

## Chenoa Fund Secondary Financing Mortgage Program

### General Information

<b>Description</b>	<p>Chenoa Fund secondary financing assists homebuyers in meeting their minimum required investment when purchasing an owner occupied, single family primary residence.</p> <p>Description of Assistance</p> <ul style="list-style-type: none"> <li>• Down payment assistance is in the form of a second mortgage.             <ul style="list-style-type: none"> <li><input type="checkbox"/> The assistance provided will be 3.5% or 5% of the sales price or appraised value, whichever is less, rounded up to the nearest whole dollar.</li> <li><input type="checkbox"/> Assistance may go toward the borrower's minimum required investment, closing costs, or prepaid items, or any combination of the three.</li> </ul> </li> </ul> <p>How to Calculate Area Median Income for FHA</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use HUD's AMI chart: <a href="https://www.huduser.gov/portal/datasets/il.html">https://www.huduser.gov/portal/datasets/il.html</a></li> <li><input type="checkbox"/> Then click on the link under "Access Individual Income Limits Area"</li> <li><input type="checkbox"/> Select a State then Select a County.</li> <li><input type="checkbox"/> Click on View County Calculations             <ul style="list-style-type: none"> <li>o For a family of 4 or less multiple the income stated under Median Income column by 135%</li> </ul> </li> <li>Ⓣ For example: Median Income for Los Angeles County is \$64,300. <math>\\$64,300 \times 115\% = \\$73,945</math>. The income limit for a family of 4 or less is \$73,945 if qualifying for soft/forgivable secondary financing.             <ul style="list-style-type: none"> <li>o For a family of 5 multiply the income limit listed for a family of 5 under "Very Low (50%) Income Limit" by 2, then multiply by 135%.</li> </ul> </li> <li>Ⓣ For example: Very Low (50%) Income for a family of 5 in Los Angeles County is \$48,700. <math>\\$48,700 \times 2 = \\$97,400 \times 115\% = \\$112,010</math>. The income limit for a family of 5 is \$112,010 if qualifying for soft/forgivable secondary financing.             <ul style="list-style-type: none"> <li>o For a family of 6 follow the steps above except you will use the income listed for a family of 6 under "Very Low (50%) Income Limit". A family of 7 uses the income listed for a family of 7, etc.</li> </ul> </li> <li><input type="checkbox"/> For additional assistance on how to calculate AMI, refer to CBCMA's training series #2 "How to Calculate AMI": <a href="https://chenoafund.org/lender/training-material/">https://chenoafund.org/lender/training-material/</a></li> </ul>												
<b>Product Code / CCID</b>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #92d050;"> <th style="width: 33%;">Mortgage Type</th> <th style="width: 33%;">DPA Assistance</th> <th style="width: 33%;">Area Median Income (AMI)</th> </tr> </thead> <tbody> <tr> <td>FHA</td> <td>Forgivable Second</td> <td>≤ 135%</td> </tr> <tr> <td>FHA</td> <td>Repayable Second</td> <td>No Income Limits</td> </tr> <tr> <td colspan="3">Product Code for Second: 2ND (regardless of first lien type)</td> </tr> </tbody> </table>	Mortgage Type	DPA Assistance	Area Median Income (AMI)	FHA	Forgivable Second	≤ 135%	FHA	Repayable Second	No Income Limits	Product Code for Second: 2ND (regardless of first lien type)		
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<b>Program Administrator</b>	<ul style="list-style-type: none"> <li>• CBC Mortgage Agency, Housing and Finance Authority of the Cedar Band of Paiutes</li> </ul>												
<b>Fees</b>	<p>First Mortgage only:</p> <ul style="list-style-type: none"> <li>• Admin Fee: \$399 to ML Mortgage dba Community Wholesale Lending</li> <li>• Appraisal: Actual Fee</li> <li>• Processing: Standard fees apply</li> <li>• Underwriting: Standard fees apply Second Mortgage</li> <li>• The only chargeable fees to the borrower in conjunction with the secondary financing are prepaid interest, recording fees for the Deed of Trust, reasonable settlement fees, any governmental levied property tax stamps, a MERS registration/transfer fee, and a courier fee to return the signed documents to ML Mortgage.</li> </ul>												
<b>Flood Insurance</b>	<p>Per first lien guidelines.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For FHA loans, if any portion of the dwelling, related structures (including non-residential detached structures) or equipment essential to the value of the property is located within an SFHA, Life of Loan flood insurance must be obtained.</li> </ul>												
<b>IRS Recapture</b>	None												
<b>Locks / Registrations</b>	Lock and registration requests must be received by <b>1:30 pm PST</b> . Any requests received after 1:30 pm will be processed the following business day.												

<p style="text-align: center;"><b>Process</b></p>	<ul style="list-style-type: none"> <li>• Loan Officer pre-Qualifies the borrower CWL 1st lien guidelines and this supplement.</li> <li>• Purchase contract is signed and loan application is originated.</li> <li>• Initial Disclosures (LE) must be signed by the borrower(s) within 3 days of the 1003.</li> <li>• Loan is fully processed and submitted to Underwriting.</li> <li>• Underwriting will enter decision for both the first and the 2nd loans in MeridianLink</li> </ul> <p>Note: Initial and final loan application (1003) are required on all files. One should be signed and one must also be completed with present housing expense section filled out. No exceptions.</p> <p>Second Lien Applications</p> <ul style="list-style-type: none"> <li>• When secondary financing is used, a second lien loan application must be completed and executed by borrowers. The second lien loan application must identify the source of funds as CBC Mortgage Agency, including accurate loan amount and r repayment terms of the secondary financing. Additionally, the source of funds for secondary financing must be reflected in the first mortgage application as coming from CBC Mortgage Agency.</li> </ul> <p>Second Lien Funds on the First CD</p> <ul style="list-style-type: none"> <li>• On the first mortgage CD, the down payment assistance funds from CBC Mortgage Agency must be identified as coming from CBC Mortgage Agency (i.e. CBCMA 2<sup>nd</sup> lien) and reflected as such in Section L, "Paid Already by Or on Behalf of Borrower at Closing," or under "Other Credits," using lines 4 through 7. Under no circumstance should the source of funds be identified as "Chenoa."</li> </ul> <p>FUNDING</p> <ul style="list-style-type: none"> <li>• Wire cut off for State programs is 12:30 p.m. Pacific Time.</li> <li>• Loan docs must be returned at least 24 hours prior to requested funding date and;</li> <li>• All conditions must be signed off prior to the 12:30 cut off.</li> <li>• Scanned docs may be acceptable in most cases.</li> </ul>
<p style="text-align: center;"><b>Property Taxes</b></p>	<p><b>Loans where property taxes are due the following month after Purchase</b></p> <ul style="list-style-type: none"> <li>• If a property tax payment is due in or before the month following the date of CBCMA's purchase of the first mortgage, CBCMA must have proof taxes were paid before loan purchase. For example: <ul style="list-style-type: none"> <li>○ Loan purchase date is January 26<sup>th</sup>- if a tax payment is due in February (or earlier), must provide documentation that taxes are paid before loan is purchased.</li> </ul> </li> </ul>
<p><b>Supporting Documentation</b></p>	<p>All Supporting documentation must be dated within 120 calendar days of the disbursement date (including new construction).</p>
<p style="text-align: center;"><b>Underwriting - FHA</b></p>	<p>All transactions must be scored through TOTAL Mortgage Scorecard. Evidence of the TOTAL Scorecard submission must be retained in the file.</p> <p>Loans underwritten by FHA TOTAL Scorecard that receive an Approve/Eligible or Accept may be processed according to the findings report <b>except</b> that all loans require:</p> <ul style="list-style-type: none"> <li>• Letter of Explanation (LOE) for any employment gaps greater than 30 days within the past two (2) years is required.</li> <li>• A refresh credit report within ten days of disbursement OR credit monitoring report from at least one credit bureau, within ten days of disbursement. <ul style="list-style-type: none"> <li>○ Any new material inquiries will require an LOE explaining the new material inquiry be provided to determine if new debt was incurred. If new debt was incurred prior to closing, then FHA guidelines may require that the file be re-run through AUS and the debt added to the borrower's final application.</li> </ul> </li> <li>• In community property states, a soft-pull credit refresh will be required for non-borrowing spouses with debt consideration. EIN # 46-2780478 is required to be on FHA Loan Underwriting and Transmittal Summary in conjunction with secondary financing assistance, grants or gifts to the borrower.</li> </ul>
<b>Borrower Eligibility</b>	
<p style="text-align: center;"><b>Payment Shock</b></p>	<p>Loans with AUS Approval will not have payment shock calculations applied. Manually underwritten loans are not permitted</p>

<b>Borrower Eligibility</b>	<ul style="list-style-type: none"> <li>Borrower(s) must occupy the property within 60 days of closing</li> <li>Non-permanent residents may be eligible provided: <ul style="list-style-type: none"> <li>The property will be the borrower's principal residence;</li> <li>The borrower has a valid SSN, except for those employed by the World Bank, a foreign embassy, or equivalent employer identified by HUD;</li> <li>Borrower is eligible to work in the US, as evidenced by providing a copy of the Employment Authorization Document (EAD) issued by the USCIS; <ul style="list-style-type: none"> <li>The borrower satisfies the same requirements, terms and conditions as those for U.S. Citizens.</li> <li>EAD is required to substantiate work status. If the EAD will expire within one year and a prior history of residency status renewals exists, the lender may assume that continuation will be granted. If there are no prior renewals, the lender must determine the likelihood of renewal based on information from the USCIS.</li> <li>A borrower residing in the U.S. by virtue of refugee or asylee status granted by the USCIS is automatically eligible to work in this county. The EAD is not required, but documentation substantiating the refugee or asylee status must be obtained.</li> </ul> </li> </ul> </li> </ul> <p><b>Ineligible</b></p> <ul style="list-style-type: none"> <li>Foreign Nationals and ITIN borrowers</li> <li>Trust (revocable and irrevocable)</li> <li>Nonprofit Organizations</li> </ul>
<b>Co-Borrowers</b>	<p>FHA: allowed.</p> <ul style="list-style-type: none"> <li>Non-occupant co-borrowers are allowed. Must be a family member or relative only, as defined by FHA. When the loan includes a non-occupant co-borrower, the qualifying income of only the occupying borrower(s) is used to determine program qualifications under AMI limits.</li> </ul>
<b>First-Time Homebuyer</b>	Not required.
<b>Homebuyer Education</b>	<p><b>FHA Product</b></p> <p>Borrowers with FICO 600-639 are required to participate in pre-purchase counseling prior to closing.</p> <p>Borrowers with FICO 600-619:</p> <ul style="list-style-type: none"> <li>Required to take a counseling course through Money Management International. The <a href="#">course</a> is paid for by CBCMA (for borrowers in this FICO band only).</li> <li>Borrowers can take the course after their loan is registered in the CBCMA online lender portal.</li> </ul> <p>Borrowers with FICO 620-639:</p> <ul style="list-style-type: none"> <li>Any <a href="#">HUD-approved counseling course</a> is acceptable.</li> <li>CBCMA will pay the course fee for those borrowers choosing to take the Money Management International course listed above.</li> </ul> <p>Note: Only borrowers with scores less than 640 are required to take a homebuyer education course. Any borrowers on the transaction with scores equal to or greater than 640 is not required to take a course.</p>
<b>HPML / High Cost and QM</b>	<p>HPML transactions are allowed - Follow applicable CWL 1<sup>st</sup> lien guidelines.</p> <p>High Cost loans are not permitted. All loans must adhere to QM/ATR Compliance. Loans exceeding 3% max points and fees test are not permitted unless cures are applied. Bonafide discount points must adhere to CFPB and all state regulations.</p>
<b>LTV/CLTV</b>	<ul style="list-style-type: none"> <li>Maximum LTV is 96.5%. Follow FHA guidelines for maximum CLTV.</li> <li>Borrowers may include their minimum required investment (down payment) by putting down additional funds above and beyond the assistance received from Chenoa Fund as long as the LTV does not go below 90%.</li> </ul>
<b>Occupancy</b>	<ul style="list-style-type: none"> <li>One of the borrowers must occupy the property as their primary residence.</li> </ul>
<b>Power of Attorney</b>	<p>Closing documents may be executed with a Specific Power of Attorney (POA) which complies with all applicable laws and agencies policies, provided the following conditions are met:</p> <ul style="list-style-type: none"> <li>POA must be specific to the transaction and subject property. General POAs are not acceptable.</li> <li>POA must be in full force and effect on the Closing Date.</li> <li>The designated individual with Power of Attorney may not have any direct or indirect interest in the transactions.</li> <li>Grantor's (Borrower's) name appears exactly as it was stated to appear on all closing documents. If notarized outside of the United States it must be notarized at a U.S. Embassy or military installation.</li> <li>Recorder's stamp appears, if previously recorded. The POA must be dated no more than 120 days prior to and must be in full force and effect on the Closing Date.</li> <li>At least one borrower must have been present at closing, unless a face-to-face interview has been conducted on all applicants.</li> <li>The attorney-in-fact must execute all closing documents at settlement.</li> <li>Title must insure CWL is in first lien position without exception to the POA.</li> <li>POA document must be recorded immediately prior to the closing documents.</li> <li>The attorney in fact must sign the borrower's name, POA signature underneath with the following verbiage "as attorney in fact" (i.e., John Doe by Mary Doe, as attorney in fact). No Exceptions.</li> <li>In the case of initials, initial the borrower's initials with the POA initials underneath, with the following verbiage "as attorney in fact." (i.e., JD by MD, as attorney in fact). No exceptions.</li> </ul>
<b>Reserves</b>	<ul style="list-style-type: none"> <li>Per AUS</li> </ul>
<b>Retaining Current Residence &amp; Concurrent Homeownership</b>	<ul style="list-style-type: none"> <li>Allowed: Letter of Explanation is required to explain the motivation to keep current residence while purchasing a new property. An acceptable reason must be documented for the move, along with the intent behind retaining the current property. Occupancy reasonability must be documented and a QC review may be applied to the transaction.</li> <li>If the new residence extends the borrowers work commute an additional 30 minutes, the LOE is required to address this.</li> </ul> <p>Limitation on other FHA Insured Mortgages and Rental Income from Vacating Current Residence</p> <ul style="list-style-type: none"> <li>Follow CWL FHA Guidelines</li> </ul>

Financing Types	
<b>Assumable</b>	<ul style="list-style-type: none"> <li>Allowed per FHA guidelines.</li> </ul>
<b>Buydowns</b>	<ul style="list-style-type: none"> <li>Not allowed.</li> </ul>
<b>Chenoa Second Mortgage</b>	<p>This second mortgage product is paired with an FHA first mortgage. The product offers 3.5% or 5% down payment assistance to borrowers with an annual income of 135% or less of the AMI for the county or MSA in which they are purchasing a home. (An option is available to higher income borrowers that has no income limits.) All FHA guidelines must be met, as well as Chenoa Fund overlays. This product can be repayable or forgivable.</p> <p>Repayable down payment second loans have a 10-year term with an interest rate 2% higher than the interest rate on the first mortgage. The forgivable option has a 30-year term, no interest rate, and no monthly payments. Forgiveness is based on the DPA amount:</p> <p>3.5%: Forgiven once the borrower makes thirty-six (36) consecutive on-time payments on the FHA first mortgage. (The borrower must request forgiveness once forgiveness conditions are met and provide payment for processing the lien release.) This forgiveness period resets if the borrower makes a late payment on the first mortgage. If this forgiveness condition is not met before the end of the 30-year term, then the loan may be forgiven at the borrower's request and upon the borrower's payment of processing the lien release. This loan permanently loses its forgivable status if, during the initial thirty-six (36) payments on the first mortgage, the borrower refinances the first mortgage and state law allows the second mortgage to subordinate without prior consent from CBCMA.