



New Mexico Mortgage Finance Authority

"Housing New Mexico's People Since 1975"

Online Reservations User Manual

October 2015

Table of Contents

Chapter 1: Accessing the System	3
Accessing Secure System	4
Obtaining User ID and Passwords.....	5
Logging into the Online System.....	6
Audit Checks	7
Entering a Reservation	9
Programs.....	9
Chapter 2: Reserving the First Mortgage Loan	11
Loan Information Screen.....	12
Property Information Screen	13
Additional Information	14
Primary Borrower Information	15
Co-Mortgagor and Other Mortgagors	16
Submitting the Reservation	17
Chapter 3: Reserving the Second Mortgage Loan	19
Reserve Second Button	20
Loan Information Screen.....	20
Additional Information	21
Chapter 4: Printing Documents	23
Printing Documents	24
Chapter 5: Retrieve A Loan	26
Retrieving a Loan	27
Chapter 6: Cancel A Reservation.....	30
Cancelling a Reservation	31
Chapter 7: Additional Features	32
View Loan Pipeline.....	33
Reports.....	33



Chapter 1: Accessing the System



Accessing Secure System

Internet Address

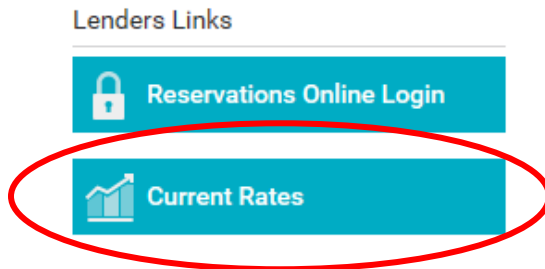
<https://www.housingnm.org>

Add site to your "Favorites"

In order to go to this site with relative ease in the future, add the above Internet Address to your "Favorites". Follow your Internet Provider's instructions for setting up Favorites.

Choose Program

- 1) MFA HOME page, Available Funds will show what programs and interest rates are available. This is "live" information.
- 2) Click on the Current Rates



- 3) The following table will pop up

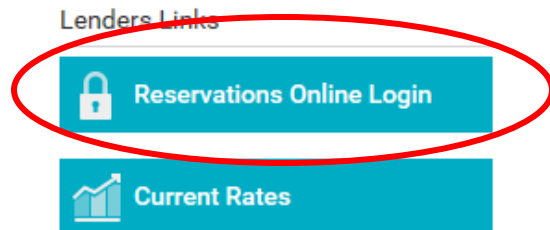
Current Rates



Program	Interest Rate	Points	Type	Down Payment Grant
FIRST HOME GOV'T	3.875 %	0 + 0	First Mortgage	
FIRST HOME CONV	4.250 %	0 + 0	First Mortgage	
FIRST DOWN	6.000 %		First Down - Second Mortgage	
NEXT HOME GOV'T	4.750 %	0 + 0	First Mortgage	
NEXT HOME CONV	4.000 %	0 + 0	First Mortgage	
NEXT HOME GRANT	0.000 %		Next Home Grant	3.0%



4) Click on Reservations Online



Obtaining User ID and Passwords

As part of the lender approval process an Administrator from each lender is chosen. The Administrator will have access to the system to set-up new personnel and deactivate personnel that are no longer employed. (There is a separate training manual for the Administrator that is provided upon lender approval.)

- 1) Lender must obtain a sign on which will be a user name and password for the On-Line Reservation System. Employee requesting password must contact the designated lender "Administrator" to obtain access to the MFA On-Line Reservation System.
 - a. All employees that will need access to the On-Line Reservation System/Document Imaging portal will need to obtain a password. (i.e. Loan Officers, Processors, Closers and Shippers) If the employee does not have their own individual user name and password they will not be able to submit documentation electronically.
- 2) MFA will accept Reservation Requests on a first-come, first-served basis for the Programs from **9:00 am to 5:00 pm MST Monday through Friday except on holidays** via the On-Line Reservation System the Lender will confirm the Reservation by printing the appropriate "Commitment" via the On-Line Reservation System.

