

April 1, 2020

INSTRUCTIONS FOR SUBMISSION OF HOC FIRST MORTGAGE POST CLOSING DOCUMENTS

POST-CLOSING SUBMISSION AND REVIEW PROCESS FOR FIRST MORTGAGE LOANS VIA LENDER SECURE EMAIL/SERVER

Post Closing Document Submission Timeline:

- **To HOC - Within 10 days of settlement**, EMAIL a Post-Closing Compliance package to HOC (follow MBS Post-Closing Compliance Checklist) REVISED 4-1-2020 for pre purchase approval
- To U.S. BANK - Within 10 days of settlement, forward closed loan to U.S. Bank. (HOC's Master Servicer) follow the U.S. Bank Delivery Checklist
- Review turn-around time for Post Closing 2-3 business days (depending on volume)
- Loan will not be purchased by U.S. Bank until HOC has approved the HOC Post Closing file and UW certified in eHousingPlus system

I. LOAN FILE SUBMISSION

Follow the **MBS POST-CLOSING COMPLIANCE CHECKLIST** updated 4-1-2020:

<http://www.hocmc.org/homeownership.html> Affidavits, Disclosures and Forms

- a. **VIA LENDER SECURE EMAIL/SERVER:** Lender submits the fillable **MBS POST-CLOSING COMPLIANCE CHECKLIST** documents in stacking order of checklist.

Email to: HOCpostclosing-group@hocmc.org

- b. Include in a separate email the password to open the emails, if applicable.

- c. **SUBJECT LINE MUST BE LABELED:**

POST CLOSING SUBMISSION - [BORROWERS LAST NAME, FIRST NAME] - [eHousingPlus Loan Number] (Email 1 of _; Email 2 of _; etc.)

II. REVIEW

- a. HOC reviews and provides a response, usually within 48 hours, via email what outstanding documentation is required, or where changes are necessary.

- b. Lenders submit any conditions via your secure email/server to:

HOCpostclosing-group@hocmc.org



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- c. Submit all conditions at the same time

COMMON MISSING POST CLOSING DOCUMENTS:

- o Copy of the original note showing the endorsement to US Bank
- o Wrong recapture tax edition
- o Copy of DOT
- o HOC Occupancy Addendum
- o Addendum to DOT
- o Participant’s Affidavit (Lender’s document)

NOTE: RECORDED Deed Of Trust with recorded HOC Occupancy Addendum and Addendum to DOT along with Final Title Policy to be sent To U.S. BANK per checklist.

III. POST CLOSING APPROVAL

- a. **HOC** will issue via email to eHousingPlus and lender the MBS-Post Closing Approval
- b. **HOC will underwrite certify in eHousingPlus**

*****NEW PROCEDURE*** eHousingPlus PROCESSING FEE**

eHousingPlus FEE MUST BE SENT directly to eHousingPlus

- 1) eHousingPlus fee must be made via ACH or EHPAY. **NO MORE CHECKS.**
 - o Lender can contact the eHP office for ACH instructions. If lender currently has EHPAY services please use, if not use link to register. <https://www.ehousingplus.com/ehpay/>
 - o The Lenders accounting department will need to register their accounts through EHPAY. If anyone has questions they can contact eHP.
 - o Any other questions as it relates to the eHP payments via EHPAY and ACH should be directed to: Shanna.March@ehousingplus.com 954.217.0817 ext. 229; www.ehousingplus.com
- 2) A **COPY** of the ACH/EHPAY transmittal must accompany the post closing file to HOC.

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PLEASE NOTE:
These new instructions do not apply to the Post Closing for the REVOLVING CLOSING COST AND 3% DOWN PAYMENT ASSISTANCE. Separate instructions are provided to settlement attorney from HOC.