

MIAMI – DADE COUNTY



Homebuyer Loan Program

Application for Mortgage Lender

**Department of Public Housing and Community Development
701 N.W. 1st Court
14th Floor
Miami, Florida 33136
(786) 469-2100**

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PURPOSE AND GOALS OF THE PHCD

The Department of Public Housing and Community Development (PHCD) administers federal and state funded programs including the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Program (HOME), designed to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for low-income and moderate-income persons. The primary means towards this end is to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and not-for-profit organizations in the production and operation of affordable housing in Miami-Dade County.

PHCD is the primary County Department responsible for developing affordable housing and oversees the Building Better Communities General Obligation Bond proceeds, the Documentary Stamp Surplus (SURTAX) and the State Housing Initiatives Partnership (SHIP) funds for affordable housing development. In addition, the Department administers the County-owned Affordable Housing units, the Neighborhood Stabilization Program (NSP), the Disaster Relief Initiative (DRI) funds and the Empowerment Zone program and provides administrative support to the Urban Economic Revitalization Task Force (UERTF) Board as they formulate recommendations related to economic development policies and procedures for the Targeted Urban Areas (TUAs).

FINANCIAL INSTITUTIONS INFORMATION

Lender Legal Name: _____

President / CEO: _____

Phone / Fax: _____ E-Mail: _____

Senior Executive for Residential Mortgage Lending: _____

Phone / Fax: _____ E-Mail: _____

Main Office Address: _____

Phone: _____ Fax: _____

Number of Branches: _____ Locations: _____

Type of Legal Entity: () Credit Union () Bank () Other _____

Federal Employer ID Number: _____

Date Lending Institution was founded: _____

Has your firm operated under any other name within the last five years? If yes, please list the name(s): _____

List State(s) in which company does business: _____

Do you offer any secured or unsecured loan to finance closing cost? () yes () no

Please indicate if you offer any type of discounts on the following:

() Interest Rate () Appraisal () Credit Report () Other _____

Does your staff include loan originators and processors dedicated to affordable housing? () yes () no

Attach a copy of the written internal audit system to verify the authenticity of loan information (i.e. Quality Control Management Procedures).

Please include a copy of your most recent audited financial statement. List the name and address of the agency or regulatory commission that rates your financial institution's solvency and standing among other like financial institutions in the community. ***(Please attach certification).***

Name: _____

Address: _____

Restrictions on Lending Parameters

1. In the event of a default prior to any foreclosure litigation proceeding, The Department of Public Housing & Community Development (PHCD) must be called and notified of the problem. This notification must be followed with a written notice to the PHCD in its capacity as the Second Lien-holder and the letter must be addressed to: The Department of Public Housing & Community Development: 701 NW 1st Court, 14th Floor, Attn: Loan Servicing Department, Miami, Florida 33136.
2. Loans are allowed to be sold in the Secondary Market. The servicing of said loans may be retained or designated as "servicing released". In the case of "servicing released", the sale of the servicing must have prior approval by the PHCD.
3. The Board of Directors of the Financial Institution that wishes to participate in the PHCD programs must pass a Resolution authorizing said programs and deliver a certified copy of same to the PHCD office, along with this application.
4. The application by the Financial Institution to participate must be signed by an authorized officer of the Financial Institution.
5. The financial institution has been advised and agrees that any violation of the rules encompassed in this application will disqualify said lending institution from any further participation in the PHCD program.
6. First mortgage financing must be in compliance with Miami-Dade County's lending guidelines.
 - a. Maximum loan term is 30 (thirty) years
 - b. No prepayment penalties
 - c. Fixed rate mortgages only
 - d. No balloon mortgages and / or excessively high interest rates
 - e. Title Insurance will be required but the cost of same must be at Promulgated Rates.
 - f. All Lenders are required to escrow for taxes and insurance where applicable
 - g. No add-on fees are permitted for the borrower
7. Financial Institution must abide by PHCD's schedule of acceptable fees to be charged to the borrower. (Attachment A)
8. Financial Institution further agrees to abide by and implement any additional terms and conditions which the PHCD may implement from time to time and which it deems necessary to protect the borrowers that enter this program.
9. The Financial Institution should designate a contact person's name and phone number on all applications.
10. The County, at its sole discretion may accept or reject any application submitted.
11. The County, at its sole discretion may drop any selected lender from the participating lenders list.
12. The County reserves the right to limit the size of the pool of lenders based on experience and past performance.

SCHEDULE OF ACCEPTABLE FEES TO BE CHARGED TO BORROWER

The interest rate to be charged on the first mortgage will be the Fannie Mae, Freddie Mac or FHA net 30 day rate for 30 years and shall be locked in for a period of at least 60 days. If the loan is not closed within 60 days, the interest rate will be the prevailing rate to be determined not less than 5 days before closing. The rate shall be locked in at the time of loan approval with a "float down" feature if the rates should go down.

The first mortgage loan must be fixed rate and the term no more than 30 years.

The maximum allowable fees to the borrower are as follows:

This fee is set at a maximum of 2% of the first mortgage amount and is the only fee to be charged by the first lender. It should be sufficient to cover the following costs.

1. Origination/Discount Fee:

- Document Prep fee
- Flood Certification fee
- Tax Service fee
- Underwriting fee
- Processing fee
- Closing fee
- Application fee
- Settlement fee
- Notary fee

- | | | |
|----|--|------------------------|
| 2. | Appraisal Fee | Prevailing vendor cost |
| 3. | Credit Report | Prevailing vendor cost |
| 4. | Re-certification fee | \$100.00 maximum |
| 5. | Final Inspection | \$100.00 maximum |
| 6. | Roof/Termite Inspection | Prevailing vendor cost |
| 7. | Recording fees | Per State regulations |
| 8. | Septic Tank Inspection | Prevailing vendor cost |
| 9. | Developer Fees are not permitted to be charged to the borrowers, nor are mortgage broker fees, or other fees outside this prescribed schedule. | |

AGREEMENT TO AND ACCEPTANCE OF /PHCD RULES

_____ Financial Institution agrees to comply with, and be legally bound by, the terms and conditions set forth by The Department of Public Housing and Community Development (PHCD) as identified in the PHCD guidelines, and this application, including but not limited to, the schedule of acceptable fees, when accepting and processing all loan applications associated with PHCD programs.

_____, Financial Institution, represents and warrants that it has been lawfully authorized by its Board of Directors to execute this application and agree to the terms and conditions contained herein.

By: _____

Title: _____

Print Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledged before me this _____ day of _____, 2013, by _____, who [] is personally known to me or [] produced _____ as identification.

Notary Public

Print name:

My commission expires:
