, 9616.01, 9616.04
Hillsborough	0001.02, 0002.01, 0002.02, 0003.01, 0006.02, 0007.01, 0009.01, 0010.01, 0026.00, 0030.00, 0032.00, 0033.00, 0036.00, 0038.00, 0044.00, 0104.01, 0105.01, 0108.05, 0108.16, 0108.17, 0108.20, 0108.21, 0108.22, 0119.05, 0119.09, 0133.16, 0136.04, 0142.00
Holmes	9602.02, 9604.03
Indian River	0503.04, 0509.08
Lake	0302.09, 0305.05, 0306.02, 0313.17
Lee	0003.03, 0003.05, 0003.06, 0005.02, 0006.00, 0007.00, 0011.04, 0012.03, 0101.12, 0403.05, 0403.13
Leon	0004.00, 0010.01, 0011.01, 0014.01, 0019.01, 0019.02, 0020.03, 0020.06, 0021.03, 0021.06
Levy	9703.04, 9707.00
Manatee	0001.05, 0001.06, 0002.03, 0003.13, 0003.14, 0007.04, 0008.11
Marion	0007.07, 0012.06, 0014.01, 0015.00, 0017.00, 0018.00, 0023.03
Miami-Dade	0002.06, 0002.12, 0002.22, 0002.23, 0002.24, 0002.28, 0003.12, 0004.02, 0004.11, 0004.18, 0004.20, 0005.05, 0005.08, 0006.09, 0007.05, 0007.10, 0007.11, 0007.14, 0008.04, 0008.06, 0008.07, 0009.03, 0010.04, 0010.07, 0014.01, 0014.02, 0015.01, 0015.02, 0016.05, 0016.06, 0017.01, 0017.02, 0017.04, 0018.01, 0018.02, 0019.01, 0019.04, 0020.03, 0024.03, 0024.04, 0025.01, 0025.02, 0029.00, 0030.05, 0030.06, 0034.00, 0036.05, 0036.06, 0036.07, 0050.04, 0051.04, 0052.01, 0052.02, 0053.03, 0053.04, 0053.05, 0053.06, 0054.03, 0054.05, 0054.09, 0054.10, 0055.05, 0057.05, 0057.07, 0057.08, 0063.03, 0063.04, 0070.05, 0090.20, 0090.26, 0091.02, 0093.14, 0093.15, 0093.22, 0093.26, 0097.05, 0098.11, 0099.04, 0100.24, 0100.26, 0107.06, 0108.03, 0108.05, 0108.06, 0109.00, 0110.03, 0110.10, 0111.03, 0111.04, 0112.03, 0113.02, 0117.02, 0120.02, 0135.00, 0146.01
Okeechobee	9103.00
Orange	0104.00, 0117.02, 0120.00, 0122.01, 0124.04, 0134.05, 0135.03, 0135.12, 0142.02, 0143.02, 0145.02, 0145.03, 0146.09, 0149.04, 0165.10, 0167.39, 0167.42, 0169.06, 0169.07, 0169.11
Osceola	0419.00, 0423.00
Palm Beach	0014.02, 0014.03, 0019.09, 0019.10, 0019.13, 0022.00, 0024.00, 0029.00, 0047.05, 0051.01, 0051.02, 0057.03, 0057.04, 0059.44, 0069.10, 0078.32, 0080.01, 0082.02
Pasco	0302.03, 0304.05, 0304.12, 0305.01, 0310.05, 0310.09, 0317.03, 0318.07, 0326.01, 0330.13
Pinellas	0246.03, 0247.01, 0249.07, 0255.05, 0259.01, 0262.00, 0264.02, 0287.00
Polk	0111.00, 0112.02, 0112.04, 0114.00, 0117.04, 0117.32, 0134.00, 0136.01, 0136.02, 0141.27, 0145.02, 0149.03, 0161.00, 0164.00
Putnam	9508.00, 9514.01
Santa Rosa	0106.01
Sarasota	0003.00
Seminole	0205.00
St. Lucie	3802.00, 3803.00, 3804.00, 3814.01
Sumter	9113.01
Suwannee	9704.01
Volusia	0808.09, 0809.02, 0820.00, 0821.00, 0823.03, 0825.13
Washington	9703.01