User Web Profile

1) **Web Profile**



- The System will default to **Lender**
- 2) **Originator Number**
- The originator number is a one to four-digit number representing the lender number MFA assigned to your organization when approved as an MFA lender. All digits must be completed.
- 3) **Branch Number**
- The Branch Number is the originator number followed by 1, 2, 3, 4, 5 or 6 etc.
- 4) **User Name and Password**
- The user name must be entered in ALL CAPS (this field is case sensitive) on the Originator Logon Screen. User names will be your first & last name (JOHN DOE).
 - Passwords are case sensitive on the Originator Logon Screen; if the password is not entered correctly an error will occur. The system will require you to change your password every 180 days.

Logging into the Online System

If all the information you have entered on the Originator Logon Screen is correct, select the Login button. If not correct, move back to appropriate field or click the Clear button and try again.



Internet Loan Reservation System

Web Profile: ▾

Originator:

Branch:

Username:

Password:

Password is case sensitive.

The MFA Online Reservation System is only available for loan reservations Monday through Friday from 9:00 am to 5:00 pm MST.



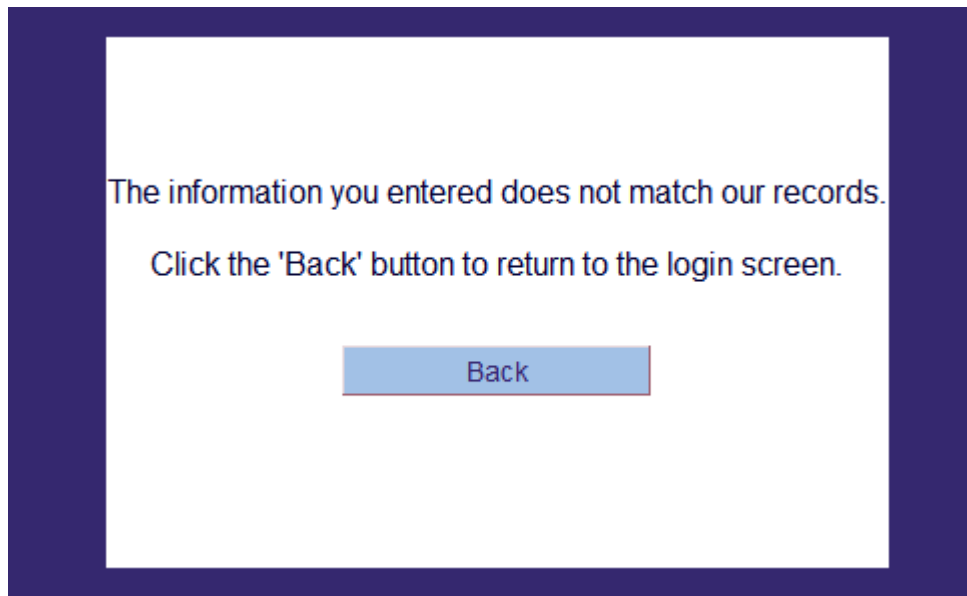
This is a secured web site with all data going up and down the phone lines scrambled or encrypted. A “Security information” dialog box may be displayed:

“The certificate you are viewing does not match the name of the site you are trying to view. A secure connection with this site cannot be verified. Would you still like to proceed?”

Click – O.K. or YES

Audit Checks

After the Login button is selected, the Username and Password will be verified. If you try to use this system without an assigned Username and Password or the incorrect password is typed, you will not be able to proceed beyond this point. The following screen will appear:



If your password has expired the following screen will appear (the system will require you to change your password every 180 days):

Password Maintenance
O/P WB008 Run: 09/24/2012(11:39)

Your Password has Expired.
Enter your Original Password, then enter a new password and then retype the password for a consistency check.
If you do not know your old password. Please contact your program administrator.

Original Password:	<input type="text"/>
New Password:	<input type="text"/>
Verify New Password:	<input type="text"/>

Screens
Password Maintenance

Options
Submit

Main Menu
System Help
Logoff

If you have not signed on to the on-line reservation system for 180 days the below message will appear.

Your user account is no longer active. For further information please contact your program administrator.

[Back](#)

Before accepting the loan reservation, the system will check to make sure that the following conditions are met.

1. Purchase Price Limits Table (Subject to change from time to time)

A list of purchase price limits by household size is provided on the MFA Program Fact Sheets (Subject to change from time to time)

2. Income Limits Table

A list of county income limits by household size is provided on the MFA Program Fact Sheets (Subject to change from time to time)

3. County Code

The system checks to make sure the county requested is applicable to the allocation selected.

4. Applicable Fields Completed

All fields must be completed unless specified in the directions. The system will prompt if a field is mandatory and has been left blank. The mandatory fields **MUST BE COMPLETED**, as this data will be used by the MFA in approving or disapproving the reservation. MFA also has reporting obligations and may need this data at a later date.

Entering a Reservation

The next screen that will be displayed will have five (5) menu items to select from. Select New Loan Registration for reserving a loan. The other items could be selected at any time after the loan has been reserved.



Choose a Program Type

- a. Single Family (First Home or Next Home)

Choose a Program (First Home Conv, First Home Gov't, Next Home Conv, and Next Home Gov't)

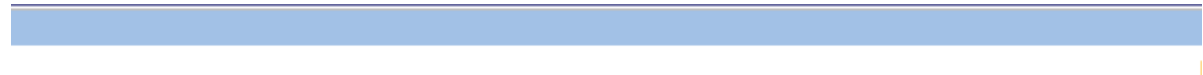
- b. Allocation type:

- First Mortgage

Once the First Mortgage has been reserved: choose the program for the DPA (if applicable)

- c. Allocation type:

- DPA Second Mortgage or Grant



Click on the Back button to return to the main menu , or Click on a Program from the list below, if available.

MFA MFA		
Program Type	Available Amount	Current Rate
FIRST HOME CONV	\$60,000,000.00	4.2500%
NEXT HOME CONV	\$59,880,000.00	5.0000%
FIRST HOME GOV'T	\$59,900,000.00	3.8750%
NEXT HOME GOV'T	\$60,000,000.00	4.7500%



Chapter 2: Reserving the First Mortgage Loan



Loan Information Screen

Loan Info
O/P MLW145 Run: 09/23/2015(11:38)

LOAN INFORMATION

Mortgagor First Name & MI: BUGS	Last Name: BUNNY	Mortgagor SSN: 444-44-4444
Loan Amount: 120,000.00	Loan Type: Conventional Insured	Date of Expected Closing: MM/DD/YYYY
Purchase Price: 125,000.00	Number in Household: 1	Number of Wage Earners: 1
+ Improvement Cost:		
= Acquisition Cost: 125,000.00		
Appraised Value: 126,000.00		
Monthly P&I: 572.90	Term: 360	
Originator Phone: 505-767-2230		
Originator Fax: 505-843-6880		
Lender 1st Mortgage Loan Number: 1234		
Interest Rate		
Interest Rate: 4.0000		

Reset Next Back Submit

NOTE: Key all information in CAPITAL LETTERS

1) Loan Information

The information on the Mortgagor to be keyed on this screen is as follows – use Tab key when moving from field to field. All of the following fields **MUST** be completed unless otherwise specified below:

- a. Mortgagor First Name & Middle Initial - key in information
- b. Mortgagor Last Name - key in information
- c. Social Security No. – Dashes do NOT have to be entered
- d. Loan Amount – key in information
- e. Purchase Price - key in information
- f. Improvement Cost - key in information (HUD/Bank Repo – repair escrows), if applicable
- g. Acquisition Cost - key in information (if HUD/Bank Repo = Purchase Price + Improvement Cost; if standard purchase – Purchase Price)
- h. Loan Type – select appropriate entry from drop down box
 - a. All **second** mortgages will have a loan type of **Conventional -Uninsured**
- i. Date Expected Closing – key in information format of **MO/DA/YEAR. (10/01/2015)** -can be skipped.
- j. Number in Household – key in information



- k. Number of Wage Earners – *key in information.*
- l. Monthly P & I Payment – *system will calculate*
- m. Term – *system will default to 360*
- n. Originators Phone number – *key in information.*
- o. Originators Fax number – *key in information.*
- p. Lender 1st Mortgage Loan Number – *optional*
- q. Interest Rate – *defaults to the interest rate of the program selected*

When all this information is complete, click “Property” or “Next”

Property Information Screen

2) The data to be keyed on this screen is as follows. All of the following fields **MUST** be completed, unless otherwise specified below:

- a. Street Number - *key in information*
- b. Street Name - *key in information*
- c. City – *key in information*
- d. State – ***System defaults to NM***
- e. Zip - *key in information*
- f. Census Tract – *key in information or select Lookup. - optional - Needs to be keyed in if loan is in a Targeted Area.*
- g. County Code – *select appropriate entry from drop down box.*
- h. Targeted Area – ***YES or NO. System defaults to NO. Please see MFA guidelines for Targeted Area Census Tracts and change to YES if appropriate.***
- i. Division/Area – *Skip*



Construction Information

- j. New or Existing, etc. – *select appropriate entry from drop down box.*
- k. Construction Type – *select appropriate entry from drop down box.*
- l. Construction Style - **system will default to “One Unit Detached”.** *Change if property is a Condominium or Town Home.*
- m. Year Built – *key in information. (optional)*
- n. Lot Size – *SKIP*
- o. Number of Units – *defaults to “1”.*
- p. Number of Rooms - *key in information (optional)*
- q. Number of Bedrooms - *key in information (optional)*
- r. Number of Baths – *key in information (optional)*

When all this information is complete, click “Additional Info” or Next”

Additional Information

The screenshot displays the 'Additional Info' screen in the MFA Housing New Mexico system. The sidebar on the left lists 'Screens' with options: Loan Info, Property, **Additional Info** (circled in red), Mortgage, and Co-Mortgagor. The main content area is titled 'Additional Information' and contains the following fields:

Builder Name:	ABC
Realtor Company:	XYZ
Buyer Agent:	Porky Pig
Loan Officer:	Foghorn Leghorn
Servicer:	IDAHO HOUSING & FINANCE ASSOC ▼

3) The data on the Additional Information Screen is to be keyed as follows:

- a. Builder Name – **Required for New Construction**
- c. Realtor Company – **Required for all loans** (If home is “For Sale by Owner” field must be completed)
- d. Buyer Agent – **Required for all loans** (If home is “For Sale by Owner” field must be completed)
- e. Loan Officer – **Required**
- f. Servicer – Select the servicer from the drop down menu - **Required**

***** MFA REQUIRES THE DATA ON THIS PAGE TO BE COMPLETED IN ORDER TO RUN REPORTS FOR RECOGNITION PURPOSES*****

When all information is complete, click “Mortgagor” or Next”



Primary Borrower Information

Mortgagor
O/P MLW147 Run: 09/23/2015(12:13)

PRIMARY MORTGAGOR INFORMATION

First Name & MI: BUGS Last Name: BUNNY SSN: 444-44-4444

Prior Home Owner: NO Date of Last Occupancy: MM/DD/YYYY

Current Address:

Address 1:

Address 2:

City:

State: ZIP:

Home Phone: --

Work Phone: --

Ethnicity: White Hispanic or Latino

Gender: Female Male

Marital Status: Single

Date of Birth: 01/01/1958 MM/DD/YYYY

Age at Application: 57

Years Schooling: 12

Number of Dependents: 0

Occupation: SELF EMPLOYED

Years in Profession: 40.00

Income Type	Monthly Income	Credit Score:
<input type="text"/> BASE INCOME	<input type="text"/> 1,000.00	<input type="text"/> 700
<input type="text"/> BASE INCOME	<input type="text"/>	Other Household Income: (Household Members other than mortgagor or co-mortgagors)
<input type="text"/> BASE INCOME	<input type="text"/>	
<input type="text"/> BASE INCOME	<input type="text"/>	
<input type="text"/> BASE INCOME	<input type="text"/>	
<input type="text"/> BASE INCOME	<input type="text"/>	

Options:

Main Menu: System Help, Logoff

4) The Borrower's name and social security number will already be completed from the previous screens. The information to be keyed on this screen is as follows:

- a. Prior Home Owner – **Required, yes or no**
Has Borrower owned a home in the past three years?
- b. Date of Last Occupancy – *leave blank*
- c. Current Address – *key in information (where borrower is living currently)(optional)*
- d. City – *key in information (optional)*
- e. State – *key in information (optional)*
- f. Zip – *key in information (optional)*
- g. Home Phone – *key in information (Including Area Code) (optional)*
- h. Work Phone - *key in information (Including Area Code) (optional)*
- i. Ethnicity – *select from drop down box*
1) If borrower is Hispanic or Latino – *check box*
- j. Gender – *click on button for appropriate choice*
- k. Marital Status – *select appropriate entry from drop down*
- l. Date of Birth – *key in information format of*
MO/DA/YEAR (10/01/2015) –Must enter 2015 NOT 15

- m. Age at Application – *key in information*
- n. Years schooling – *key in information*
- o. Number of Dependents – *key in information*
- p. Occupation – *select appropriate entry from drop down box*
- q. Years in Profession – *key in information*
- r. Credit Score – *key in information*
- s. Income Type – *system defaults to “Base Income” from drop down box*
- t. Monthly Income – *key in information*
- u. *Other Household Income - Skip*

When all information is keyed, click “Co-Mortgagor” or “Next”

Co-Mortgagor and Other Mortgagors

5) **If there is not a Co-Mortgagor, click the Submit button to obtain a successful reservation.** If there is a Co-Mortgagor key in the information on this screen as follows: ****Do not enter Co-Signer Information****

- a. First, Middle Initial and Last Name - *key in information*
- b. Social Security Number – *dashes do not have to be entered*
- c. Current Address – *key in information (where borrower is living currently)*
- d. City – *key in information*



- e. State – *key in information*
- f. Zip – *key in information*
- g. Home Phone – *key in information (Including Area Code)*
- h. Work Phone – *key in information (Including Area Code)*
- i. Ethnicity – *select appropriate entry from drop down box*
 - I. If borrower is Hispanic or Latino – *check box*
- j. Gender – *click on button for appropriate choice*
- k. Marital Status – *select appropriate entry from drop down box*
- l. Co-Mortgagor’s Date of Birth – *key in information format of*
MO/DA/YEAR (10/01/2015) –Must enter 2015 NOT 15
- m. Age at Application – *key in information*
- n. Years Schooling – *key in information*
- o. Number of Dependents – *key in information **Not listed by borrower***
- p. Occupation – *select appropriate entry from drop down box*
- q. Years in Profession – *key in information*
- r. Credit Score – *key in information*
- s. Income Type – *system defaults to “Base Income” from drop down box*
- t. Monthly Income – *key in information*
- v. Other Household Income - **Skip**

After completing this screen click the Submit button to obtain a successful reservation.

**** Note:** The Co-Borrower screen has that capability to put in up to **6** co-borrowers. ******

Submitting the Reservation

- 6) Click the **Submit** button. If the loan has been successfully entered the following screen will pop up and the system will assign an MFA Loan (ID)Number.
- 7) If the application is **NOT** accepted, it does not meet one of the audit checks. An error message will pop up stating what might be incorrect. Click on the Loan Application button and fix the error or if you can’t figure out why the system does not accept the reservation, call an MFA Homeownership staff member.
- 8) If the loan has been successfully entered the following screen will come up and the system will assign an MFA Loan (ID) Number. However, this is not the reservation commitment. The lender will print the Loan Reservation/Lock Commitment or the DPA Grant Reservation Commitment from the secure system (by clicking on Print Documents)





Loan Detail

O/P MLW123

Run: 09/23/2015(14:08)

Screens

Loan Detail

Options

Back

Main Menu
System Help
Logoff



Cross-Reference	Print Documents	Loan Application
Document Images	Cancel Commitment	Electronic Import
Reserve Second		

Retrieve a Loan:

Lender Loan Number:

Loan Amount: \$120,000.00
 Interest Rate: 5.0000
 Purchase Price: \$125,000.00
 Reservation Expiration Date: 11/13/2015
 Program: NEXT HOME CONV
 Sub Program:
 Allocation: First Mortgage
 Underwriter Unknown
 Closer: NONE
 Originators:: MFA
 Originator Branch: MFA
 Property: 123 CARROT LANE
 ALBUQUERQUE, NM 87102

