

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

MEMORANDUM

**TO:** Participating Lenders

**FROM:** Eric Pike, Director  
Texas Homeownership Division

**DATE:** January 24, 2013

**SUBJECT:** Taxable Mortgage Program (TMP)-Program 79

The Texas Department of Housing and Community Affairs (TDHCA) has implemented a wire transfer process for our participating lenders to use for Down Payment Assistance (DPA) loans closed under its Taxable Mortgage Program (TMP)-Program 79. In accordance with recent HUD guidance, lenders may no longer advance funds at closing on behalf of the borrower and then be reimbursed by the Housing Finance Agencies (HFAs) Servicer when the loan is purchased. For all future loan closings, the HFA must be the direct source of the funds provided at closing.

Based on this guidance and an announcement from our Servicer – US Bank, all TDHCA DPA funds must be provided directly by the HFA effective immediately. In order to accomplish this, all DPA funds must be requested **2 Business Days** in advance of your scheduled loan closing utilizing the attached funding request form. Participating lenders are requested to complete, scan and email the attached “Funding Request Form”, including a copy of the eHousingPlus loan confirmation form that includes the Underwriter “UW” Certification date (sample provided) to [dpafunds@tdhca.state.tx.us](mailto:dpafunds@tdhca.state.tx.us). A template of the form will reside on the eHousingPlus website with all other TMP Program 79 forms and will be available later this afternoon. **Please note there will be no funding fee assessed for this service.** This process will serve in the interim until a permanent process can be finalized. All other processes and procedures will remain unchanged.

We apologize in advance for any inconvenience this change may cause you or your organization. Please communicate the message in this memorandum to all applicable internal staff. eHousingPlus will be sending an email later today regarding this announcement to all participants that have access to the program. If you have any questions or need clarification, please do not hesitate to contact me at 512-475-3356 ([eric.pike@tdhca.state.tx.us](mailto:eric.pike@tdhca.state.tx.us)) or Cathy Gutierrez at 512-475-0277 ([cathy.gutierrez@tdhca.state.tx.us](mailto:cathy.gutierrez@tdhca.state.tx.us)). Again, thank you for your interest and your participation in TDHCA’s first time homebuyer programs.



**LOAN CONFIRMATION**

The following is reserved using funds from  
For additional details, you can view this loan in the Edit/Update function or see the loan detail report.

<b>Servicer Loan #:</b>	<b>Originator Loan #:</b>		
<b>Servicer:</b>	<b>Originator:</b>		
	<b>Loan Officer:</b>		
<b>Program:</b>			
<b>Borrower:</b>	<b>Credit Score:</b>	<b>FTHB:</b>	
<b>Co-Borrower:</b>	<b>Credit Score:</b>	<b>FTHB:</b>	
<b>Property Address:</b>			
<b>City, State, Zip</b>	<b>County:</b>	<b>Acq Cost:</b>	
<b>T/N:</b>	<b>Census Tract:</b>	<b>Year:</b>	<b>Category:</b>
			<b>HHLI Income:</b>
			<b>HHLI Size:</b>

Please refer to the Program Docs and Guidelines for applicable repayment terms.

<b>First Mortgage:</b>		
<b>Loan Amount:</b>	<b>Interest Rate:</b>	<b>Type:</b>
<b>DPA/Assistance:</b>		
<b>Amount:</b>	<b>Interest Rate:</b>	<b>Type:</b>

The following is a status of the required approval stages. Loans are purchased from the originating lender upon the approval of the Servicer/Purchased Stage. Please verify that any loan deficiencies that may be present after loan files are delivered are resolved timely. Loans cannot be purchased unless all outstanding items are resolved. The estimated closing date is:

<b>Approved Stage:</b>	<b>Date:</b>	<b>By:</b>
Reservation		
<b>UW Certification</b>	Loan must be UW Certified before submitting Wire Transfer/Funding Request Form	
eHP Compliance Approved		
Purchased		

Printed on: