

 HOME MORTGAGE

# 203(k) “Streamline” Presentation

*Sally Mazzola, Presenter*

*August 25, 2009*



# Disclaimer

**This presentation is for basic informational purposes only**

**Lenders are required to follow all FHA 203 (ks)  
guidelines**

**and U. S. Bank FHA Section 203(ks) Mortgage Procedures**

# Who can originate a 203(k)s?

- Per FHA guidelines any approved FHA DE Lender may close FHA insured 203(k)s)
- Direct experience in 203(k)s lending is not required, however the proper operational systems, construction loan disbursement experience and understanding of the product is needed to avoid situations that make origination of this product difficult
- USBHM does require a separate approval (See Lender Approval Form)

# 203(k)s Program

- Program is intended to facilitate uncomplicated rehabilitation and/or improvements to a home for which plans, consultants, engineers and/or architects are not required.
- Assist homeowners in making minor repairs without exhausting personal savings, the ceiling is \$35,000 for a maximum repair/rehabilitation amount. Note that, when the repairs exceed \$15,000, the mortgagee must perform or obtain an inspection to determine that all listed repairs were completed. (See HUD 203(K) handbook 4240 for further guidelines)
- There is no minimum escrow, lender is responsible for ALL escrow accounts, follow-up of all FHA required Documentation to HUD and US Bank.
- The 203(k)s program includes the discretionary improvements and/or repairs shown on the next few slides

# Eligible Repairs

- Repair/Replacement of roofs, gutters and downspouts
- Repair/Replacement/upgrade of existing HVAC systems
- Repair/Replacement/upgrade of plumbing and electrical systems
- Repair/Replacement of flooring
- Minor remodeling, such as kitchens, which does not involve structural repairs
- Painting, both exterior and interior
- Weatherization, including storm windows, doors, insulation, weather stripping, etc.
- Window and door replacements and exterior wall re-siding

# Eligible Repairs (cont)

- Purchase and installation of appliances including free-standing ranges, refrigerators, washers & dryers, dishwashers and microwave ovens
- Accessibility improvements for persons with disabilities
- Lead-based paint stabilization or abatement of lead-based paint hazards
- Repair/replace/add exterior decks, patios, porches
- Basement finishing and remodeling, which does not involve structural repairs
- Basement waterproofing
- Septic system and/or well repair or replacement

# Eligible repairs cont.

- 203(k)s may be used for single family housing sold by HUD
- The EEM Energy Efficient Mortgage program may be used in conjunction with 203ks program
- Manufactured Housing is eligible under program provided unit built after June 15, 1976 and on a permanent foundation for more than 1yr. prior to loan date (**Reference USBHM 203ks Mortgage Procedures**)

**NOTE: Reference Mortgage Letter 2005-50 for full listing of eligible/ineligible repairs**

# Ineligible repairs

- Major rehabilitation or major remodeling, i.e. relocation of load-bearing wall
- New construction (including room additions)
- Repair of structural damage
- Repairs requiring detailed drawings or architectural exhibits
- Landscaping or similar site amenity improvements
- Any repair or improvement requiring a work schedule longer than (6) six months
- Rehab activities that require more than (2) payments per specialized contractor
- Mortgagors may NOT use program to finance any required repairs arising from the appraisal that do not appear on the list of Eligible Work Items or that would:

# Ineligible repairs cont.

- Necessitate a consultant to develop a “Specification of Repairs/Work Write-up”
- Require plans or architectural exhibits
- Require a plan reviewer
- Result in work not starting within 30 days after loan closing; or
- Cause mortgagor to be displaced from property for more than 30 days during time work is being conducted.

# Reference

## **U. S. Bank 203(ks) Manual and Forms**

[www.mrbp.usbank.com](http://www.mrbp.usbank.com)

## **“ U. S. Bank Lender Help Desk”**

**1-800-562-5165 or e-mail**

[mrbp.helpdesk@usbank.com](mailto:mrbp.helpdesk@usbank.com)

## **FHA**

<http://www.hud.gov/offices/hsg/sfh/203k/203kmenu.cfm>

**MRBP Division - Microsoft Internet Explorer provided by US Bank, v3.7**

File Edit View Favorites Tools Help

Address [http://www.mrbp.usbank.com/cgi\\_w/cfm/personal/products\\_and\\_services/mortgages/mrbp\\_division.cfm](http://www.mrbp.usbank.com/cgi_w/cfm/personal/products_and_services/mortgages/mrbp_division.cfm) Go Links »

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**MRBP**

## U.S. Bank Home Mortgage Mortgage Revenue Bond Program Division

This site is exclusively for U.S. Bank Home Mortgage MRBP Participants.

The Mortgage Revenue Bond Program (MRBP) Division partners with various State and Local Housing Finance Agencies throughout the United States to assist them in bringing homeownership opportunities to their local constituents, which includes low to moderate income families and first-time home buyers.

This Division of U.S. Bank Home Mortgage focuses exclusively on the Mortgage Revenue Bond sector of the residential mortgage community and develops customized partnerships based on the needs of each Housing Finance Agency.

The Division offers a full range of services, including Product Development, Program Administration & Facilitation, Loan Administration and various other services to the Housing Agencies and Participating Lender community.

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[Frequently Asked Questions](#)  
[M.O.R.E. \(Mortgage Online Reporting made Easy\)](#)

**For More Information**  
Please contact our Client Support Center

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Start Sally A. Mazzola - I... L.I.C.S. Date: 6/... MRBP Division - ... Microsoft PowerPoi... 12:19 PM

The screenshot shows a Microsoft Internet Explorer browser window. The address bar displays [http://www.mrbp.usbank.com/cgi\\_w/cfm/personal/products\\_and\\_services/mortgages/mrbp\\_division.cfm](http://www.mrbp.usbank.com/cgi_w/cfm/personal/products_and_services/mortgages/mrbp_division.cfm). The main content area shows the 'MRBP' section of the U.S. Bank website, with a sidebar containing links like 'Bond Programs', 'Mortgage Loan Information', and 'U.S. Bank Lending Manuals'. A dialog box titled 'Leaving U.S. Bank - Microsoft Internet Explorer provided by...' is overlaid on the page. The dialog box features the U.S. Bank logo and the text: 'Leaving? By selecting "Continue," you will leave U.S. Bank and enter a third party Web site. U.S. Bank is not responsible for the content of, or products and services provided by ALL Regs, nor does it guarantee the system availability or accuracy of information contained in the site. This Web site is not controlled by U.S. Bank. Please note that the third party site may have privacy and information security policies that differ from those of U.S. Bank.' At the bottom of the dialog box are two buttons: 'Back' and 'Continue'. The browser's taskbar at the bottom shows several open applications, including 'Sally A. Mazzola - I...', 'L.I.C.S. Date: 6/...', 'MRBP Division - M...', 'Leaving U.S. Ban...', and 'Microsoft PowerPoi...'. The system tray on the right shows the time as 12:20 PM and a 'Trusted sites' icon.

http://www.allregs.com - Mortgage Revenue Bond Program - Microsoft Internet Explorer provided by US Bank, v3.7

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Home Mortgage

## Mortgage Revenue Bond Program

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## Mortgage Revenue Bond Program

### Company Announcements

Title: Welcome to the new MRBP Library!  
[more >>](#)

### Recent Updates

No recent updates.

