MINNESOTA HOUSING

Home Improvement System Guide

February 27, 2023

Table of Contents

Getting Started

- Loan lock availability: Unavailable before 10 a.m. on the first business day of the Month
- Launch the Minnesota Housing Loan Commitment System.
- If you need your username and password, you must contact your company's Web Administrator. If you do not know your company's Web Administrator, please contact the Partner Solutions Team at 651-296-8215 or mnhousing.solution@state.mn.us

## Entering a Loan into the Commitment System

You can enter a loan into the commitment system in one of three ways (these are explained in further detail in the following pages of this guide):

1. Uploading/Importing a 1003/URLA .xml file
2. Uploading/Importing a Fannie Mae 1003/URLA .fnm file
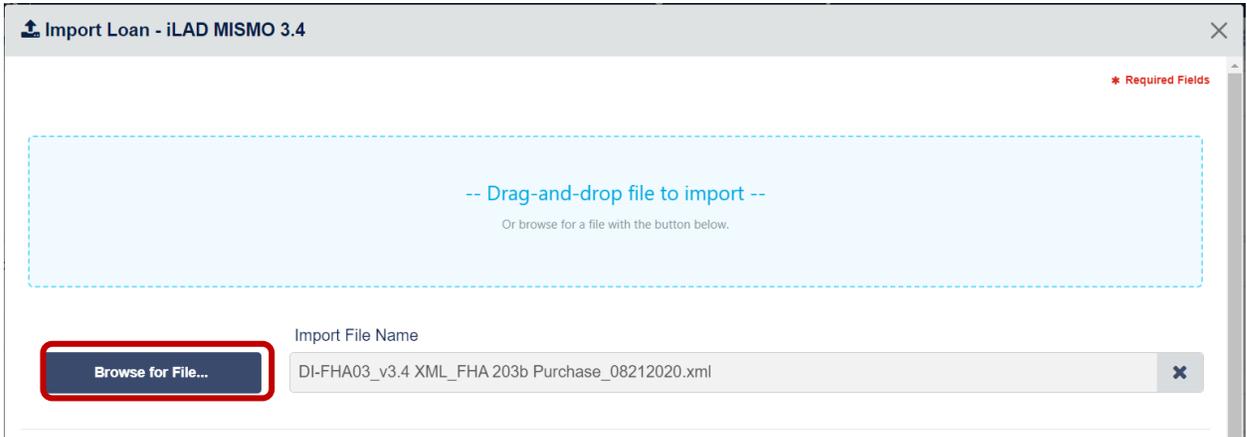3. Manually entering the loan data

Uploading a URLA .XML File

Uploading the URLA will populate most fields in the commitment system. Please note: You must import an .xml file that is version 3.4 or higher. Follow these steps to import the loan data:
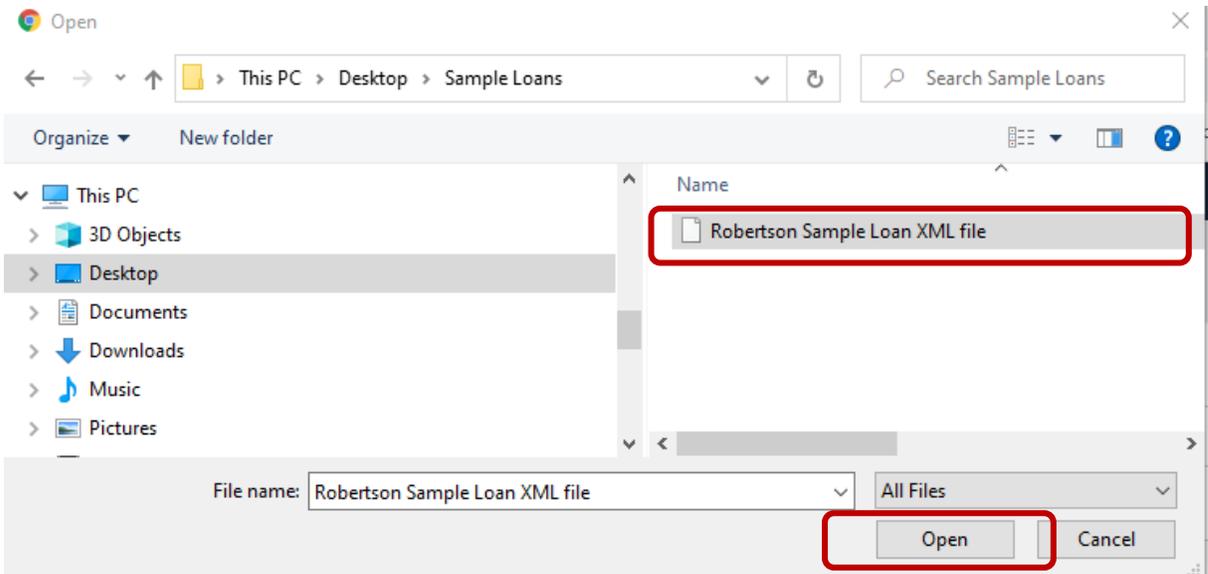
1. Click on the paper icon, then select **Import Loan – iLAD MISMO 3.4**
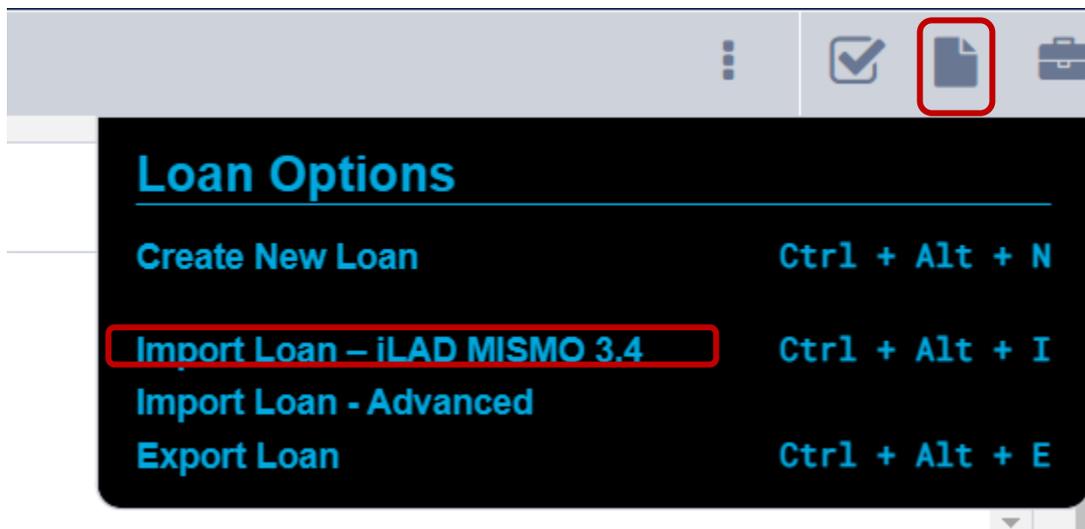
2. Click **Browse for File**…,

3. Locate the .,xml file you want to import, then click **Open**.

4. Select **Channel** and then Click Import.

5. After the .xml file has been successfully imported, click on the Minnesota Housing Loan number to view the loan details and to begin locking your loan. (At this stage the loan is registered but not yet locked)