</p> <p>5%: Forgiven if all borrower payments are less than sixty (60) days late on the first one-hundred and twenty (120) payments on the FHA first mortgage. (The borrower must request forgiveness once forgiveness conditions are met and provide payment for processing the lien release.) This forgiveness period does not reset if any of the first one-hundred and twenty (120) payments on the FHA first mortgage are sixty (60) or more days late; in such a situation, the loan would not be forgiven after the first one-hundred and twenty (120) payments on the FHA first mortgage, but the loan would still have a 0% interest rate and no monthly payment for the rest of the 30-year term. If this loan is not forgiven after the first one-hundred and twenty (120) payments on the FHA first mortgage and this loan reaches the end of its 30-year term, then the loan may be forgiven at the borrower's request and upon the borrower's payment of processing the lien release. This loan permanently loses its forgivable status if during the initial one-hundred and twenty (120) payments on the first mortgage the borrower refinances the first mortgage and state law allows the second mortgage to subordinate without prior consent from CBCMA.</p> <p>Note: Borrowers may receive a refund of documented earnest money deposit and other documented, paid, third-party costs</p>
<b>Electronic Signatures</b>	<p>Electronic signatures are acceptable on initial application documents. However, the following specific closing documentation will require wet signatures that are not electronic:</p> <ul style="list-style-type: none"> <li>All Promissory Notes, Mortgages, and Final Closing Disclosures.</li> </ul>
<b>Escrow Waivers</b>	Not allowed.
<b>High Balance</b>	High balance loans are acceptable, except for the 5% down payment assistance product when using the forgivable option.
<b>Loan Limits</b>	Follow applicable 1 <sup>st</sup> lien guidelines.
Credit	
<b>Bankruptcy</b>	Follow applicable CWL FHA 1 <sup>st</sup> lien guidelines.
<b>Current Housing Payment</b>	All applications must contain a present housing payment unless the borrower is currently not making a housing payment.

<b>Deed-in-Lieu / Foreclosure / Short Sale</b>	<ul style="list-style-type: none"> <li>Follow applicable CWL FHA 1<sup>st</sup> lien guidelines.</li> </ul>
<b>Credit</b>	<p>All borrowers must have at least one credit score.</p> <ul style="list-style-type: none"> <li>All FHA: Minimum 600 FICO required.</li> </ul>
<b>Forbearance</b>	Loans in forbearance are not eligible.
<b>Manual Underwriting</b>	Manual Underwrites are not permitted
<b>Ratios</b>	<p>All FHA Products</p> <ul style="list-style-type: none"> <li>FICO® 600+: DTI per AUS approval. If the borrower does not receive Approve/Eligible, a manual underwrite may be allowed; see section 5.25 (Manual Underwriting) for more information.</li> <li>Note: See payment shock requirements for DTI restrictions where payment shock is a factor.</li> </ul>
<b>Income</b>	
<b>Employment / Income</b>	<ul style="list-style-type: none"> <li>Follow AUS for income documentation requirements including number of years needed.</li> <li>Annual income must be combined for all borrowers on the loan, excluding non-occupant borrowers.</li> <li>AMI calculation is based on QUALIFYING income only. Use income on final loan application.</li> </ul> <p>Use HUD's AMI chart: <a href="https://www.huduser.gov/portal/datasets/il.html">https://www.huduser.gov/portal/datasets/il.html</a></p> <ul style="list-style-type: none"> <li>For information on how to calculate AMI, refer to CBCMA's training series #2 "How to Calculate AMI": <a href="https://chenoafund.org/lender/training-material/">https://chenoafund.org/lender/training-material/</a></li> </ul> <ul style="list-style-type: none"> <li>When the loan includes a non-occupant co-borrower, qualifying income of only the occupying borrower(s) is used to determine program qualifications under AMI limits.</li> </ul> <p><b>IRS Transcripts Requirements – All Programs</b></p> <ul style="list-style-type: none"> <li>Required for self-employed borrowers, or any borrower than needs tax returns for qualifying.</li> <li>W-2 only income is not required to be validated with transcripts unless the loan is an identity-of-interest transaction or other QC concerns exist.</li> <li>For W2 borrowers, follow AUS requirements for income documentation.</li> </ul> <p><b>Mortgage Credit Certificates</b></p> <p>Allowed. All MCCs must be calculated according to FHA guidelines for adding the credit as income, not a payment reduction.</p> <p><b>Self-Employed Business Verification</b></p> <p>Self-employed borrowers must have their business verified as open and operating within <b>thirty (30)</b> days prior to the Note date. One of the following must be provided in order to confirm the business is open and operating:</p> <ul style="list-style-type: none"> <li>Evidence of current work (executed contracts or signed invoices that indicate the business is operating on the day the lender verifies self-employment);</li> <li>Evidence of current business receipts within <b>thirty (30)</b> days of the Note date (payment for services performed);</li> <li>Lender certification that the business is open and operating (confirmed through a phone call of other means); or</li> <li>Business website demonstrating activity supporting current business operations (timely appointments for estimates or service can be scheduled).</li> </ul>
<b>Assets</b>	
<b>Borrower Minimum Contribution</b>	All funds needed to complete the transaction can come from a CBCMA-approved second lien.
<b>Property</b>	
<b>Accessory Units</b>	Accessory units must follow FHA guidelines and all zoning laws on allowable features.
<b>Appraisal</b>	Appraisal recertification is required if the expiration date of the appraisal is within 30 days prior to purchase.
<b>Condominiums</b>	<p>must be FHA approved. Provide print-out evidencing project is currently approved on FHA Roster.</p> <ul style="list-style-type: none"> <li>Do not order an FHA Case Number or an Appraisal for an FHA condominium application until the project appears as "approved" on the FHA Condominium online approval list (<a href="https://entp.hud.gov/idapp/html/condlook.cfm">https://entp.hud.gov/idapp/html/condlook.cfm</a>)</li> <li>Established projects only</li> <li>Must be 100% Complete</li> <li>Owner Occupancy &gt; 35%</li> <li>HOA vested &gt; 1 year</li> <li>Projects with 20+ units: No Entity Owns &gt; 10% of Units;</li> <li>Less than 20 units: No single owner may own more than 1 unit. No related party may own a unit.</li> <li>&lt; 50% FHA Concentration</li> <li>&gt; 10% for Reserves</li> <li>Satisfactory Financials</li> <li>&lt; 35% Commercial Space</li> <li>&lt; 15% HOA Delinquency</li> </ul> <p>Ineligible</p> <ul style="list-style-type: none"> <li>New Construction Projects</li> </ul>

<p><b>Property Types - FHA</b></p>	<p>Eligible</p> <ul style="list-style-type: none"> <li>• 1 unit SFR, attached or detached</li> <li>• 2 units</li> <li>• FHA Approved Condominiums</li> <li>• Planned Unit Developments (PUD's)</li> <li>• Manufactured Homes</li> </ul> <p>Not Eligible</p> <ul style="list-style-type: none"> <li>• Second Homes</li> <li>• Investment Properties</li> <li>• Leasehold Condominiums / Leasehold PUDs</li> <li>• Condotels</li> <li>• Manufactured Home in any flood zone</li> <li>• Working farms</li> <li>• Co-ops</li> <li>• Indian Leasehold</li> <li>• Building on own land</li> <li>• Construction to Perm</li> <li>• Proposed or Under Construction</li> <li>• Properties located within SFHA Zone A (a Special Flood Zone Area) of Zone V (a coastal area) and insurance under the National Flood Insurance Program is not available in the community.</li> <li>• Properties located within a Coastal Barrier Resource System</li> </ul>