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Done

Start | Sally A Mazzola - I... | L.I.C.S. Date: 6/... | MRBP Division - M... | http://www.allregs... | Microsoft PowerPoi... | 12:22 PM

# UW/Closing/Purchase/Post-Closing

- **Underwriting** – When underwriting the application follow FHA guidelines
- **Closing** – Lender is to process, close and fund all loans prior to purchase by USBHM
- **Loan Delivery & Review** – Along with the mortgage loan file, please use the (Rehab Loan File Checklist) for delivery of required rehabilitation documentation
  - Review process will additionally include review of all rehab documents and guidelines

# UW/Closing/Purchase/Post-Closing cont.

- **Loan Purchase** – All funds escrowed for repairs as well and other related items will be deducted when USBHM purchases the loan. USBHM holds all funds not disbursed at time of purchase
- **Obtaining FHA insurance** – All loans must be submitted for insurance immediately after closing.
- **Upfront MIP** - The 203(k)s program UFMIP premium structure is same as the 203b and calculated according to FHA guidelines
- **Case File Closeout** -Closeout of loan must be completed by lender on FHA connection  
USBHM will send final accounting report to lender showing all transactions disbursed by us  
**Note:** Proper closeout means lender has certified it has received and verified the accuracy of:
  - Mortgagor's Acknowledgement of Satisfactory Completion and evidence of release of liens
  - Mortgagee's Inspection Report
  - Mortgagee account of escrow funds and record of disbursements

# Overview of Lender Responsibilities



- Must maintain an accounting system acceptable to FHA 203ks guidelines
- All required reporting to FHA on matters concerning 203ks escrow account. (Includes obtaining MIC) reporting situations during rehab and final closeout requirements)
- Timely and accurate disbursement of rehab funds as required by handbooks and all related mortgagee letters or updates
- Work begins within 30 days of closing and is not to stop until completed
- Be sure borrower and contractor understand the 203(ks) process and guidelines
- Contact with borrower and contractor as well as monitoring is required until project is complete

# Overview of Lender Responsibilities (cont.)

- Contractor changes handled per FHA guidelines
- Homeowner/Contractor Agreement- When borrower uses a contractor, it is recommended that borrower enter into an Agreement with the contractor(s) to assure that the parties understand guidelines set forth by program
- Negotiate disputes between borrower and contractor
- Inform borrower and contractor that changes to original plan must be approved by DE Underwriter prior to any work to avoid disbursements delayed or withheld
  - Note:** USBHM cannot provide UW approval on any transaction
- Report changes to borrower information initially submitted to USBHM on the (Information Change Form)
- Any situations that affect the rehabilitation process must be reported to USBHM MRBP Lender Help Desk 1-800-562-5165

# Overview of Lender Responsibilities (cont.)

- In situations when liens are discovered, lender must research problem and obtain resolution between the parties, a recordable lien release is required before disbursement can be made
- DE Underwriter must approve extensions if situation dictates
- Extensions for disbursement of final draws are NOT required when project is 100% complete
- DE Underwriter must approve any and all request for disbursement on the (Disbursement Reimbursement Form)

# Overview of Lender Responsibilities (cont.)

- Disbursement for Repairs
- No more than 2 draws may be made to each contractor. (For example if there is a payout at closing to specific contractor, transaction is limited to only one additional payout, post closing)
- Disbursements to contractor may be advanced prior to construction, commencing for itemized cost of material not to exceed 35% of total cost of material.

(See USBHM 203(ks) Mortgage Procedures for complete details)

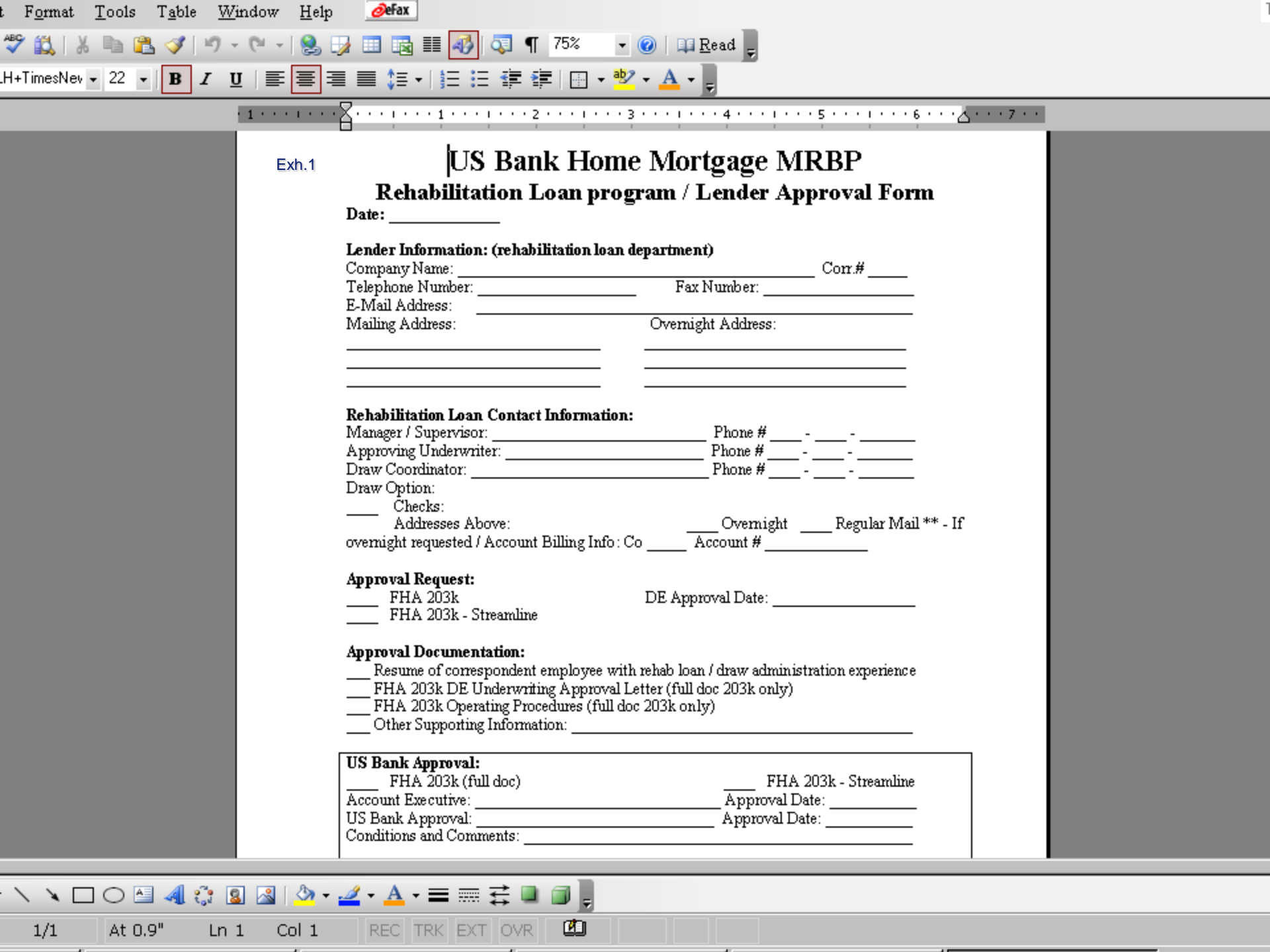
# Overview of Lender Responsibilities (cont.)