NOTE: If you are ready to lock your loan, jump to **Products and Pricing**

Uploading a Fannie Mae .FNM File

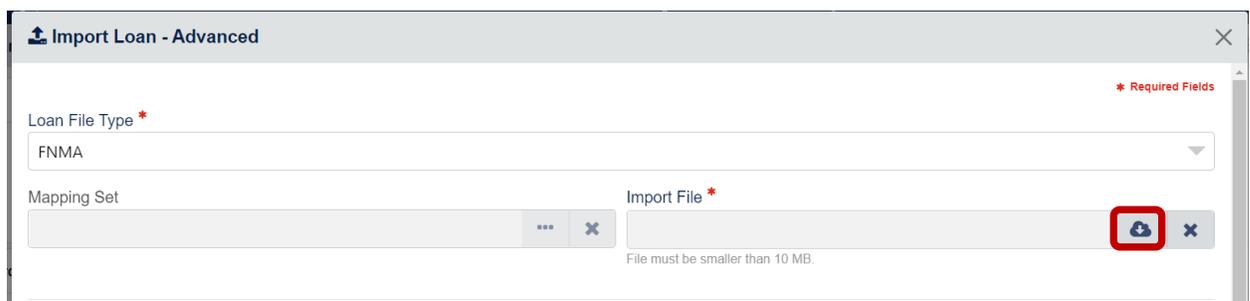Uploading the 1003 will populate most fields in the Commitment System.

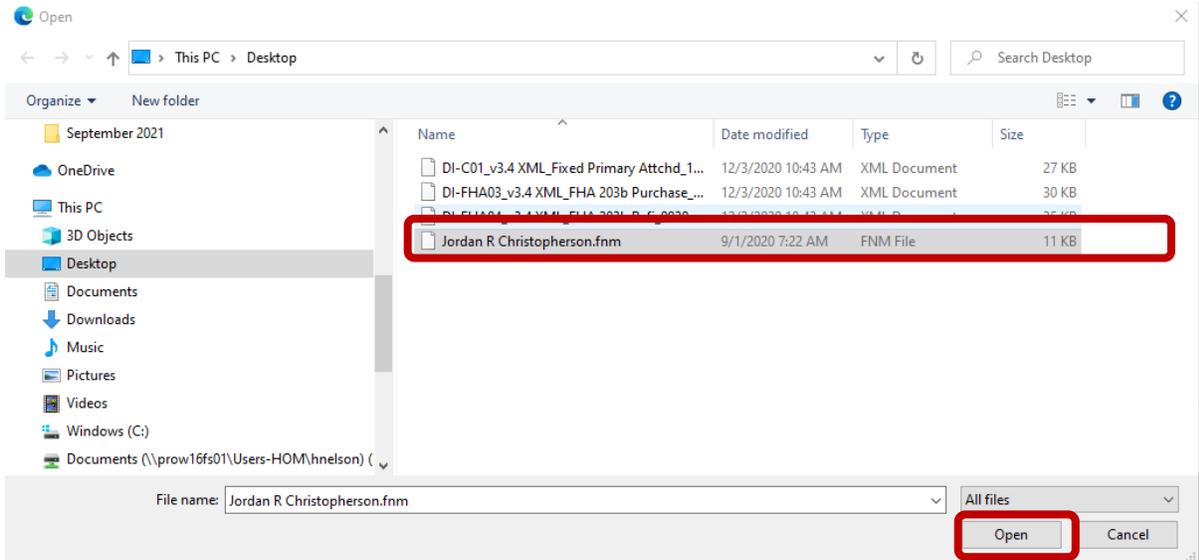1. Click on the [icon] icon, then select **Import Loan - Advanced**..

Loan Options

Create New Loan	Ctrl + Alt + N
Import Loan – iLAD MISMO 3.4	Ctrl + Alt + I
Import Loan - Advanced	
Export Loan	Ctrl + Alt + E

2. Click the **Loan File Type** drop down and select **FNMA.**

⬆ Import Loan - Advanced   ✕

* Required Fields

Loan File Type *

FNMA
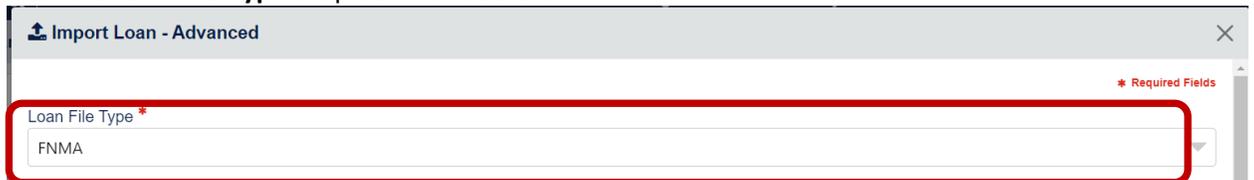
3. Select [cloud icon] **Icon** in **Import File** Section.

⬆ Import Loan - Advanced   ✕

* Required Fields

Loan File Type *

FNMA

Mapping Set   Import File *

                              File must be smaller than 10 MB.

4. Locate the 1003/URLA (.FNM file) you want to import. Then click **Open**.

5. **Select** Loan Status Option.
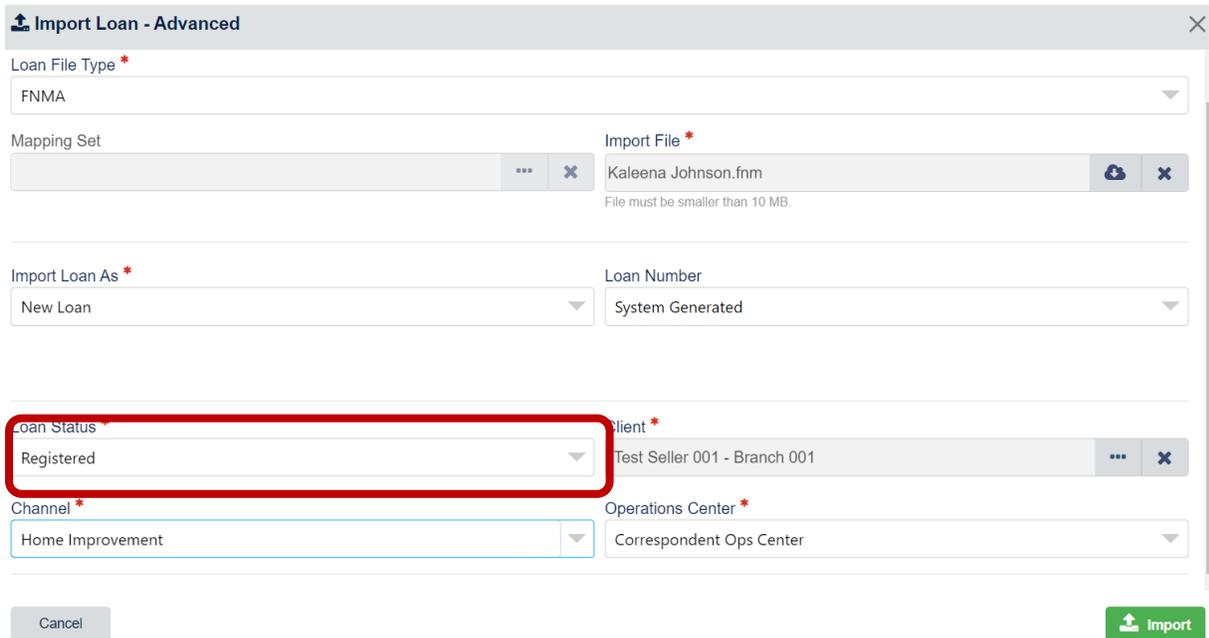
6. Complete the remaining fields, then click **Import:**
   o Client/Lender (**Select your company**)
   o Channel
   o Operations Center (Will automatically be selected as ***Correspondent Ops Center***)

7. After the .fnm file has been successfully uploaded, click on the Minnesota Housing Loan number to view the loan details and to begin locking your loan. (At this stage the loan is registered but not yet locked.

NOTE: If you are ready to lock your loan, jump to **Products and Pricing**

New Loan Setup (Manual Loan Entry)

Follow these steps if you need to enter all fields into Minnesota Housing's loan commitment system manually (not using the URLA .FNM or .XML upload).

1. Click on the **Document** icon in the upper-right-hand corner of the screen
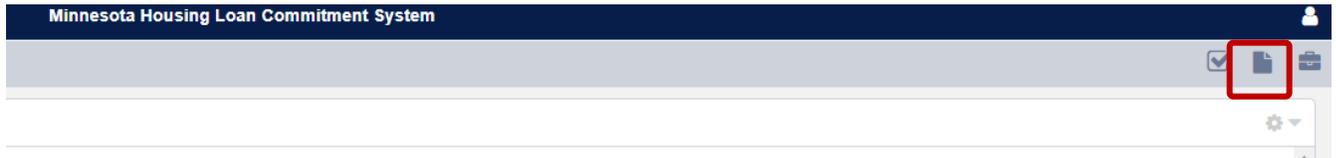
2. Select **Create New Loan** under **Loan Options**.
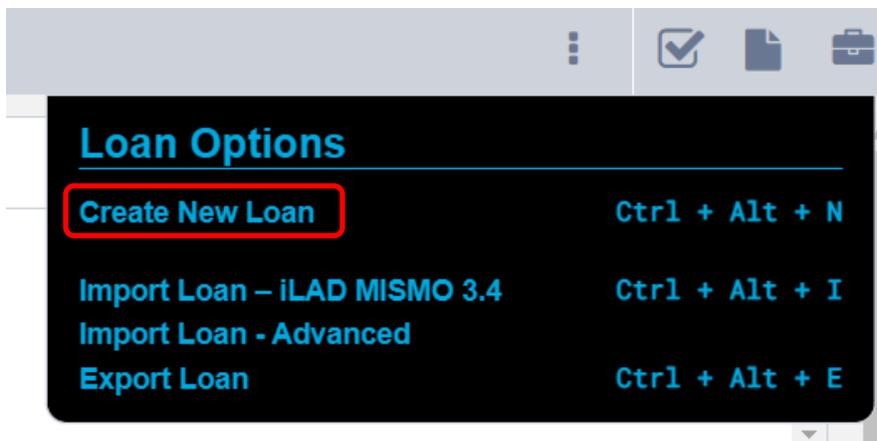
3. Client Selection - On the Client Selection screen, the following information must be entered:
   - **Client/Branch**
     o Auto-populates with the name of the Lending Partner.
   - **Channel**
     o The drop down will display Minnesota Housing programs in which the Lending Partner participates.
     o Select **Home Improvement** from the drop-down menu.
   - **Ops Center**
   - Auto populates **Loan Officer**

Optional field:

   - **Lender Loan Number**

To continue, use the **Next** buttons on the upper right.

Borrower Information

1. Complete the **Borrower Information** screen, then click the **Next** button.

   To move between screens, use the back and next button on the upper right

Required fields in this section are:

- Borrower First Name
- Borrower Last Name
- Borrower SSN
- Marital Status
- Will Occupy Subject Property
- Date of Birth
- Phone Number
- Credit Score(s)
- Calculated Monthly Qualifying Income
- DTI
- Household Size

Tip: When entering data on the screen, use the tab on your keyboard to avoid using the mouse.

2. If there is a cosigner for the loan, place a check in the checkbox and continue. If checked this will populate an additional field in the menu. See **Cosigners** section on how to complete

☐ Check this box if there are more than two borrowers. Add an application for additional borrowers using the Loan Management menu. ⓘ

☐ Are there Cosigners for this loan? ⓘ

☐ If using this system to generate Mortgage documents, click here to enter additional interested parties. ⓘ

Demographic Information

1. Complete the Demographic Information for all borrowers then click next.
2. All fields in this screen are required (Ethnicity, Race and Sex).

3. This screen requires scrolling up/down, as well as left/right to navigate.
4. Note: Use the drop down to toggle back and forth between borrowers

NOTE: If the cosigner box was selected on the **Borrower Information** screen, the next button will take you to the Cosigner Page. If there is no cosigner, the **Next** button will take you to the **Property & Loan Information – Home Improvement** screen.

Cosigners

1. On the Loan Summary page check the box

2. Clicking this box will automatically open the field for the co-signers
   o Complete the following for the co-signers
     - First Name
     - Middle Name
     - Last Name
     - Street Address
     - City
     - Chose State from the drop down
     - Zip code
     - Credit Score

3. Click next to navigate to **Property & Loan Information – Home Improvement.**

Property & Loan Information – Home Improvement

1. Complete the **Property & Loan Information Screen**.

   - The required fields in Subject Property Information are:
     - Property Street
     - Property City
     - Zip Code
     - County
     - State
     - Property Type
     - Number of Units
     - Estate Held In
     - Year Built
     - Property Value
     - Valuation Method
     - Legal Description
   - The required fields under Loan Information are:
     - Program
     - Secured/Unsecured
     - Lien Type
     - Loan Amount
     - Loan Term
     - CLTV
     - Select an option in the ACH field, which may affect loan pricing depending on product
     - Is This a Contract For Deed
     - Is the Property Subject to a Reverse Mortgage
     - Does the First Mortgage Contain a Balloon Payment

2. Select **Next** to go to the **Repairs and Funds** screen

Repairs and Funds

1. In this section, enter the amount of **Repair Types** and **Cost Breakdown**. The total of these amounts should equal the loan amount plus any supplemental funds.
2. If you are layering the loan with additional funds, include the type and amount of **Supplemental Funding** in the second column:

Note: Funds type (Borrower contribution, gift, etc.) must equal the **total of supplemental funds** section

3. Click **Next and** then click on the **Create New Loan** button

4. Loan will save with Borrower Name and be registered with a commitment Number

Products and Pricing (How to Lock a Loan)

1. Click on the light blue **Products and Pricing** button in middle of screen to access the pricing wizard.

2. Click **Next>>** to work through each screen. Double-check the information entered earlier before clicking **Next**.

Product Eligibility

1. In the **Product Eligibility Screen**, the Mortgage Type, Term and Rate types will auto-populate. The Lock Periods type auto-populates to 15 days. But you must select the box next to **60** days, which is the correct lock period for all Fix Up loans. Then click the blue **Get Eligible Products** button**.**

- If the validation fails, a list of error will appear under the heading Product Eligibility: **Invalid**. To the left of the heading Product Eligibility: Invalid, click on the **down arrow** to view the list of invalid products. To see the list of errors for a specific product, click on the ellipses (…) on the far-right-hand side of each row.
    - o Navigate back to the appropriate screens and correct the information entered.
    - o Return to **Product Validation** and click the **Get Eligible Products** button again.
    - o If necessary, repeat this process until all errors are cleared.

- If there are no validation errors or you have cleared all validation errors a list of valid products will appear under the heading Product Eligibility: Valid.

2. Click on ⊘ Icon to select a valid product, then click **Next**

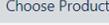| Product Name ↑2	Rate	APR	Price	Points	P&I	Taxes & Ins	MI	PITI	Actions
▼ **Product Eligibility: Valid**									1
Fix Up	0.000%	0.000%		0.000				$202.08	$ ⊘ ⋯
▶ **Product Eligibility: Invalid**									9

3. You must Select **60** days in Lock Period again and then click **Populate Products**.

Loan Details

Mortgage Types *ⓘ
- ☐ Conventional
- ☐ FHA
- ☑ Portfolio
- ☐ USDA/Rural Housing Service
- ☐ VA

Terms *ⓘ
- ☐ 5 Year
- ☑ 10 Year
- ☐ 15 Year
- ☐ 20 Year
- ☐ 25 Year
- ☐ 30 Year

Rate Types *ⓘ
- ☑ Fixed

Lock Periods *ⓘ
- ☑ 15
- ☐ 30
- ☐ 45
- ☑ 60
- ☐ 90
- ☐ 120
- ☐ 180

[Populate Products]

4. For the Product desired, Select **Choose Product**. The line will turn blue once choice is made. Then click **Save & Exit**.

Collapse All

City of Brooklyn Center	Choose Product
City of Crystal	Choose Product
City of Minneapolis 0%	Choose Product
City of Minneapolis Rehab Support Program	Choose Product
City of Oakdale	Choose Product
City of Richfield	Choose Product
Discount St. Paul HRA	Choose Product
Energy Incentive Loan	Choose Product
Fix Up	Choose Product
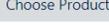
« Back   Next »   **Save and Exit**

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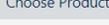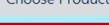
*For Community Fix Up Loans Only

- After selecting a valid Community Fix Up Initiative, click **Select Pricing**, then click **Next**.
- You will be brought to the **Interest Rate and Term** page.
  - The product will default to the Community Fix Up initiative selected in the **Product Validation Screen.**
  - Select the correct Buydown Interest Rate (Note Rate) for the Community Fix Up initiative (Note: the Buydown Factor, Buydown Cost, and Current Base Rate will remain grayed out until the user saves the Buydown Interest Rate).

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5. When exiting the wizard, the landing page will be the **Loan Summary** screen.

- At the top of the screen under the borrower's name, note the Minnesota Housing loan number, loan status (Registered), and lock status (Locked).
- Review the information for accuracy and make any changes, as needed.
- Screen navigation will appear on the left.

Note: A loan cannot be locked and **True & Certified** on the same day. After the loan has closed, and after the Rescission period (if applicable) has passed, the Lender can True & Certify the loan. For unsecured loans, you must wait until the day after locking and/or closing to True & Certify.

Workflow Screen Set Up

Once your loan is loaded and saved, you will want to set up the "Workflow" screen. Once this is set up, it will remain your default landing screen every time you select a loan.

1. Open your favorites drawer located in the bottom left corner of your screen

2. Once open, click on "Favorites," then click in the search to find the Minnesota Housing Workflow. Click on Minnesota Housing Workflow, then click Save:

Print/Generate Documents

1. On upper-right- hand side of page select paperclip 📎 icon. Then select **Order Documents** in the drop- down menu.
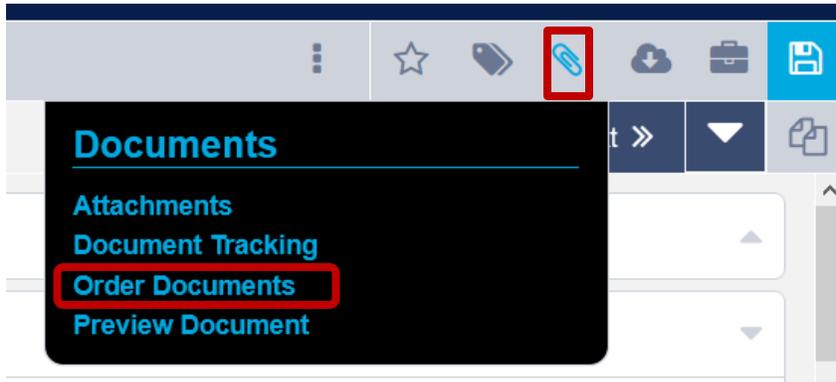
2. The Order Documents dialog displays, as shown below. Click **Order Package.**

3. The *Document Provider* under **Document Type** is the default selection, so you must click **on Internal** to see the Minnesota Housing documents for your loan.

4. Select the documents you wish to generate by clicking the check boxes next to the document names and then click **Order** in the bottom right-hand-corner of the page.

5. After clicking order, the **Order Documents** a dialog box will appear as shown below. Click the **Refresh** button in the upper-left-hand corner until the document package and package status states "Complete." Then click the blue title to open or print the documents.

Note: If any updates are made in the Commitment System (ex: change product, change loan amount, etc.), you will need to generate new documents by following the process listed above to see the changes in your documents

Updating or Changing Pricing on a Locked Loan

1. This section describes how to change loan pricing when a loan is in a locked status. Some examples of changes that would require a loan to be re-priced:
   - Program or product changes
   - Changes in terms
   - Lien Type
   - Secured/Unsecured
   - ACH/Non-ACH
   - Loan Amount if it requires a change in term

2. Updates to that loan that would not impact the interest rate can be completed on the loan summary screen – Some examples that would not require a loan to be re-priced include:
   - DTI
   - Credit Score
   - Income
   - Loan amount if it will not adjust a change in term

3. Open the loan. (It will always open to the **Loan Summary** screen.)
4. Check the **Change Pricing** box partway down the screen.
5. Click **Save Loan** (Lock Status will switch from Locked to New)

Return to table of contents

6. Click on the **Products and Pricing** to open **Wizard**.

7. Navigate to the **Property & Loan Information – Home Improvement** screen.
8. Update the loan information as applicable (secured to unsecured, ACH to Non-ACH, term, products, etc.)
9. Click Next

10. Once all updates have been completed, navigate to the **Product Eligibility** screen**.**
    - In the Product Eligibility screen, select the correct term and check **60 days** under the lock period column.
    - Click the **Get Eligible Products** icon.

11. If the validation fails, errors will be listed under the Invalid Products. Click the **… Icon** under actions column to view a list of the errors.

- Navigate back to the appropriate screens and correct the information entered. Then click back to **Product Eligibility** and click the **Get Eligible Products** button again. Repeat this process until all errors are cleared.

12. If there are no errors or you have cleared all errors a list of valid products will appear.

13. Click on Icon to select a valid product

14. Click on **Save and Exit** to leave the wizard.
15. Check the **Re-Lock HI Loan** box.
16. Click **Save in the upper right corner**.

