LOANLOCK. PRIME

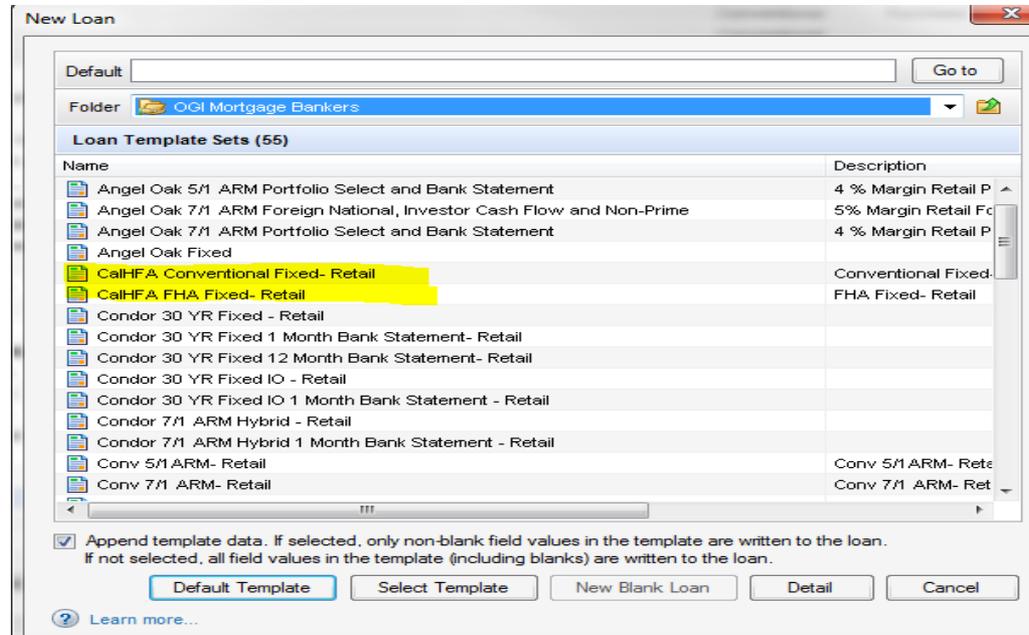# CalHFA
LOAN CREATION
ENCOMPASS INSTRUCTIONS

STEP 1: Starting Loan Template

- Select the loan template according to the type of loan.
  - ❑ CalHFA Conventional
  - ❑ CalHFA FHA.

STEP 2: Complete 1003

Application Milestone:

❑ Complete all information in the Required Fields
(Ex. Transaction details, first payment date) need to be
completed

STEP 3: Confirm Loan Amounts

❑ Go to CalHFA website link below for exact loan amounts Rates:

http://www.calhfa.ca.gov/calc/scenario.html

❑ Complete Loan Scenario Calculator

❑ Results will be used in Encompass

Loan Scenario Calculator

Use this calculator to compare CalHFA loans. This tool is intended for loan officers and lending partners. If you are a homebuyer, loan officer walk through this with you. This tool is for estimation purposes only. Final loan figures may be different.

Best viewed in IE9 or higher, Chrome, Firefox or Safari. Asterisk (*) denotes required field.

Reset

First-Time Homebuyer?	⦿Yes ○No
How Many Borrowers On The Loan?: *	⦿1 Borrower ○2+ Borrowers
County: *	Los Angeles County ▾
Purchase Price: *	$450,000.00
Credit Score: *	680
Property Type: *	Single-Family ▾
Closing Costs: *	$20,000.00

Include All Title/Escrow/Lender Fees, Prepaids, etc:

Optional Fields:

Seller Concessions:	$0.00
Gifts, Grants, or Borrower's Monies:	$0.00
Non-CalHFA Subordinate Financing Amount:	$0.00
Target LTV:	%

Refresh Results

Scenario 1

Loan Program: *	CalPLUS FHA w/ZIP 4% ▾

ZIP funds can only apply to closing costs.

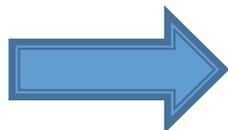|	
CalHFA Subordinate Loan: *	MyHome ▾
Interest Rate: *	5.625% Find Current Rates
High Balance Fee:	0%
MI Type: *	FHA ▾

Submit

STEP 4: Review Results

RESULTS

Results will give you the following info to update Encompass:

❑ Confirm Loan Amounts

❑ Confirm Selected Rate

See Example :

	Scenario 1
Program Name	CalPLUS FHA w/ZIP 4%
Base First Loan Amount	$434,250.00 (FHA Loan Limit)
Upfront FHA/MI Premium/VA Funding Fee	$7,599.38
Total First Loan Amount	$441,849.00
MyHome/School Program Amount	$15,750.00
ZIP Loan Amount	$17,673.00
ZIP Loan Amount Applying To Closing Cost	$17,673.00
ZIP Loan Amount Applying to Principal Reduction	$0.00
Total Financing From CalHFA	$475,272.00
Loan LTV	96.5% LTV
Loan CLTV	103.92% CLTV
Borrower Estimated Contribution	$2,327.38
Amount in addition to any borrower contribution above	
Monthly P&I Payment	$2,543.53
Estimated Monthly Property Taxes	$468.75
Estimated Monthly Hazard Insurance Payments	$112.50
Estimated Monthly Mortgage Insurance Premium	$307.59
Total Estimated Monthly Payments Add Other Monthly Amounts	$3,432.37

STEP 5: Complete the Subordinate Financing

Forms: Borrower Summary Origination 2016
- ❑ Completed with the total amounts of the 2nd & 3rd liens if needed.
- ❑ Go to CalHFA website link below for exact loan amounts Rates:

http://www.calhfa.ca.gov/calc/scenario.html

STEP 6: Updating Fees For CalHFA

Make sure to review the fee template below and all fees are input accordingly based on the lien you are disclosing.
- Adjust MCC Fee $750.00 to $450 with CalHFA if using MCC
  - If not using remove completely
- In Conversation Log - add what type of loan programs will be used
  - Example: FHA CalHFA + MyHome + 4% Zip

STEP 7: Add PIGGYBACK Loan

Tools > Piggyback Loans

Select "New 2nd" button to automatically create your 2ⁿᵈ lien
- ❑ Complete all the Highlighted Blue fields
- ❑ Note Rate for MyHome 2.5%

STEP 8: Complete 2nd Lien Data

Open 2nd Lien

Application Milestone:

❑ Complete all information in the Required Fields
(Ex. Transaction details, first payment date)

STEP 9: Remove Fees From 2nd Lien

Forms > 2015 itemization >

❑ Remove ALL fees (This includes the automatic per diem).

❑ Total closing costs for this lien should reflect $0

STEP 10: How to Create 3RD Lien

My Pipeline> Will reflect both 1st & 2nd Loans

    ❑ Select 2nd Lien Loan #

    ❑ Right click to select – Duplicate Loan (drop box)

    ❑ Window Pop Up - Select Duplicate the Selected loan

STEP 11: Complete 3rd Lien

Borrower Summary Page 2016 >
- Update the loan amount
- Update rate to 0.001%.
- You will need to make sure the 1003 data is complete
- Select Second Lien Position

STEP 12: Final Step to Disclose

Log > Application >

❑ Select Disclosure Desk – use magnifying glass

❑ Select Box – Complete File Contacts

❑ Select Finished Box

**** Must Complete for all Loans created – 1st , 2nd, 3rd

**** Note Lock cut off time is 2:30p and for FHA loans. FHA case number must be in file