



## Home In Five Conventional Program



MARICOPA  
COUNTY

IDA



PHOENIXIDA

The Home in Five Conventional Program is a partnership program between Lakeview Loan Servicing, Maricopa County IDA and the Phoenix IDA aimed at assisting low to moderate income individuals and families buy a home in Maricopa County.

# Home in Five Conventional Program



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 Overlays to Freddie Mac guidelines are underlined and in italics

Home in Five Conventional Fixed Rate Purchase Program															
Occupancy	Number of Units	Maximum LTV/CLTV	FICO	DTI											
Primary Residence	1 Unit	97% /105%	640	Lesser of 50% or AUS											
Loan Product															
Eligible Products/Terms	<ul style="list-style-type: none"> <li>30 Year Fixed Rate Only</li> </ul>														
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Home in Five Advantage Program First Mortgage Product Codes With 10-Year Amortizing DPA	
CPX413 - 10 year 3% ≤80% AMI	CPX513 - 10 year 3% >80% AMI
CPX414 - 10 year 4% ≤80% AMI	CPX514 - 10 year 4% >80% AMI
CPX415 - 10 year 5% ≤80% AMI	CPX515 - 10 year 5% >80% AMI
CPX416 - 10 year 6% ≤80% AMI	CPX516 - 10 year 6% >80% AMI
<b>10-Year Amortizing Second Mortgage Product Codes</b> (see <u>Home In Five down payment assistance guidelines</u> for full details)	
EPX200 - 4%, 5% 6% or 7% assistance	EPX210 - Boost of additional 0.5% assistance for all in low-income census tract
EPX 201, 203, 204 - Additional 1% assistance for targeted borrowers <sup>1</sup>	EPX 211, 212, 213, 214 - Boost of additional 1.5% assistance for targeted borrowers <sup>1</sup>
<sup>1</sup> See Home in Five program guidelines for eligibility requirements of targeted borrowers .	
**Use <a href="https://www.novoco.com/resource-centers/new-markets-tax-credits/data-tools/nmtc-mapping-tool">https://www.novoco.com/resource-centers/new-markets-tax-credits/data-tools/nmtc-mapping-tool</a> to determine eligibility for Boost (or in the case of Borrowers with income ≤ 50% AMI and the property is not in a low-income census tract, a screenshot from Fannie Mae or Freddie Mac's income look up tool). A copy of the screenshot verifying eligibility <b>must</b> be placed in the delivery file.	
<b>Income Limits</b>	<ul style="list-style-type: none"> <li>Refer to <a href="#">Home in Five guidelines</a> for current income limits.</li> <li>Lender must attempt to verify all income listed on the Uniform Residential Loan Application, Any discrepancies, including underreported income, must be corrected and submitted to DU or LPA as applicable.</li> <li>All reported income that is verified and meets the criteria for stable monthly income must be used to qualify the borrower.</li> <li>All stable and verifiable income used for underwriting qualification as reported in the Fannie Mae / Freddie Mac Underwriting and Transmittal Summary must be applied against the Program Income Limits. Household income does not apply.</li> </ul>
<b>Ineligible Product Types</b>	<ul style="list-style-type: none"> <li>Homestyle Renovation</li> <li>Standard Fannie Mae HomeReady</li> <li>Standard Freddie Mac Home Possible</li> <li>High Balance /Super Conforming loans</li> </ul>
<b>Purchase Price Limits</b>	The Current Fannie Mae/ Freddie Mac loan limit applies. Non-conforming Loans are not eligible
<b>Loan Purpose</b>	Purchase
<b>Occupancy</b>	<ul style="list-style-type: none"> <li>Primary residence, owner occupied only</li> <li>Borrowers and spouses must reside in the U.S and occupy the property as their primary residence within 60 days of closing</li> </ul>
<b>Buy downs</b>	Not Permitted