- Contingency Reserve- A reserve of 10% with max. of \$2,500 is required for cost overruns or unforeseen problems. In no event can repair rehab escrow funds exceed \$35,000. USBHM will consider lender requests for a waiver.
- Final Disbursement for repairs- Final inspection by original appraiser and Borrower's acknowledgement of his/her satisfaction must be obtained by executing (Disbursement Request Form)
- Final Release of Funds-Remaining and undisbursed funds will be applied to unpaid principal balance (Disbursement Request Form) must reflect amounts to be applied

# Overview of U.S. Bank's Responsibilities

- Review requests for accuracy before disbursements are made
- Maintain a detailed rehabilitation escrow accounting and disbursement system (only for disbursements made by USBHM and does not replace the FHA requirements for the lender)
- Monitor all rehab account activities and require information on non-active accounts, accounts with expired completion dates
  - Note:** Monitoring does not replace the responsibility of lender to timely complete the required tasks. USBHM will advise when an inactive account needs attention
- Holds all undisbursed repair escrows until proper documentation for disbursement is received
- Pays interest on the escrow account and provides 1099 to borrowers
- Responsibility to report any abuses to HUD office or other controlling authorities in the event of fraud or other misrepresentation

# 203 (ks) Sample Exhibits



Exh.1

# US Bank Home Mortgage MRBP Rehabilitation Loan program / Lender Approval Form

Date: \_\_\_\_\_

**Lender Information: (rehabilitation loan department)**

Company Name: \_\_\_\_\_ Corr.# \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Overnight Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rehabilitation Loan Contact Information:**

Manager / Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Approving Underwriter: \_\_\_\_\_ Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Draw Coordinator: \_\_\_\_\_ Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Draw Option:

\_\_\_\_ Checks:  
\_\_\_\_ Addresses Above: \_\_\_\_\_ Overnight \_\_\_\_\_ Regular Mail \*\* - If  
overnight requested / Account Billing Info: Co \_\_\_\_\_ Account # \_\_\_\_\_

**Approval Request:**

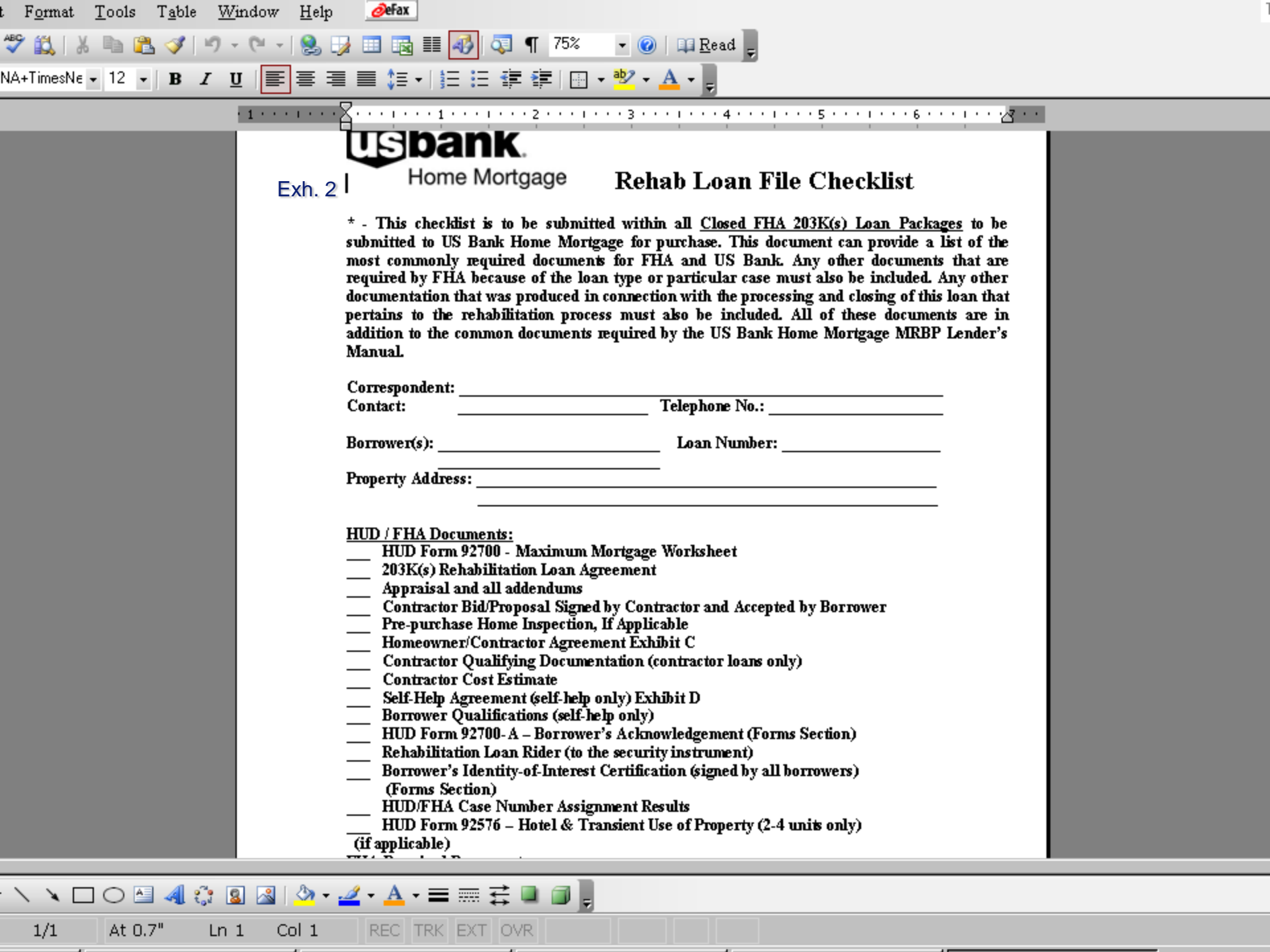
\_\_\_\_ FHA 203k DE Approval Date: \_\_\_\_\_  
\_\_\_\_ FHA 203k - Streamline

