



Homeownership System Guide

April 9, 2024

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Getting Started

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

Loans can be locked:

- Monday – Thursday from 10 a.m. to 8 p.m.
- Friday from 10:00 a.m. until 5:00 p.m.

Loans cannot be locked:

- From 8:00 p.m. Monday – Thursday until rates are posted by 10:00 a.m. the following business day
- From 5:00 p.m. Friday until rates are posted by 10:00 a.m. the following business day
- From 5:00 p.m. on the weekday prior to an Agency holiday until rates are posted by 10:00 a.m. the following business day.

Entering a Loan into the Commitment System

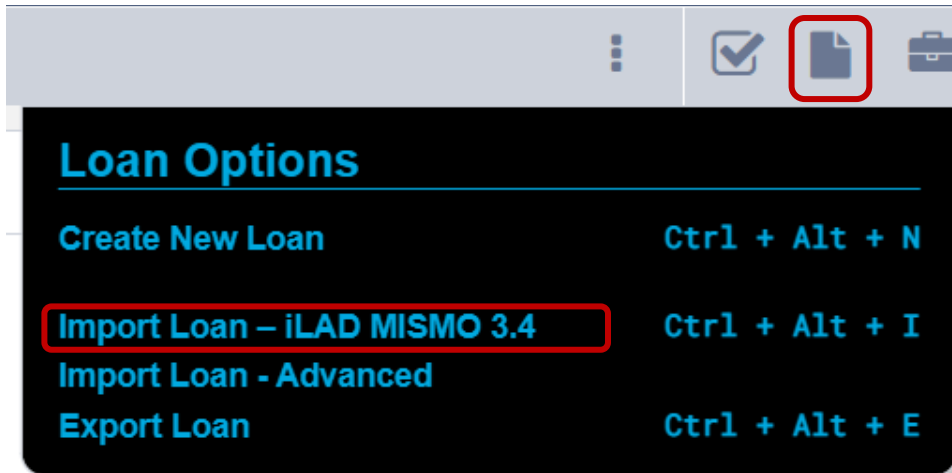
You can enter a loan into the commitment system in one of three ways (these are explained in further detail in the following pages of this guide):

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

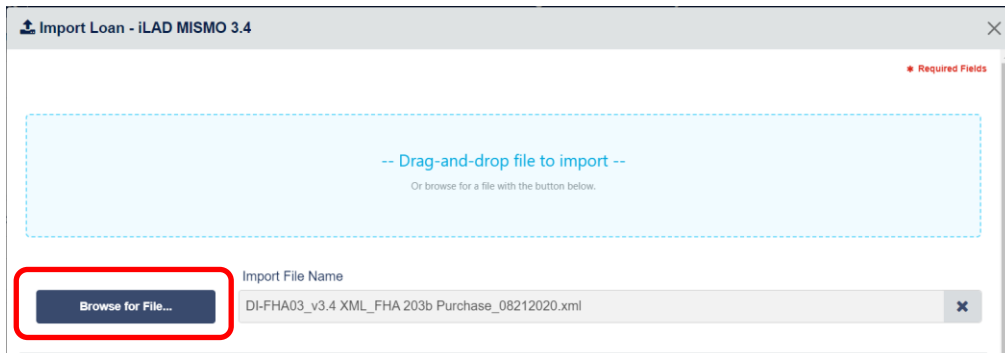
Uploading a URLA XML File

Uploading the 1003/URLA will populate most fields in the Commitment System. Please note: You must import a .xml file that is version 3.4 or higher. Follow these steps to import the loan data:

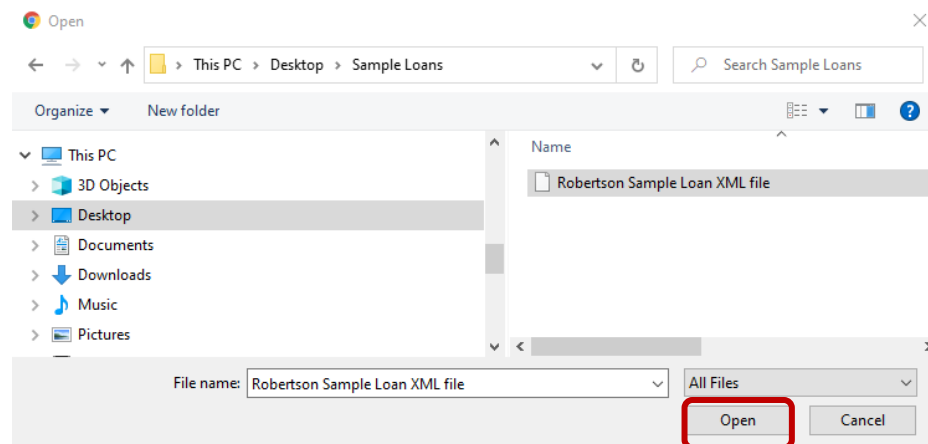
1. Click on the Paper icon, then select **Import Loan – iLAD MISMO 3.4**



2. Click **Browse for File...** ,



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



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

The screenshot shows a dialog box titled "Import Loan - iLAD MISMO 3.4". At the top, there is a dashed blue box with the text "Or browse for a file with the button below." Below this is a "Browse for File..." button and an "Import File Name" field containing "DI-FHA03_v3.4 XML_FHA 203b Purchase_08212020.xml". There are two dropdown menus: "Import Loan As" set to "New Loan" and "Loan Number" set to "System Generated". Below these are "Client" (Test Bank Newest Release) and "Operations Center" (Correspondent Ops Center). The "Channel" dropdown is highlighted with a red box and set to "Homeownership". At the bottom right, the "Import" button is highlighted with a red box. A "Cancel" button is at the bottom left.

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)

The screenshot shows a navigation bar with icons for home, list, calendar, and search. A star icon is next to the loan number "4000016435". Below the navigation bar, the text "Current Loan: Suzi Builder Registered | New" is displayed. The "Registered | New" text is highlighted with a red box.

6. Click on the Products and Pricing button

The screenshot shows the "Minnesota Housing Loan Commitment System" interface. The breadcrumb trail is "Minnesota Housing Workflow | Loan Summary - Homeownership". Under "Loan Information", there are fields for "Program" (Select...), "Product", "Loan Amount" (275,000.00), "Term (Months)" (360), and "Interest Rate". The "Products and Pricing" button is highlighted with a red box.


7. Select the **Loan Officer’s name** from the drop down. Use the **Next** button to navigate through each screen and edit or complete the information as needed: **Borrower Information, Demographic, and Property & Loan Information**. Completing this information will register the loan but not lock it.

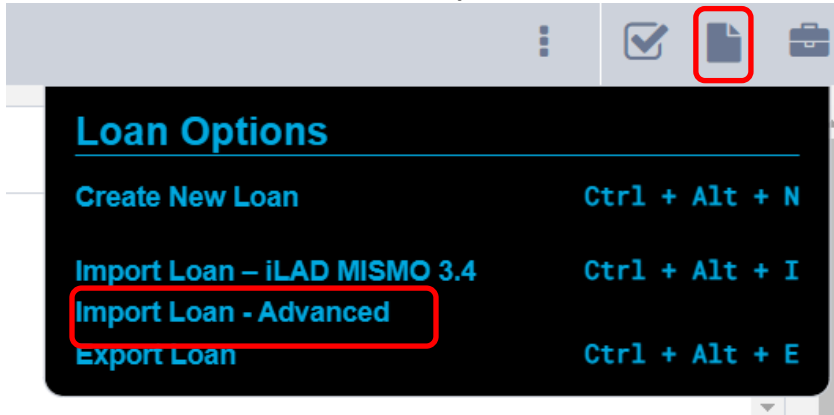
The screenshot shows a web application interface for loan processing. On the left is a sidebar with navigation options: Client Selection MN Hou..., Borrower Information - Homeowner..., Borrower Demographic Information, Property & Loan Information - Hom..., Product Eligibility, Pricing, Rate Lock, and Product Selection. The main content area is titled 'Products and Pricing' and contains a 'Client / Branch Selection' section. This section includes several input fields: 'Client / Branch' (with a dropdown menu showing 'Test Bank Version 1.1.2.55'), 'Channel' (with a dropdown menu showing 'Homeownership'), 'Op Center' (with a dropdown menu showing a person icon), 'Loan Officer' (with a dropdown menu showing 'Aarestad, Erin'), and 'Lender Loan Number' (with an empty text input field). The 'Loan Officer' dropdown is highlighted with a red rectangular box. At the bottom of the interface, there are three buttons: 'Cancel', 'Next >' (highlighted with a red rectangular box), and 'Save and Exit'.

NOTE: If you are ready to lock your loan, jump to [Products and Pricing](#)

Uploading a Fannie Mae 1003

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

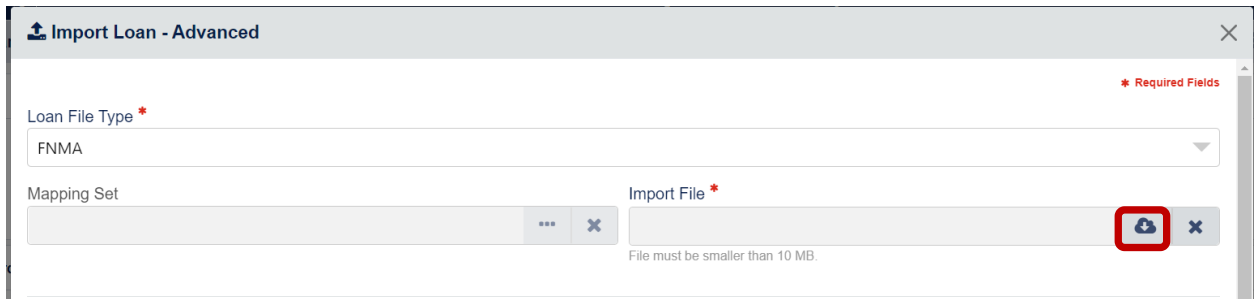
1. Click on the  icon, then select **Import Loan - Advanced**..



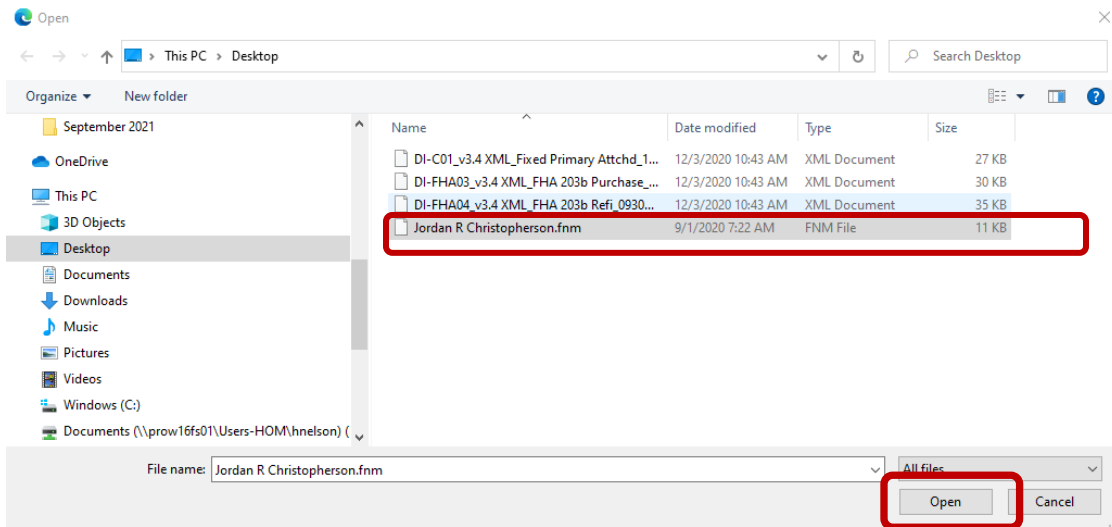
2. Click the **Loan File Type** drop down and select **FNMA**.



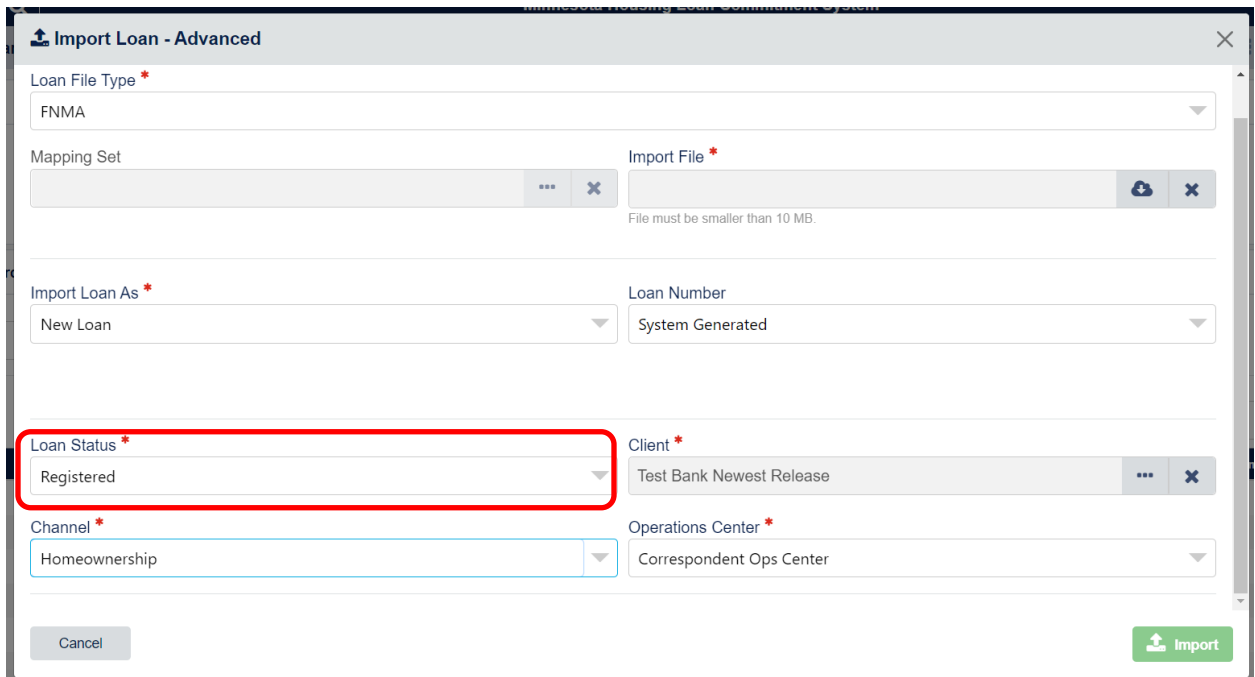
3. Select  icon in **Import File** Section.



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**:

- Client/Lender (**Select your company**)
- Channel
- Operations Center (Will automatically be selected as **Correspondent Ops Center**)

The screenshot shows the 'Import Loan - Advanced' form with the following fields and values:

- Loan File Type: FNMA
- Import File: Kaleena Johnson.fnm (File must be smaller than 10 MB)
- Import Loan As: New Loan
- Loan Number: System Generated
- Loan Status: Registered
- Channel: Homeownership
- Client: Test Bank Newest Release
- Operations Center: Correspondent Ops Center

The 'Channel', 'Client', and 'Import' buttons are highlighted with red boxes.

7. After the .fnn 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)



8. Click on the Products and Pricing button

The screenshot shows the 'Minnesota Housing Loan Commitment System' interface with the following details:

- Current Loan: Suzi Builder | Registered | New
- Minnesota Housing Workflow | Loan Summary - Homeownership
- Loan Information:
 - Program: Select...
 - Product: [Empty]
 - Loan Amount: 275,000.00
 - Term (Months): 360
 - Interest Rate: [Empty]

The 'Products and Pricing' button is highlighted with a red box.

9. Select the **Loan Officer’s name** from the drop down. Use the **Next** button to navigate through each screen and edit or complete the information as needed: **Borrower Information, Demographic, and Property & Loan Information**. Completing this information will register the loan but not lock it.

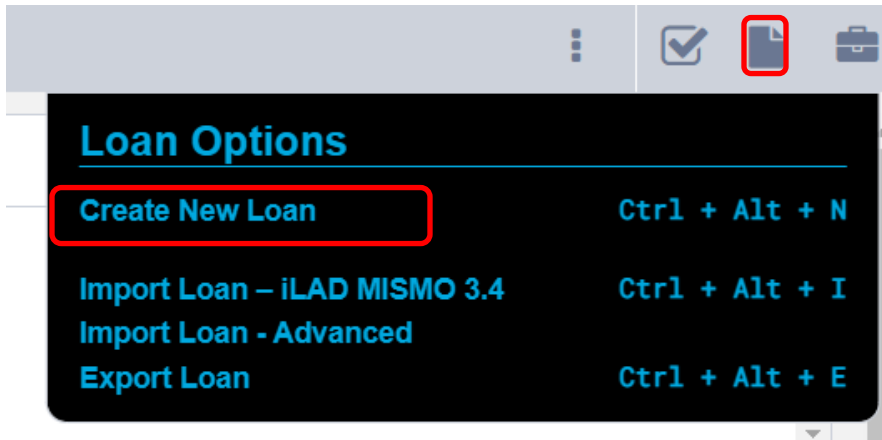
The screenshot shows a web application interface for loan processing. On the left is a sidebar menu with items like 'Client Selection MN Hou...', 'Borrower Information - Homeowner...', 'Borrower Demographic Information', 'Property & Loan Information - Hom...', 'Product Eligibility', 'Pricing', 'Rate Lock', and 'Product Selection'. The main content area is titled 'Client / Branch Selection' and contains several input fields: 'Client / Branch' (with 'Test Bank Version 1.1.2.55'), 'Channel' (with 'Homeownership'), 'Op Center', 'Loan Officer' (with 'Aarestad, Erin'), and 'Lender Loan Number'. At the bottom, there are three buttons: 'Cancel', 'Next', and 'Save and Exit'. The 'Next' button is highlighted with a red box.

NOTE: If you are ready to lock your loan, jump to [Products and Pricing](#)

Manual Loan Entry

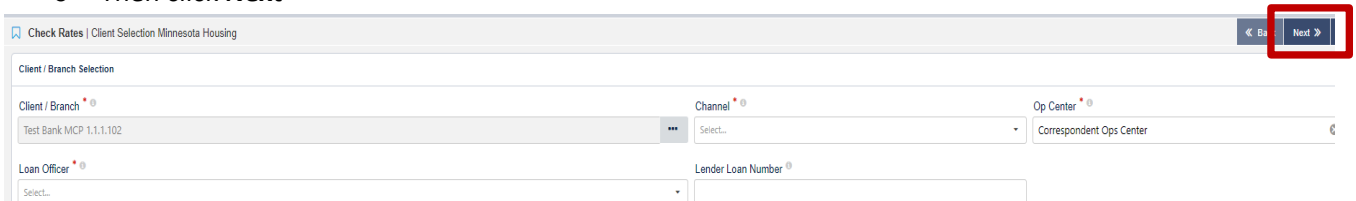
Follow these steps if you prefer to manually enter all fields into Minnesota Housing’s Loan Commitment System (not using the 1003 / URLA upload). Click on the paper icon, then select “Create New Loan”

1. Select  Icon



2. The Client/Branch Selection is the first screen that will appear. Complete each field:

- Client/Branch
- Channel - Select **Home Ownership**
- Op Center - Select **Correspondent Ops Center**
- Select the Loan Officer from the drop down list
 - If the **Loan Officer** is not listed in the drop down box, contact your Web Administrator
- Lender Loan Number is an optional field.
- Then click **Next**



The screenshot shows the "Client / Branch Selection" screen. At the top right, a "Next" button is highlighted with a red square. The form contains the following fields:

- Client / Branch**: A dropdown menu with "Test Bank MCP 1.1.1.102" selected.
- Channel**: A dropdown menu with "Select..." selected.
- Op Center**: A dropdown menu with "Correspondent Ops Center" selected.
- Loan Officer**: A dropdown menu with "Select..." selected.
- Lender Loan Number**: An empty text input field.

Borrower Information Screen

1. Complete the fields on the screen. **TIP:** When entering data on the screen, use the right arrow or / on your keyboard to avoid using the mouse. You must use the scroll bar to scroll down through the Borrower Information screen.

These fields must be completed for each Borrower:

- Borrower First Name
- *Safe at Home Borrower – if applicable:* select the box *only* if they are a Safe at Home Borrower
Click on grey box for further information regarding Safe at Home Borrowers
- Borrower Middle Name -if applicable
- Borrower Last Name
- *Name Suffix – if applicable*
- Social Security Number
- Marital Status
- First-Time Homebuyer Status (yes or no)
- First-Generation Homebuyer (yes or no or unknown)
 - For further information regarding First Generation click on the grey box
- Will Occupy Subject Property status (yes or no)

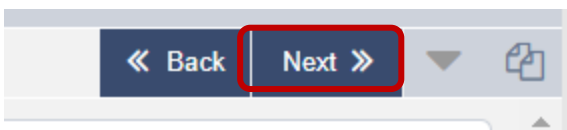
The screenshot displays the 'Borrower Information' screen in the Mortgage Cedence Platform. It features two identical forms side-by-side. Each form includes input fields for First Name, Middle Name, Last Name, Name Suffix, and SSN. There are also dropdown menus for Marital Status and First-Time Homebuyer status, and radio button options for First-Generation Homebuyer and Will Occupy Subject Property. A grey box labeled 'What is a First-Generation Homebuyer?' is visible below the radio buttons in both forms. In the left form, this grey box is highlighted with a red border. In the right form, the label 'What is a First-Generation Homebuyer?' is highlighted with a grey background.

- Date of Birth
- Homebuyer Education Date (not required to lock loan, but is required for First-Time Homebuyers)
- Credit Scores (Trans Union, Experian & Equifax)
 - Select the *No Credit Score* box – only if applicable

- Check this box if there are more than two borrowers. Add or edit the application for additional borrower using the Borrower Management Panel.
- Are there Cosigner for this loan? [Cosigner Instructions](#)
- If using this system to generate Mortgage documents, click here to enter additional interested parties.

- Household Size
- Number of Minors
- Other Dependents
- Housing Ratio
- Qualifying Debt Ratio (DTI)
- AUS – select from drop-down
- Monthly Qualifying Income (all income listed on URLA)

2. Then click **Next**



Note: If the boxes for more than two borrowers or co-signers are not selected, the Next button will take you to the **Deomographic Information**

Demographic Information

1. Complete all fields in this screen (Ethnicity, Race and Sex).
2. NOTE: Use the drop down to toggle back and forth between borrower one and borrower two.
3. Then click **Next**

The screenshot shows the 'Demographic Information of Borrowers' form. At the top right, there are navigation buttons: '<< Back' and 'Next >>'. The 'Next >>' button is highlighted with a red box. The form is titled 'Demographic Information of Borrowers' and shows the borrower's name as 'Jon Bonjovi'. Below the name, there are sections for Ethnicity, Race, and Sex.

Ethnicity: (Check one)

- Hispanic or Latino
- Mexican
- Puerto Rican
- Cuban
- Other Hispanic or Latino
- Not Hispanic or Latino

Other Hispanic or Latino - Print origin:
For example: Argentinean, Colombian, Dominican, Nicaraguan, Salv...

Race: Check one or more

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Print name of enrolled or principal tribe:

Other Asian - Print race:
For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.

- Asian Indian
- Chinese
- Filipino
- Japanese
- Korean
- Vietnamese
- Other Asian

Other Pacific Islander - Print race:

- Native Hawaiian
- Guamanian or Chamorro
- Samoan
- Other Pacific Islander

Sex

- Female
- Male

Note: If there aren't more than two borrowers or co-signer's, the Next button will take you to the **Property & Loan Information** screen.

Property & Loan Information – Homeownership

- Fill in all applicable fields. Required fields under Property & Loan Information are:
 - Property Street
 - Property City - narrow the search by typing in the first few letters of the city name – select from drop-down – **NOTE:** Some city names are abbreviated, such as St. for Saint. If your city is not listed, contact [Partner Solutions Team](#)
 - Zip Code (enter the five digit zip code only – extra four digits will cause loan errors)
 - County
 - State
 - Property Identification Number (PID) (not required to lock, add if known)
 - Property Type – select from the drop-down
 - Units - **TIP:** enter unit number as only 1 or 2, do not enter 0 before the number (01 or 02)
 - Year Built
 - Construction type – select from the dropdown
 - Purchase Price
 - Purchase Price (Acquisition Cost) – if no Additional Acquisition Costs, hit tab and Total Acquisition Cost will prefill
 - NOTE:** If doing a Step Up Refinance, the purchase price field must be left blank.
 - Property Value
 - Estate Will be Held in – select from the drop-down
 - Complete Legal Description either now or at [Document Preparation](#)
 - Start Up Census Tract and Targeted/Non-Targeted fields:** These fields will populate **AFTER** the loan is locked. Prior to lock status the fields will be “grayed-out” and unavailable for manual update

The screenshot shows a web form titled "Subject Property Information". The fields are as follows:

- Property Street: 123 Chili Street
- Property City: St Paul
- Zip Code: 55102
- County: RAMSEY
- State: MN
- Census Tract: (grayed out)
- Targeted/Non-Targeted: (grayed out)
- Property Identification Number (PID): 987-124-14547
- Property Type: Single Family Detached
- Units: 1
- Year Built: 1990
- Construction Type: Existing
- Purchase Price: 240,000.00
- Additional Acquisition Costs: \$000,000.00
- Total Acquisition Costs: 240,000.00
- Property Value: 310,000.00
- Estate Will Be Held In: Fee Simple
- Legal Description: (empty)

- Scroll down to complete the Required Fields under **Loan Information**
 - Loan Amount – in whole dollar amounts
 - Term (Months)
 - Purpose Type – select from drop-down
 - Minnesota Housing UPMI Option (conventional loans only and *typically the answer is No*)
 - PMI Company – select from drop-down
 - FHA Case Number (if FHA) – if you do not yet have this, enter 0
 - Grant Amount (leave blank- no grants currently available)

- Program – select from drop-down
- Mortgage Type – select from drop-down (Conventional, FHA, VA, USDA/Rural Housing Service)
- Calculated Annual Minnesota Housing Program Eligibility Income
 - For further information regarding calculated annual Minnesota Housing Program Eligibility Income Click on the grey box

The screenshot shows the 'Loan Information' section of a web form. It includes fields for Loan Amount (0.00), Term (Months) (000), Purpose Type, PMI Company, Program, Mortgage Type, Minnesota Housing Upfront Paid Mortgage Insurance (UPMI) Option?, FHA Case Number, and Grant Amount (\$000,000.00). The 'Calculated Annual Minnesota Housing Program Eligibility Income' field is highlighted in yellow and has a red box around it with a link to 'What is a First-Generation Homebuyer?'.

3. Continue Scrolling down to complete the Standard Downpayment & Closing Cost Loan - Deferred Payment Loan, Deferred Payment Loan Plus, or Monthly Payment Loan (DPL, DPL+, or MPL)
 - Does this transaction include a DPL, DPL+, or MPL Loan? – select Yes or No
 - Loan Product – select DPL, DPL+, or MPL from the drop-down
 - Loan Amount – enter the amount of the DPL, DPL+, or MPL in whole dollar amounts
 - Rate Type and Loan Term will auto fill

The screenshot shows the 'Standard Down Payment & Closing Cost Loan - Deferred Payment Loan, Deferred Payment Loan Plus, or Monthly Payment Loan (DPL, DPL+, or MPL)' section. It includes a question 'Does this transaction include a DPL, DPL+, or MPL loan?' with 'Yes' and 'No' radio buttons. Below are fields for Loan Product (DPL, DPL+, or MPL), Loan Amount (DPL, DPL+, or MPL) (\$000,000.00), Rate Type (DPL, DPL+, or MPL), and Loan Term (DPL, DPL+, or MPL) (000). The 'Rate Type' and 'Loan Term' fields are highlighted in yellow.

4. Continue Scrolling down to complete the Minnesota Housing First-Generation Homebuyer Loan Information
 - Does this transaction include a Minnesota Housing First – Generation Homebuyer Loan? – select yes or no
 - For further information regarding First Generation click on the grey box
 - Complete the Loan Amount - in whole dollar amounts

The screenshot shows the 'Minnesota Housing First-Generation Homebuyer Loan Information' section. It includes a question 'Does this transaction include a Minnesota Housing First-Generation Homebuyer Loan?' with 'Yes' and 'No' radio buttons. Below are fields for Loan Amount (Minnesota Housing First-Generation Homebuyer Loan) (\$000,000.00), Loan Term (Minnesota Housing First-Generation Homebuyer Loan) (000), and Rate Type (Minnesota Housing First-Generation Homebuyer Loan). A link 'What is a First-Generation Homebuyer?' is highlighted in yellow and has a red box around it.

- Which Borrower(s) are First – Generation Homebuyers? This data will prefill from Borrower Information screen

VIEW ONLY: Update First-Generation Homebuyer Status on the Borrower Information Screen	
Borrower Name	First-Generation Homebuyer Status
Borrower Testing Commitment	Yes

5. Click the Next Button to get to the Create New Loan screen, then click “Create New Loan”. The loan will load and take you to the “Loan Summary” screen.



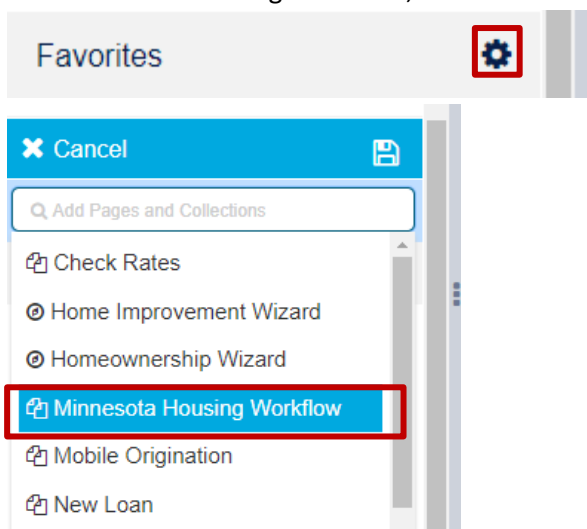
NOTE: If you are ready to lock your loan, jump to [Products and Pricing](#)

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:



How to add a Co-Signer

1. On the Loan Summary page check the box

Check this box if there are more than two borrowers. Add or edit the application for additional borrowers using the Borrower Management Panel. ⓘ
 Are there Cosigners for this loan? ⓘ
 If using this system to generate Mortgage documents, click here to enter additional interested parties. ⓘ

Household Information

2. Clicking this box will automatically open the field for the co-signers

- Complete the following for the co-signers
 - First Name
 - Middle Name
 - Last Name
 - Street Address
 - City
 - Choose State from the drop down
 - Zip code
 - Credit Score

New Loan

New Loan (6)

Client Selection Minnesota Housing

[Borrower Information - Homeownership New Loan](#)

Borrower Demographic Information

Cosigners

Property & Loan Information - Homeownership

Create a New Loan

New Loan | Cosigners

Back Next

Cosigners

Do not enter Borrowers or those who will sign the Mortgage document.
Cosigners must sign the Note only. They are responsible for making loan payments but they are not on the property title.

First Cosigner

Cosigner First Name ⓘ Cosigner Middle Name ⓘ Cosigner Last Name ⓘ

Cosigner Suffix ⓘ

Cosigner Street Address ⓘ

Cosigner City ⓘ Cosigner State ⓘ Cosigner Zip Code ⓘ

Cosigner Credit Score ⓘ

Products and Pricing (How to Lock a Loan)

1. On the Loan Summary screen, Select **Products and Pricing**.

The screenshot shows the 'Loan Summary - Homeownership' screen. The 'Products and Pricing' button is highlighted with a red box. The form contains the following fields:

- Program: Start Up
- Product: [Dropdown]
- Loan Amount: 290,000.00
- Term (Months): 360
- SRP Percentage Selected: 0.0000%
- FRS: 0.00
- FRS Company: [Dropdown]
- Lock Expiration Date: mm/dd/yyyy
- SRP Percentage Selected: 0.0000%
- Flak Case Number: [Text]
- Grant Amount: \$000,000.00
- Loan Cancellation Reason: [Dropdown]

2. The Products and Pricing will open; Double check the data fields as you go.
3. Use Next to navigate through each tab,

The screenshot shows the 'Products and Pricing' tab. The 'Products and Pricing' tab is highlighted with a red box. The form contains the following fields:

- Client / Branch Selection: Movement Mortgage, LLC, a Delaware limited liability company
- Channel: Homeownership
- Op Center: [Dropdown]
- Loan Officer: [Dropdown]
- Lender Loan Number: 3763887

At the bottom right, the 'Next >' button is highlighted with a red box.

4. In Product Eligibility, Under **Lock Periods**, select 60

The screenshot shows the 'Products and Pricing' form. The 'Lock Periods' section has several options: 15, 30, 60, 120, and 180. The '60' option is selected and highlighted with a red box. Other options like '30 Year' and 'Fixed' are also selected.


5. Click on the **Get Eligible Products** button.

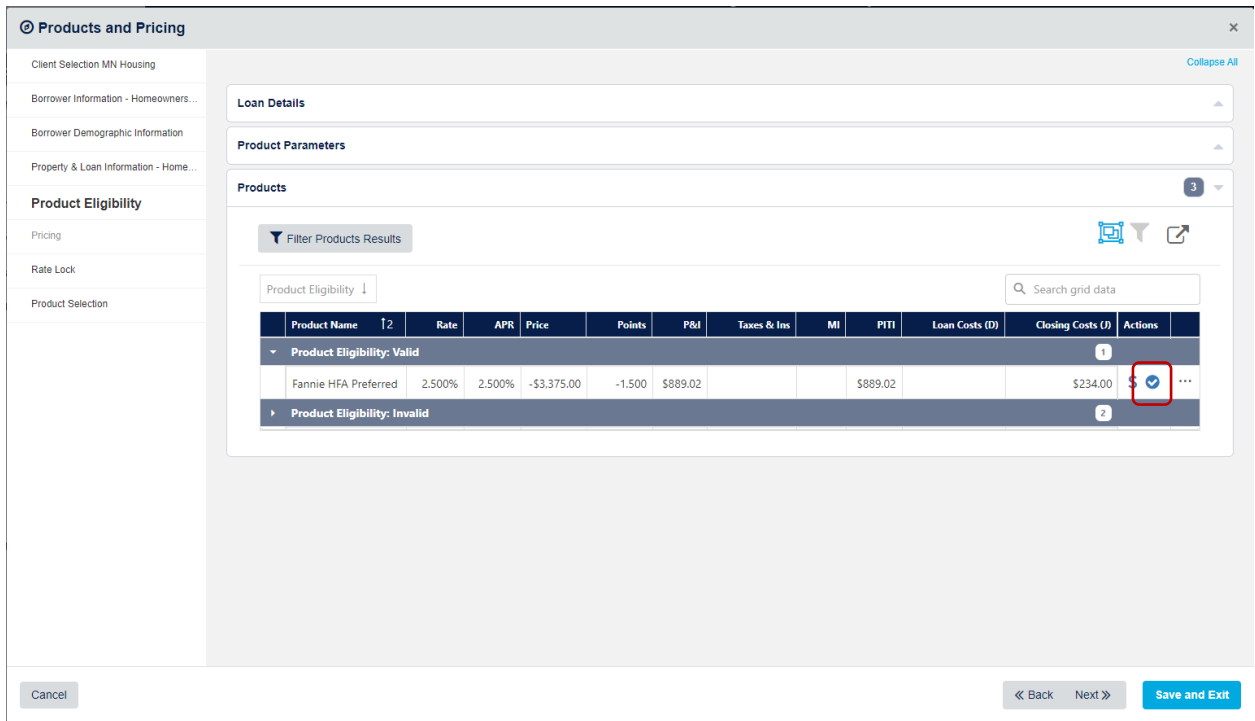
The screenshot shows the same 'Products and Pricing' form. The 'Get Eligible Products' button at the bottom right is highlighted with a red box.

6. Click the arrow next to Product Eligibility to see the list of valid products.

The screenshot shows the 'Products and Pricing' form with the 'Products' section expanded. A table of products is displayed. The first row is highlighted with a red box and labeled 'Product Eligibility: Valid'. The table has columns for Product Name, Rate, APR, Price, Points, P&H, Taxes & Ins, MI, PITI, Loan Costs (I), and Closing Costs (I). Below the table, there is a 'Product Eligibility: Invalid' section.


Product Name	Rate	APR	Price	Points	P&H	Taxes & Ins	MI	PITI	Loan Costs (I)	Closing Costs (I)	Actions
Fannie HFA Preferred	2.500%	2.500%	-\$3,375.00	-1,500	\$889.02			\$889.02		\$234.00	📄 🔄 ⋮

7. Under Actions, click the  icon on the right side of the screen next to the desired product.






The screenshot shows the 'Products and Pricing' window. On the left is a sidebar with navigation options. The main area displays a table of products. The table has columns: Product Name, Rate, APR, Price, Points, P&I, Taxes & Ins, MI, PITI, Loan Costs (D), Closing Costs (J), and Actions. A row for 'Fannie HFA Preferred' is visible, with a blue checkmark icon in the 'Actions' column, circled in red.


8. The Select button will turn bright blue and the eligible product will load, then select **Next**.

Product Name	Rate	APR	Price	Points	P&I	Taxes & Ins	MI	PITI	Loan Costs (D)	Closing Costs (J)	Cash to Close	Cash Available	Eligibility Reasons	Actions
Product Eligibility: Valid														
FHA	0.500%	0.500%	-\$2,475.00	-1.500				\$458.33		\$34.00	\$34.35	\$50,000.00		

9. If the validation fails, errors will be listed under the **Invalid Products**.

Product Name	Rate	APR	Price	Points	P&I	Taxes & Ins	MI	PITI	Loan Costs (D)	Actions
Product Eligibility: Invalid										
Fannie HFA Preferred		5.797%	\$273,540.00	100.000	\$1,574.65	\$235.11	\$52.43	\$2,072.19		
Fannie HFA Preferred Risk Sharing		5.797%	\$273,540.00	100.000	\$1,574.65	\$235.11	\$52.43	\$2,072.19		
Freddie HFA Advantage		5.797%	\$273,540.00	100.000	\$1,574.65	\$235.11	\$52.43	\$2,072.19		



To see the reasons for an invalid product click on the  on the far right of the product. This will then list the reasons the product is invalid. Navigate back to the appropriate screens and correct the error(s). Return to Product Validation and click the Run Eligibility button again. Repeat if necessary until all errors are cleared.

Pricing Screen

1. Click the Price button to see rates and SRP options, then click the desired SRP
2. A green box will appear around the SRP once selected.
3. Click Next to navigate to the next screen.

Note: If you're not ready to lock your loan you can click **Save** to register your loan.

Products and Pricing

Client Selection MN Housing Collapse All

Borrower Information - Homeowners...
 Borrower Demographic Information
 Property & Loan Information - Home...
 Product Eligibility

Pricing
 Rate Lock
 Product Selection

Dollar Amount:
\$2,375.00

Pricing and Adjustments

Grid View Pricing Date APOR Int Rate Set Date

Points **Price** 08/04/2022 10:30 AM 08/02/2022 01:20 PM

Interest Rate	Lock Period	
2.500%	60 Days	101.500
2.750%		102.500

Adjustments Grid

Cancel << Back **Next >** Save and Exit

Rate Lock

1. To lock the interest rate, click the **Lock Action** button.

The screenshot shows the 'Proposed Lock Details' form. It includes fields for Lock Status (set to 'Float'), Lock Period (Days) (set to '60'), Lock Effective Date, Lock Expiration Date, Total Days Extended, and Days. A green 'Lock Action' button with a lock icon is highlighted with a red rectangular box.

2. In the New Lock Action, use the drop down to select **Lock** then click **Ok**.

The screenshot shows the 'Lock Action' dialog box. It has a 'Current Lock Status' field (set to 'Float') and a 'New Lock Action' dropdown menu that is open, showing 'Lock' as the selected option. Below the dropdown is a 'Reason' field with the text 'Select a Reason Code'. There is also a 'Comments' text area. At the bottom right, the 'OK' button is highlighted with a red rectangular box. A 'Close' button is visible at the bottom left.

3. The **Lock Status** has now changed to **Locked**. Click on **Save and Exit** to return to the Loan Summary Screen. NOTE: If you do not click Save and Exit after changing to Lock, your loan will not actually be locked.

The screenshot shows the Loan Summary screen with a sidebar on the left containing navigation options: Borrower Demographic Information, Property & Loan Information - Home..., Product Eligibility, Pricing, Rate Lock (highlighted), and Product Selection. The main content area is split into two panels: 'Current Lock Details' and 'Proposed Lock Details'. In the 'Current Lock Details' panel, the 'Lock Status' is now 'Locked'. The 'Proposed Lock Details' panel shows the original 'Float' status. At the bottom right, the 'Save and Exit' button is highlighted with a red rectangular box. Other buttons include 'Cancel', '<< Back', and 'Next >>'.

4. At the top of the screen under the borrower's name, note the Minnesota Housing loan number, loan status (Registered), and lock status (Locked).



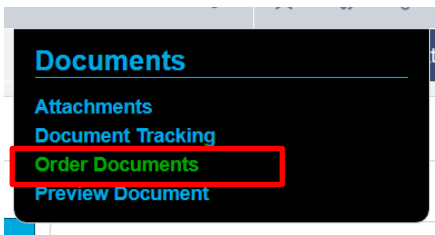
Print/Generate Documents

Once a loan is locked or ready to close you are able to generate documents needed for the loan. For a comprehensive list of the documents needed for each loan type refer to the File Delivery Checklist page 5 of the [Forms Guide and Glossary](#).

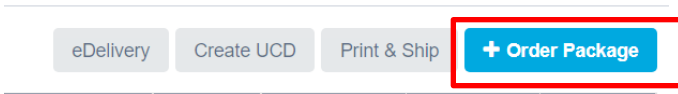
1. From the loan summary screen click the  in the top right corner of the screen.



2. Then select Order Documents



3. Select Order Package



4. Select Internal



- Select the documents you need – scroll down to see all the documents you may need
Once you have selected all documents you want to generate, select Order

Order Package

Additional Options

Comments:

Document Type: Document Provider **Internal**

Internal Documents

Select one or more internal documents from the list below.

<input type="checkbox"/>	Document Name		
<input type="checkbox"/>	Minnesota Housing First-Generation Homebuyer Loan Mortgage	1	...
<input type="checkbox"/>	Minnesota Housing First-Generation Homebuyer Loan Note	1	...
<input type="checkbox"/>	Borrower Affidavit	1	...
<input type="checkbox"/>	Commitment Notification (Start Up)	1	...
<input type="checkbox"/>	First-Generation Homebuyer Affidavit	1	...
<input type="checkbox"/>	First-Generation Homebuyer FHA Award Letter	1	...
<input type="checkbox"/>	First-Generation Required Forms Summary	1	...
<input type="checkbox"/>	Notice to Buyers Conventional/RD	1	...
<input type="checkbox"/>	Required Forms Summary	1	...
<input type="checkbox"/>	Start Up: Conventional FGHB with first mortgage only	1	...
<input type="checkbox"/>	Subsidy Recapture Statement and Tennessean Warning	1	...
<input type="checkbox"/>	US Bank Appraisal Delivery Certification	1	...

Cancel Page: 1 of 1 [« Back](#) [Next »](#) **Order**

- You will see the package name appear on the screen. You may need to click the Refresh button a few times until the Status shows Complete. Once status is complete, click on the package name to access the documents.

Order Documents

Packages 1

[eDelivery](#) [Create UCD](#) [Print & Ship](#) [+ Order Package](#)

ID	Package Name	Date Submitted	Date Generated	User	eDelivery	Distributed	Contains CD	Print & Ship	Status	UCD Status	Comment	History
109966	Commitment Notification (Start Up) 07-12-2022 2:25PM	07/12/2022 02:25:43 pm	07/12/2022 02:26:06 pm	LP					Complete			View

Updating or Changing Pricing on a Locked Loan

- 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
 - Product
 - Term
 - Minnesota Housing Upfront Paid Mortgage Insurance (UPMI) Option (Yes/No)
 - Interest Rate/SRP Percentage Selected
 - Down Payment & Closing Cost Loan Indicator (Yes/No)
 - Down Payment & Closing Cost Loan Product
 - Monthly Loan Qualifying (1003) Income for conventional loans
- Some examples of items that may not require a loan to be re-priced:
 - DTI
 - Loan Amounts
 - Property Value
- Open the loan. (It will always open to the **Loan Summary** screen.)
- Check the **Change Pricing** box.
- Click **Save Loan** (Lock Status will switch from Locked to New).

The screenshot displays the 'Minnesota Housing Loan Commitment System' interface. At the top, the browser address bar shows '4000016431' and the page title is 'Minnesota Housing Loan Commitment System'. The current loan is identified as 'Jenny FromDaBlock | Registered | Locked'. The main content area is titled 'Minnesota Housing Workflow | Loan Summary - Homeownership'. Below this, there are several sections for loan details:

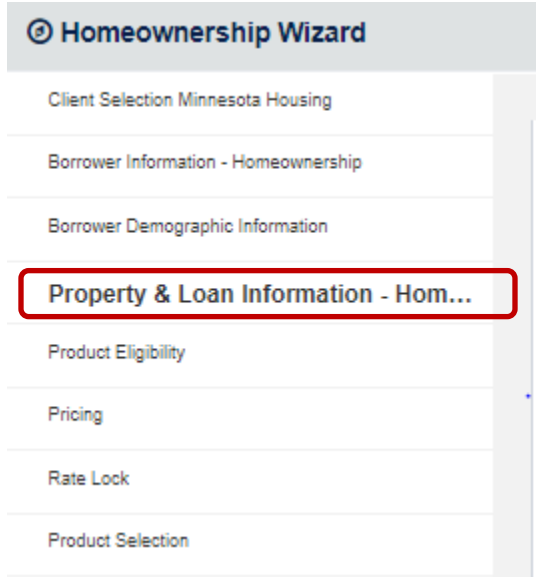
- Loan Information:** Includes fields for Program (Start Up), Product (Fannie HFA Preferred), Purpose Type (Purchase), Loan Amount (275,000.00), Term (Months) (360), Interest Rate (4.5000%), P&I (1,393.38), PMI Company (ArchMI), and Minnesota Housing Upfront Paid Mortgage Insurance (Yes/No).
- Lock Expiration Date:** 12/07/2021 12:21 PM
- SRP Percentage Sel...:** 1.5000%
- FHA Case Number:** (empty)
- Grant Amount:** \$000,000.00
- Loan Cancellation Re...:** Select...

At the bottom left, the 'Change Pricing' checkbox is highlighted with a red box. A blue button labeled 'Products and Pricing' is also visible near the Product field.

- Click on the **Products and Pricing** in the Loan Summary page to open Wizard.



- Then select **Property & Loan Information** on the left side of wizard Menu.



- Most updates will be done in the **Loan Information section**, (i.e., Down Payment & Closing Cost Loan Information, PMI Company, FHA Case Number, and Mortgage Type).

NOTE – the monthly loan qualifying income needs to be updated on the Borrower Information page

Loan Information

Loan Amount [ⓘ] <input type="text" value="165,000.00"/>	Term (Months) [ⓘ] <input type="text" value="360"/>	
Purpose Type [ⓘ] <input type="text" value="Purchase"/>	Minnesota Housing Upfront Paid Mortgage Insurance (UPMI) Option? [ⓘ] <input type="radio"/> Yes <input checked="" type="radio"/> No	
PMI Company [ⓘ] <input type="text" value="Select..."/>	FHA Case Number [ⓘ] <input type="text"/>	Grant Amount [ⓘ] <input type="text" value="\$000,000.00"/>
Program [ⓘ] <input type="text" value="Step Up"/>	Mortgage Type [ⓘ] <input type="text" value="Conventional"/>	
Calculated Annual Minnesota Housing Program Eligibility Income [ⓘ] <input type="text" value="78,000.00"/>		Calculated Annual Minnesota Housing Program Eligibility Income

- Once you've made your changes, go to the Product Eligibility Screen, select **60** in the "Lock Periods" section, and then click **Get Eligible Products**


Note: If relocking the loan is unsuccessful the status will show Float instead of New. Please continue the re-locking process until the status is **Locked**.

The screenshot shows the 'Product Parameters' form. The 'Lock Periods' section is highlighted with a red box, showing the following options: 15, 30, 45, 60 (checked), 90, 120, 180. The 'Get Eligible Products' button is also highlighted with a red box.

- Review the eligibility results and correct any errors listed under the Invalid Products (click on the ... next to the Actions to see errors).

The screenshot shows the 'Products' table with the following data:

Product Name	Rate	APR	Price	Points	P&I	Taxes & Ins	MI	PITI	Loan Costs (D)	Closing Costs (I)	Cash to Close	Cash Available	Actions
Product Eligibility: Invalid													
Fannie HFA Preferred		0.750%	\$165,000.00	100.000	\$511.97			\$511.97		\$93.00	\$92.88	\$50,000.00	\$...
Eligibility Reasons: Guideline grid evaluation failed: 0030-00: The LTV cannot exceed 97% if the mortgage type is conventional. Guideline grid evaluation failed: 0164-00: The FICO, DTI or selected UW system does not meet the requirement or check the No Credit Score box if applicable.													
Fannie HFA Preferred Risk Sharing		0.750%	\$165,000.00	100.000	\$511.97			\$511.97		\$93.00	\$92.88	\$50,000.00	\$...
Freddie HFA Advantage		0.750%	\$165,000.00	100.000	\$511.97			\$511.97		\$93.00	\$92.88	\$50,000.00	\$...

- If you have no errors or have corrected your errors, Select the **Valid Product** by clicking the  icon under **Actions**. Then select **Next** to Navigate to the **Pricing** screen.

The screenshot shows the 'Products' table with the following data:

Product Name	Rate	APR	Price	Points	P&I	Taxes & Ins	MI	PITI	Loan Costs (D)	Closing Costs (I)	Cash to Close	Cash Available	Eligibility Reasons	Actions
Product Eligibility: Valid														
Freddie HFA Advantage	8.125%	8.125%	-\$6,825.00	-3.500	\$1,447.87			\$1,447.87		\$660.00	\$15,660.15	\$50,000.00		\$...

12. Verify the Pricing Date matches the original lock date (APOR Int Rate Set Date).

Pricing and Adjustments

Grid View

Points Price

Pricing Date 08/04/2022 10:40 AM

APOR Int Rate Set D... 08/02/2022 01:20 PM

13. If dates are different, click the calendar icon in the **Pricing Date** box to select the correct date and time (after 10 a.m., before 8 p.m.), then click OK

Pricing and Adjustments

Grid View

Points Price

Pricing Date 08/02/2022 01:20 PM

APOR Int Rate Set Date 08/02/2022 01:20 PM

Interest

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

101.500

102.500

Adjustments Grid

14. Select the SRP that corresponds with the interest rate.

Pricing and Adjustments

Grid View

Points Price

Pricing Date 08/02/2022 01:20 PM

APOR Int Rate Set Date 08/02/2022 01:20 PM

Interest Rate

Lock Period

60 Days

1.000%	101.500
1.250%	102.500

15. Click the **Lock Action** button, then in **New Lock Action** dropdown select **Lock**.

Proposed Lock Details

Lock Status: Float

Lock Period (Days): 60

Lock Action

Reason: [Empty]

Lock Effective Date: 08/04/2022 10:50 AM

Lock Expiration Date: 10/03/2022 10:50 AM

Total Days Extended: 0

Days: --Select--

Pricing Date: 08/04/2022 10:50 AM

Pricing Sheet Name: Startup Conv with Deferred AMI <= 80

APR: 2.4994%

[View Price Sheet](#)

Lock Action

Current Lock Status: Float

Reason: Select a Reason Code

Comments: [Empty]

New Lock Action

Select a Lock Action

Lock

[Close](#)

OK

16. Click **OK** then **Save and Exit** to complete the Pricing change.

17. Lock Status is changed to **Locked**. If still showing **New** or **Float**, close the loan and open again and the status will update to Locked.

Home | [Icons] | 4000016851 | [Close]

☰ **Current Loan: Joseph Nelson | Registered** **Locked**

How to Extend a Rate Lock

1. Open the loan. Click **Products and Pricing** to open the pricing wizard

Minnesota Housing Workflow | Loan Summary - Homeownership

Loan Information

Program [Ⓢ]
Step Up

Product [Ⓢ]
FHA

Loan Amount [Ⓢ]
165,000.00

Term (Months) [Ⓢ]
360

Interest Rate [Ⓢ]
0.5000%

P&I [Ⓢ]
511.97

PMI Company [Ⓢ]
Select...

Minnesota Housing Upfront Paid Mortgage Insurance (UPMI) Option? [Ⓢ]
 Yes No

Products and Pricing

2. Select **Rate Lock** from the left side of the screen.

Homeownership Wizard

- Client Selection Minnesota Housing
- Borrower Information - Homeownership
- Borrower Demographic Information
- Property & Loan Information - Homeownership
- Product Eligibility
- Pricing
- Rate Lock**
- Product Selection

3. Click **Lock Action** under Current Lock Details

Current Lock Details

Lock Status [Ⓢ]
Locked

Lock Period (Days) [Ⓢ]
60

Lock Action

Lock Effective Date [Ⓢ]
08/04/2022 01:20 PM

Lock Expiration Date [Ⓢ]
10/03/2022 01:20 PM

Total Days Extended
0

Days
--Select--

Pricing Date [Ⓢ]
08/02/2022 01:20 PM

Pricing Sheet Name [Ⓢ]
Startup Conv with Deferred AMI <= 80

APR [Ⓢ]
2.7494%

View Price Sheet

Comments [Ⓢ]

Adjustments Grid

Adjustment Type	Interest Rate	Margin	Price
Base:	2.750%	0.000%	102.500
* System Adjustment	0.000%	0.000%	0.000

Proposed Lock Details

Lock Status [Ⓢ]

Lock Period (Days) [Ⓢ]

Reason

Lock Action

Lock Effective Date [Ⓢ]
mm/dd/yyyy hh:mm AM/PM

Lock Expiration Date [Ⓢ]
mm/dd/yyyy hh:mm AM/PM

Total Days Extended
0

Days
--Select--

Pricing Date [Ⓢ]
mm/dd/yyyy

Pricing Sheet Name [Ⓢ]

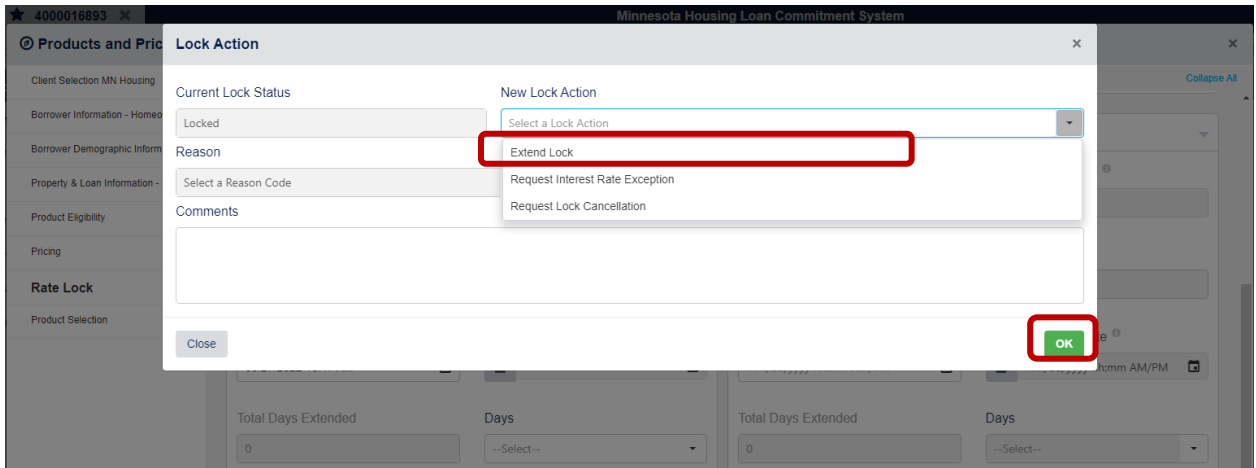
Comments [Ⓢ]

Adjustments Grid

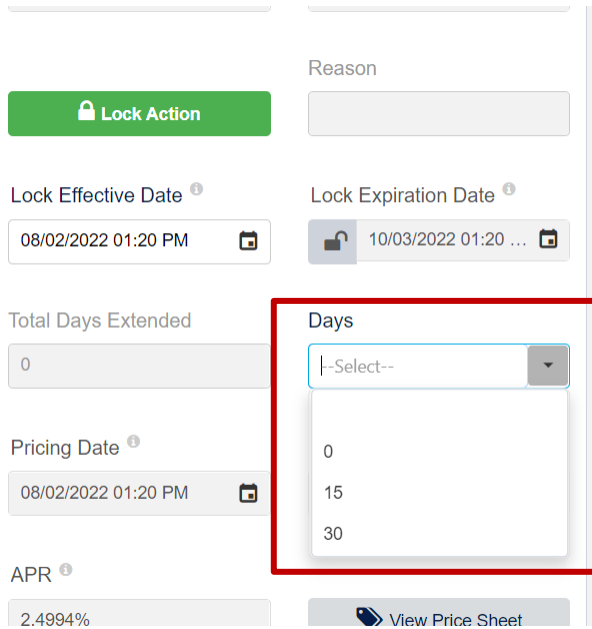
Adjustment Type	Interest Rate	Margin	Price
Base:	0.000%	0.000%	0.000
* System Adjustment	0.000%	0.000%	0.000

« Back Next » Save and Exit

4. From the drop down, select **Extend Lock** and click **Ok** to return to the Rate Lock screen.



- 5. Click the **Days** drop down; choose a 15- or 30-day lock extension



- 6. The lock expiration date will automatically update. Click Save and Exit
- 7. lock status will update to **Lock Extended**.



How to Cancel a Loan

1. Open the loan to the **Loan Summary** page click Cancel Loan. Select a **Loan Cancellation Reason** from the drop-down list

Minnesota Housing Workflow | Loan Summary - Homeownership

Loan Information

Program [Ⓢ]
Step Up

Product [Ⓢ]
FHA

Loan Amount [Ⓢ]
165,000.00

Term (Months) [Ⓢ]
360

P&I [Ⓢ]
511.97

PMI Company [Ⓢ]
Select...

Lock Expiration Date [Ⓢ]
mm/dd/yyyy

SRP Percentage Selected [Ⓢ]
2.5000%

FHA Case Number [Ⓢ]

Grant Amount [Ⓢ]
\$000,000.00

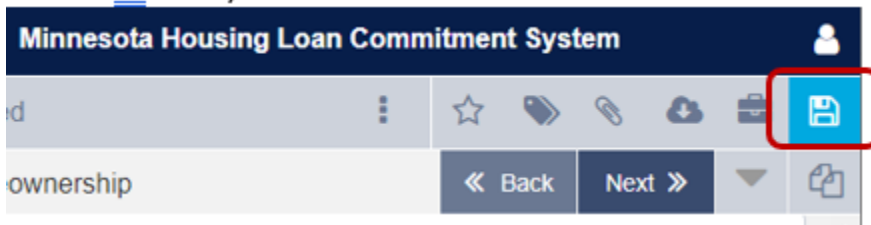
Cancel Loan [Ⓢ]

Change Pricing [Ⓢ]

Loan Cancellation Reason [Ⓢ]
Other

If you are making changes to your loan


2. Then click Save in the upper right corner

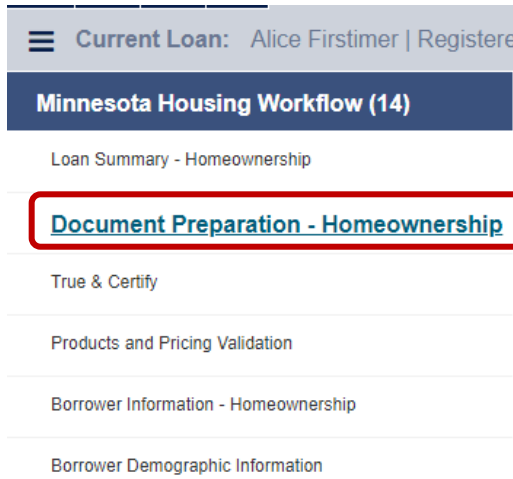


3. The Loan will be listed as Cancelled at top of the screen.



Document Preparation

1. Double click the  on the far left of the screen then click on **Document Preparation-Homeownership**



2. In the Document Fields Confirmation
 - o Enter the closing date
 - o First Mortgage Note P&I
 - o First Payment Date - **The maturity date will auto populate.**
 - o DPL, DPL+ or MPL Note P&I

Note: Interest Credit Closings are allowed but be sure the first payment date is adjusted so the maturity date populates correctly.

The screenshot shows the 'Document Fields Confirmation' form. It has a header 'Enter Final Information Below'. There are four input fields:

- 'Close Date' with a calendar icon and a red box around it, containing 'mm/dd/yyyy'.
- 'First Mortgage Note P&I' with a red box around it, containing '\$000,000.00'.
- 'First Payment Date' with a calendar icon and a yellow box around it, containing 'mm/dd/yyyy'.
- 'First Mortgage Maturity Date' with a calendar icon, containing 'mm/dd/yyyy'.

 Below the fields is a note: 'Fields below related to pricing are not editable. To make changes that require a Pricing Change, please complete on the Loan Summary page.' At the bottom, there is a link: 'If you are making changes to your loan, click here for additional guidance.'

3. Verify Borrower Information is correct

4. Review and Update Standard Down Payment & Closing Cost Loan – Deferred Payment Loan, Deferred Payment Loan Plus or Monthly Payment Loan (DPL, DPL+ or MPL)

NOTE: only MPL will require the P&I

5. Review to make sure the Minnesota Housing First-Generation Homebuyer Loan information is correct

6. In the Subject Property Information section, complete the Legal Description

Document Prep - Mortgagors

1. Complete this step before printing documents. This ensures the Borrower/Mortgagors are listed on the first page of the downpayment and closing cost (second) mortgage. Enter the borrower(s) name(s) and vesting information on this screen. The Mortgagors Section is located on the **Document Preparation** screen. Enter in the borrower(s) name and vesting information in the Mortgagor box shown below.

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.

2. **Only** enter names in the “Additional Mortgagor Names” section if you have individuals who will sign the mortgage and need to be listed on the signature block of the mortgage. If there are, check the box so you can access those fields.

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? [?]

Do not include Borrowers or Cosigners

First Name [?]	Last Name [?]
First Name [?]	Last Name [?]
First Name [?]	Last Name [?]
First Name [?]	Last Name [?]

3. If applicable, verify and update the co-signers information below. Cosigners must sign the Note only.

Cosigners

Do not enter Borrowers or those who will sign the Mortgage document.
 Cosigners must sign the Note only. They are responsible for making loan payments but they are not on the property title.

First Cosigner

Cosigner First Name [?]	Cosigner Middle Name [?]	Cosigner Last Name [?]
Cosigner Suffix [?]		
Cosigner Street Address [?]		
Cosigner City [?]	Cosigner State [?] Select...	Cosigner Zip Code [?]
Cosigner Credit Score [?]		

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

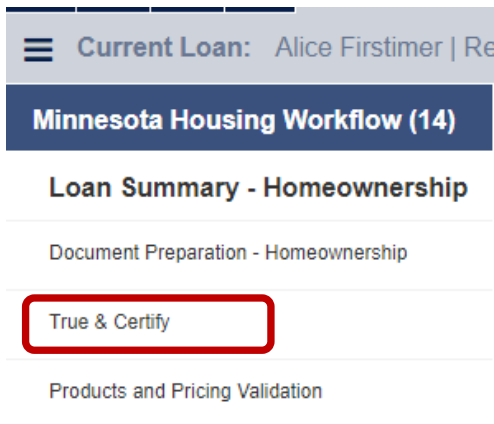
True & Certify

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.**

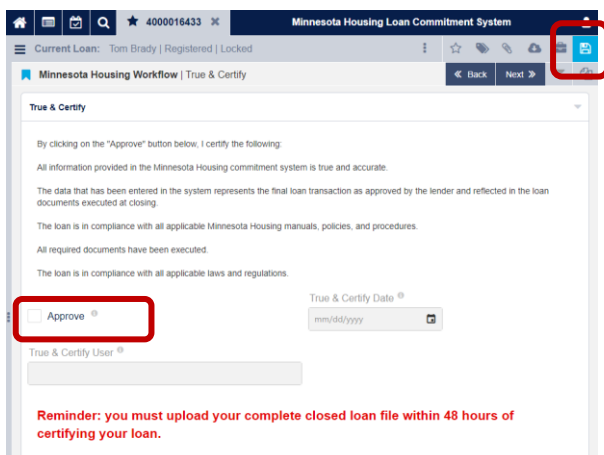
Complete the True & Certify screen *after* the loan has closed. Once this process has been completed you will no longer be able to make any updates. You must verify all information is accurate before completing the True & Certify process.

Program eligibility income and monthly qualifying income are pre-populated from what was entered in the system earlier. Verify both incomes are correct and update if needed.

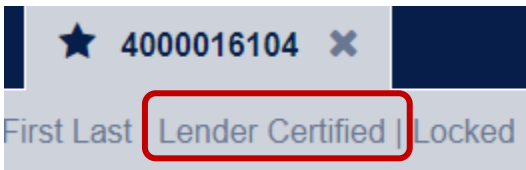
1. Double click the  on the far left of the screen and select True & Certify



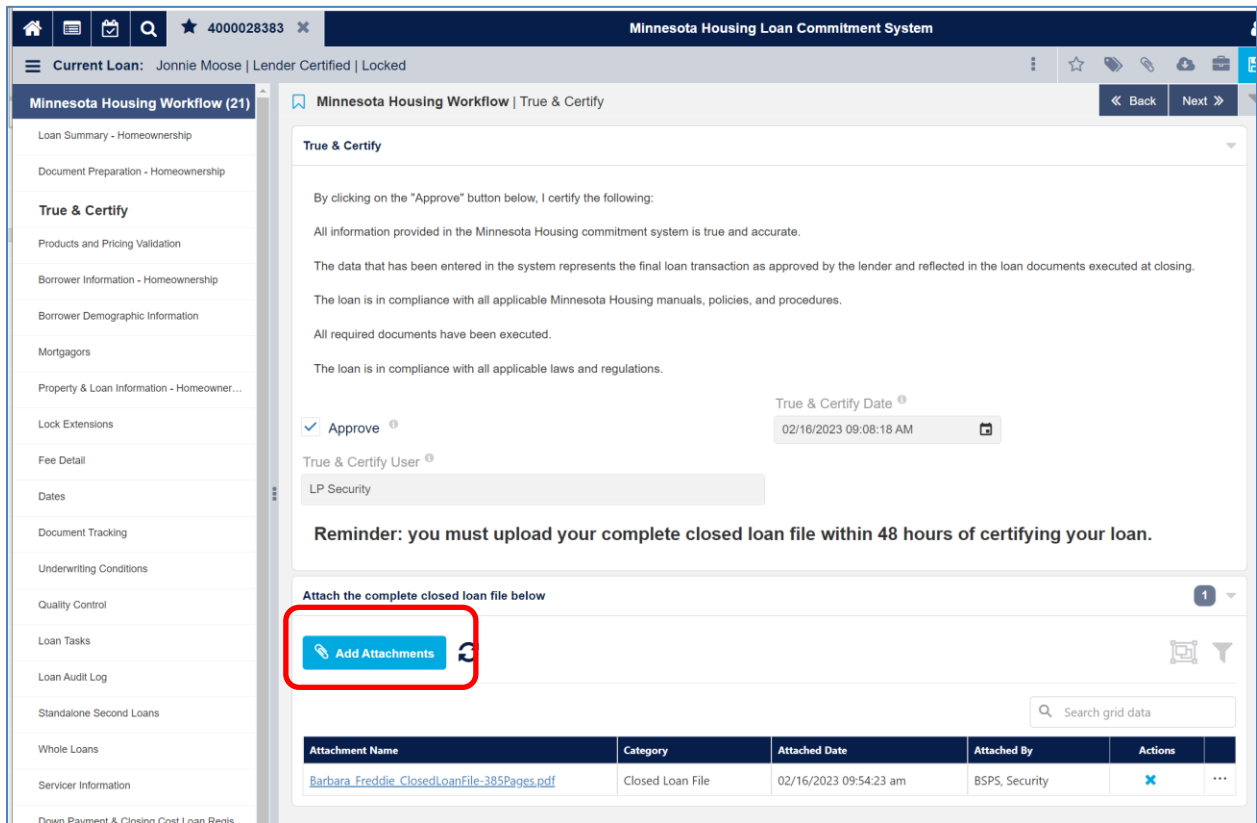
2. Click approve, then click the save button in the upper right corner



- 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.



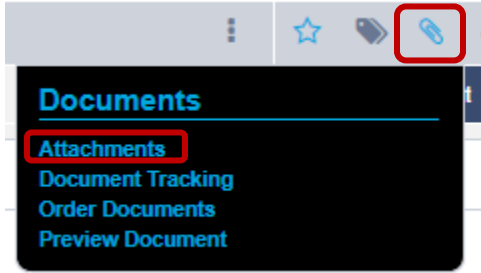
- NEW: Add Attachments** button has been added to the bottom of the True & Certify screen (you can still access through paper clip icon too).



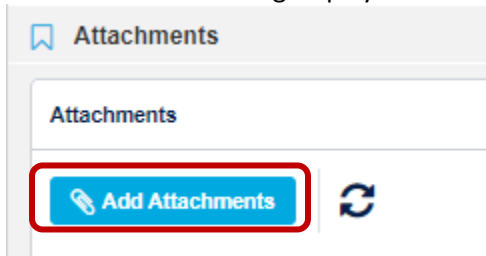
Uploading the Closed Loan File

If you did not upload the closed loan file from the True and Certify screen, follow the steps below to attach the closed loan file.

1. In the Actions menu, select **Attachments**.



2. The Attachments dialog displays. Click the **Add Attachments Icon** caret as shown.



3. Click the **Browse for files** button to search for and select the closed loan file. In the **Category** drop-down list, select **Closed Loan File** then click **Upload Attachment**

Add Attachment x

Loan Summary v

Loan Number: 4000016431	Property Address: 7233 Archer Trail
Borrowers: Jenny FromDaBlock (Primary)	Inver Grove Heights, MN 55077 County: DAKOTA

Drag & Drop Attachments Here

Browse for Files...

File Name	Size	Actions
No attachment data to display		
Total File Count: 0		


Attachment Category	Comment
<input type="text" value="--Select--"/>	<input type="text" value="Comment"/>
Attachment	<input type="button" value="Cancel"/> <input style="background-color: #008000; color: white; padding: 2px 10px;" type="button" value="Upload Attachment"/>
<input style="border: 2px solid #ff0000;" type="text" value="Closed Loan File"/>	

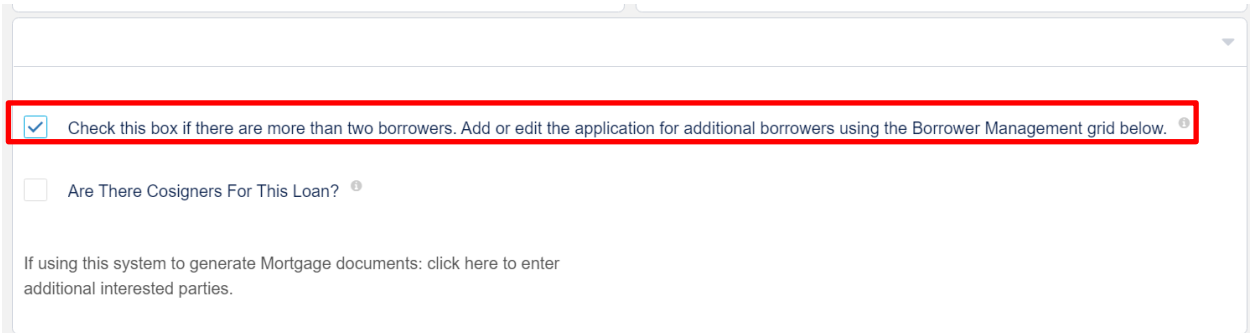
4. You can enter a comment in the **Comments** field.
5. **Trailing Documents:** This category should be used for all trailing documents such as the recorded Mortgage and Assignment and the Rehab Completion Certificate. Change Attachment Category to Trailing Documents.

File Name	Size	Actions
HI Rate Lock Guide.pdf	683.33 KB	x
Total File Count: 1		

Attachment Category	Comment
<input style="border: 1px solid #add8e6;" type="text" value="Trailing Documents"/>	<input type="text" value="Comment"/>
<div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Attachment Closed Loan File Condition Clearing Document Rehab Pre-Close Loan File Trailing Documents </div>	<input type="button" value="Cancel"/> <input style="background-color: #008000; color: white; padding: 2px 10px;" type="button" value="Upload Attachment"/>

How to add more than two borrowers to a loan transaction

1. On the Loan Summary page check the box indicating there are more than two borrowers and then save the loan 

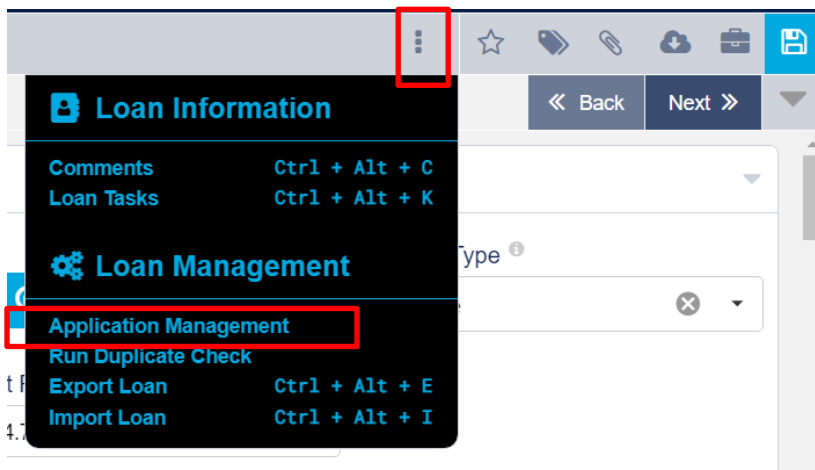


Check this box if there are more than two borrowers. Add or edit the application for additional borrowers using the Borrower Management grid below. ⓘ

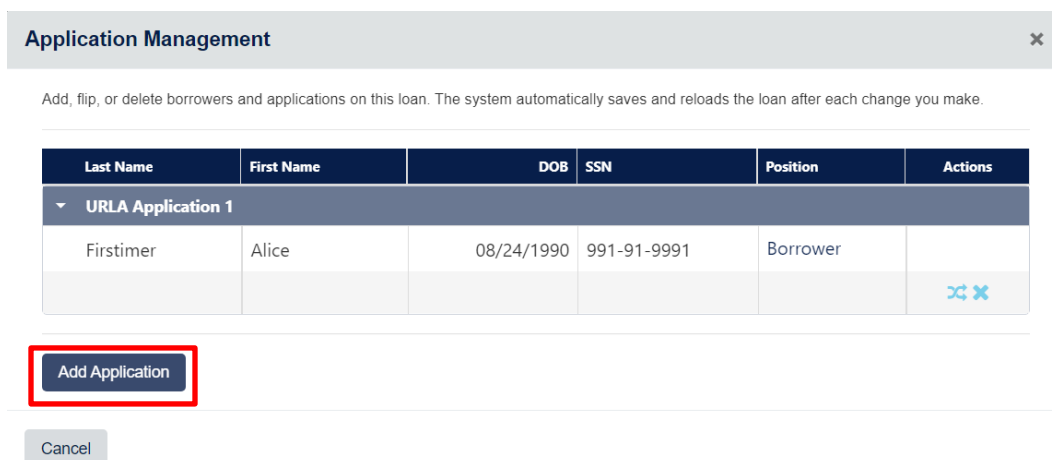
Are There Cosigners For This Loan? ⓘ

If using this system to generate Mortgage documents: click here to enter additional interested parties.

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





3. Select Add Application



Application Management ✕

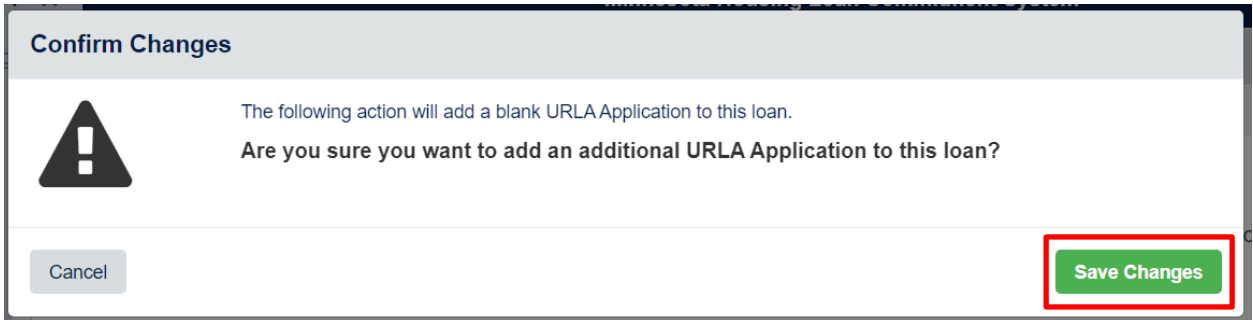
Add, flip, or delete borrowers and applications on this loan. The system automatically saves and reloads the loan after each change you make.


Last Name	First Name	DOB	SSN	Position	Actions
URLA Application 1					
Firstimer	Alice	08/24/1990	991-91-9991	Borrower	 

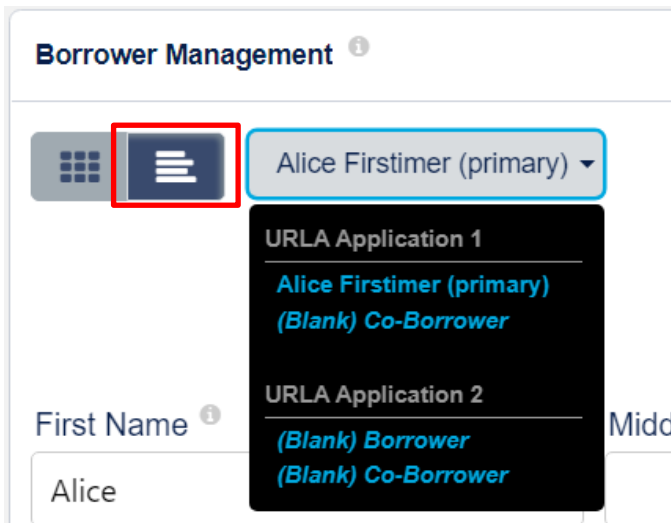
Add Application

Cancel

- Click on Save Changes



- 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 detail view.

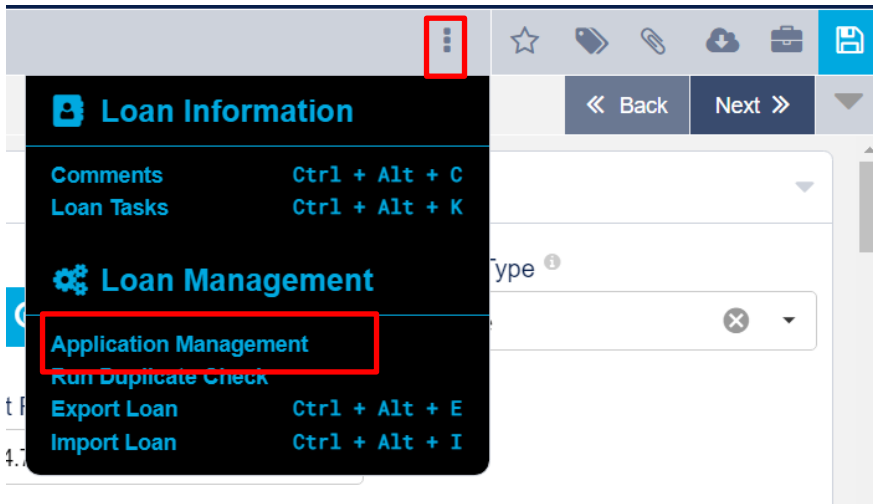



- Once borrower is selected, you can enter their information.

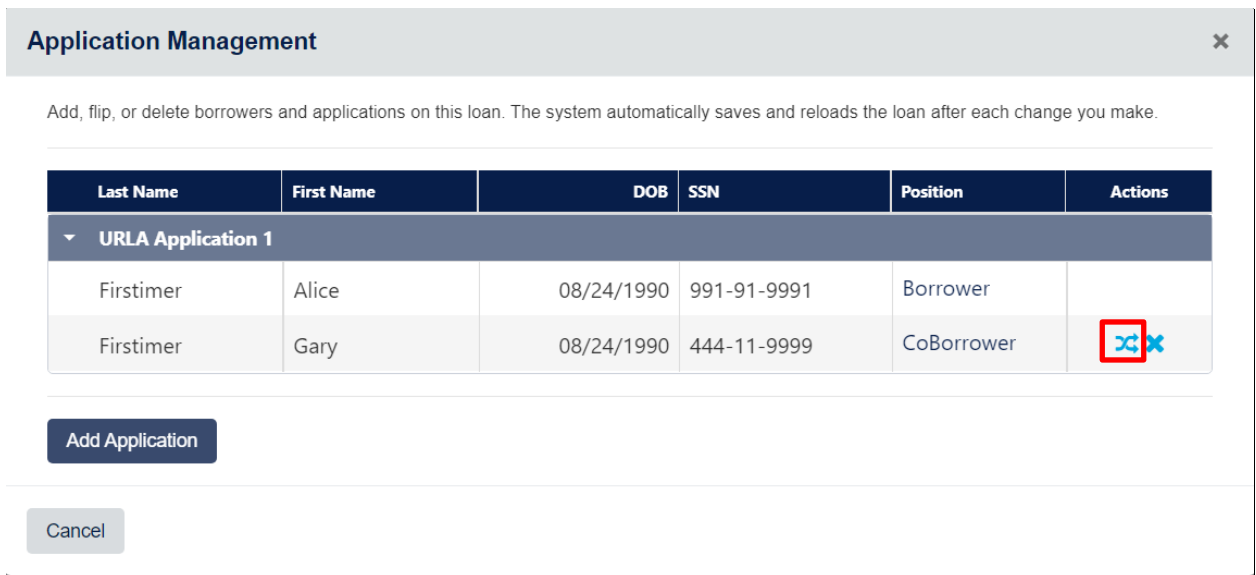
NOTE: If the loan is already locked, after adding the additional borrower(s), you will need to call the Partner Solutions Team at 651-296-8215 and request the social security number be entered.

Switching Borrowers

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



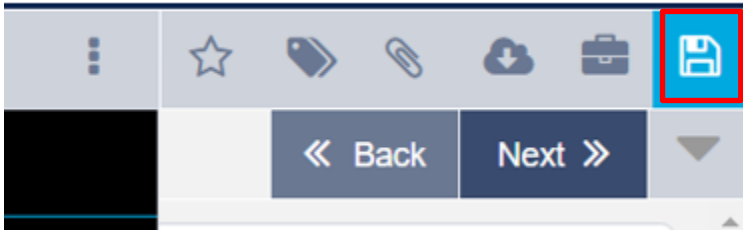
2. Select the  icon to the right of the borrower's name



3. Select Save Changes

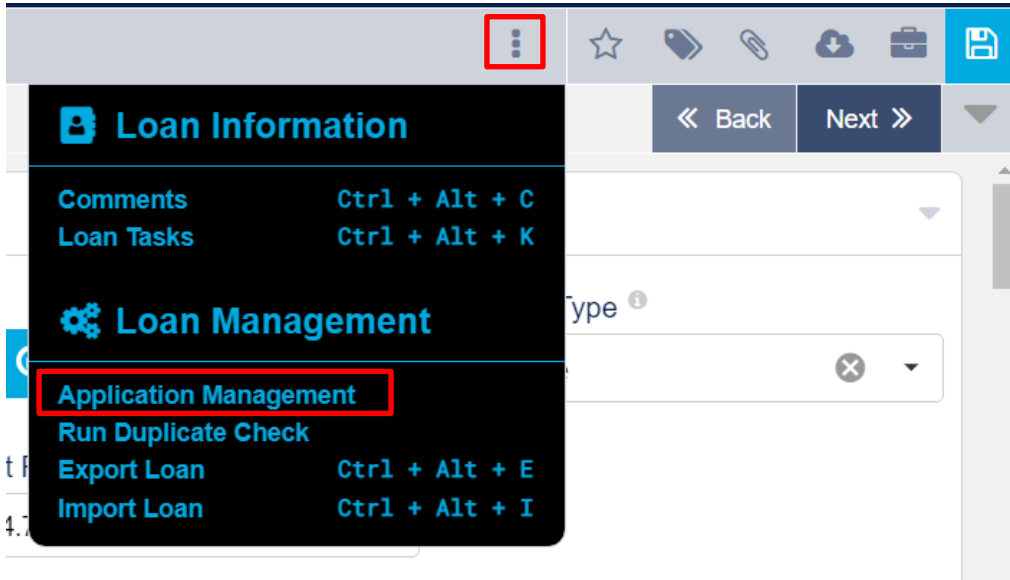


4. Save changes before exiting the loan

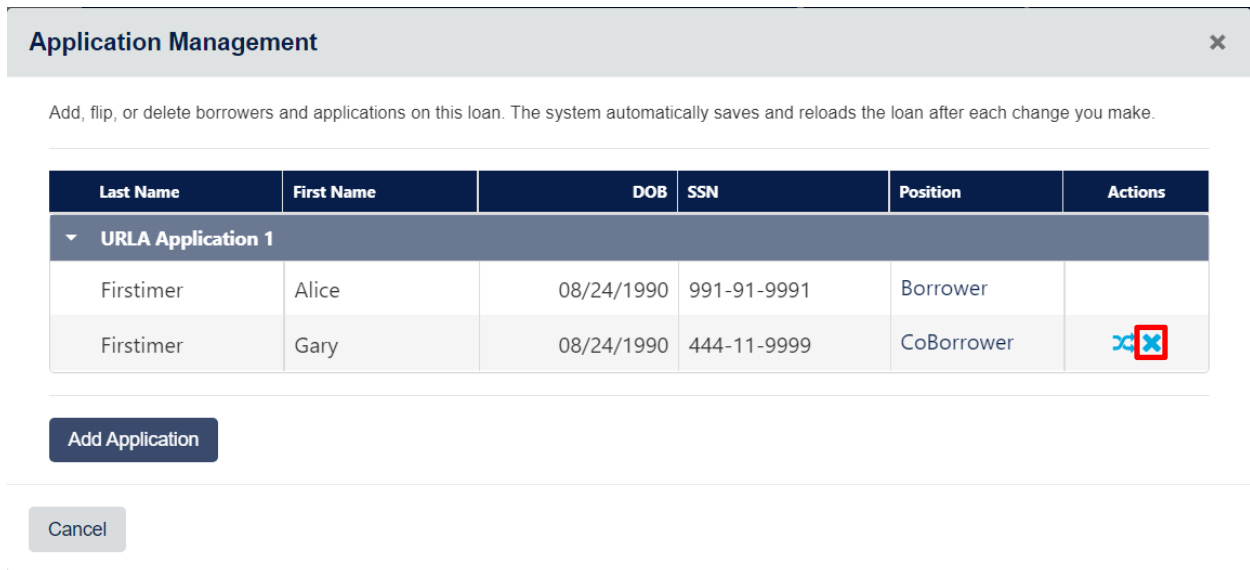


Remove Borrower

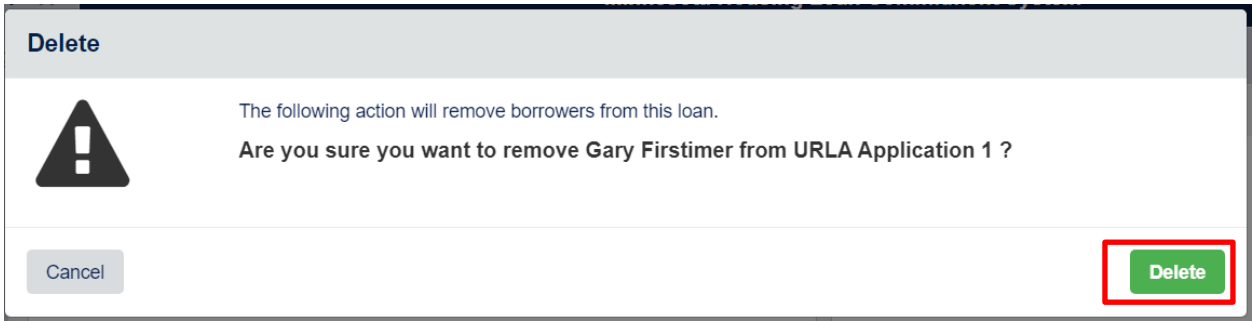
1. Click on the ellipses at the top right corner of the screen and select Application Management



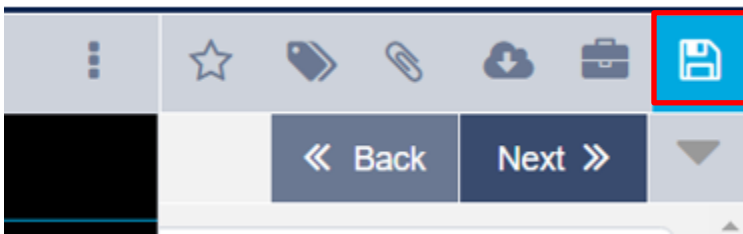
2. To remove a borrower, click on the X to the right of their name



3. Select Delete

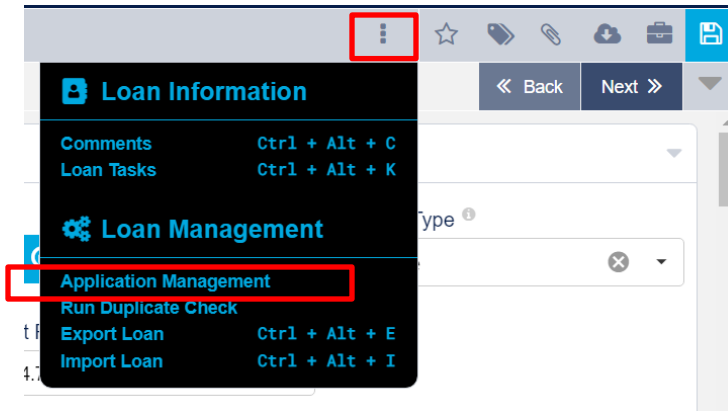


4. Save Changes before exiting loan

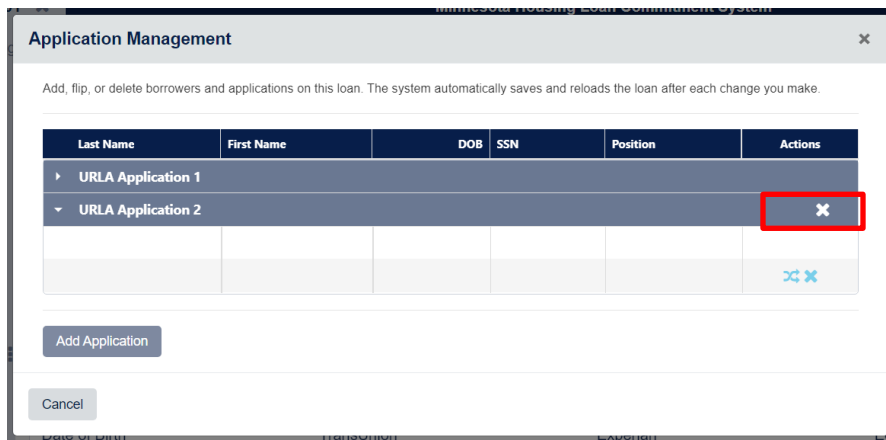


Removing Applications

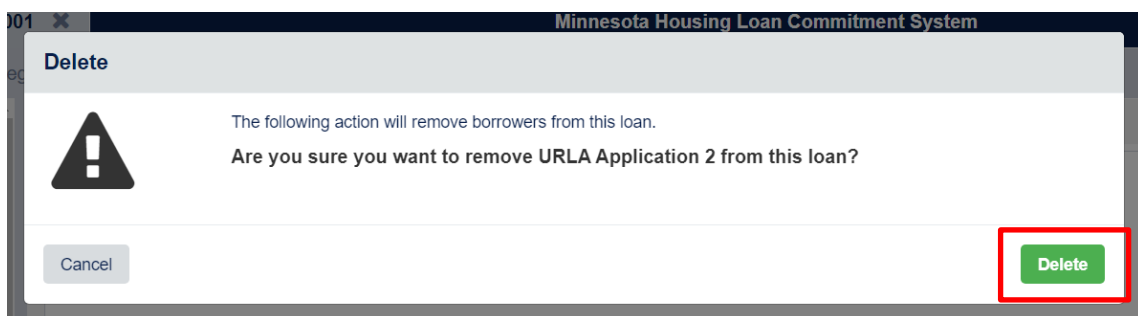
1. Click on the ellipses at the top right corner of the screen and select Application Management



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