**2024 INCOME & PURCHASE PRICE LIMITS FOR**  
**HFA Advantage 3%, 4%, and 5% PLUS (FHLMC)**  
**CONVENTIONAL TBA WITH THE FL HLP SECOND MORTGAGE PROGRAM**  
**EFFECTIVE WITH RESERVATIONS MADE 4/16/24**

County	All Household Sizes	Loan Limits
Alachua	\$133,420	\$766,550
Baker	\$124,040	\$766,550
Bay	\$124,040	\$766,550
Bradford	\$124,040	\$766,550
Brevard	\$132,440	\$766,550
Broward	\$147,840	\$766,550
Calhoun	\$124,040	\$766,550
Charlotte	\$124,040	\$766,550
Citrus	\$124,040	\$766,550
Clay	\$136,220	\$766,550
Collier	\$146,020	\$766,550
Columbia	\$124,040	\$766,550
De Soto	\$124,040	\$766,550
Dixie	\$124,040	\$766,550
Duval	\$136,220	\$766,550
Escambia	\$125,860	\$766,550
Flagler	\$124,040	\$766,550
Franklin	\$124,040	\$766,550
Gadsden	\$124,180	\$766,550
Gilchrist	\$133,420	\$766,550
Glades	\$124,040	\$766,550
Gulf	\$124,040	\$766,550
Hamilton	\$124,040	\$766,550
Hardee	\$124,040	\$766,550
Hendry	\$124,040	\$766,550
Hernando	\$133,700	\$766,550
Highlands	\$124,040	\$766,550
Hillsborough	\$133,700	\$766,550
Holmes	\$124,040	\$766,550
Indian River	\$124,040	\$766,550
Jackson	\$124,040	\$766,550
Jefferson	\$124,180	\$766,550
Lafayette	\$124,040	\$766,550
Lake	\$135,100	\$766,550
Lee	\$131,040	\$766,550



**2024 INCOME & PURCHASE PRICE LIMITS FOR**  
**HFA Advantage 3%, 4%, and 5% PLUS (FHLMC)**  
**CONVENTIONAL TBA WITH THE FL HLP SECOND MORTGAGE PROGRAM**  
**EFFECTIVE WITH RESERVATIONS MADE 4/16/24**

County	All Household Sizes	Loan Limits
Leon	\$124,180	\$766,550
Levy	\$124,040	\$766,550
Liberty	\$124,040	\$766,550
Madison	\$124,040	\$766,550
Manatee	\$140,700	\$766,550
Marion	\$124,040	\$766,550
Martin	\$128,380	\$766,550
Miami-Dade	\$158,900	\$766,550
Monroe	\$167,020	\$766,550
Nassau	\$136,220	\$766,550
Okaloosa	\$133,980	\$766,550
Okeechobee	\$124,040	\$766,550
Orange	\$135,100	\$766,550
Osceola	\$135,100	\$766,550
Palm Beach	\$149,940	\$766,550
Pasco	\$133,700	\$766,550
Pinellas	\$133,700	\$766,550
Polk	\$124,040	\$766,550
Putnam	\$124,040	\$766,550
Santa Rosa	\$125,860	\$766,550
Sarasota	\$140,700	\$766,550
Seminole	\$135,100	\$766,550
St. Johns	\$136,220	\$766,550
St. Lucie	\$128,380	\$766,550
Sumter	\$124,040	\$766,550
Suwanee	\$124,040	\$766,550
Taylor	\$124,040	\$766,550
Union	\$124,040	\$766,550
Volusia	\$124,040	\$766,550
Wakulla	\$125,440	\$766,550
Walton	\$126,840	\$766,550
Washington	\$124,040	\$766,550

## FL Housing Finance Corporation's **TBA FIRST MORTGAGE PROGRAM TERM SHEET**

<b>Florida Housing's                  EIN 59-3451366</b>	<b>HFA Advantage PLUS First Mortgage</b>
<b>FREDDIE MAC OFFERING                  (FHLMC)</b>	<ul style="list-style-type: none"> <li>3% PLUS 2nd Mortgage</li> <li>4% PLUS 2nd Mortgage</li> <li>5% PLUS 2nd Mortgage</li> </ul>
<p><i><b>Please Note:</b> Lenders may only run LP/LPA with the HFA Advantage or HFA Advantage PLUS. DU is not permitted.</i></p>	<ul style="list-style-type: none"> <li>Offers reduced cost mortgage insurance (MI) for loans in which the credit income used to support LP/LPA is at 80% or below AMI.</li> <li>Borrowers above 80% AMI do NOT receive charter coverage MI.</li> <li>FHLMC determines the AMI limits to be considered for determining the reduced cost MI, not FL Housing.</li> <li>Lenders should refer to their LP/LPA findings to determine if a loan qualifies for the reduced MI.</li> <li>There is a rate difference in the at and below 80% AMI and the above 80% AMI options.</li> <li>Loans in which the AMI is at or below 80% AMI will also receive a lower rate with the lower cost MI.</li> <li>Loans that don't qualify for the lower MI benefit will receive standard MI and a higher rate.</li> </ul>
	<b>HFA Advantage PLUS Second Mortgage</b>
	<ul style="list-style-type: none"> <li>Offers a 3%, 4%, or 5% of the TOTAL loan amount as a forgivable second that can be used for down payment and/or closing costs.</li> </ul> <p style="text-align: center;"><a href="#">Click Here to Reference the 2024 FHLMC Reduced MI Cost AMI Limits</a></p>

## FL Housing Finance Corporation's **TBA FIRST MORTGAGE PROGRAM TERM SHEET**

Florida Housing's EIN 59-3451366	<b>HFA Advantage PLUS First Mortgage</b>
Eligible with these FL Housing Second Mortgage	<ul style="list-style-type: none"> <li>• 3% PLUS 2nd Mortgage</li> <li>• 4% PLUS 2nd Mortgage</li> <li>• 5% PLUS 2nd Mortgage</li> </ul>
Loan Delivery Purchase Timeline	<p><b>60 Day Purchase Timeline</b></p> <ul style="list-style-type: none"> <li>• Reservation (rate lock) to Underwriter Certification = 60 days.</li> <li>• Reservation to Purchase = 60 days.</li> <li>• See <b>Loan Delivery Timeline</b> in this Guide.</li> <li>• See <b>Loan Cancellations and Changes</b> in this Guide.</li> <li>• Loans purchased after the maximum purchase date are subject to re-pricing costs and possible late purchase fees. These costs will be netted from the Participating Lender's SRP at loan purchase by Lakeview.</li> </ul>
Pricing and Rate	<ul style="list-style-type: none"> <li>• Daily pricing program.</li> <li>• Rates will post by 10 AM in the eHousing eHPortal.</li> <li>• System locks down at 8 PM nightly.</li> </ul>
LLPA & Adverse Market Delivery Fee	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Loan Purpose	<ul style="list-style-type: none"> <li>• Purchase only.</li> <li>• Refinances are not eligible.</li> <li>• Construction to permanent loans are not permitted.</li> </ul>
Term	<ul style="list-style-type: none"> <li>• 30-year fixed.</li> </ul>
LTV / CLTV	<ul style="list-style-type: none"> <li>• Follow FHLMC guidelines.</li> </ul>
QM/ATR Requirements	<ul style="list-style-type: none"> <li>• FL Housing is exempt from QM/ATR requirements. HPMLs can be purchased in but High Cost loans will not be purchased.</li> </ul>
FICO	<ul style="list-style-type: none"> <li>• Minimum FICO 640 for ALL loan types.</li> <li>• Minimum 660 for Manual Underwrites.</li> </ul>
DTI Ratios	<ul style="list-style-type: none"> <li>• Maximum 50% DTI with AUS A/E.</li> <li>• Maximum 43% DTI for Manual Underwriting.</li> <li>• Lakeview will round up on DTI at the .50 mark and round down on DTI at the .49 mark</li> </ul>
Manual Underwriting	<ul style="list-style-type: none"> <li>• Minimum FICO = 660.</li> <li>• Maximum DTI of 43%.</li> <li>• Reach out to Lakeview for additional information on manual underwrites at <a href="mailto:underwritingquestions@bayview.com">underwritingquestions@bayview.com</a>.</li> </ul>

