

#### 4. **TAB 5: “YHAP Needs” form**

- a. Input property address information TOP of form.
- b. Select Town and City from “Drop down” options.
- c. Input Sale Price and Mortgage (NO PMI).
- d. Input data in the “ Costs Paid to Date by Borrower” section
- e. Input data in “Other Borrower Assets Available for Closing” section. Please note drop downs
  - ✓ Input PITI amount in #9 in this section
- f. Input data in “Calculation if Home Buyer Loan Amount” section as indicated.
  - ✓ Drop down options in this section #20
- g. Answer question under #27
- h. “Lender Certification” header (at the bottom of the form)
  - ✓ Drop down options: Select the participating “Partner Lender”.
  - ✓ Input the “Partner Lender Phone Number” in this same section.
- i. Have client initial at bottom of form.

#### 5. **TAB 6-7: “Home Buyer Loan Application” form**

- a. “Lender’s Information”- Complete all the data entry under the header section as indicated.
- b. “Borrower(s) Information” -Complete the data entry under the header section as indicated.
  - ✓ Drop down option: “Language Preference” select the language preference from the list.
- c. “Financial Information”- Complete the data entry under the header section as indicated.
  - ✓ The only 2 items in this section are the “Current Rent Payment” and “Current Monthly Obligations” input the *dollar amounts* for both.
- d. “Property Information”- Complete the data entry under the header section as indicated.
  - ✓ Drop down option: “Property Address/Municipality” select from the drop down option.
  - ✓ Important to input the dates for the *Executed Agreement of Sale* and *Scheduled Settlement* which populates deadlines into the next form in the workbook.
- e. “Closing Information”- Complete the data entry under the header section as indicated.
  - ✓ Drop down option: “The Settlement Agent/Institution” select from the drop down option.

#### 6. **TAB 8: “LHOP Addendum” form**

- ❖ LHOP will charge an origination fee of \$250.00 effective for all loan application submitted after 1/15/2016. The fee will be collected at closing. Borrower and Co-Borrower must sign the “LHOP Addendum”.

#### 7. **TAB 9: “LHOP Loan Lender Timeline” form**

- ❖ If you have completed all the information correctly this form will automatically populate the dates when the documents are due into LHOP, based on the “Executed Agreement of Sale” date and the “Scheduled Settlement” date.

Note: The form can be used as a checklist.

## 8. Final Notes:

- ✓ Borrower signs and dates the “Borrower(s) Disclosure & Declaration”, “Assets Calcu”, Home Buyer Loan Application”, “LHOP Addendum”, and “LHOP Loan Lender Timeline” forms.
- ✓ Borrower(s) initial the “Needs Assessment” form.
- ✓ Lender signs and dates the “Needs Assessment” form, “LHOP Loan Lender Timeline” form.
- ✓ Submit all 4 signed and dated forms listed above and all other necessary documents to LHOP as specified in the “LHOP Loan Lender Timeline” form so that loans can be processed in a timely manner.