

The OHFA Refinance Program is a partnership program between Lakeview Loan Servicing and The Ohio Housing Finance Agency (OHFA) to assist current OHFA borrowers improve their financial position.

<b>Agency</b>	Ohio Housing Finance Agency (OHFA).
<b>Servicer</b>	<p>All qualified mortgage loans, including all servicing rights, must be sold to and serviced by Lakeview Loan Servicing. All mortgage loans must be delivered to Lakeview Loan Servicing in "purchasable form" within the specified time periods.</p> <p>Several states and local municipalities have enacted legislation that defines high-cost loans based on annual percentage rates (APR) and fee thresholds, which may or may not relate to the Home Ownership and Equity Protection Act (HOEPA) thresholds. These types of loans typically have various restrictions. It is the policy of Lakeview Loan Servicing not to purchase any loan defined as "high cost" under any federal or state law/regulation or local ordinance. Lakeview Loan Servicing will purchase HPML in accordance with investor guidelines.</p>
<b>Eligible Loans</b>	<p>This program is available only to borrowers who have an OHFA loan that includes a DPA second mortgage with a term of 7 years that OHFA will not otherwise re-subordinate if the first mortgage is refinanced outside of OHFA's refinance program.</p> <p>This applies to all loans that have a DPA second mortgage with a 7 year forgiven reserved with OHFA on or after 9/1/2015.</p> <p>Loans reserved under our Grants for Grads program are not eligible since OHFA will re-subordinate the second mortgage if the first mortgage is refinanced through any lender.</p>
<b>Purchase Price Limits</b>	Not applicable.
<b>Income Limits and Qualifying Income</b>	Not applicable.
<b>Occupancy Requirement</b>	Primary residence, owner-occupied properties only.
<b>Who can be on the loan?</b>	All original borrowers must be on the refinance loan. Co-borrowers may be removed per investor guidelines. The lender is responsible for qualifying the borrower(s) for the refinance.
<b>Who can hold title?</b>	Follow standard investor guidelines.

## First Mortgage Loan Terms and Guidelines

<b>Loan Types</b>	Conventional (Fannie Mae and Freddie Mac), FHA, VA, USDA-RD.
<b>Loan Purpose</b>	<p>Rate/term refinances only.  <b>Cash out refinances are not permitted.</b>  FHA Standard, Credit and non-credit qualifying  VA standard and IRRLS  USDA Streamline, Streamline-assist and non-streamline</p> <p>All loans must meet the following Net Tangible Benefit guidelines:</p> <ul style="list-style-type: none"> <li>The new fixed interest rate must be at least .50 bps less than interest rate on prior loan</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>\$50 or greater reduction in principal and interest payment from the prior loan</li> </ul>
<b>Loan Terms</b>	<p>30 year fixed rate for conventional loans.  30 year fixed rate for FHA, VA, USDA</p>
<b>Eligible Property Types</b>	<ul style="list-style-type: none"> <li>1-4 units</li> <li>Townhomes</li> <li>PUD's in accordance with investor guidelines</li> <li>Condominiums in accordance with investor guidelines <b>except FHA Single-Unit Condominium Project approval not permitted.</b></li> <li>Community Land Trusts (FNMA HFA Preferred only)</li> <li>Manufactured Homes: See Underwriting sections below</li> </ul>
<b>Mortgage Loan Rates and Reservations</b>	<p>Mortgage loan rates will be posted daily at <a href="http://www.ohiohome.org">www.ohiohome.org</a>. Loans can be reserved between 9:45 AM and 8:00 PM Eastern time Monday through Friday. Rates are subject to change on a daily or intra-day basis. Lenders reserve loans through the Lender Online Reservation system at <a href="http://www.lol.ohiohome.org">www.lol.ohiohome.org</a>.</p>
<b>Rate Locks and Extension Fee</b>	<p>Loans reserved through the Lender Online Reservation system at <a href="http://www.lol.ohiohome.org">www.lol.ohiohome.org</a> will have a rate lock to the lender of up to 70 calendar days. The mortgage loan must be purchased and funded by Lakeview Loan Servicing within those 70 calendar days.</p> <p>Any loan cancelled during the rate lock period may not be re-reserved for the same borrower purchasing the same property for 60 days from the original reservation expiration date or cancellation date. The borrower cannot cancel a reservation for a lower rate with the same or different lender. Whichever date is later will be used.</p> <p>There is a 0.375% extension fee charged every 30 days beyond the original 70 day lock period. Extension fees may not be charged to the borrower without OHFA approval prior to closing.</p>