## FL Housing Finance Corporation's **TBA FIRST MORTGAGE PROGRAM TERM SHEET**

Florida Housing's EIN 59-3451366	<b>HFA Advantage PLUS</b>
Eligible with these FL Housing Second Mortgage	<ul style="list-style-type: none"> <li>• 3% PLUS 2nd Mortgage, 4% PLUS 2nd Mortgage or 5% PLUS 2nd Mortgage</li> </ul>
<p>Co-Signors</p> <p>Income Considered in Qualifying for Program</p> <p>May a Co-Signor Appear on OR Sign the Deed?</p> <p>May a Co-Signor Execute the Mortgage?</p> <p>Is a Co-Signor's Income Considered in Program Qualifying?</p> <p>Does a Co-Signor need to Attend Homebuyer Education?</p> <p>Can a Co-Signor Purchase through the Program after Co-Signing for a Borrower (s)?</p>	<ul style="list-style-type: none"> <li>• Permitted with FHA and FHLMC only.</li> <li>• Refer to <a href="#">Co-Signor Term Sheet</a>.</li> <li>• Borrower(s) only including a Non-Occupying Co-Signor. Co-Signor income is considered because TBA considers the AUS income.</li> <li>• NO.</li> <li>• NO.</li> <li>• Yes, because TBA considers the credit qualifying income, the income used to support the AUS.</li> <li>• No. Only one borrower (primary borrower) must attend pre-purchase homebuyer education. Co-Signors do not have to attend HBE.</li> <li>• No. A Co-Signor who has participated in the Program as a Co-Signor is not eligible to utilize the Program as a buyer in the future.</li> </ul>
Non Citizen Applicants	<ul style="list-style-type: none"> <li>• Borrower(s) must have the ability to permanently and <b>LAWFULLY</b> reside in the State of Florida. Follow Agency guidelines specific to Residency requirements. Failure to do so may result in non-purchase. <b>Lakeview Servicing removed their Residency Requirements effective 9/16/2024.</b></li> </ul>
Occupancy	<ul style="list-style-type: none"> <li>• Owner occupied only with borrower's intent to occupy property as their primary residence within 60 days of closing. When originating a loan for active duty military, follow Agency guidelines.</li> </ul>
Minimum Borrower Contribution	<ul style="list-style-type: none"> <li>• All borrower contribution (<i>including the EMD</i>) must be used in the loan transaction. Lenders cannot refund any borrower contribution as cash back to borrower at closing unless funds were provided through Gift Funds.</li> </ul>
Cash Back to Borrower	<ul style="list-style-type: none"> <li>• In the event the preliminary closing disclosure (CD) reflects cash back of \$2,000 or less <b>AND</b> does not exceed the Borrower's EMD or POC's, Lender should apply a PR to the first mortgage. If the cash back exceeds \$2,000 of the Borrower's EMD or POC's, Lender should re-work the loan by reducing the first mortgage loan amount.</li> <li>• Per agency guidelines, principal curtailments are required to be applied prior to delivery of the loan. <b><u>A payment history is required on any loan where a principal reduction is applied.</u></b></li> <li>• <b>See next page</b></li> </ul>