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Eligibility	
<b>Borrower Eligibility</b>	<ul style="list-style-type: none"> <li>• Acceptable Residency statuses:                             <ul style="list-style-type: none"> <li>○ US Citizen(s)</li> <li>○ Non-US Citizen(s) who are lawfully present in the United States. This includes both Permanent Qualified Resident Aliens and Non-Permanent Qualified Aliens defined in the <a href="#">Lakeview Loan Servicing Seller Guide</a> or the <a href="#">Residency and Eligibility Guide</a></li> <li>○ <u><i>DACA Borrowers are permitted (Fannie Mae HFA Preferred/DU only) subject to requirements outlined in the Residency and Eligibility Guide</i></u></li> <li>○ <u><i>Note: If closing in a Trust, the Trust beneficiaries must meet one of the above residency statuses</i></u></li> </ul> </li> <li>• Not limited to first-time homebuyers</li> <li>• <u><i>Borrowers may not have an ownership interest in another residential property at the time of the loan closing unless the property is currently listed for sale or under contract.</i></u></li> <li>• <u><i>Loans to Limited Liability Corporations are not permitted.</i></u></li> </ul>
<b>Homebuyer Education Requirements</b>	<ul style="list-style-type: none"> <li>• All homebuyers must attend an 8-hour homebuyer education course.</li> <li>• See <a href="#">Home in Five Homebuyer Education page</a> for full details on how to meet this requirement</li> <li>• The applicable certificate(s) of completion must be delivered with the loan file.</li> <li>• The Homebuyer Education course must:                             <ul style="list-style-type: none"> <li>○ <b>meet Home in Five guidelines AND</b></li> <li>○ meet the standards defined by the National Industry Standards for Homeownership Education and Counseling or be a HUD approved course <b>AND</b></li> <li>○ meet Fannie Mae or Freddie Mac's guidelines as applicable per AUS utilized</li> </ul> </li> </ul>
<b>Co-Signers/Non-Occupant co-borrowers/Non-purchasing Spouse</b>	<ul style="list-style-type: none"> <li>• Co-Signers and Non-occupant Co-Borrowers are not permitted</li> <li>• A non-purchasing spouse is allowed on title to the property as long as they also sign the Second Deed of Trust. They are not required to sign the second Promissory Note.</li> </ul>
<b>Non-Arm's Length Transactions</b>	Per Fannie Mae Selling Guide or Freddie Mac Seller Guide as applicable
Credit	
<b>AUS</b>	<ul style="list-style-type: none"> <li>• Fannie Mae DU Approve/Eligible or Freddie Mac Loan Prospect Advisor (LPA) Accept/Eligible is required.</li> <li>• <u><i>Manual underwriting is not permitted</i></u></li> </ul>
<b>Underwriting Authority</b>	<ul style="list-style-type: none"> <li>• Delegated underwriting only                             <ul style="list-style-type: none"> <li>○ Non-delegated underwriting not permitted</li> </ul> </li> </ul>
<b>FICO Requirements</b>	<ul style="list-style-type: none"> <li>• All borrowers must have a <u>640</u> minimum credit score subject to a DU Approve/ Eligible or LPA Accept/Eligible as applicable</li> <li>• <u><i>If any of the borrowers do not have a usable credit score, the loan is NOT eligible.</i></u></li> </ul>
<b>Non-Traditional Credit</b>	<u><i>Not permitted</i></u>