<b>Mortgage Note and Mortgage</b>	<p>The delivery of the original executed mortgage note and the certified copy of the related mortgage to the servicer shall be made in the following manner:</p> <ul style="list-style-type: none"> <li>• The endorsement to the mortgage note should be blank in the “pay to the order” field. Servicer will stamp the endorsement once purchase of loan has been executed.</li> <li>• The related mortgage shall be a certified copy of the original executed mortgage accepted for recording in the public office in which recordation is necessary to perfect the security interest.</li> <li>• The related assignment of mortgage (which may be a marginal assignment) shall be a certified copy of the original executed assignment of mortgage in recordable form. The participant shall deliver the recorded copy of the mortgage and the title insurance policy together with any documents to the servicer. This includes MIC insurance certificates, as applicable. These must be delivered no later than 60 days after the purchase of the related mortgage loan.</li> </ul>
<b>Discount points</b>	Not permitted.
<b>Temporary Buydown</b>	Not permitted.
<b>Assumable</b>	FHA & VA only. Permitted in accordance with investor guidelines. The second mortgage is not assumable.
<b>Escrow Waivers</b>	<p><u>Government Loans:</u> Not permitted.</p> <p><u>Conventional Loans:</u></p> <ul style="list-style-type: none"> <li>• Tax and Insurance escrows are required on all loans with an LTV greater than 80%.</li> <li>• Flood insurance premiums paid by the borrower must be escrowed and cannot be waived regardless of LTV. If flood insurance premiums are paid by condominium association, homeowner's association or other group, no escrow required.</li> <li>• Escrow waivers for property taxes are permitted on loans with LTV's less than 80% in accordance with Fannie Mae or Freddie Mac Selling Guide as applicable.</li> </ul> <p>Tax and insurance escrows are required on all HPML loans</p>
<b>Investor and Lakeview Loan Servicing guidelines</b>	<p>Lenders are to follow standard investor and Lakeview Loan Servicing guidelines, including those noted above, when underwriting the loan.</p> <p>Lakeview Loan Servicing guidelines and requirements can be found on OHFA's website at <a href="https://ohiohome.org/partners/lenders.aspx">https://ohiohome.org/partners/lenders.aspx</a></p>

## Underwriting - Government Loans

Maximum LTV/CLTV  
DTI/Credit score

Loan Type	Minimum Credit Score	Maximum LTV	Maximum CLTV	Maximum DTI
Government	640	Per investor guidelines	Per investor guidelines	Lesser of 50% or AUS
Government MH (FHA & USDA only. MH not permitted for VA)	660	Per investor guidelines	Per investor guidelines	Lesser of 45% or AUS

### **Manufactured Homes:**

#### **FHA:**

- AUS Approve/Eligible – manual underwrite/downgrade not permitted
- Single wide homes not eligible
- Leaseholds not eligible

#### **USDA:**

- Doublewide or greater MH only
- Leaseholds and community land trusts not eligible
- No credit exceptions permitted
- Unit must not have had ANY alterations or additions since construction in the factory.
- Follow USDA 7 CFR 3555.208 for full program guidelines
- GUS approve/eligible

### **Manual underwriting:**

#### **FHA Standard Rate and Term Refinance:**

Manual underwriting is permitted subject to the following:

- As long as the overall insurability and/or eligibility of the loan is not effected
- The loan receives an approve/eligible or accept recommendation but it requires a **downgrade** due to additional information not considered in the AUS decision
- 43% maximum DTI
- 660 minimum FICO for all borrowers

#### **FHA Streamline, USDA Streamline-assist & VA IRRRL:**

Manual underwrite only.