## FL Housing Finance Corporation's **TBA FIRST MORTGAGE PROGRAM TERM SHEET**

Florida Housing's EIN 59-3451366	<b>HFA Advantage PLUS</b>
Eligible with these FL Housing Second Mortgage	<ul style="list-style-type: none"> <li>• 3% PLUS 2nd Mortgage</li> <li>• 4% PLUS 2nd Mortgage</li> <li>• 5% PLUS 2nd Mortgage</li> </ul>
Cash Back to Borrower (Cont'd)	<ul style="list-style-type: none"> <li>• If the funds are received as Gift Funds, we do allow a refund to the borrower. Since this is not the borrower(s)' own funds, a refund of any excess gift funds is not considered "cash back".</li> <li>• When refunding gift funds, include a copy of the Agency/GSE required Gift Letter in the compliance file. Adhere to any additional Freddie Mac guidelines when applying a principal reduction for cash back other than those received from gift funds. Cash Back from a gift of equity is not permitted.</li> </ul>
Assets	<ul style="list-style-type: none"> <li>• Borrowers are not required to utilize assets for participation. Adhere to Freddie Mac guidelines.</li> </ul>
Homeowner's Insurance Deductible	<ul style="list-style-type: none"> <li>• Follow Freddie Mac guidelines.</li> </ul>
Flood Coverage (If Applicable)	<ul style="list-style-type: none"> <li>• Follow Freddie Mac guidelines.</li> </ul>
Other DPA Providers	<ul style="list-style-type: none"> <li>• Subsidy provided by other agencies are permitted BUT it must be stand-alone DPA and must take third lien position behind FL Housing's Second mortgage.</li> </ul>
Assumptions	<ul style="list-style-type: none"> <li>• Not permitted.</li> </ul>
Special Instructions for Reserving Conventional Loans	<ul style="list-style-type: none"> <li>• To reserve funds, use the <a href="#">eHousingPlus eHPortal</a>.</li> <li>• Log in to reserve the first mortgage.</li> <li>• From the RESERVE LOAN screen, select the correct Program. It is helpful to view the columns LOAN TYPE which includes a separate LOAN TYPE for an at or below 80% AMI loan and an over 80% AMI loan. Lenders should be choosing the correct LOAN TYPE based upon the credit qualifying income being below FHLMC 80% AMI limits OR above the 80% AMI limits.</li> <li>• The system will not prevent a Lender from choosing the incorrect LOAN TYPE. Refer to FHLMC AMI limits to determine if loan is at or below 80% AMI or if it is above 80% AMI. <a href="#">Click Here to Reference the 2024 FHLMC AMI Limits</a></li> </ul>
Special Instructions for UNDERWRITER Certifying Conventional Loans	<ul style="list-style-type: none"> <li>• Lender's underwriter is responsible for completing the Underwriter Certification, found within the eHPortal by the 60th day from reservation. All loans that have <b>not</b> been underwriter certified by day 60 from reservation date will automatically cancel. If the loan is UW certified by day 60, it will not auto-cancel and will extend automatically.</li> <li>• While viewing the CERTIFICATION tab within the eHPortal, Underwriters need to confirm loan was reserved as indicated in "Special Instructions for Reserving Conventional Loans".</li> </ul>

## FL Housing Finance Corporation's TBA FIRST MORTGAGE PROGRAM TERM SHEET

<b>Florida Housing's EIN 59-3451366</b>	<b>HFA Advantage PLUS</b>
<b>Eligible with these FL Housing Second Mortgage</b>	<ul style="list-style-type: none"> <li>• 3% PLUS 2nd Mortgage</li> <li>• 4% PLUS 2nd Mortgage</li> <li>• 5% PLUS 2nd Mortgage</li> </ul>
<b>Prepayments</b>	<ul style="list-style-type: none"> <li>• Permitted at any time without penalty.</li> </ul>
<b>First Time Homebuyer Requirement (FTHB)</b>	<ul style="list-style-type: none"> <li>• Borrower(s), must not have had an ownership interest in their primary residence within the last three years unless purchasing in a Federally Designated Targeted Area, qualifying under the Veteran's Exemption or qualifying as Active-Duty Military. Members of the Reserves or National Guard are not exempt from the FTHB requirement.</li> </ul>
<b>Exemptions to the FTHB Requirement</b>	<ul style="list-style-type: none"> <li>• Veterans or borrowers purchasing in a Federally Designated Targeted Area are exempt from the FTHB requirement. For Program purposes, Veteran is defined as a "person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable".</li> </ul>
<b>Documentation to Validate FTHB Eligibility</b>	<ul style="list-style-type: none"> <li>• Borrower(s) final URLA/1003. Borrower(s) should note the VIII. Declarations, m. Section of the 1003 accordingly.</li> </ul>
<b>Homebuyer Education (HBE)</b>	<ul style="list-style-type: none"> <li>• One occupying borrower (primary borrower) must complete a Program- approved, in-person or online, PRE-PURCHASE, homebuyer education course.</li> <li>• The Homebuyer Education course must satisfy standards defined by Housing and Urban Development (HUD) or the National Industry Standards for Homeownership Education and Counseling. Post-closing education is absolutely unacceptable.</li> <li>• Freddie Mac requires homebuyer education for all first-time buyers, including borrowers qualifying under the Veterans Exemption.</li> <li>• Education provided by a mortgage insurance (MI) company is acceptable. Please note: Lender is responsible for ensuring that the MI provider's course being offered through the MI provider (directly or through a partnered course provider) meets the standards as directed above as not all MI courses satisfy HUD or National Industry Standards for Homeownership Education and Counseling.</li> <li>• Certificates of completion are acceptable for 2 years from the date of completion.</li> </ul>

