



LENDER NOTICE

Missing Documents for Home *Flex* Loans

May 27, 2020

Introduction

This Lender Notice addresses the requirement that lenders provide immediate attention to "Missing Documents" for Home *Flex* Loans. (The term "Missing Documents" means both when a document has not been submitted or when a document has been submitted but the document includes an error that must be corrected.)

Summary

In the [January 30, 2020 Lender Notice](#), we reminded lenders of their obligation to timely submit Missing Documents. Specifically, the original recorded documents (mortgage, assignment) and the complete title policy must be submitted to New Hampshire Housing within 60 days of loan purchase.

Here are the top Missing Documents:

1. Original recorded mortgage;
2. Original recorded assignment;
3. Complete title policy; and
4. Title policy endorsement.

Because we have not received these documents, New Hampshire Housing has not been able to comply with Ginnie Mae's document requirements. This has posed a significant challenge for New Hampshire Housing. So, we need your help providing immediate attention to providing us with Missing Items.

Lenders can see their list of Missing Documents on Lender Online. We will also be contacting lenders and providing them a list of their Missing Documents. While it is the lender's job to get us these documents, when we can, we will be taking some steps to obtain Missing Documents from other sources. If the lender's delay requires New Hampshire Housing to take steps to obtain Missing Documents, we will bill lenders for that service.

Finally, we want to know how we can better manage the Missing Document process. So, please share your thoughts with us.

If you have any questions, please contact Mike Chadbourne at 603.310.9247 or mchadbourne@nhhfa.org.

Sincerely,

Homeownership Team
New Hampshire Housing

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