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<b>Significant Derogatory Credit</b>	Refer to <a href="#">Fannie Mae Selling Guide</a> or <a href="#">Freddie Mac Seller Guide</a> as applicable
<b>DTI</b>	<ul style="list-style-type: none"> <li>• The lesser of 50% or AUS approval</li> <li>• <b>LPA ONLY</b>- <i>Effective for all purchases on or after 11/22/19:</i> <ul style="list-style-type: none"> <li>◦ For the subject property and all other real estate owned, flood insurance and special assessments with more than 10 monthly payments remaining must be included in the DTI</li> <li>◦ To exclude a monthly student loan payment from the DTI ratio, the Mortgage file must contain documentation indicating that the Borrower is <b>eligible or approved for</b> the student loan forgiveness, cancelation, discharge or employment-contingent repayment program. Evidence of eligibility or approval must come from the student loan program or the employer, as applicable</li> </ul> </li> </ul>
<b>Employment/Income</b>	
<b>Employment/Income Verification</b>	<ul style="list-style-type: none"> <li>◦ Employment and income documentation must comply with the requirements of the AUS findings and the <a href="#">Fannie Mae Seller Guide</a> or <a href="#">Freddie Mac Seller Guide</a> as applicable, including all additional investor COVID guidelines and diligence requirements for income and employment verification that are still in place.                         <ul style="list-style-type: none"> <li>◦ Approved third party suppliers and distributors that generate employment and income verification reports are permitted for the purpose of verifying income and/or employment.</li> </ul> </li> <li>• All sources of qualifying income must be legal in accordance with all applicable federal, state and local laws, rules and regulation, without conflict.</li> <li>• <u><i>Lender must attempt to verify all income listed on the Uniform Residential Loan Application, or disclosed at any time throughout the loan process. Any discrepancies, including underreported income, must be corrected and submitted to DU/LPA. All reported income that is verified and meets the criteria for stable monthly income must be used to qualify the borrower.</i></u></li> <li>• A 4506-C form is required to be signed at closing for all transactions.</li> <li>• <u><i>Transcript Requirements:</i></u> <ul style="list-style-type: none"> <li>◦ W-2/1099 transcripts will not be required for a borrower when all income for that borrower is derived from W-2 wage earner and/or 1099 fixed income sources.</li> <li>◦ <u><i>Tax transcripts are required in the following circumstances:</i></u> <ul style="list-style-type: none"> <li>▪ <u><i>When tax returns are used to qualify a borrower. The number of years provided must be based on the AUS findings. Income verified via tax returns includes but is not limited to the examples listed below:</i></u> <ul style="list-style-type: none"> <li>• <u><i>Self-employment income</i></u></li> <li>• <u><i>Other income sources (i.e. Dividend Interest, Capital Gains, Alimony, etc.)</i></u></li> </ul> </li> <li>▪ <u><i>When a written VOE form 1005 is used as standalone income verification.</i></u></li> <li>▪ <u><i>Employment by family members</i></u></li> <li>▪ <u><i>When amended tax returns have been filed, transcripts are required and must support the amended income</i></u></li> </ul> </li> </ul> </li> </ul>