## FL Housing Finance Corporation's **TBA FIRST MORTGAGE PROGRAM TERM SHEET**

Florida Housing's EIN 59-3451366	<b>HFA Advantage PLUS</b>
Eligible with these FL Housing Second Mortgage	<ul style="list-style-type: none"> <li>• 3% PLUS 2nd Mortgage</li> <li>• 4% PLUS 2nd Mortgage</li> <li>• 5% PLUS 2nd Mortgage</li> </ul>
Property Type	<p><b><u>ATTACHED / DETACHED 1-UNIT DWELLING</u></b>          (INCLUDES TOWNHOMES)</p> <p><b><u>2—4 UNIT PROPERTIES</u></b></p> <ul style="list-style-type: none"> <li>• Borrower(s), must occupy one of the units as their primary residence.</li> </ul> <p><b><u>CONDOS</u></b></p> <ul style="list-style-type: none"> <li>• Follow GSE guidelines.</li> <li>• Lenders are not required to have separate approval from Lakeview to underwrite condos and Lakeview does not require Lenders to submit project requests to them for approval.</li> <li>• Reach out to Lakeview at <a href="mailto:underwritingquestions@bayview.com">underwritingquestions@bayview.com</a> with any questions.</li> </ul> <p><b><u>MANUFACTURED HOUSING</u></b></p> <ul style="list-style-type: none"> <li>• Not permitted with Freddie Mac.</li> </ul> <p><b>Also note with the HFA Advantage (FHLMC) buyers cannot have ownership interest in more than two residential properties being purchased. (Remember, buyers can qualify as a FTHB if they are participating under the Veterans Exemption or purchasing in a Targeted Area OR if they did not have ownership interest in their primary residence in the last three years, so those buyers may have ownership interest in other residential properties.)</b></p>
Income Considered in Qualifying for Program	<ul style="list-style-type: none"> <li>• AUS/1003 income is considered for TBA.</li> </ul>
Subject to Recapture Tax?	<ul style="list-style-type: none"> <li>• No.</li> </ul>
Program Participation Restriction	<ul style="list-style-type: none"> <li>• ALL borrowers, including Non-Occupying Co-Signor (s) are restricted to a one-time participation in FL Housing's Homebuyer Loan Programs. This includes all first and second mortgage programs.</li> </ul>



## FL Housing Finance Corporation's TBA FIRST MORTGAGE PROGRAM TERM SHEET

Florida Housing's  
EIN 59-3451366

**HFA Advantage PLUS**

### LOAN CLOSING INFORMATION

**Doc Stamp & Intangible Tax**

- First AND Second notes and mortgages are exempt.
  - Deeds are not exempt and can be paid by borrower or seller.
  - The below must reflect on all FL Housing First mortgage AND notes, which are provided and generated by Participating Lenders.
- “ This note and the mortgage securing this note arise out of or are given to secure the repayment of a loan issued in connection with the financing of housing and are exempt from documentary stamp tax and intangible tax pursuant to section 420.513(1), F.S.”***

**Power of Attorney (POA)**

- Permitted but must satisfy Freddie Mac requirements.
- Active-duty military personnel may provide an “Alive and Well” letter.
- Lenders should contact their title company/closing agents for information regarding POA requirements in the State of FL.

**Tax Exempt Rider**

- Not Required.

### FIRST MORTGAGE PROGRAM FEES

**Tax Service Fee**

- \$75 payable to “Investor or Master Servicer”, not “Lakeview”.

**Compliance Fee**

- \$275 payable to eHousingPlus at the time the compliance file is uploaded to [eHP FrontPorch](#) using the EHPay App.

**Funding Fee**

- \$400 payable to “Investor or Master Servicer”, not “Lakeview”.

**Flood Cert Fee**

- \$10 payable to “Investor or Master Servicer”, not “Lakeview”.

**Lender Fees**

- **Florida Housing imposes a Lender fee cap of \$1,750.** This applies to all origination fees charged to the borrower outside of the standard program fees. This includes, but is not limited to application, underwriting, processing, administrative or other similar origination fees. Any amount that exceeds the \$1,750 cap will result in a loan deficiency and require a principal reduction to the first mortgage before the loan will be considered for purchase

**Lender Compensation**

- 1% Origination Fee
- 1.5% SRP upon purchase by Lakeview.