**Approval Documentation:**

\_\_\_\_ Resume of correspondent employee with rehab loan / draw administration experience  
\_\_\_\_ FHA 203k DE Underwriting Approval Letter (full doc 203k only)  
\_\_\_\_ FHA 203k Operating Procedures (full doc 203k only)  
\_\_\_\_ Other Supporting Information: \_\_\_\_\_

**US Bank Approval:**

\_\_\_\_ FHA 203k (full doc) \_\_\_\_\_ FHA 203k - Streamline  
Account Executive: \_\_\_\_\_ Approval Date: \_\_\_\_\_  
US Bank Approval: \_\_\_\_\_ Approval Date: \_\_\_\_\_  
Conditions and Comments: \_\_\_\_\_



Exh. 2 |

## Home Mortgage Rehab Loan File Checklist

\* - This checklist is to be submitted within all Closed FHA 203K(s) Loan Packages to be submitted to US Bank Home Mortgage for purchase. This document can provide a list of the most commonly required documents for FHA and US Bank. Any other documents that are required by FHA because of the loan type or particular case must also be included. Any other documentation that was produced in connection with the processing and closing of this loan that pertains to the rehabilitation process must also be included. All of these documents are in addition to the common documents required by the US Bank Home Mortgage MRBP Lender's Manual.

Correspondent: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Borrower(s): \_\_\_\_\_ Loan Number: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

### HUD / FHA Documents:

- \_\_\_ HUD Form 92700 - Maximum Mortgage Worksheet
- \_\_\_ 203K(s) Rehabilitation Loan Agreement
- \_\_\_ Appraisal and all addendums
- \_\_\_ Contractor Bid/Proposal Signed by Contractor and Accepted by Borrower
- \_\_\_ Pre-purchase Home Inspection, If Applicable
- \_\_\_ Homeowner/Contractor Agreement Exhibit C
- \_\_\_ Contractor Qualifying Documentation (contractor loans only)
- \_\_\_ Contractor Cost Estimate
- \_\_\_ Self-Help Agreement (self-help only) Exhibit D
- \_\_\_ Borrower Qualifications (self-help only)
- \_\_\_ HUD Form 92700-A - Borrower's Acknowledgement (Forms Section)
- \_\_\_ Rehabilitation Loan Rider (to the security instrument)
- \_\_\_ Borrower's Identity-of-Interest Certification (signed by all borrowers)  
(Forms Section)
- \_\_\_ HUD/FHA Case Number Assignment Results
- \_\_\_ HUD Form 92576 - Hotel & Transient Use of Property (2-4 units only)  
(if applicable)

Exh. 3

# Request for Acceptance of Changes in Approved Drawings and Specifications

**U.S. Department of Housing and Urban Development**  
 Office of Housing  
 Federal Housing Commissioner

OMB Approval No. 2502-0117 (exp. 06/30/2006)

**Instructions and Conditions on Page 2.**

The reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and mandatory. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