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Assets/Reserves	
<b>Asset Documentation</b>	<ul style="list-style-type: none"> <li>Asset documentation must comply with the requirements of AUS findings and the <a href="#">Fannie Mae Seller Guide</a> or <a href="#">Freddie Mac Seller Guide</a> as applicable                             <ul style="list-style-type: none"> <li>Approved third party suppliers and distributors that generate asset verification reports are permitted for the purpose of verifying assets</li> </ul> </li> </ul>
<b>Financing Concessions</b>	Refer to <a href="#">Fannie Mae Selling Guide</a> or <a href="#">Freddie Mac Seller Guide</a> as applicable
<b>Borrower Contribution</b>	Per Fannie Mae HFA Preferred or Freddie Mac HFA Advantage guidelines as applicable
Subordinate Financing	
<b>Subordinate Financing/Down Payment Assistance</b>	<p>Home In Five Advantage Second Loan options:</p> <ul style="list-style-type: none"> <li>3%, 4% or 5% Second mortgage, 30-year term, deferred principal, due upon sale, transfer or refinance. Forgiven after 30 years</li> <li>3%, 4%, 5% or 6% Second mortgage, 7-year term, deferred principal, due upon sale, transfer or refinance. Forgiven 1/84<sup>th</sup> per full month over 7 years</li> <li>3%, 4%, 5% or 6% Second mortgage, 10-year fully amortizing P&amp;I payment                             <ul style="list-style-type: none"> <li>Second Loans and repayment terms must be accurately reflected as a Community Second within DU or LPA</li> </ul> </li> <li>Targeted Borrowers (US military, veterans, first responders, teachers) may be eligible for a 1% increase to the second mortgage</li> <li>Under the Home in Five BOOST Program, eligible borrowers may be eligible for an additional .5% increase to the in Second Loan size selected</li> </ul> <p>Use <a href="https://www.novoco.com/resource-centers/new-markets-tax-credits/data-tools/nmtc-mapping-tool">https://www.novoco.com/resource-centers/new-markets-tax-credits/data-tools/nmtc-mapping-tool</a> to determine eligibility for BOOST. A copy of the screenshot verifying eligibility must be placed in the delivery file</p> <p><b>Note:</b> In the case of Borrowers with incomes <math>\leq 50\%</math> AMI and the property is not located in a low-income census tract, a screenshot from Fannie Mae or Freddie Mac's income look up tool verifying eligibility <u>must</u> be placed in the delivery file.</p> <p><b>**Refer to <a href="#">Home In Five Advantage, and Home in Five Advantage BOOST down payment assistance guidelines</a> for all second mortgage requirements**</b></p>
Property/Appraisal	
<b>Eligible Property Types</b>	<ul style="list-style-type: none"> <li>1- unit primary residence</li> <li>Townhomes</li> <li>PUDs</li> <li>Condominiums</li> <li>Leaseholds</li> </ul>
<b>Ineligible Property Types</b>	<ul style="list-style-type: none"> <li>Manufactured Homes</li> <li><u>Cooperatives</u></li> <li>Mobile Homes</li> <li>2-4 units</li> <li>Community Land Trusts</li> <li>Land trusts where the beneficiary is an individual</li> </ul>



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<b>Appraisal Requirements</b>	<ul style="list-style-type: none"> <li>• Determined by AUS findings</li> <li>• <i>Appraisal Condition rating of C5/C6 or Quality rating of Q6 is not permitted</i></li> <li>• <i>Lakeview will require successful UCDP Submission Summary Reports (SSRs) from both Fannie Mae and Freddie Mac. Lakeview will not purchase loans that include the proprietary messages that indicate 100% of the loans submitted with appraisals from the identified appraiser or supervisory appraiser will be reviewed, or that Fannie Mae or Freddie Mac will not accept appraisals from the identified appraiser or supervisory appraiser as applicable.</i></li> </ul>
<b>Appraisal Transfers</b>	Appraisal transfers are permitted in accordance with the <a href="#">Fannie Mae Selling Guide</a> or <a href="#">Freddie Mac Seller Guide</a> as applicable
<b>Appraisal Re-Use</b>	The re-use of an appraisal is permitted in accordance with the <a href="#">Fannie Mae Selling Guide</a> or <a href="#">Freddie Mac Seller Guide</a> as applicable
<b>Construction Conversion Transactions</b>	Refer to <a href="#">Fannie Mae Selling Guide</a> or <a href="#">Freddie Mac Seller Guide</a> as applicable
<b>Disaster Area Requirements</b>	<ul style="list-style-type: none"> <li>• Refer to the Disaster Guidelines in the <a href="#">Lakeview Loan Servicing Seller Guide</a> for requirements pertaining to properties impacted by a disaster in:                         <ul style="list-style-type: none"> <li>○ FEMA Major Disaster Declarations with designated counties eligible for individual assistance (IA);</li> <li>○ Areas where FEMA has not made a disaster declaration, but Lakeview Loan Servicing or an Investor (Fannie Mae, Freddie Mac, FHA, USDA or the Veterans Administration) has determined that there may be an increased risk of loss due to a disaster;</li> <li>○ Areas where the Seller has reason to believe that a property might have been damaged in a disaster</li> </ul> </li> <li>• Correspondent lenders are responsible for monitoring the <a href="#">Disaster Declaration File</a> and the <a href="#">FEMA Website</a> including the FEMA Declarations Summary on an ongoing basis to ensure that the property is not located in an area impacted by a disaster.</li> </ul>
<b>Escrow Holdbacks</b>	<ul style="list-style-type: none"> <li>• Escrow holdbacks are permitted for outstanding minor repairs for incomplete construction or for alterations and repairs that cannot be completed prior to loan closing provided the subject property is habitable and safe for occupancy at the time of closing</li> <li>• Follow Freddie Mac /Fannie Mae guidelines regarding reason, type of improvements, time to complete, quality, disbursements, and post-closing documentation</li> <li>• It is the Seller's responsibility to forward final completion documents to Lakeview Loan Servicing per Freddie Mac/ Fannie Mae guidelines</li> <li>• Loans with outstanding escrow repairs must not impact Lakeview Loan Servicing's ability to deliver/sell the loan</li> <li>• <b>The correspondent lender or designated escrow company will be responsible for managing and disbursing the escrows</b></li> <li>• The correspondent lender shall deliver loans that were originated in accordance with the Freddie Mac Seller Guide or Fannie Mae Selling Guide as applicable.</li> <li>• Correspondent lender or designated escrow company is to retain the escrow funds until all improvements have been completed. Lender to provide Lakeview Loan Servicing confirmation of all work completed and that escrow funds have been released.</li> </ul>