**Realtor Commission and Fees**

- **Realtor Commission** is not permitted to be paid with FL Housing’s DPA. The buyer may pay using their own funds. FL Housing funds are restricted to down payment and STANDARD closing costs. Realtor commission is not a standard buyer cost in the State of FL.
- **Realtor Fees** may be paid by the borrower but cannot exceed \$500. This includes but not limited to, transaction fees, processing or admin fees.

**Broker Fees**

- Broker fees are NOT permitted. Participating Lenders are not permitted to charge any fees to borrower(s) or sellers that would be paid to their TPO. Any broker fees or costs would need to be paid for or determined by the Participating Lender.

**Additional Non-Allowable Costs**

- Second mortgage funds cannot be used to bridge the gap between the appraised value and the Purchase Price OR to repay borrower debt.



## FL Housing Finance Corporation's **TBA FIRST MORTGAGE PROGRAM TERM SHEET**

**Florida Housing's  
 EIN 59-3451366**

**HFA Advantage PLUS**

### **SPECIAL INSTRUCTIONS TO CLOSERS**

**Special  
 Instructions to  
 CLOSERS**

- All Florida Housing closing and collateral documents should be returned to the originating Lender upon execution and recording. Many of these documents reflect Florida Housing as the mortgagee and title companies often return these documents to Florida Housing's corporate office which can result in loan purchase delays and additional late delivery fees to Lenders. Please instruct title companies that these closing documents should NOT be returned to Florida Housing.
- Confirm amount of second mortgage funds on the applicable Second Mortgage and Note equals the second mortgage amount reflected in the loan reservation in eHousing's reservation system.
- Confirm maturity date on the Second Mortgage and Note.
- The FL Assist has a maturity date equal to the maturity date of the first mortgage.
- The FL HFA has a maturity date equal to 180 months from the date the first mortgage is closed.
- Any potential cash back to borrower, see Cash Back to Borrowers in this Guide.
- Determine which documents need to be executed by each party.

### **FIRST MORTGAGE PROGRAM DOCUMENTS**

**Required Program  
 Documents**

- N/A. See 2nd Mortgage Required Program Documents.

## FL Housing Finance Corporation's TBA FIRST MORTGAGE PROGRAM TERM SHEET

### WHO SIGNS WHAT FOR TBA

PERSON	SIGNS NOTE	SIGNS MORTGAGE	SIGNS PROGRAM DOCUMENTS	APPEARS ON DEED	RESIDES IN HOME	INCLUDE IN PROGRAM QUALIFYING INCOME	INCLUDE IN HOUSHOLD SIZE
BORROWER	YES	YES	YES	YES	YES	YES	YES
CO-BORROWER	YES	YES	YES	YES	YES	YES	YES
SPOUSE (If Spouse is not on loan)	NO	YES	NO	YES	YES	NO	YES
CO-SIGNOR	YES	NO	NO	NO	NO	YES	NO
NON—BORROWING OCCUPANT	NO	NO	NO	NO	YES	NO	YES

## FL Housing Finance Corporation's HFA Advantage PLUS 3%, 4% or 5% Second Mortgage Options Term Sheet

<b>Florida Housing's EIN 59-3451366</b>	
<b>Amount of Assistance</b>	<ul style="list-style-type: none"> <li>• 3%, 4% or 5% of TOTAL Loan Amount</li> </ul>
<b>Rate</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Term</b>	<ul style="list-style-type: none"> <li>• 5 –Year</li> </ul>
<b>Monthly Payment Amount</b>	<ul style="list-style-type: none"> <li>• - 0 -</li> </ul>
<b>Repayment Terms</b>	<ul style="list-style-type: none"> <li>• Forgiven at the rate of 20% a year, over its 5-year term, provided borrower is not in default. No pro-rata forgiveness. If, at any time before the end of the 5th year, any unpaid balance will become repayable, in full, in the event of sale, transfer, satisfaction of the 1st mortgage, refinancing of the property or until such a time the mortgagor ceases to occupy as his/her primary residence.</li> </ul>
<b>Eligible with these FL Housing First Mortgage Programs</b>	<ul style="list-style-type: none"> <li>• HFA Advantage TBA (FHLMC) ONLY.</li> </ul>
<b>Disclosure Requirements</b>	<ul style="list-style-type: none"> <li>• LE/CD is required. Lenders should be providing these disclosures from their own LOS. FL Housing and eHousingPlus do NOT provide TRID forms.</li> </ul>

