

## **BOLDDED ITEMS REQUIRED WITHIN 24 HOURS OF APPLICATION FOR LHFS TO DISCLOSE ON BROKERS BEHALF**

- LHFS Wholesale loan number created in [eXPRESS](#)**
- FHA Case #- order online from [eXPRESS](#)
  - FHA Sponsorship ID#: 72545 00008
- Initial 1003 – (signed and dated by Loan Officer)**
- Subsequent 1003's to be created by LHFS on broker's behalf
- 2<sup>nd</sup> Mortgage: Loan Amount: \$\_\_\_\_\_
  - My Home
- 3<sup>rd</sup> Mortgage: Loan Amount: \$\_\_\_\_\_ (Not applicable under CalHFA – eligible under CalPLUS<sup>SM</sup>)
  - Zip (Not applicable under CalHFA – eligible under CalPLUS<sup>SM</sup>)
- [CalHFA Loan Scenario Calculator](#)
- DO or DU Findings
  - DO findings - Must be released to LHFS Wholesale.
  - DU findings - May run on our site, please include findings.
- 92900 LT / Transmittal Summary**
- Credit Report (Tri Merged) within 90 days**
  - If credit report is broker pulled, the borrower(s) authorization is required
  - Credit Report of Non-Borrowing Spouse - Spouse's credit report & borrower's authorization signed by spouse
- Completed fee worksheet and written provider list**
- Fully Executed Purchase Contract** and/or Escrow Instructions
- Earnest Money
- LOE- for inquiries in the past 90 days
- Preliminary Title Report – 24-month chain of title and dated within 30 days of submission
- Homebuyer's Warranty (1-year coverage)- Provide Brochure of Coverage: Water Heater, AC, Heating, Oven/Stove/Range. (NOT required for new construction with builder's home warranty)
- If applicable: Qualified Alien or National of US - Provide a copy of a current and legible government issued photo ID

## **ASSETS**

- Assets- sourced & seasoned for 60 days (most recent 2 months' statements; All Pages)
- Donor funds- (FHA) must be sourced & seasoned for 60 days
- Gift Letter- Must indicate: Acceptable Relationship, Bank Name & Account #
- Source & Paper Trail- FHA is 1% of the purchase price (with UW discretion)

## **INCOME**

- Income Documentation: Pay Stubs and Award letters – a total of 30 days, recent and consecutive
- Income Documentation: W2s /1099s and Tax Returns – (if applicable) recent 2 years
- Tax Return- recent 2 years signed & dated by borrower(s)
- Last three (3) years complete tax returns for all borrowers (to confirm borrower(s) meet first-time home buyer)
- 4506-T (Order online thru LHFS portal <https://fraudtechnology.com/>)

## **APPRAISAL ORDERS**

- Appraisal Orders- Order online thru LHFS <https://wholesale.lhfs.com/appraisal-order/>



## HOMEBUYER EDUCATION COUNSELING (HBE)

- HBE is required for one occupying first-time homebuyer. HBE is not required for non-first-time homebuyer(s). Homebuyer Education can be completed by the following:
  - Online:** [eHome's eight-hour Homebuyer Education and Counseling](#)
  - In-Person:** face-to-face Homebuyer Education and Counseling through [NeighborWorks America](#) or any [HUD-Approved Housing Counseling Agency](#)

## REQUIRED INITIAL DISCLOSURES: [SIGNED & DATED BY BORROWER(S)]

- Required Initial Disclosures will be sent by Land Home Financial Services, Inc. at the time of disclosing loan(s)
- Borrower's Authorization OR Verbal Credit Authorization signed by LO, if credit was pulled prior to Disclosure**
- Settlement Service Provider List**
- [Social Security Verification Form](#) (SSA-89)

## REQUIRED CALHFA / CALPLUS<sup>SM</sup> DISCLOSURES

- [CalHFA Borrower's Affidavit & Cert](#)
- [Zip Interest Rate Disclosure](#) (if applicable)
- [Tax Return Affidavit](#) (if applicable)

## REQUIRED FHA DISCLOSURES

- Initial 92900A - signed and completed
- Important Notice to Homebuyer (HUD Form 92900-B)
- FHA Informed Consumer Choice Disclosure Notice (completed, signed and dated)
- For Your Protection: Get a Home Inspection (HUD Form 92564-CN)

## LOSS PAYEE 1<sup>ST</sup> MORTGAGE CLAUSE ON PROPERTY INSURANCE (HAZARD/FLOOD)

Land Home Financial Services, Inc., ISAOA  
 C/O Dovenmuehle  
 P. O. Box 961292  
 Fort Worth, TX 76161-0292

## MYHOME AND/OR ZIP LOSS PAYEE MORTGAGE CLAUSE (ZIP OFFERED EXCLUSIVELY UNDER CALPLUS<sup>SM</sup>)

California Housing Finance Agency It's successor or assigns  
 Single Family Servicing – MS 980  
 500 Capitol Mall, Suite 400  
 Sacramento, CA 95814

## FEES

### CalHFA / CalPLUS<sup>SM</sup> 1<sup>ST</sup> TD

- LHFS .....995.00
- Master Servicer funding.....250.00
- 1<sup>st</sup> TD only - BPC up to.....2.25%
- No 3<sup>rd</sup> party processing fees allowed

**MyHome.....250.00 Paid to LHFS**  
**Zip (eligible under CalPLUS<sup>SM</sup>)....50.00 Paid to LHFS**