- 0x30x60 payment history is required on the underlying mortgage being refinanced, must be verified using one of the following:
  1. A credit report that clearly shows the payment history. OR:
  2. A credit bureau supplement that clearly identifies all payments made in that timeframe OR:
  3. Servicer payment history/ledger documenting all payments.
- The new loan cannot refinance an existing loan that is currently 30 days past due
- Safe Harbor loans only.

#### **USDA:**

- GUS with Account/Eligible findings is required unless loan is a Streamline-assist. Other customized automated underwriting systems are not permitted

<b>Non-traditional credit</b>	Not permitted.
<b>Seasoning Requirements</b>	See Lakeview Loan Servicing Loan Servicing Seller Guide.

## Underwriting Conventional Loans

<b>Maximum LTV/CLTV DTI/Credit score</b>	<u>Property Type</u>	<u>Minimum Credit Score</u>	<u>Maximum LTV</u>	<u>Maximum CLTV</u>	<u>Maximum DTI (w/DU Approval)</u>
	1 unit properties	640	97%	105%	Lesser of 50% or AUS
	2-4 unit	640	95%	105%	Lesser of 50% or AUS
	Standard MH Fannie Mae	660	95%	105%	45%
	Standard MH Freddie Mac	660	95%	95%	45%
	MH Advantage MH (Fannie only)	660	97%	105%	45%
<b>Required Mortgage Insurance Coverage</b>	The following MI types are permitted: <ul style="list-style-type: none"><li>• Borrower paid monthly premium</li><li>• Borrower paid single premium</li><li>• Split premium MI</li></ul> Financed mortgage insurance premiums must be included in the LTV and CLTV are subject to High Cost loan calculations.				
	<b>Income ≤ 80% AMI</b>			<b>Income &gt; 80% AMI</b>	
	<b>LTV</b>	<b>Coverage</b>		<b>LTV</b>	<b>Coverage</b>
	95.01-97%	18%		95.01-97%	35%
	90.01-95%	16%		90.01-95%	30%
	85.01-90%	12%		85.01-90%	25%
	80.01-85%	6%		80.01-85%	12%
<b>Co-signers/Non- occupant co- borrowers/Non- purchasing spouse</b>	Non-Occupant Co-signers are permitted. <u>Non-Occupant Co-Borrowers are not permitted.</u>				

<b>AUS</b>	Fannie Mae DU Approve/Eligible is required for all HFA Preferred loans. Freddie Mac LPA Accept/Eligible is required for all HFA Advantage loans <b><u>Manual underwriting is not permitted.</u></b>
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## Homebuyer Education

<b>Homebuyer Education</b>	Not required
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## Lender Process

<b>Application and Reservation</b>	Lender determines borrower eligibility per credit score minimum, debt-to-income and if borrower has a DPA second that will not otherwise be subordinated by OHFA. Lender reserves the loan through OHFA's website at <a href="http://www.lol.ohiohome.org">www.lol.ohiohome.org</a> using the Lender Online Reservation System. When loan is reserved the rate is locked. Lender processes the loan, gathers documentation and obtains the appraisal, if applicable.
<b>Documentation Requirements</b>	OHFA requires, at a minimum, the following documentation be provided for commitment approval: <ul style="list-style-type: none"> <li>• Uniform Residential Loan Application (Fannie Mae form 1003, Freddie Mac form 65)</li> <li>• Uniform Residential Loan Application – Lender Loan Information</li> <li>• Loan Transmittal form (1008, FHA 92900LT, VA Loan Summary)</li> <li>• Completed Subordination request form</li> <li>• Preliminary title report</li> </ul>
<b>Pre-closing/Commitment Compliance Package</b>	Within 25 calendar days from the loan reservation date, we ask that the lender submit the required documents listed above for OHFA review and approval.
<b>Post-Closing Compliance Package</b>	Lenders must submit a post-closing compliance package to OHFA after closing and prior to the loan being eligible for purchase by Lakeview Loan Servicing. A post-closing compliance documentation checklist is available on the Lender Online Reservation System. Once the post-closing compliance package is approved by OHFA, Lakeview Loan Servicing is authorized to purchase the mortgage loan.
<b>Delivery to Lakeview Loan Servicing for Purchase</b>	Lenders should submit a complete mortgage loan file to Lakeview Loan Servicing with sufficient time for Lakeview Loan Servicing to review, address deficiencies, request additional documentation, purchase and fund the mortgage loan by the 70th calendar day.

## Compensation, Fees and Loan Purchase Price

<b>Lender Compensation</b>	<ul style="list-style-type: none"> <li>• Lenders may charge the Borrower up to a 1% Origination Fee on loans reserved on or after 1/7/19.</li> <li>• Lender shall receive a Service Release Premium (SRP) equal to 1.50% of the first mortgage balance paid by the Servicer at the time of purchase.</li> </ul>
<b>Allowable Fees</b>	Reasonable and customary fees and closing costs may be charged as long as such compensation payments are fully disclosed to the borrower in accordance with federal, state and local laws and regulations.
<b>Program Fees</b>	<p>Program fees are as follows:</p> <p>\$400 Funding Fee payable to Lender *</p> <p>\$75 Tax Service Fee payable to Lender or vendor of lender's choice *</p> <p>\$10 Flood Service fee payable to Lender *</p> <p>\$100 Subordination fee to OHFA</p> <p>*Lakeview Loan Servicing will net this fee when the loan is purchased but it should not be made payable to Lakeview Loan Servicing on the CD. It is only payable to Lakeview Loan Servicing by the Lender (not the borrower) if Lakeview Loan Servicing purchases the loan (however, the fee may be passed on to the borrower).</p>

## Servicer Information

<b>Loan Purchases</b>	Mortgage Loans must be purchased and funded within 70 calendar days of the loan reservation date. Failure to comply with the 70 day purchase deadline will be subject to a 0.375% extension fee for every 30 days beyond the original 70 days.
<b>Loan Delivery Information</b>	Closed loan files should be uploaded via <a href="http://www.Lakeview Loan Servicingcorrespondent.com">www.Lakeview Loan Servicingcorrespondent.com</a> . Site also contains reference guides, training resources as well as lender portal to pull reports specific to their deficiencies and other loan level data.
<b>Delivery Address</b>	<p><b><u>Original Endorsed Notes, Allonges and Bailee Letters:</u></b>  Lakeview Loan Servicing Loan Servicing, LLC  507 Prudential Rd, Mail Stop S142  Horsham, PA 19044  Attn: Lakeview Loan Servicing Correspondent</p> <p><b><u>Final Docs:</u></b>  Indecomm Global Services  FD-BV-9902  1427 Energy Park Drive  St. Paul, MN 55108  <a href="mailto:Bayview.Viewpoint@indecomm.net">Bayview.Viewpoint@indecomm.net</a>  P: 651-766-2364</p>
<b>Lakeview Loan Servicing Contact Info</b>	<p>Lender help desk: <a href="mailto:ClientServices@bayviewloanservicing.com">ClientServices@bayviewloanservicing.com</a>  P: 855-253-8439, Option 3  Underwriting Questions: <a href="mailto:underwritingquestions@bayview.com">underwritingquestions@bayview.com</a>  Delivery of closed loan file including loan deficiencies: <a href="mailto:clientservices@bayview.com">clientservices@bayview.com</a></p>