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<b>Conversion of Primary Residence</b>	Not Permitted																				
<b>Geographic Restrictions</b>	Property must be within Maricopa County																				
<b>Special Restrictions</b>																					
<b>High Cost Loans</b>	<i><u>Lakeview will not purchase High Cost Loans.</u></i>																				
<b>Higher Priced Mortgage Loans (HPML)</b>	Lakeview will purchase HPML in accordance with Fannie Mae/Freddie Mac guidelines																				
<b>Assumptions</b>	May not be assumed by a subsequent buyer																				
<b>Multiple Financed Properties</b>	Not Permitted																				
<b>Insurance</b>																					
<b>Mortgage Insurance</b>	<ul style="list-style-type: none"> <li>The following MI types are permitted:                             <ul style="list-style-type: none"> <li>Borrower paid monthly premium</li> <li>Borrower paid single premium</li> <li>Split Premium MI</li> </ul> </li> <li>Financed mortgage insurance premium must be included in the LTV and CLTV are subject to High Cost loan calculations</li> </ul> <p><b><u>Mortgage Insurance Requirements</u></b></p> <p>Loans Equal to or Below 80% AMI</p> <table border="1"> <thead> <tr> <th>LTV</th> <th>Coverage</th> </tr> </thead> <tbody> <tr> <td>95.01-97%</td> <td>18%</td> </tr> <tr> <td>90.01-95%</td> <td>16%</td> </tr> <tr> <td>85.01-90%</td> <td>12%</td> </tr> <tr> <td>80.01-85%</td> <td>6%</td> </tr> </tbody> </table> <p>Loans Over 80% AMI</p> <table border="1"> <thead> <tr> <th>LTV</th> <th>Coverage</th> </tr> </thead> <tbody> <tr> <td>95.01-97%</td> <td>35%</td> </tr> <tr> <td>90.01-95%</td> <td>30%</td> </tr> <tr> <td>85.01-90%</td> <td>25%</td> </tr> <tr> <td>80.01-85%</td> <td>12%</td> </tr> </tbody> </table>	LTV	Coverage	95.01-97%	18%	90.01-95%	16%	85.01-90%	12%	80.01-85%	6%	LTV	Coverage	95.01-97%	35%	90.01-95%	30%	85.01-90%	25%	80.01-85%	12%
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## Contact Us

85-LAKEVIEW (855-253-8439)

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Red indicates a change from previous matrix.  
Overlays to Freddie Mac guidelines are underlined and in italics