Document Preparation – Home Improvement

1. Complete this screen when you are ready to create your closing package. Navigate to the **Document Preparation** screen by double clicking the ⋮ on the far left of the screen then click on **Document Preparation.**
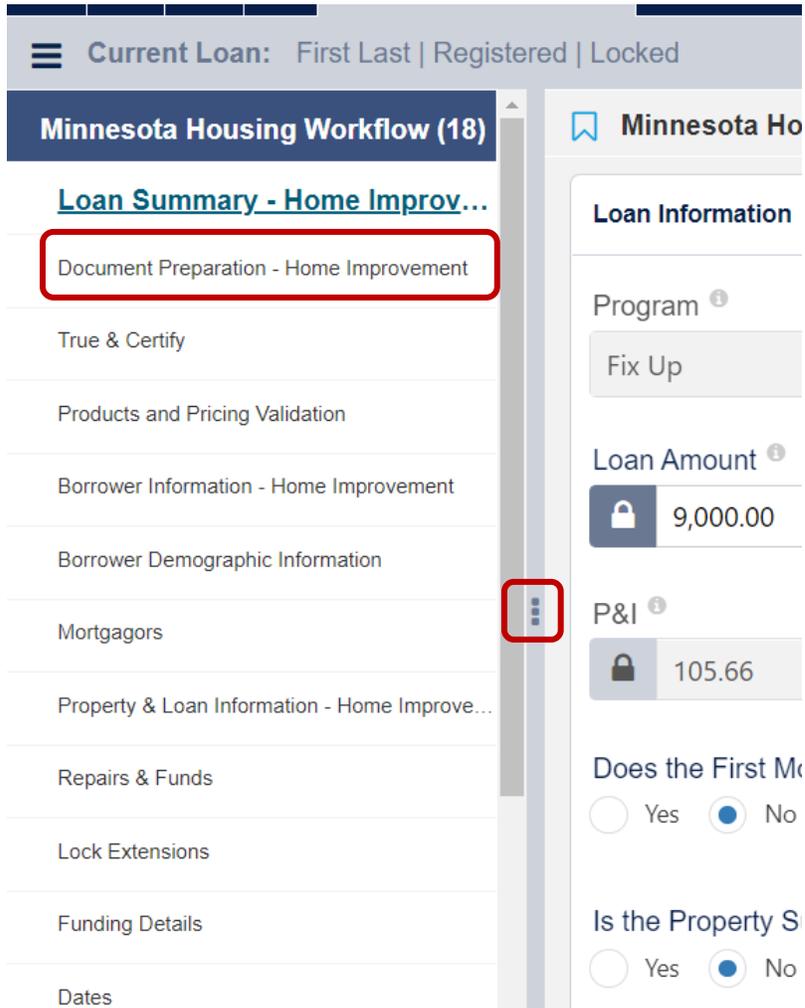
2. **Note**: Entering information into the **Documentation Preparation** screen will populate the closing date, first payment, and maturity date that are reflected on the mortgage.
    Complete this screen prior to closing the loan, and complete the following:
    - Close Date
    - Rescission Date, for secured loans **(must be 3+ days after close date)**
    - First Payment Date **(must be 20-45 days from note date)**
    - Maturity date will automatically fill

- Note P&I

Document Fields Confirmation

Enter Final Information Below

Close Date ⓘ

08/08/2022

Rescission Date ⓘ

08/11/2022

First Payment Date ⓘ

🔓 09/15/2022

Maturity Date ⓘ

08/15/2042 12:00 AM

Note P&I ⓘ

347.47

3. In the Mortgagors field, enter the name of the borrower(s) and the relationship, then click **Next**.

Mortgagors

Enter all Mortgagors and Relationship to Each Other ⓘ

All those on title, including all Borrowers, as you want them to appear on the Mortgage.

Additional Mortgagors

Additional Mortgagors are on the property title.
Additional Mortgagors are not Borrowers so they only sign the Mortgage. They do not sign the Note.
Additional Mortgagors (who are on title but are not Borrowers) are not obligated to make loan payments.

☐ Are There Any Additional Mortgagors Who Will Be On Title But Who Are Not Borrowers? ⓘ

4. Once data fields are verified and updated as applicable, you can generate the documents for the closing package

True & Certify

Note: Complete the True & Certify screen *after* the loan has closed. Before completing the True & Certify process, review all the data fields in the Loan Summary screen for accuracy and update/correct the data where necessary. Best practice is to have the closed loan file in front of you to verify all information entered in system matches the closed loan file. <mark>Once this process has been completed you will no longer be able to make any updates.</mark> It's important to verify all information is accurate before completing the True & Certify process.

1. Double click the ⋮ on the far left of the screen and select True & Certify
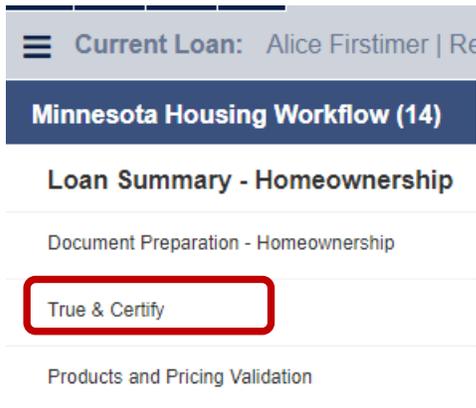
2. Click approve, then click the save button in the upper right corner
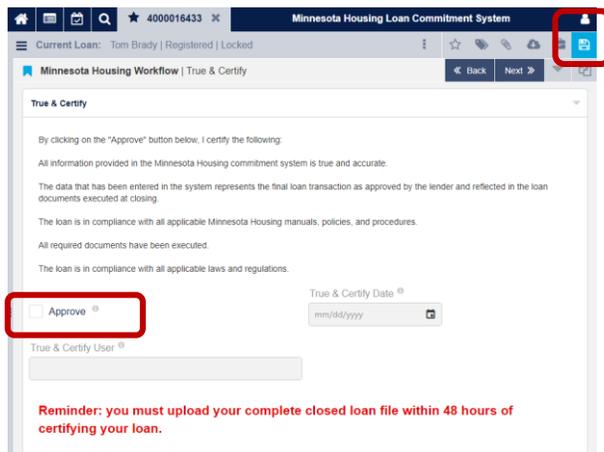
3. After clicking **Save**, the loan status will change to Lender Certified, the True & Certify Date populates, and the User's name is populated next to Certifier.
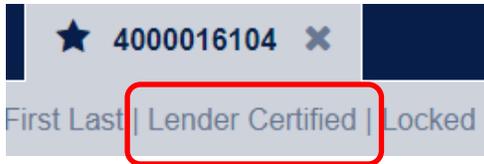
4. **NEW: Add Attachments** button has been added to the bottom of the True & Certify screen (you can still access through paper clip icon too).