## FL Housing Finance Corporation's HFA Advantage PLUS 3%, 4% or 5% Second Mortgage Loan Closing Information

Florida Housing's  
EIN 59-3451366

### Loan Closing Information

#### Doc Stamp & Intangible Tax

- First AND Second notes and mortgages are exempt.
  - The below must reflect on all FL Housing First mortgage AND notes, which are provided and generated by Participating Lenders.
- “ This note and the mortgage securing this note arise out of or are given to secure the repayment of a loan issued in connection with the financing of housing and are exempt from documentary stamp tax and intangible tax pursuant to section 420.513(1), F.S.”***

#### Recapture Tax

- N/A

#### Title Insurance

- Strictly prohibited on FL Housing's Second Mortgages

#### Mortgagee Clause

- **Florida Housing Finance Corporation  
ISAOA/ATIMA  
227 N. Bronough St., Suite 5000  
Tallahassee, FL 32301**
- Mortgagee Clause is required for HOI as FL Housing would serve as a subordinate lien holder and is required to endorse any applicable claim checks paid to borrower(s).
- Mortgagee Clause is NOT required for title policy. However, it *may* be included in title policy as a subordinate lien holder.

#### Power of Attorney (POA)

- Permitted but must satisfy Agency guidelines (FHLMC).
- Active-duty military personnel may provide an “Alive and Well” letter. Lenders should contact their title company/closing agents for information regarding POA

#### Down Payment Program Fees

- Recording Fee ONLY

#### Special Instructions to Closers

- All Florida Housing collateral documents should be returned to the originating Lender upon execution and recording. Many of these documents reflect Florida Housing as the mortgagee and title companies often return these documents to Florida Housing's corporate office which can result in loan purchase delays and additional late delivery fees to Lenders.
- Please instruct title companies that these documents should NOT be returned to Florida Housing.
- Any cash back to borrower, see Cash Back to Borrowers in this Guide.
- Determine which documents need to be executed by each party.
- Confirm amount of Second Mortgages on the Second Mortgage amount reflected in the eHousingPlus reservation system AND in Lender's LOS.
- Confirm the maturity date on the second mortgage and note.
  - The FL PLUS 3%, 4% & 5% has a maturity date equal to 60 months from the date the first mortgage is closed.

### Down Payment Program Documents

#### Required Program Documents

- PLUS Second Mortgage
- PLUS Second Note

(Available through eHP Front Porch using the eHPForms Application)

## ARCHIVED REVISIONS

Effective Date	Update	Page#
09-28-22	Updated Guide to reflect new servicer, Lakeview Servicing, LLC	Throughout
10-4-22	Added – To Be Announced Added maximum DTI for MH	20, 24
10-14-22	Updated Lakeview contacts	5, 21, 23, 40
10-21-22	Removed “adjusted for HH size” from Income Limit definition	20
12-12-22	Revised DTI Ratio for manual underwriting	23
01-20-23	Revised non-citizen applicant guidance Added Freddie Mac to manual	20
03-15-23	Removed reference to targeted areas for property type	20
03-29-23	Added manufactured housing provision	15-18
04-17-23	Updated Program Timeline	23
04-18-23	Deleted reference to MCC	24
07-26-23	Updated Income Limits Updated non-citizen applicants Updated Cash	24
08-3-23	Revised purchase price limit – Collier, Monroe, Okaloosa & Walton	15 – 18
08-7-23	Updated links to conventional loan AMI limits	25
10-2-23	Updated contact directory	21
10-9-23	Added Lender Fee Cap effective with new loan reservations 10/02/23	15,16, 17, 18
11-1-23	Updated verbiage about Doc Stamp and Intangible tax	6
11-16-23	Revised participating Lender minimum production requirements Added	20 & 23
12-7-23	Revised loan limits effective 12/07/23	Various pages
12-19-23	Updated Lender termination and reinstatement fee Added, Borrower	5
12-21-23	Clarified Cash Back policy – principal curtailment	25
4-1-24	Updated Lender Guide with new Layout	Entire