



Product Guideline
Eagle River Water & Sanitation District
Employer Assisted Housing Benefit
Employee Home Ownership Program - EHOP®
AMORTIZED LOAN FOR DEED RESTRICTED PROPERTIES

Eligible Borrowers:	Regular full time employees with one year of employment and pre-approval from the District. One employee loan per household. This benefit is on a first-come, first-served basis, no priority is offered for job classification or other factors.
Eligible Property:	Primary residence only. Property must be located within Eagle County and be a deed restricted property (<i>no free market properties</i>). Eligible homes must be real property and permanently attached to a foundation and conform to all prevailing building code standards. Employee may not own or have an ownership interest in other developed residential property in Eagle, Pitkin, Garfield, Summit or Lake Counties.
Max. Purchase Price:	The maximum purchase price of a qualified residence by an employee in which the District will participate is not specified and is to be determined on a case by case basis.
Income Threshold:	No income limitations.
Loan Amount:	Employees may be eligible for assistance up to 17% of the purchase price or \$50,000, <i>whichever is less</i> . EHOP loan can be stacked with other sources of funds. <i>*EHOP loan amounts that exceed 10% of the purchase price require ERWSD Housing Sub-Committee approval prior to Funding Partners issuing loan approval.</i>
Compatible Mortgages:	Employees and co-borrowers must qualify for primary mortgage financing through a reputable lending institution offering terms acceptable to both the employee and the District. May be used in conjunction with conforming conventional and certain portfolio programs that offer fixed or intermediate variable rate terms designed for entry-level buyers. (i.e. FLEX, My Community, 5/1, 7/1, etc.). <i>FHA, Subprime and other non-conforming products are <u>not permitted</u>.</i>
Debt Ratio:	Maximum back ratio of 45%.
Loan to Value:	Maximum Combined Loan to Value is 97% of purchase price.
Minimum Investment:	Borrower must have minimum direct investment of 3% of purchase price from a source acceptable to the primary lender. In no case may the Seller or premium pricing of the mortgage interest rate satisfy this minimum requirement.
Use of Funds:	Down payment only, funds <u>cannot</u> be used towards closing costs or associated loan fees.
Interest Rate:	The interest rate shall be a fixed rate, established at time of loan application, equal to the current <i>Wall Street Journal</i> Prime interest rate plus 2.5% , not to exceed 9%.
Term:	Monthly payments of principal and interest based upon a fully amortizing payment schedule that matches the primary mortgage loan term. ACH payment draft required for monthly payments. Subsequent subordination requests may be allowed for the refinance of the primary loans if the new loan does not exceed the principal balance of the existing primary loan. All subordination requests must be approved by the District.
Right of First Refusal:	Language in the Deed of Trust will include a Right of First Refusal by Eagle River Water and Sanitation District to purchase the property in the case of default.
Homebuyer Training:	Required only for first time homebuyers as evidenced by a Fannie Mae, Freddie Mac, HUD or CHFA-approved provider.

Loan Fees:	\$400 Application Fee shall be charged only at the time of loan closing and reflected on the HUD1 Settlement Statement.
Collateral:	Subordinate lien priority on subject real property.
Exceptions Policy:	Exceptions to the Eagle River Water & Sanitation District EHOP eligibility and underwriting criteria may be considered by the District.

Origination Procedures

Application:	Mortgage loan officer submits Loan File Checklist to Funding Partners, complete with all documentation shown on the form. A loan commitment is usually issued within 48 hours, or less. Any remaining documentation requirements will be detailed.
Processing:	Funding Partners will order title commitment and evidence of hazard insurance. Final loan documents are delivered electronically to loan officer for presentation to borrower. All outstanding items must be cleared prior to funding.
Closing:	FP will deliver closing instructions and loan proceeds direct to title. Wires are sent 24 hours prior to the scheduled closing date, so the loan officer must advise of any schedule changes as soon as possible.
Fees Collected:	The Application Fee of \$400 is collected at closing, in addition to the public recording fee for the deed of trust (4 pages), and will appear on the HUD1 Settlement Statement. All settlement figures should appear on a separate HUD1 Settlement Statement. FP will review and approve the final statement prior to funding. Title insurance is not required for Eagle River Water & Sanitation District EHOP loans.
Requirements:	LOAN OFFICER'S ARE REQUIRED TO PRESENT ALL EAGLE RIVER WATER & SANITATION DISTRICT EHOP DOCUMENTS AT, OR PRIOR TO, CLOSING. Both the borrower and loan officer must execute the Lender Certification form, acknowledging disclosure of all loan terms and contact information.
Settlement:	No changes to the District's EHOP loan documents or loan amount shown on the HUD1 are permitted.
Post Closing:	The original deed will be recorded by title with all other original District EHOP loan documents returned to FP via overnight courier.