## Other Considerations

<b>Age of Documents</b>	<ul style="list-style-type: none"> <li>All credit documents must be dated within 120 days of the Note date</li> <li>Preliminary title policies must be no more than 180 days old on the date the Note is signed</li> </ul>
<b>Assignment of Mortgage</b>	All loans must be registered with MERS at the time of delivery to Lakeview. The MERS transfer of beneficial rights and transfer of servicing rights must be initiated by the Seller within 7 calendar days of purchase date. Refer to selling guide for transfer requirements.
<b>Seasoning</b>	See <a href="#">Lakeview Loan Servicing Seller Guide</a>
<b>Escrow Waivers</b>	<i><u>Escrow accounts for property taxes, homeowner's insurance and flood insurance (if applicable) are required on all loans.</u></i>
<b>Fees</b>	<ul style="list-style-type: none"> <li>Lender second mortgage assignment fee \$64.00 for first mortgages with a 30-year second mortgage only</li> <li>Origination Fees (to the Borrower)/Servicing Release Premiums (SRPs paid to Lender):</li> <li>1.5% SRP upon purchase by Lakeview Loan Servicing.</li> <li>1% Origination Fee</li> <li>Discount Fees are not permitted.</li> <li>Mortgage Related Fees (to the Borrower): "reasonable and customary".</li> <li>Lakeview Loan Servicing Fees (to the Correspondent Lender): \$400 Funding Fee, \$10 Flood Cert, \$75 Tax Service Fee will be netted out of the loan purchase price</li> <li>Allowable fees include: Second Loan recording fee and transfer taxes. No other Second Loan related fees are permitted</li> </ul>
<b>Forbearance</b>	Lakeview Loan Servicing will not purchase any loan where the borrower is actively seeking a forbearance or any loan that is in an "active" forbearance status prior to purchase by Lakeview Loan Servicing.

Seller shall deliver loans that were originated in accordance with Freddie Mac or Fannie Mae guidelines as applicable, unless otherwise stated with this product matrix. **\*\*In the case of conflicting guidelines, lender must follow the more restrictive to meet the credit, income limits, total debt-to-income ratio and loan and property requirements of Home in Five, Fannie Mae or Freddie Mac,(as applicable), Mortgage Insurer, Lender or Lakeview Loan Servicing.**



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# Home in Five Conventional Program



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Version Control			
Author	Section	Date	Update
SG	Eligible Products /Terms	3.17.22	Added 7 Year Forgivable product codes to matrix
DM	Subordinate financing	3.17	<ul style="list-style-type: none"> <li>Added: Home In Five Advantage 4%, 5% 6% or 7%, 7-Year Forgivable Second Mortgage**</li> </ul>
SG	Employment/Income Verification	8.26.22	Removed FHLMC VVOE overlay
DM	Eligibility Grid and Subordinate financing	10.21.22	<ul style="list-style-type: none"> <li>Changed term information to 30yr from standard DPA option</li> </ul>
DM	Fees	10.21.22	Added: \$64 Assignment fee Changed to: Origination Fees (to the Borrower)/Servicing Release Premiums (SRPs paid to Lender): <ul style="list-style-type: none"> <li>1.5% SRP upon purchase by Lakeview Loan Servicing.</li> <li>1% Origination Fee</li> <li></li> </ul>
SG	Employment/Income Verification	10.21.22	<ul style="list-style-type: none"> <li>Removed FHLMC VVOE overlay</li> </ul>
SG	Eligibility Grid	6.5.23	Added: 7 year 3% DPA and 10-year amortizing 2 <sup>nd</sup> product codes Removed: 7-year 7% DPA product code
SG	Subordinate Financing	6.5.23	Added: 3% 10-year amortizing 2 <sup>nd</sup> Updated terms of subordinate financing
SG	Fees	6.5.23	Added clarification that the \$64 assignment fee is for first mortgages with a 30-year second mortgage only
SG	Appraisals	6.28.23	Removed Overlay: Hybrid appraisals and the Property Data Report (PDR) are not permitted
SG	Version Control	8.16.23	Removed version control prior to 2022



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