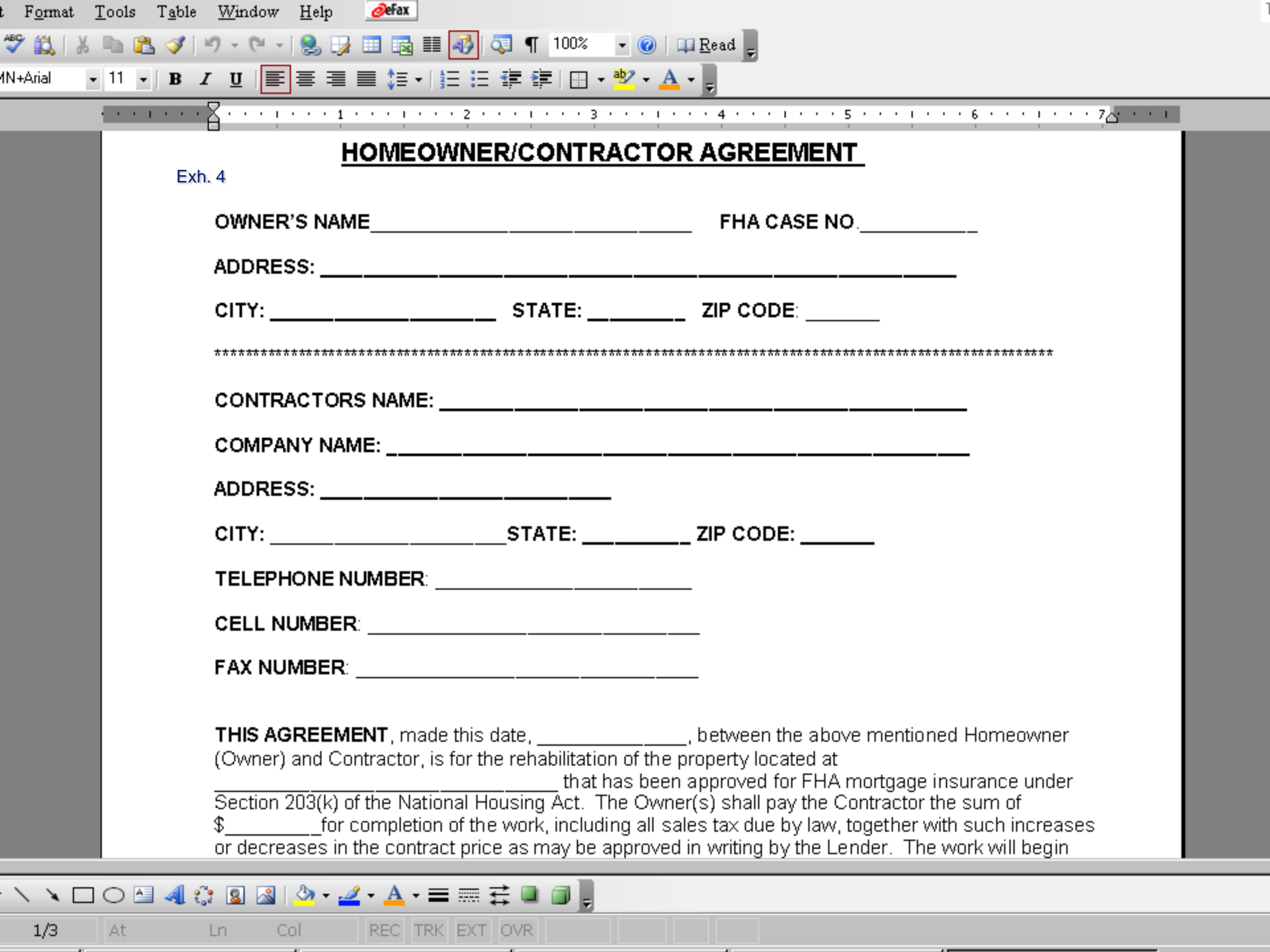
Section 203(b)(7) of the National Housing Act authorizes the Secretary of the Department of Housing and Urban Development to use his/her discretion with respect to the handling of insurance, repairs, and alterations. Builders who request changes to HUD's accepted drawings and specifications for proposed construction properties as required by homebuyers, or determined by the builder use the information collection. The lender reviews the changes and amends approved exhibits. These changes may affect the value shown on the HUD commitment. While no assurances of confidentiality are pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

Property Address	Case(s) No.	Request No.
------------------	-------------	-------------

Lender's Name & Address	We request acceptance of the following changes in the approved drawings and specifications of the above numbered case or cases.	
	We Request <input type="checkbox"/>	We Do Not Request <input type="checkbox"/>

an increase in the value and loan amounts if these changes warrant such an increase.

Description:	Builder's Estimate of cost on each change	HUD/VA Estimate of effect on cost of each change



**HOMEOWNER/CONTRACTOR AGREEMENT**

Exh. 4

OWNER'S NAME \_\_\_\_\_ FHA CASE NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

\*\*\*\*\*  
CONTRACTORS NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

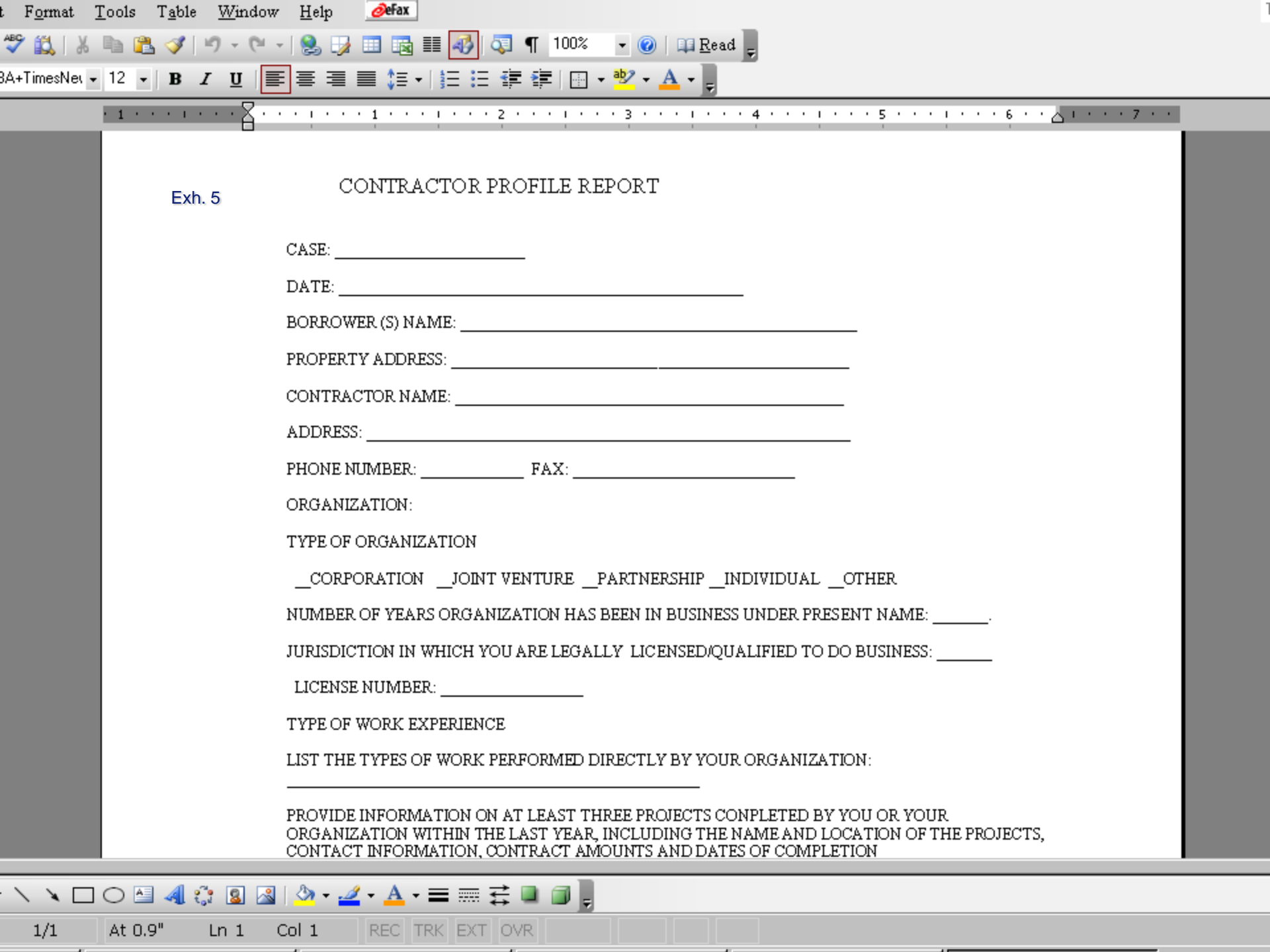
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

**THIS AGREEMENT**, made this date, \_\_\_\_\_, between the above mentioned Homeowner (Owner) and Contractor, is for the rehabilitation of the property located at \_\_\_\_\_ that has been approved for FHA mortgage insurance under Section 203(k) of the National Housing Act. The Owner(s) shall pay the Contractor the sum of \$\_\_\_\_\_ for completion of the work, including all sales tax due by law, together with such increases or decreases in the contract price as may be approved in writing by the Lender. The work will begin



Exh. 5

## CONTRACTOR PROFILE REPORT

CASE: \_\_\_\_\_

DATE: \_\_\_\_\_

BORROWER (S) NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

ORGANIZATION:

TYPE OF ORGANIZATION

\_\_CORPORATION \_\_JOINT VENTURE \_\_PARTNERSHIP \_\_INDIVIDUAL \_\_OTHER

NUMBER OF YEARS ORGANIZATION HAS BEEN IN BUSINESS UNDER PRESENT NAME: \_\_\_\_\_

JURISDICTION IN WHICH YOU ARE LEGALLY LICENSED/QUALIFIED TO DO BUSINESS: \_\_\_\_\_

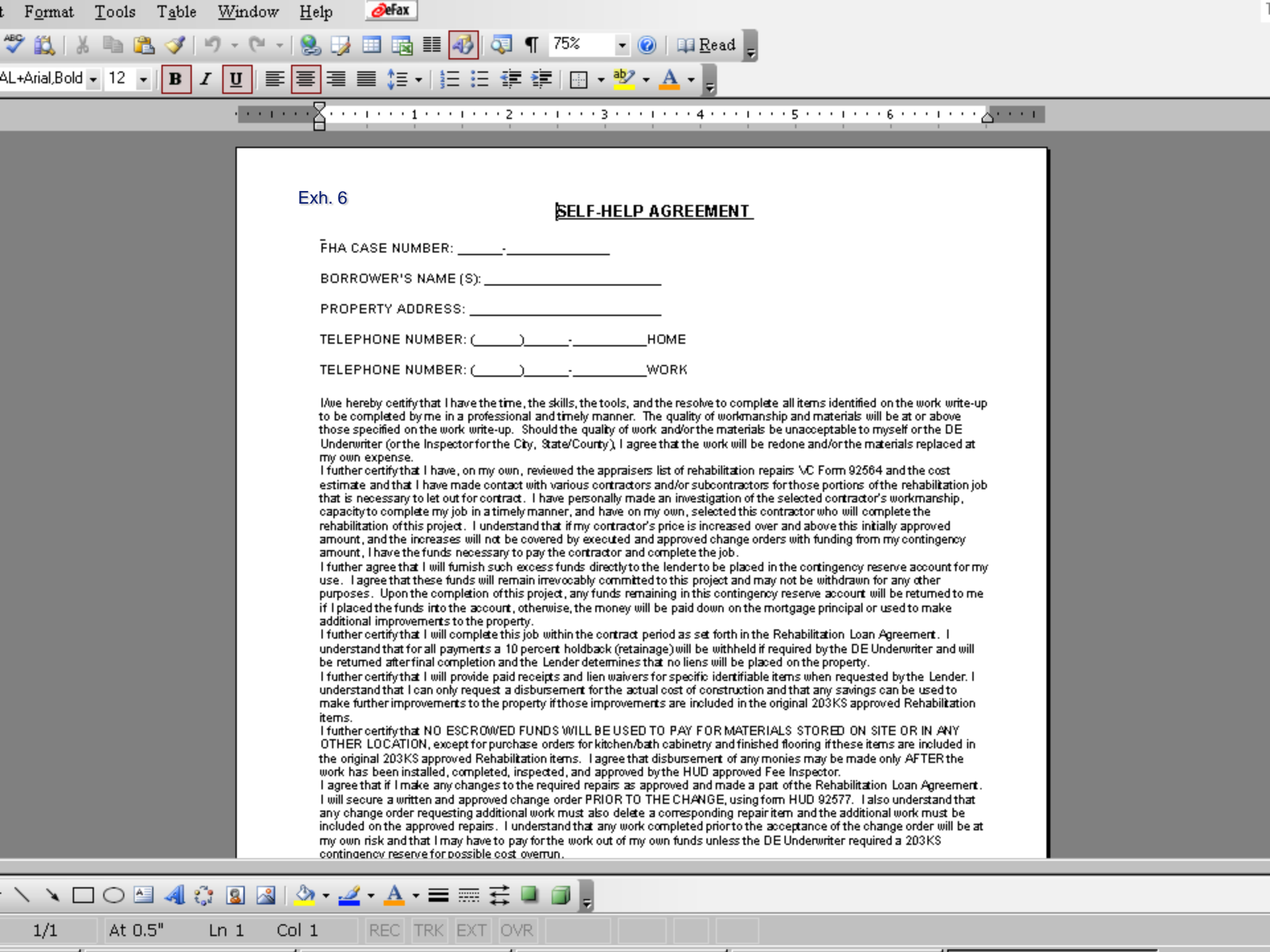
LICENSE NUMBER: \_\_\_\_\_

TYPE OF WORK EXPERIENCE

LIST THE TYPES OF WORK PERFORMED DIRECTLY BY YOUR ORGANIZATION:

\_\_\_\_\_

PROVIDE INFORMATION ON AT LEAST THREE PROJECTS COMPLETED BY YOU OR YOUR ORGANIZATION WITHIN THE LAST YEAR, INCLUDING THE NAME AND LOCATION OF THE PROJECTS, CONTACT INFORMATION, CONTRACT AMOUNTS AND DATES OF COMPLETION



Exh. 6

SELF-HELP AGREEMENT

FHA CASE NUMBER: \_\_\_\_\_

BORROWER'S NAME (S): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_)\_\_\_\_-\_\_\_\_ HOME

TELEPHONE NUMBER: (\_\_\_\_)\_\_\_\_-\_\_\_\_ WORK

I/we hereby certify that I have the time, the skills, the tools, and the resolve to complete all items identified on the work write-up to be completed by me in a professional and timely manner. The quality of workmanship and materials will be at or above those specified on the work write-up. Should the quality of work and/or the materials be unacceptable to myself or the DE Underwriter (or the Inspector for the City, State/County), I agree that the work will be redone and/or the materials replaced at my own expense.

I further certify that I have, on my own, reviewed the appraisers list of rehabilitation repairs VC Form 92564 and the cost estimate and that I have made contact with various contractors and/or subcontractors for those portions of the rehabilitation job that is necessary to let out for contract. I have personally made an investigation of the selected contractor's workmanship, capacity to complete my job in a timely manner, and have on my own, selected this contractor who will complete the rehabilitation of this project. I understand that if my contractor's price is increased over and above this initially approved amount, and the increases will not be covered by executed and approved change orders with funding from my contingency amount, I have the funds necessary to pay the contractor and complete the job.

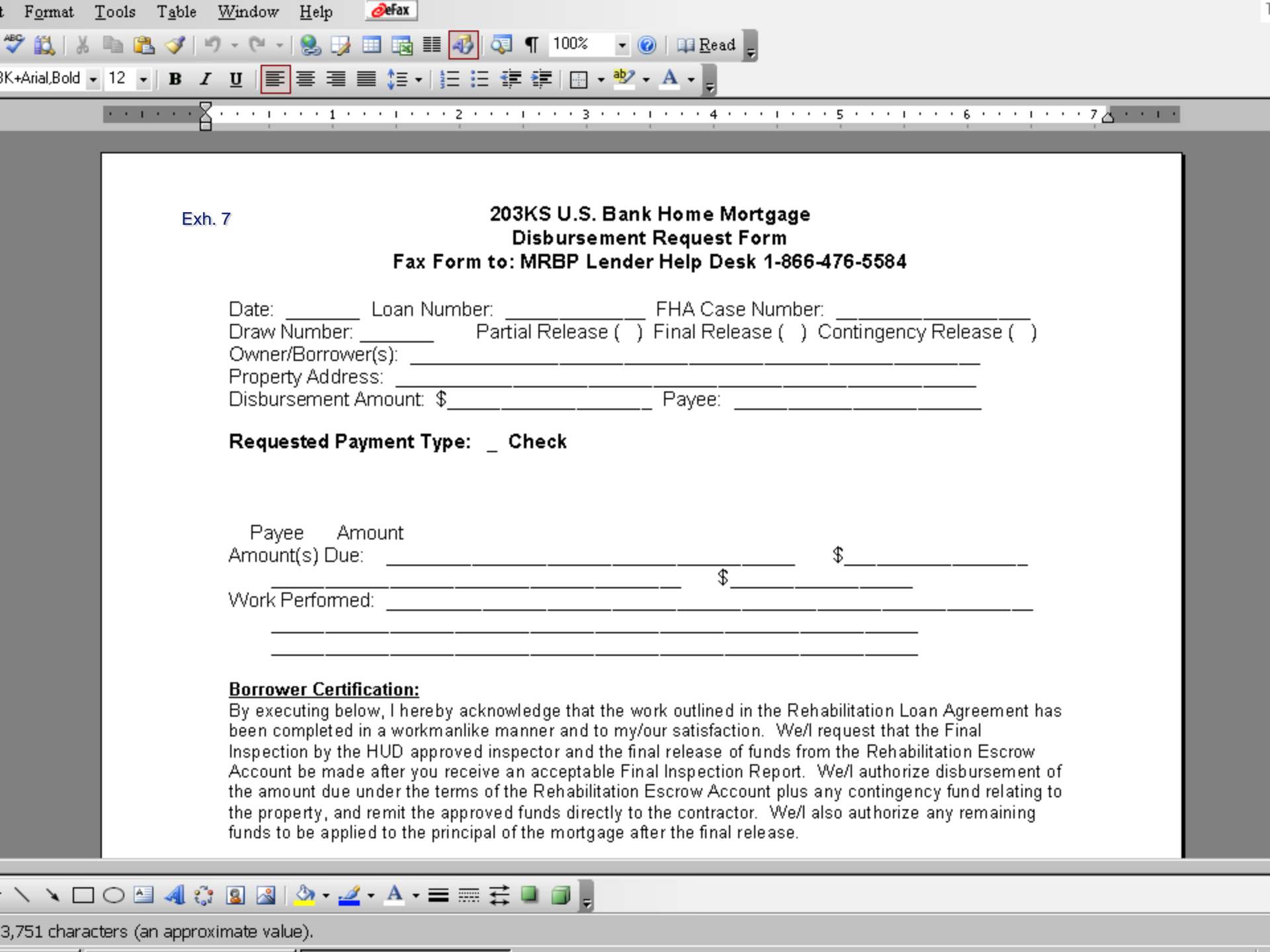
I further agree that I will furnish such excess funds directly to the lender to be placed in the contingency reserve account for my use. I agree that these funds will remain irrevocably committed to this project and may not be withdrawn for any other purposes. Upon the completion of this project, any funds remaining in this contingency reserve account will be returned to me if I placed the funds into the account, otherwise, the money will be paid down on the mortgage principal or used to make additional improvements to the property.

I further certify that I will complete this job within the contract period as set forth in the Rehabilitation Loan Agreement. I understand that for all payments a 10 percent holdback (retainage) will be withheld if required by the DE Underwriter and will be returned after final completion and the Lender determines that no liens will be placed on the property.

I further certify that I will provide paid receipts and lien waivers for specific identifiable items when requested by the Lender. I understand that I can only request a disbursement for the actual cost of construction and that any savings can be used to make further improvements to the property if those improvements are included in the original 203KS approved Rehabilitation items.

I further certify that NO ESCROWED FUNDS WILL BE USED TO PAY FOR MATERIALS STORED ON SITE OR IN ANY OTHER LOCATION, except for purchase orders for kitchen/bath cabinetry and finished flooring if these items are included in the original 203KS approved Rehabilitation items. I agree that disbursement of any monies may be made only AFTER the work has been installed, completed, inspected, and approved by the HUD approved Fee Inspector.

I agree that if I make any changes to the required repairs as approved and made a part of the Rehabilitation Loan Agreement, I will secure a written and approved change order PRIOR TO THE CHANGE, using form HUD 92577. I also understand that any change order requesting additional work must also delete a corresponding repair item and the additional work must be included on the approved repairs. I understand that any work completed prior to the acceptance of the change order will be at my own risk and that I may have to pay for the work out of my own funds unless the DE Underwriter required a 203KS contingency reserve for possible cost overrun.