Uploading the Closed Loan File

If you did not attach the closed loan file in the True and Certify screen, follow the steps below to attach the closed loan file. TIP: Make sure the file path names do not have special characters or spaces in them. This will make the upload process much easier!
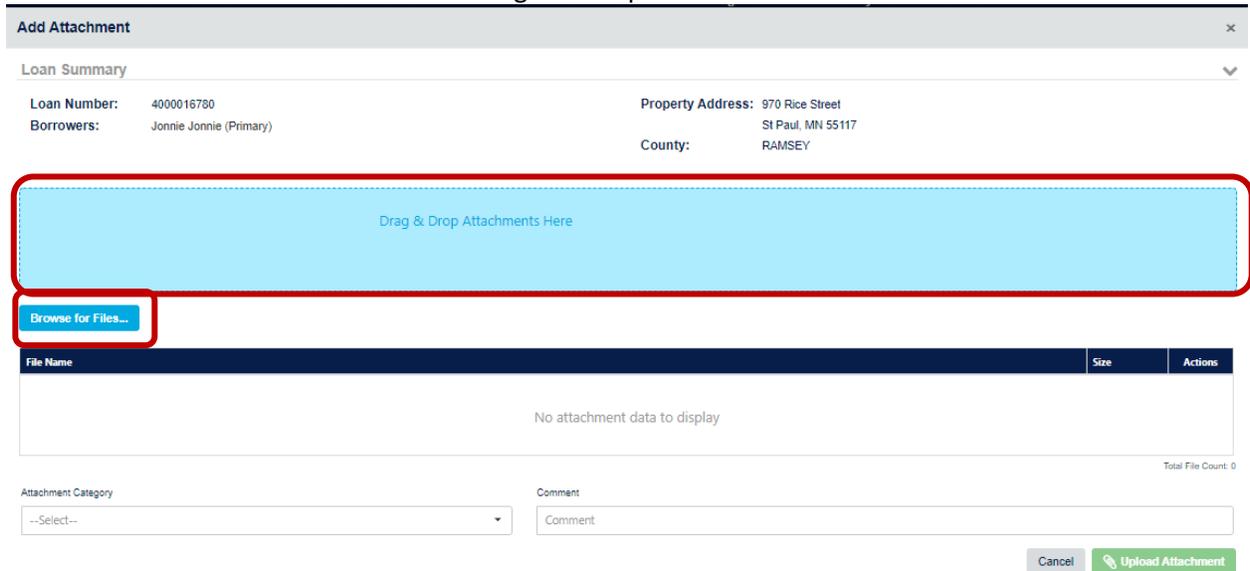
1. In top right section, select paper clip icon then in drop down, select **Attachments**.
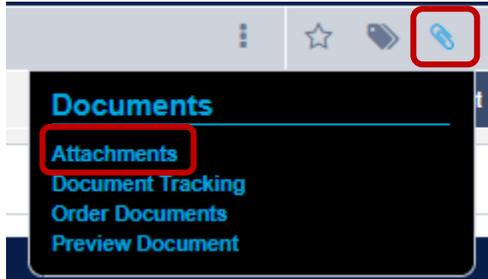
2. The Attachment dialog displays, click on the Add Attachments Box.
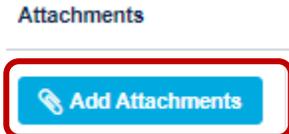
3. Click the Browse for Files Button or Drag and Drop attachments into the blue box.

4. Click on file you want to attachment and click **Open.**
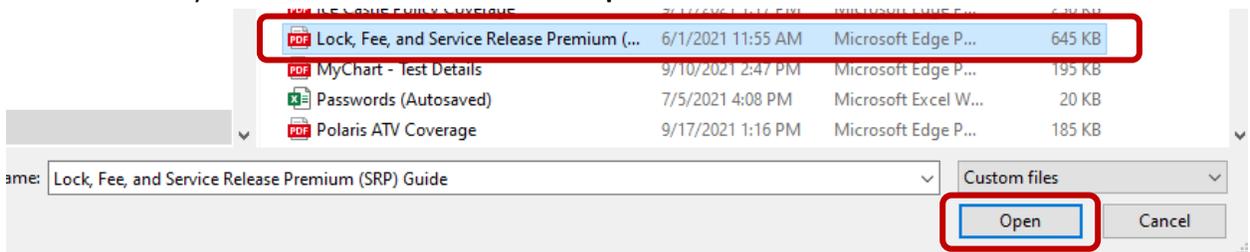
5. In the **Category** drop-down list, select a category.

6. You can enter a comment in the **Comments** field.

7. Click **Upload Attachment**. File will show under the attachments dialog box as shown below.

How to Extend a Rate Lock

1. Navigate to the **Lock Extensions** screen by using double clicking click the ⋮ on the far left of the screen then click on **Lock Extensions**.

2. From the drop-down menu, select the length of the lock extension.

3. Once **Days to Extend Lock** is selected, **Proposed Expiration Date** will auto populate. Check the **Trigger Lock Extension** box and hit **Save**.

4. The loan status will change from Locked to **Lock Extended**.
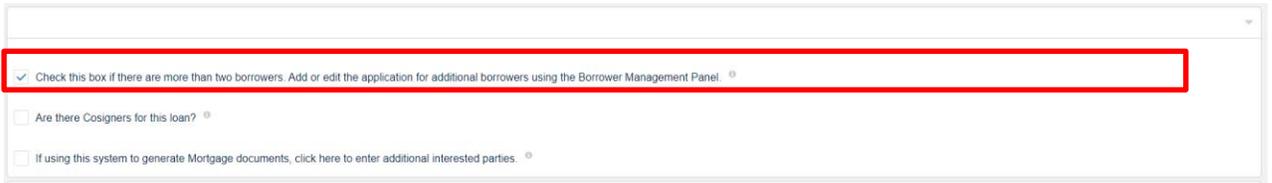
How to Cancel a Loan

1. Open the loan. (It will open to the **Loan Summary screen**.)

2. Click the **Cancel Loan** check box.
3. Select a **Loan Cancellation Reason** from the drop-down list.
4. Click the **Save** button in the upper right corner to cancel loan.

5. The Loan will be listed as **Cancelled** at the top of the screen.

How to add more than two borrowers to a loan transaction

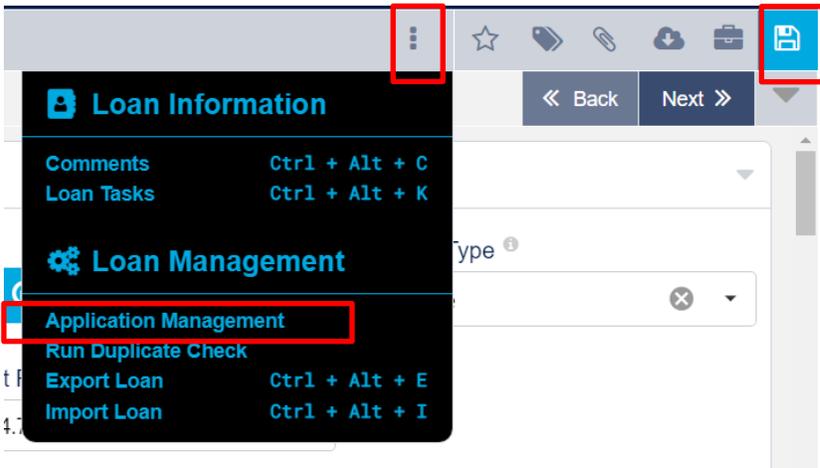1. On the Loan Summary page check the box and then save the loan

2. Click on the ellipses at the top right corner of the screen and select Application Management

3. Select Add Application

4. Click on Save Changes

Confirm Changes

⚠ The following action will add a blank URLA Application to this loan.

Are you sure you want to add an additional URLA Application to this loan?

