







































This Forms Guide and Glossary provides an overview of required and optional forms and worksheets for our Mortgage Loan Programs. It does not contain all information needed to originate loans for sale. See the applicable Procedural Manual on [our website](#) for complete information. Required loan forms can be accessed via Minnesota Housing’s Loan Commitment System, Document Vendor, or your company’s LOS.









FORM		Start Up	Step Up	DPL	First-Gen	MPL	PDF
Required	File Delivery Checklist ( <i>U.S. Bank Home Mortgage Website</i> )	●	●				
	Borrower Affidavit (Start Up)	●					
	Borrower Authorization (U.S. Bank)	●	●				
	Subsidy Recapture Statement and Tennessean Warning (locks on/after 6.3.24)	●					
	Subsidy Recapture Statement and Tennessean Warning (locks prior to 6.3.24)	●					
	Tennessean Warning		●				
	Deferred Payment Loan Mortgage			●			
	Deferred Payment Loan Note			●			
	First-Generation Homebuyer Affidavit				●		
	First-Generation Homebuyer Loan (“First-Gen”) Eligibility Worksheet				●		
	First-Generation Homebuyer Loan Mortgage				●		
	First-Generation Homebuyer Loan Note				●		
	Monthly Payment Loan Mortgage					●	
	Monthly Payment Loan Note					●	
Required on some underlying loan products	Appliance Form ( <i>203k Limited or New Construction</i> )	●					
	Notice to Buyers Conventional/RD	●					
	Notice to Buyers FHA/VA	●					
	FHA Award Letter - DPL, DPL+ or MPL ( <i>FHA only</i> )			●		●	
	FHA DPA Commitment Form - DPL, DPL+ or MPL ( <i>FHA only</i> )			●		●	
	FHA Award Letter – First- Generation ( <i>FHA only</i> )				●		
	FHA DPA Commitment Form – First- Generation ( <i>FHA only</i> )				●		
Additional Resources	Minnesota Housing Documents Checklists (see <a href="#">Appendix</a> )	●	●	●	●	●	
	Acquisition Cost Worksheet	●					
	Appraisal Delivery Certification ( <i>U.S. Bank Home Mortgage form</i> )	●	●				
	Eligibility Income Worksheet – Start Up	●					
	Household Size Statement	●					
	Non-Occupant Spouse Statement	●					
	Zero Income Statement	●					
	Required Forms Summary – Start Up	●					
	Required Forms Summary – Start Up & First- Generation Homebuyer				●		
	Sample Partial Exemption Disclosure - First- Generation				●		
	DPL Plus Eligibility Worksheet			●			
	Sample Partial Exemption Disclosure - DPL and DPL Plus			●			

## Forms Glossary

This Glossary further describes and provides instructions for the forms listed on Page 1.
































FORM	DESCRIPTION	INSTRUCTIONS FOR USE	LINK
<b>Acquisition Cost Worksheet</b>	Documents the property acquisition cost	Optional, but recommended form to use only on Start Up loans to help determine the Property Acquisition Cost	
<b>Appliance Form</b>	Documents the cost and how the borrower intends to pay for the appliance/personal property that is included in the transaction	Use only on FHA 203K loans or new construction loans where the cost of the appliances has a direct effect on the settlement costs of the home	
<b>Appraisal Delivery Certification</b>	Confirmation that appraisal was delivered	Required by US Bank - HFA Division for any Start Up and Step Up loan	
<b>Borrower Affidavit (Start Up)</b>	An affirmation by the borrower of true and correct information, where if false, Minnesota Housing has the right to declare the loan due	<ul style="list-style-type: none"> <li>• Sign at the time of closing, or as close before closing as possible</li> <li>• Powers of Attorney (POA) not permitted</li> </ul>	
<b>Borrower Authorization (U.S. Bank)</b>	Grants permission for U.S. Bank to share loan information with Minnesota Housing	Must be signed at or before closing.	
<b>Deferred Payment Loan (DPL) Mortgage</b>	Borrower pledges title of the property to the lender as security for the loan described in the DPL Note	<ul style="list-style-type: none"> <li>• Do not alter language on the mortgage</li> <li>• Verify mortgage states a 30-year term</li> <li>• Non-borrowing spouse: Must sign the mortgage or have “purchase money mortgage” language added to mortgage</li> <li>• Sign and notarize at the time of closing or as close before closing as possible</li> </ul>	
<b>Deferred Payment Loan (DPL) Note</b>	Written promise to repay the DPL loan	<ul style="list-style-type: none"> <li>• Sign and notarize at the time of closing, or as close before closing as possible</li> </ul>	
<b>Deferred Payment Loan Plus (DPL+) Eligibility Worksheet</b>	Documents borrower’s eligibility for Deferred Payment Loan (DPL) Plus	Optional, but recommended worksheet to document borrower’s eligibility	
<b>Eligibility Income Worksheet – Start Up</b>	Documents Program Eligibility Income calculation	<ul style="list-style-type: none"> <li>• Optional, but recommended</li> <li>• Attach supplemental income calculation documentation, if applicable</li> </ul>	
<b>FHA Award Letter DPL, DPL+ or MPL</b>	Letter from Minnesota Housing stating that a (DPL, DPL+ or MPL) downpayment and closing cost assistance loan was awarded to the borrower with an FHA loan	Required if the borrower has an FHA loan and receives a DPL, DPL+ or MPL loan from Minnesota Housing	
<b>FHA Award Letter First- Generation</b>	Letter from Minnesota Housing stating that a First-Generation Homebuyer Loan was awarded to the borrower with an FHA loan	Required if the borrower has an FHA loan and receives a First-Generation Homebuyer Loan from Minnesota Housing	

FORM	DESCRIPTION	INSTRUCTIONS FOR USE	LINK
<b>FHA DPA Commitment Form</b> DPL, DPL+ or MPL	Letter from Minnesota Housing committing a (DPL, DPL+ or MPL) downpayment and closing cost assistance loan with an FHA loan	Required if the borrower has an FHA loan and receives a downpayment and closing cost assistance loan from Minnesota Housing	
<b>FHA DPA Commitment Form</b> First- Generation	Letter from Minnesota Housing committing a First-Generation Homebuyer Loan with an FHA loan	Required if the borrower has an FHA loan and receives a First-Generation Homebuyer Loan from Minnesota Housing	
<b>First-Generation Homebuyer Affidavit</b>	An affirmation by the borrower that they meet the program's definition of a First-Generation Homebuyer, where if false, Minnesota Housing has the right to declare the loan due	<ul style="list-style-type: none"> <li>• Signed by the borrower prior to or at closing</li> <li>• Signed by the borrower who meets the First-Generation definition.</li> <li>• Minnesota Housing Pre-approval required if signing with Powers of Attorney (POA)</li> </ul>	
<b>First-Generation Homebuyer Loan Eligibility Worksheet</b>	Documents First- Generation Program Eligibility	<ul style="list-style-type: none"> <li>• Required to be completed and uploaded by the lender.</li> </ul>	
<b>First-Generation Homebuyer Loan Mortgage</b>	Borrower pledges title of the property to the lender as security for the loan described in the First-Generation Homebuyer Loan Note	<ul style="list-style-type: none"> <li>• Do not alter language on the mortgage</li> <li>• Verify mortgage states 20- year term</li> <li>• Sign and notarize at the time of closing, or as close before closing as possible</li> </ul>	
<b>First-Generation Homebuyer Loan Note</b>	Written promise to repay the First-Generation Homebuyer Loan if the forgiveness terms are not met	<ul style="list-style-type: none"> <li>• Sign and notarize at the time of closing, or as close before closing as possible</li> </ul>	
<b>Household Size Statement</b>	Documents the borrower's household size	Can be filled out and signed by the borrower or lender	
<b>Monthly Payment Loan (MPL) Mortgage</b>	Pledges title of the property to the lender as security for the Minnesota Housing Monthly Payment Loan described in the MPL Note	<ul style="list-style-type: none"> <li>• Do not alter language on the mortgage</li> <li>• Verify mortgage states a 10-year term</li> <li>• Sign and notarize at the time of closing, or as close before closing as possible</li> </ul>	
<b>Monthly Payment Loan (MPL) Note</b>	Written promise to repay the Monthly Payment Loan	Sign and notarize at the time of closing, or as close before closing as possible	
<b>Non-Occupant Spouse Statement</b>	Written statement that a spouse will not be a borrower and does not intend to live in the property	Signed by the borrower	
<b>Notice to Buyers FHA/VA</b>	Describes rights and responsibilities as they pertain to FHA/VA loans	Signed at time of closing or as close before closing as possible for all Start Up FHA/VA loans	
<b>Notice to Buyers Conventional/RD</b>	Describes rights and responsibilities as they pertain to RD and Conventional loans	Signed at time of closing or as close before closing as possible for all Start Up RD and Conventional loans	

FORM	DESCRIPTION	INSTRUCTIONS FOR USE	LINK
<b>Required Forms Summary – Start Up</b>	Summary of the required forms that borrower will sign at closing	<ul style="list-style-type: none"> <li>• Optional, but recommended</li> <li>• No signature required</li> <li>• Give to the borrower at the time of application</li> </ul>	
<b>Required Forms Summary – Start Up and First-Generation</b>	Summary of the required forms that borrower will sign before or at closing	<ul style="list-style-type: none"> <li>• Optional, but recommended</li> <li>• No signature required</li> <li>• Give to the borrower at the time of application</li> </ul>	
<b>Sample Partial Exemption Disclosure</b> DPL and DPL Plus	Sample disclosure for DPL and DPL Plus loans meeting the criteria for the HUD/RESPA Partial Exemption ( <a href="#">12 CFR §1026.3(h)</a> and <a href="#">HUD 1024.5</a> ).	Understand TRID disclosure requirements and modify form as appropriate.	
<b>Sample Partial Exemption Disclosure</b> First-Generation Homebuyer Loans	Sample disclosure for First-Generation Homebuyer loans meeting the criteria for the HUD/RESPA Partial Exemption ( <a href="#">12 CFR §1026.3(h)</a> and <a href="#">HUD 1024.5</a> ).	Understand TRID disclosure requirements and modify form as appropriate.	
<b>Subsidy Recapture Statement and Tennessee Warning</b> (locks on/after 6/3/24)	Explains how and when subsidy recapture could occur and includes our privacy policy and Tennessee Warning	<ul style="list-style-type: none"> <li>• Give to borrower(s) at application, but do not sign</li> <li>• Sign at time of closing or as close before closing as possible</li> <li>• Verify subsidy recapture tax calculation on page 1 is based on correct loan amount</li> </ul> <p>If property is in a Targeted Area, check box on page 3</p>	
<b>Subsidy Recapture Statement and Tennessee Warning</b> (locks prior to 6/3/2024)	Explains how and when subsidy recapture could occur and includes our privacy policy and Tennessee Warning	<ul style="list-style-type: none"> <li>• Give to borrower(s) at application, but do not sign</li> <li>• Sign at time of closing or as close before closing as possible</li> <li>• Verify subsidy recapture tax calculation on page 1 is based on correct loan amount</li> <li>• If property is in a Targeted Area, check box on page 3</li> </ul>	
<b>Tennessee Warning</b>	Includes our privacy policy; explains use of private data and rights of subjects of those data.	<ul style="list-style-type: none"> <li>• Give to borrower(s) at application, but do not sign</li> <li>• Sign at time of closing or as close before closing as possible</li> </ul>	
<b>Zero Income Statement</b>	States that the borrower or the spouse of the borrower does not receive or earn income	<ul style="list-style-type: none"> <li>• Signed by the borrower or spouse of borrower who does not receive income</li> </ul>	

## Minnesota Housing File Delivery Checklists (Optional)

The checklists linked in the table below list the Minnesota Housing required forms specific to the program, product, and DPA combination listed. Use of these checklists is optional. These checklists do not contain all information needed to originate loans for sale. See the applicable Minnesota Housing Procedural Manual on [our website](#) for complete information.

	CHECKLIST	LINK
START UP: CONVENTIONAL	Start Up: Conventional First-Generation with DPL/DPL+	
	Start Up: Conventional First-Generation with MPL	
	Start Up: Conventional First-Generation (no MPL/DPL/DPL+)	
	Start Up: Conventional with DPL/DPL+	
	Start Up: Conventional with MPL	
	Start Up: Conventional first mortgage only	
START UP: FHA	Start Up: FHA First-Generation with DPL/DPL+	
	Start Up: FHA First-Generation with MPL	
	Start Up: FHA First-Generation (no MPL/DPL/DPL+)	
	Start Up: FHA with DPL/DPL+	
	Start Up: FHA with MPL	
	Start Up: FHA first mortgage only	
START UP: RD	Start Up: RD First-Generation with DPL/DPL+	
	Start Up: RD First-Generation with MPL	
	Start Up: RD First-Generation (no MPL/DPL/DPL+)	
	Start Up: RD with DPL/DPL+	
	Start Up: RD with MPL	
	Start Up: RD first mortgage only	
START UP: VA	Start Up: VA First-Generation with DPL/DPL+	
	Start Up: VA First-Generation with MPL	
	Start Up: VA FGHB (no MPL/DPL/DPL+)	
	Start Up: VA with DPL/DPL+	
	Start Up: VA with MPL	
	Start Up: VA first mortgage only	
STEP UP	Step Up: Conventional with MPL	
	Step Up: Conventional first mortgage only	
	Step Up: FHA with MPL	
	Step Up: FHA first mortgage only	
	Step Up: RD with MPL	
	Step Up: RD first mortgage only	
	Step Up: VA with MPL	
	Step Up: VA first mortgage only	