



**ATTACHMENT C TO NEW HAMPSHIRE HOUSING
LENDER NOTICE DATED APRIL 14, 2020**

Common Errors that Delay New Hampshire Housing's Purchase of Home Preferred Loans

It is essential that lenders send Home Preferred (Fannie Mae) loans to New Hampshire Housing as soon as possible after closing. It is equally important that the loan file be complete and included all required documents in the correct format. Sending complete files will speed up New Hampshire Housing's ability to purchase the loan from the lender and deliver it as soon as possible to Fannie Mae.

Home Preferred and Home Preferred Plus

- **Uniform Closing Dataset Certificate:** UCD Certificate is missing or the UCD casefile number does not match the DU casefile number; Numbers must match for delivery to Fannie Mae. Please remember when lenders re-run loans in DU that changes the DU case number, and New Hampshire Housing must update the DU number with Fannie Mae for the loan to be sold to Fannie Mae.
- **Verbal Verifications of Employment:** Fannie Mae always requires a verbal VOE within 10 days of the closing; please note New Hampshire Housing is also requiring 48 hours before closing.
- **Summary Submission Report:** The required SSR Report is missing.
- **Mortgage:** These are the most common mortgage errors:
 - Marital status missing;
 - Riders not noted on page 2 of the mortgage; and
 - Lender closes on MERS documents; NHHFA does not participate in MERS
- **Deed:** The deed is required for refinances and are often missing.

MH ROC Loans

- **ROC Certificate:** ROC Membership document-missing/incomplete;
- **Appraisal Form:** The ROC FNMA appraisal form 2090 is missing; and
- **Rider:** ROC mortgage riders are missing, incomplete or incorrect.

Mortgage Credit Certificate

Note: If the loan includes a mortgage credit certificate (MCC), lenders should also ensure the file includes all MCC documents. New Hampshire Housing will not delay buying a Home Preferred loan when MCC documents are missing, but New Hampshire Housing will not issue the MCC until all MCC documents are submitted.

Common errors that delay the issuance of a MCC are:

- **Seller Affidavit:** Must be properly signed and executed at closing;
- **Three-years Tax Returns:** If the borrower is purchasing in a non-targeted town, then the lender is required to provide either: three-years complete tax transcripts or three-years complete signed tax returns. If providing tax returns, the tax returns provided must be complete and signed by all title holders; and
- **Income Verification:** For the MCC program, the lender must provide proof of all household income for all household member 18 years or older. Household income includes, but is not limited to:
 - Child support, social security, overtime, bonus income, pension, disability income, w-2 income, self-employed income, etc.
 - If self-employed, in addition to complete signed tax returns or complete IRS tax transcripts, the applicant must also provide a year-to-date, signed Profit and Loss statement.

References

Lenders should submit ALL documents listed on stacking list

Preferred: https://www.nhhfa.org/wp-content/uploads/2019/07/Preferred_Stacking_List.pdf

Preferred ROC https://www.nhhfa.org/wp-content/uploads/2019/07/Preferred_MHROCs_Stacking_List.pdf

New Hampshire Housing Selling Guide:

<https://www.nhhfa.org/homeownership/lenders-realtors/lender-selling-guide/>