Mortgagor Name	Social Security Number
BUGS BUNNY	XXX-XX-4444
LOLA BUNNY	XXX-XX-4444

Loan Status	Date
INCOMPLETE APPLICATION	09/14/2015
RESERVATION	09/14/2015



Chapter 3: Reserving the Second Mortgage Loan



Reserve Second Button

Loan Detail
O/P MLW123
Run: 09/23/2015(14:08)

Cross-Reference	Print Documents	Loan Application
Document Images	Cancel Commitment	Electronic Import
Reserve Second		

The following screen will pop up. Choose the appropriate program (allocation) for the second mortgage (First Home) or DPA Grant (Next Home Grant)

File Edit View Favorites Tools Help
Login to Your Account - ... My Intranet Housing Ne... Login ExpressionEngine Home MFA - Housing Ne...

Allocations
O/P MLW220
Run: 09/23/2015(14:37)

Click on the Back button to return to the Loan Status Screen , or Click on a Programn from the list below, if available.

MFA	Available Amount	Current Rate
NEXT HOME GRANT	\$9,996,400.00	
FIRST DOWN SECOND MORTGAGE	\$9,993,000.00	6.0000%

Loan Information Screen

Enter the second mortgage loan amount or the Grant Amount (Grant Amount will be 3.0% of the final loan amount (including mortgage insurance if FHA) of the Next Home First Mortgage). Then click the Next Button

Loan Info
O/P MLW145
Run: 09/23/2015(14:39)

LOAN INFORMATION

Mortgagor First Name & MI: BUGS	Last Name: BUNNY	Mortgagor SSN: 444-44-4444
Loan Amount: 5000	Purchase Price: 125,000.00	Loan Type: Conventional Insured
+ Improvement Cost:	= Acquisition Cost: 125,000.00	Date of Expected Closing: MM/DD/YYYY
Appraised Value: 126,000.00	Number in Household: 1	Number of Wage Earners: 1
Monthly P&I:	Term: 360	
Originator Phone: 505-787-2230	Originator Fax: 505-843-8880	
Lender 1st Mortgage Loan Number: 1234		
Interest Rate		
Interest Rate: 0.0000		

Additional Information

The below screen will pop up so that the Servicer can be chosen.

- 1) First Down (Second Mortgage) = Servicer MFA
- 2) Next Home DPA Grant = Servicer Idaho Housing and Finance Association

MFA Housing New Mexico

Additional Info
O/P MLW148 Run: 09/23/2015(16:14)

Additional Information

Builder Name:

Realtor Company:

Buyer Agent:

Loan Officer:

Servicer:

Screens

- Loan Info
- Property
- Additional Info**
- Mortgagor
- Co-Mortgagor

Options

- Reset
- Next**
- Back
- Submit

Click the **Submit** button and the loan detail screen will come up again with the second mortgage MFA loan number or DPA Grant ID Number.

To reserve another loan click on Main Menu and start the process over again.

MFA
Housing New Mexico

Screens
Loan Detail

Options
Back

Main Menu
System Help
Logoff

MITAS

Loan Detail
O/P MLW123 Run: 09/23/2015(18:22)

Cross-Reference	Print Documents	Loan Application
Document Images	Cancel Commitment	Electronic Import
Reserve Second		

Retrieve a Loan:

Lender Loan Number:

Loan Amount: \$3,600.00
Interest Rate: 0.0000
Purchase Price: \$125,000.00
Reservation Expiration Date: 11/13/2015
Program: NEXT HOME GRANT
Sub Program:
Allocation: Next Home Grant
Underwriter Unknown
Closer: NONE
Originators: MFA
Originator Branch: MFA
Property: 123 CARROT LANE
ALBUQUERQUE, NM 87102

Mortgagor Name	Social Security Number
BUGS BUNNY	XXX-XX-4444
LOLA BUNNY	XXX-XX-4444

