

Instructions:

All of the following must be true to request and submit a Manual Commitment:

- Borrower qualifies for the First-Generation Homebuyer Loan Program (see [First-Generation Homebuyer Loan Eligibility Worksheet](#)).
- First mortgage loan record has been created in the Loan Commitment System. (select 1 option below)
 - First mortgage loan has been locked in Minnesota Housing Loan Commitment System.
 - First mortgage loan has been Registered with required fields complete and **with no product validation errors**. Lender is requesting Minnesota Housing to lock the loan after First-Generation funds are confirmed to be available for this borrower.

The form must be completed by the individual(s) within the lender's organization who is responsible for entering and locking loans in Minnesota Housing's Online Commitment System.

Please email completed form via **secure email** to mnhousing.solution@state.mn.us

First-Generation Homebuyer Loan funds will be committed on a first come, first served basis as completed Manual Loan Commitment Request Forms are received until funds are exhausted. Submitting the form does not guarantee a First-Generation Homebuyer Loan Commitment.

If the form is submitted on a business day during the commitment system hours below and the loan is not yet locked Minnesota Housing will lock the loan based on the rate available at the time of submission. If a First-Generation Homebuyer Loan Manual Commitment Request Form is incomplete, as determined by the sole discretion of Minnesota Housing, then Minnesota Housing will find the request is not eligible for commitment. Minnesota Housing will email the lender within 3 business hours of receipt of completed form to inform them about whether funds were committed or unavailable. If the First-Generation Homebuyer Loan funds are unavailable Minnesota Housing will not lock the first mortgage.

Commitment System Hours

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

Disclaimer: Minnesota Housing offers no express or implied warranty or guarantee of availability of First-Generation Homebuyer Loan Funds. Minnesota Housing will process electronically submitted First-Generation Homebuyer Loan Manual Commitment Request Forms via secure email to mnhousing.solution@state.mn.us on a first come, first served basis. Minnesota Housing is not responsible, in any way, for any delayed, lost, or misdirected electronic submissions of the First-Generation Homebuyer Loan Manual Commitment Request Form made through the internet. Minnesota Housing will notify lenders who submitted a First-Generation Homebuyer Loan Manual Commitment Request Form of the funding availability for their request via email. Lenders are responsible for checking their email spam folders or adjusting their email settings to accommodate emails from Minnesota Housing. Any errors in the implementation of the First Gen DPA Loan Program winddown process including, without limitation, errors in advertising, tampering, unauthorized intervention, fraud, technical failures, human error, or any other causes beyond the control of Minnesota Housing, that in the sole judgment of Minnesota Housing, could affect the administration, security, fairness, integrity or proper conduct of the winddown, then Minnesota Housing reserves the right at its sole discretion to terminate, modify or suspend the spenddown process.

Lender Contact Information

Lender Comments:

Requester Name	Title	Phone Number	Email Address
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Minnesota Housing Loan Number:

Borrower Information

First Name	Last Name	First-Generation Homebuyer Status:
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Borrower 2 Information

First Name	Last Name	First-Generation Homebuyer Status:
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First-Generation Homebuyer Loan Information

First-Generation Homebuyer Loan Amount Requested:

Product and Pricing (Required for loans in Registered Status)

Product	SRP	Interest Rate
		%

Questions? Contact the Partner Solutions Team: mnhousing.solution@state.mn.us or 651.296.8215 | 800.710.8871.