<p><b>Manufactured Housing - DTI &amp; Payment Shock Requirements</b></p>	<ul style="list-style-type: none"> <li>• FICO® 600+: DTI per AUS approval. If the borrower does not receive Approve/Eligible, a manual underwrite may be allowed; see section 5.25 (Manual Underwriting) for more information.</li> </ul> <p>Note: See payment shock requirements for DTI restrictions where payment shock is a factor.</p> <ul style="list-style-type: none"> <li>• For Borrowers exceeding 125% payment shock or where the Borrower has no prior housing expense, the maximum DTI is 45%. AUS-approved DTI remains acceptable for those Borrowers whose new mortgage payment (PITI) will not exceed 125% of their current housing expense.</li> </ul>
<p><b>Resale / Deed Restrictions</b></p>	<ul style="list-style-type: none"> <li>• Deed restrictions allowed per FHA 4000.1 are permissible; however, easements and deed restrictions that affect marketability must be reviewed and approved by Chenoa, unless the easement or deed restriction expires upon foreclosure.</li> <li>• Loans with resale deed restrictions are ineligible.</li> </ul>
<p><b>Closing</b></p>	
<p><b>Closing</b></p>	<p>All secondary financing will be issued in the name of the originating lender. The Note must be endorsed to CBCMA using an endorsement or by using an Allonge, The Deed (or Mortgage) must be assigned to CBCMA prior to sending the request for FHA insurance.</p> <p>Mortgage Electronic Registration System (MERS) CBCMA requires that the first and second mortgages must be registered in Mortgage Electronic Registration Systems (MERS) in accordance with MERS guidelines. In addition, all mortgage loans, first and second, must be transferred to CBC Mortgage Agency as Investor (owner/beneficiary) and Servicer through MERS within 72 hours after the first mortgage loan purchase; never before purchase (MERS ORG #1012881).</p> <p>Principal Reductions / Principal Curtailments Fill out the Principal Balance Reduction form (<a href="https://chenoafund.org/lender/cbc-documents-and-tools/">https://chenoafund.org/lender/cbc-documents-and-tools/</a>) if there are any principal reductions listed on the CD. Principal reductions/curtailments are permitted on a limited basis in accordance with Agency guidelines to correct one of the following scenarios:</p> <ul style="list-style-type: none"> <li>• Eliminate any excess credit for rate (premium pricing).</li> <li>• Eliminate any excess cash back to the Borrower.</li> </ul> <p>Note: Loans with a credit reject require MIC prior to purchase. In addition, upfront MIP must be paid prior to purchase.</p> <p>Loan Submissions <a href="mailto:submissions@chenoafund.org">submissions@chenoafund.org</a></p> <p>Purchase Clearing <a href="mailto:purchaseclearing@chenoafund.org">purchaseclearing@chenoafund.org</a></p> <p>Final / Trailing Docs <a href="mailto:finaldocs@chenoafund.org">finaldocs@chenoafund.org</a></p>

<b>Shipping</b>	<p>Required Collateral Documents</p> <ul style="list-style-type: none"> <li>• Bailee letter or security release with wire instructions (including loan manifest).</li> <li>• Original Note (including any required addendums if applicable) – Endorsed to CBC Mortgage Agency (Allonges are acceptable).</li> </ul> <p>Each loan purchased by CBC Mortgage Agency requires all final closing documents delivered within 85 days (60 days for FHA MIC) of the purchase of such mortgage loan. If complete documentation is not received within the 85 days (60 days from Note date if FHA MIC) period, CBCMA may require Seller to incur a delivery fee or repurchase the mortgage loan, or both.</p> <ul style="list-style-type: none"> <li>• Note: Final closing documents, including the Final CD and Settlement Certificate may not be electronically delivered and signed. Wet signatures are required in all cases for these documents.</li> </ul> <p>Use CBC Loan Delivery Checklist located at <a href="https://chenoafund.org/lender/cbc-documents-and-tools/">https://chenoafund.org/lender/cbc-documents-and-tools/</a> under CBC Process and Documents/Loan Delivery Checklist.</p> <p>Shipping for Collateral  CBC Mortgage Agency  912 W. Baxter Drive, Suite 150  South Jordan, UT 84095</p> <p>Shipping for Trailing Docs  CBC Mortgage Agency  C/O DocProbe  1820 Swarthmore Avenue</p>
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