Cancel   **Save Changes**
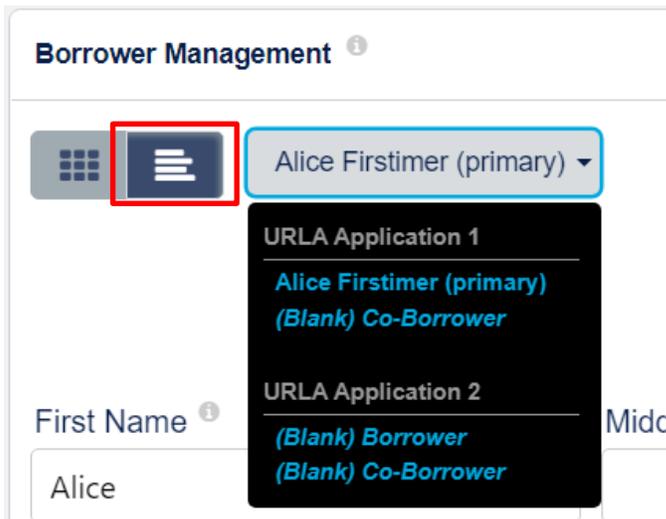
5. Go to Borrower Information screen, select [≡] as the layout in the Borrower Management section. Doing so will update the Borrower Management drop down list to having 4 spaces for borrowers. Select a borrower from the dropdown list to switch between borrower's detail view.
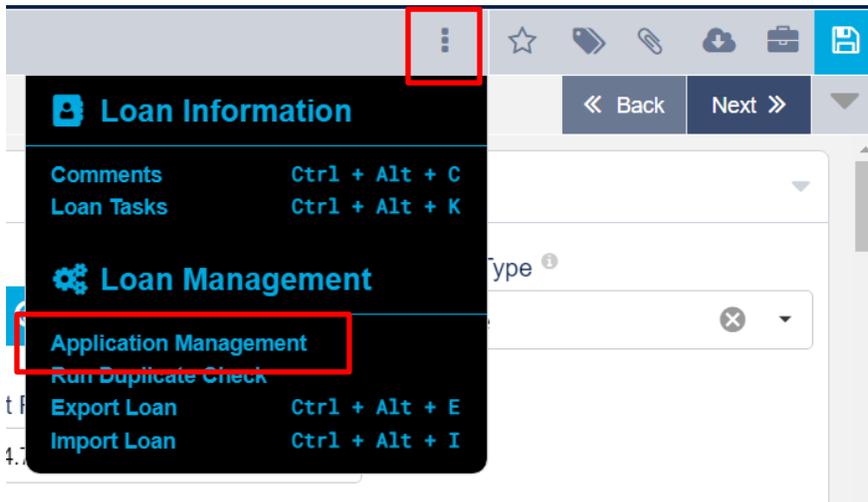
Borrower Management ⓘ

[⠿] [≡]   Alice Firstimer (primary) ▾

URLA Application 1
Alice Firstimer (primary)
(Blank) Co-Borrower

URLA Application 2
(Blank) Borrower
(Blank) Co-Borrower

First Name ⓘ   Midd

Alice

6. Once borrower is selected, you can enter their information.

NOTE: If the loan is already locked, you will need to call the Partner Solutions Team at 651-296-8215 and request the social security number be entered.

Switching Borrowers

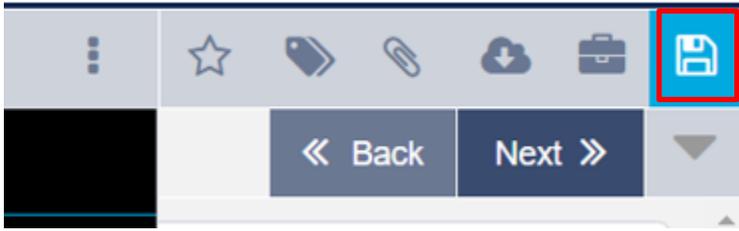1. Click on the ellipses at the top right corner of the screen and select Application Management

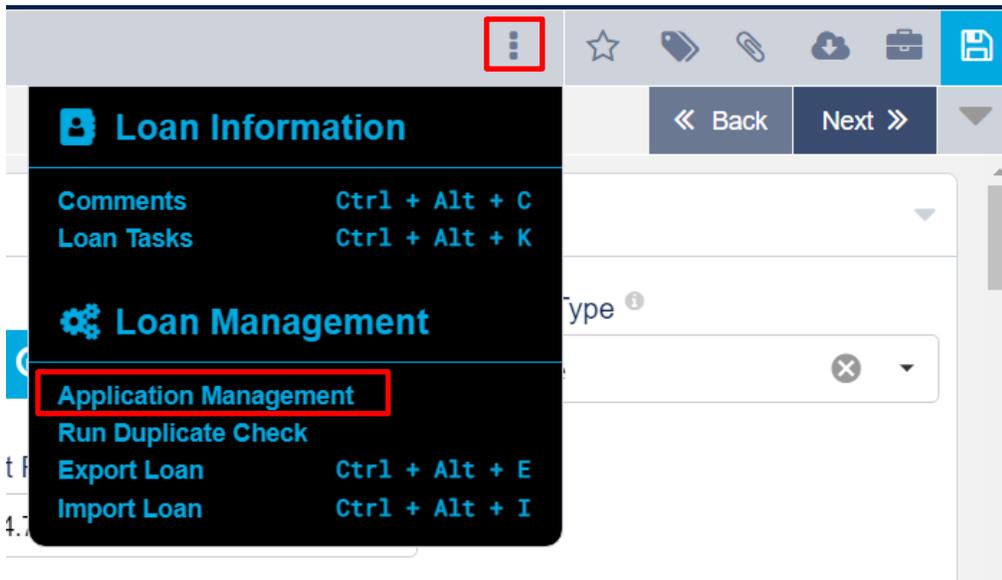2. Select the ⤭ icon to the right of the borrower's name
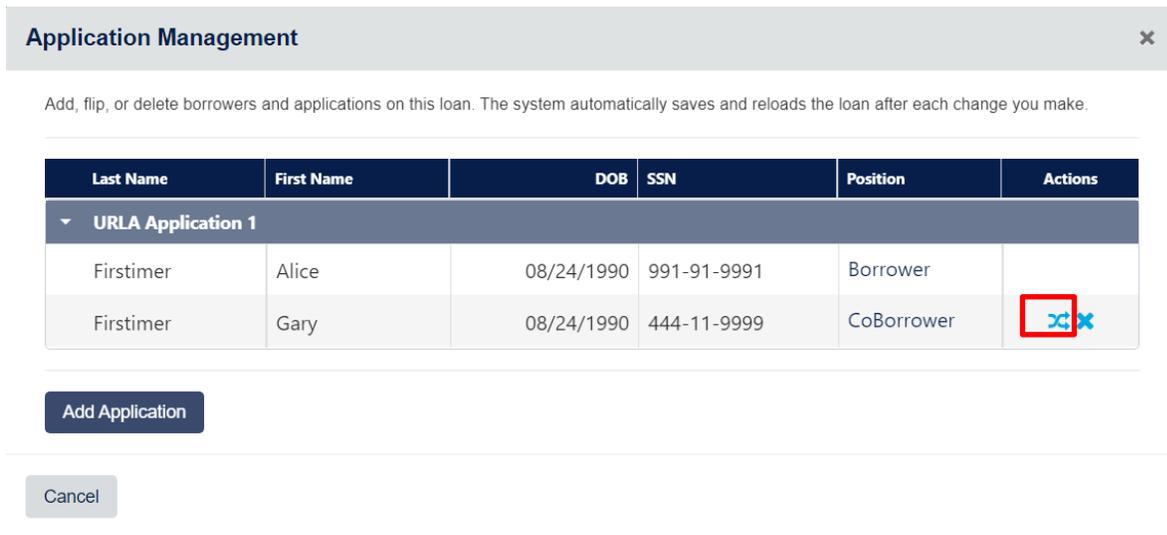
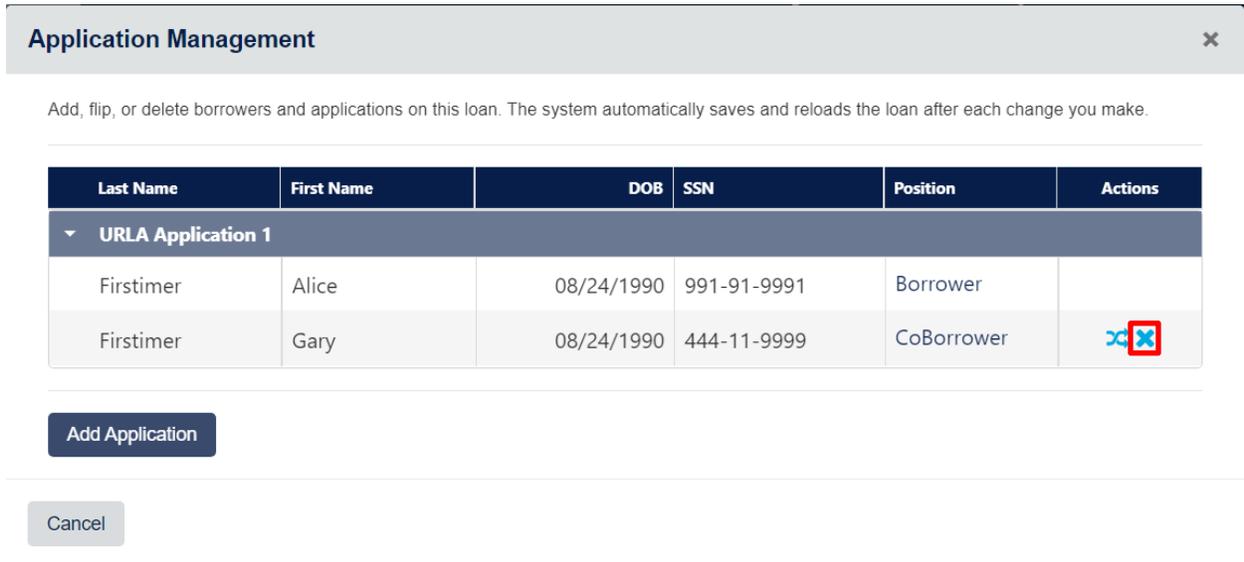3. Select Save Changes

4. Save changes before exiting the loan
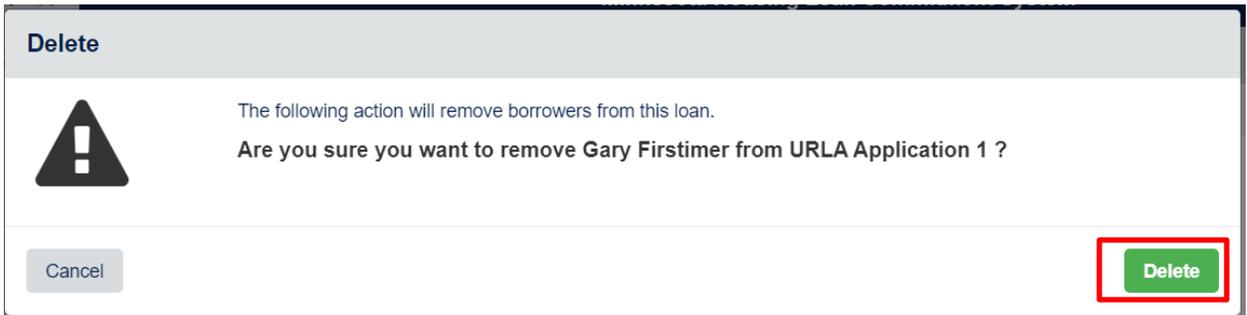
Remove Borrower

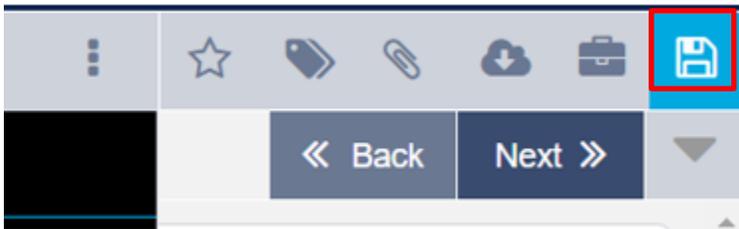1. Click on the ellipses at the top right corner of the screen and select Application Management

2. To remove a borrower, click on the **X** to the right of their name

3. Select Delete

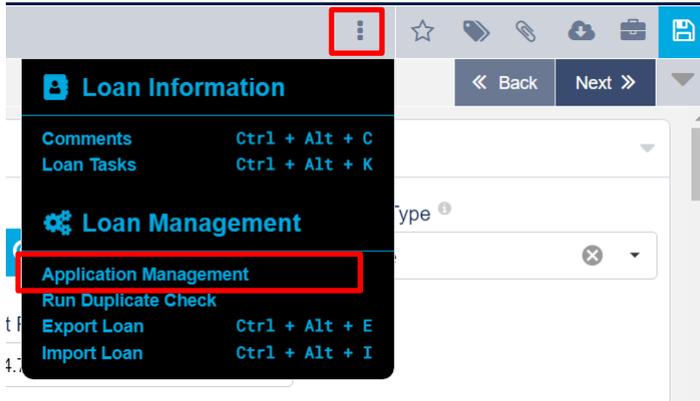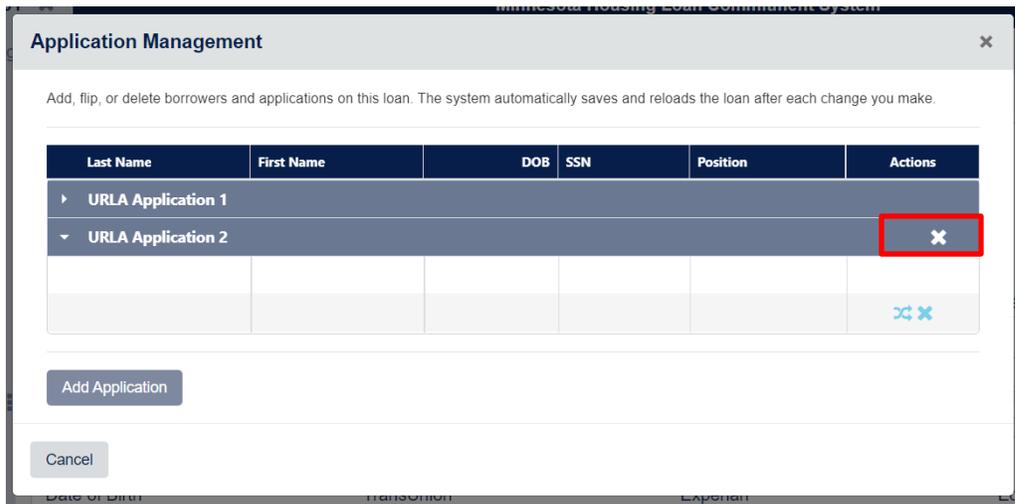4. Save Changes before exiting loan

Removing Applications

1. Click on the ellipses at the top right corner of the screen and select Application Management

2. To remove an application, click on the X that is at the right side of the URLA Application line

3. Select Delete

4. Save changes before exiting the loan