Exh. 7

**203KS U.S. Bank Home Mortgage  
Disbursement Request Form  
Fax Form to: MRBP Lender Help Desk 1-866-476-5584**

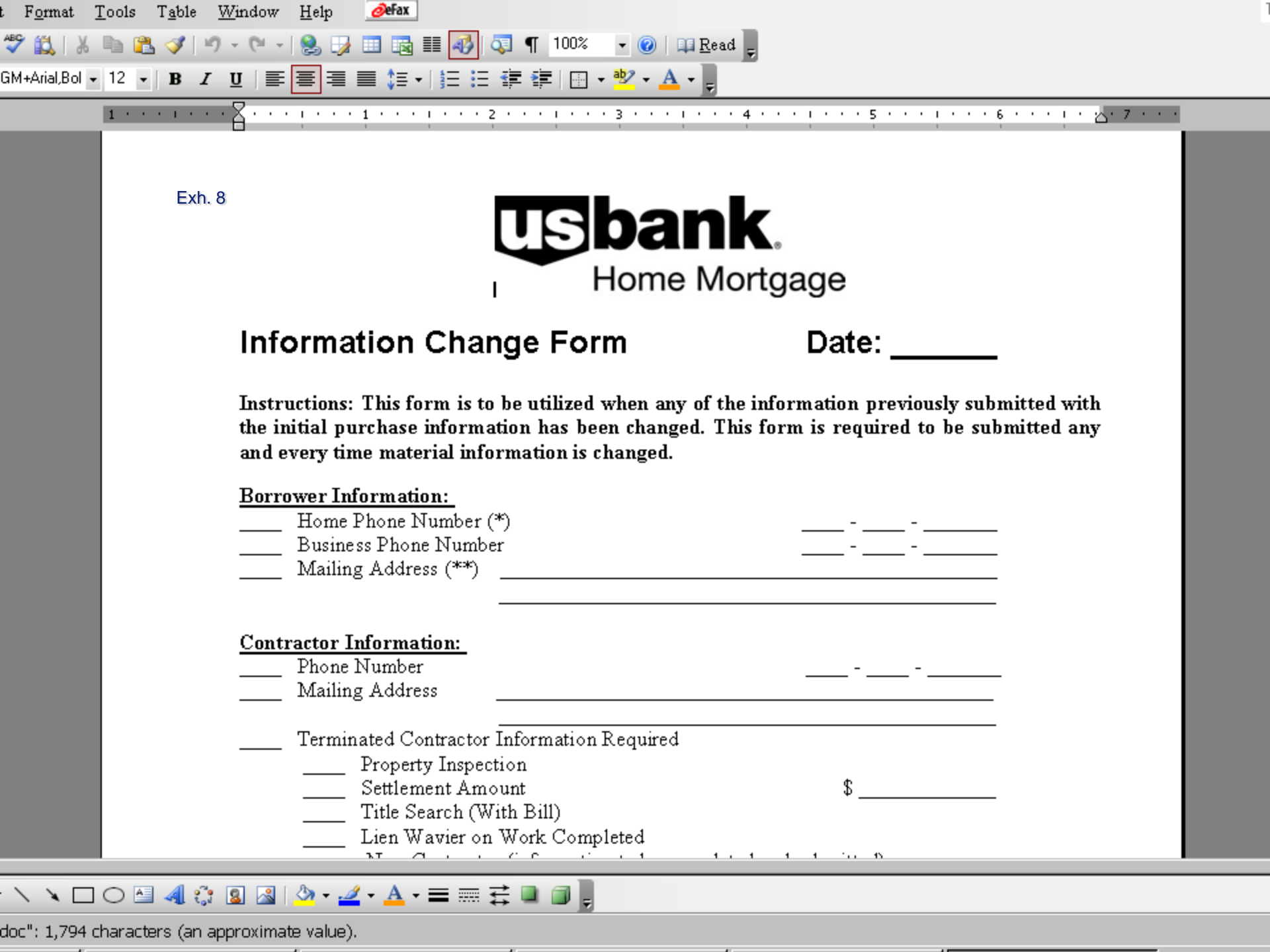
Date: \_\_\_\_\_ Loan Number: \_\_\_\_\_ FHA Case Number: \_\_\_\_\_  
Draw Number: \_\_\_\_\_ Partial Release ( ) Final Release ( ) Contingency Release ( )  
Owner/Borrower(s): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Disbursement Amount: \$ \_\_\_\_\_ Payee: \_\_\_\_\_

**Requested Payment Type: \_ Check**

Payee	Amount
Amount(s) Due: _____	\$ _____
_____	\$ _____
Work Performed: _____	
_____	
_____	

**Borrower Certification:**

By executing below, I hereby acknowledge that the work outlined in the Rehabilitation Loan Agreement has been completed in a workmanlike manner and to my/our satisfaction. We/I request that the Final Inspection by the HUD approved inspector and the final release of funds from the Rehabilitation Escrow Account be made after you receive an acceptable Final Inspection Report. We/I authorize disbursement of the amount due under the terms of the Rehabilitation Escrow Account plus any contingency fund relating to the property, and remit the approved funds directly to the contractor. We/I also authorize any remaining funds to be applied to the principal of the mortgage after the final release.



Exh. 8



# Information Change Form

Date: \_\_\_\_\_

**Instructions:** This form is to be utilized when any of the information previously submitted with the initial purchase information has been changed. This form is required to be submitted any and every time material information is changed.

**Borrower Information:**

\_\_\_\_ Home Phone Number (\*) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_ Business Phone Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_ Mailing Address (\*\*) \_\_\_\_\_  
\_\_\_\_\_

**Contractor Information:**

\_\_\_\_ Phone Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_ Mailing Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Terminated Contractor Information Required  
\_\_\_\_ Property Inspection  
\_\_\_\_ Settlement Amount \$ \_\_\_\_\_  
\_\_\_\_ Title Search (With Bill)  
\_\_\_\_ Lien Wavier on Work Completed

# Fees

- No origination, commitment or discount fees are to be collected
- **Exception:** Lenders may collect and retain a Supplemental 203ks Fee of 2.5% (not to exceed \$375.00) of work escrow, line B-10 of 92700.
- Lenders will retain this fee for monitoring work escrow account, ensure appropriate paper work is completed to USBHM and HUD and submits request for release of funds to USBHM

**Thank you for your interest in  
originating 203ks in the  
MHDC program!**



8.25.09 31208121630