



Borrower and Lender Form Instructions:

All the forms in the Lender/Borrower workbook are interactive and features have been incorporated into the workbook to minimize data entry. Complete the TABS from in a left to right order because information will populate into the next TAB form from each prior data entry. Automatic calculations have been built into the forms as needed to ease processing time.

Steps to completing the workbook forms TAB 1 to 7:

1. Borrower(s) Disclosure & Declaration
2. Other Income
3. YHAP Needs Assessment
4. Home Buyer Loan Application 1 & 2
5. YHAP Lender Addendum
6. Borrower/Lender Timeline

Instructions: *(complete data entry in all gray areas within each form)

TAB 1: “Borrower(s) Disclosure & Declaration” section-

- a. **“Household Composition Disclosure”** section- Complete data entry under the header section as indicated.
 - ✓ Drop down options: are available for items such as the ***“Household Members”*** column - *Spouse /Other, Child, and Other* select and change as needed.
- b. **“Annual Household Income Declaration”** section- Drop-down options: are available for items such items such as ***“Household Member”, Periodic Type, and X# of Periods (Weekly, Monthly, Etc.)***. indicated.
 - ✓ Input all other data as indicated and needed.
- c. **“Assets”** section- Complete this whole section as indicated.

**** Please sign as indicated**

TAB 2: “Other Income” form- If there is other income other than what has been indicated complete this form.

TAB 3: “YHAP Needs Assessment” form-This section will indicate how much YHAP funds may be available to assist the borrower and how much money the borrower will need into the transaction.

- a. Complete the top portion of the form by inputting information such as the ***“Primary Borrower”*** name, ***“Property”*** address information. **PLEASE NOTE**- there is a drop-down for CITY or COUNTY, select the correct area where the house will be purchased as this will calculate the correct amount of assistance below.
- b. Input the ***“Sale Price”***, and ***“Mortgage”*** amount in the top portion on the form (left side).
- c. ***“Costs Paid to Date by Borrower”*** #1 to 4 and ***“Other Borrower Assets Available for Closing”*** #5 to 7 must be completed. Please note that there is a drop down for ***“#7 List other Assets; include gifts received”*** for selection items other such as additional checking and saving accounts.
- d. Input ***“Minimum Required Reserve”*** #9 representing the ***“PITI payment”*** / mortgage payment.

- e. Input the fees as indicated; header **“Calculation of Home Buyer Loan Amount”** numbers 11 thru 20. Please note that there are drop downs #20. Select other credits that will assist the borrower as needed.
- b. **“Lender Certification”** header (at the bottom of the form)
 - ✓ Drop down options: Select the participating **“Partner Lender”**.
- c. Please answer the question under #25; is any part of the down payment borrowed? (drop-down available).
- d. Input the **“Partner Lender”** (drop-down available) and **Partner Lender Phone Number”**.
- e. **“Lender Certification”**- both the **“Partner Lender”** and **“Borrower/Co-Borrower”** must execute this from by signing and initialing as indicated at the bottom of the form.

TAB 4: “Home Buyer Loan Application” (1 and 2)

- a. **“Lender’s Information”**- Input all the data entry under the header section as indicated.
- b. **“Borrower(s) Information”** -Input the data entry under the header section as indicated.
 - ✓ Drop down option: **“Language Preference”** select the language preference from the list.
- c. **“Financial Information”**- Input data entry under the header section as indicated.
 - ✓ The only items in this section are the **“Current Rent Payment”** and **“Current Monthly Obligations”** input the *dollar amounts* for both.
- d. **“Employment Information”**- Input data information as indicated for both the Borrower and Co-Borrower.
- e. **“Property Information”**- Complete the data entry under the header section as indicated.
 - ✓ Please note: **“Input Executed Agreement of Sale”** date and **“Scheduled Settlement”** date. This information will populate the **“YHAP Loan Borrower and Lender Timeline”** (TAB 6).
- f. **“Realtor Information”** and **“Closing Information”**- Input data entry under the header section as indicated.

** Signatures are required as indicated in several areas on the end of the form. Please read carefully and sign and date.

Tab 5 “YHAP Addendum” form-Read carefully and sign and date as indicated.

TAB 6: “YHAP Loan Borrower/Lender Timeline” form- Read carefully and sign your signature(s) as indicated. *This checklist will assist in tracking the timeline for submitting important documents needed to settle loan on the settlement date indicated at the top of the form.*

Final Notes:

- ✓ Borrower (s) signs and dates the **“Borrower(s) Disclosure & Declaration”, “Home Buyer Loan Application”, “YHAP Addendum”,** and **“YHAP Loan Borrower/ Lender Timeline”** forms. The **“Assets Disposed...”** form is signed only if applicable.
- ✓ Borrower(s) initial the **“YHAP Needs Assessment”** form.
- ✓ Lender signs and dates the **“Needs Assessment”** form, **“YHAP Loan Borrower/Lender Timeline”** form.

Submit all forms signed and dated forms listed above and all other necessary documents to LHOP’s York Housing Opportunity Center as specified in the **“YHAP Loan Borrower/Lender Timeline”** form so that loans can be processed in a timely manner.