Loan Status	Date
INCOMPLETE APPLICATION	09/14/2015
RESERVATION	09/14/2015

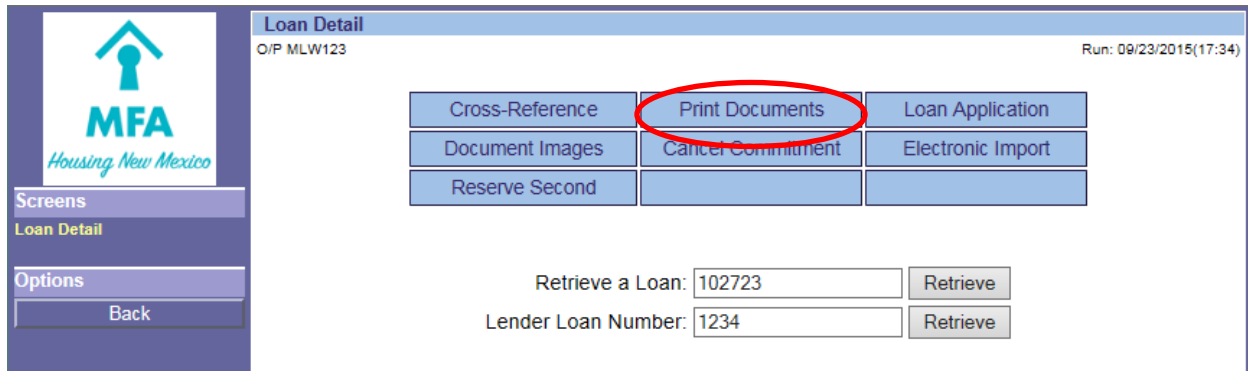


Chapter 4: Printing Documents



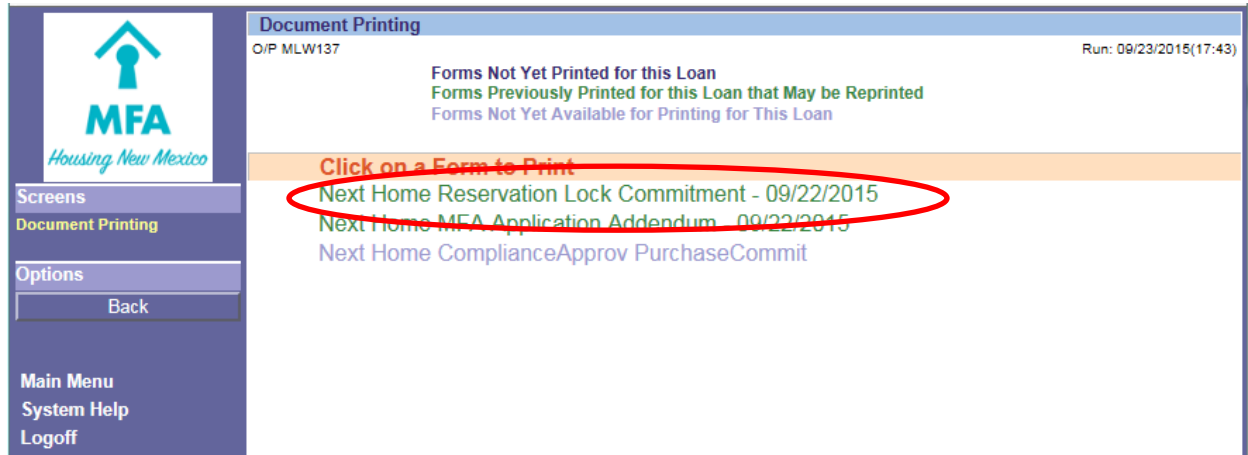
Printing Documents

Click on the Print Documents Button



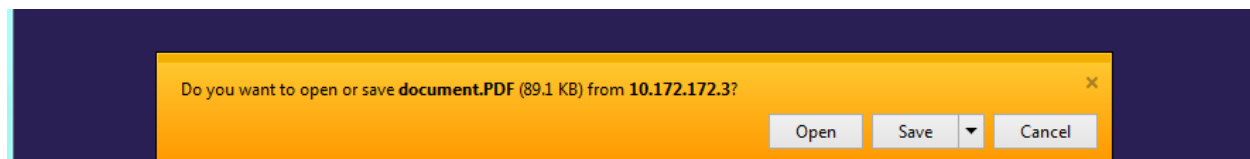
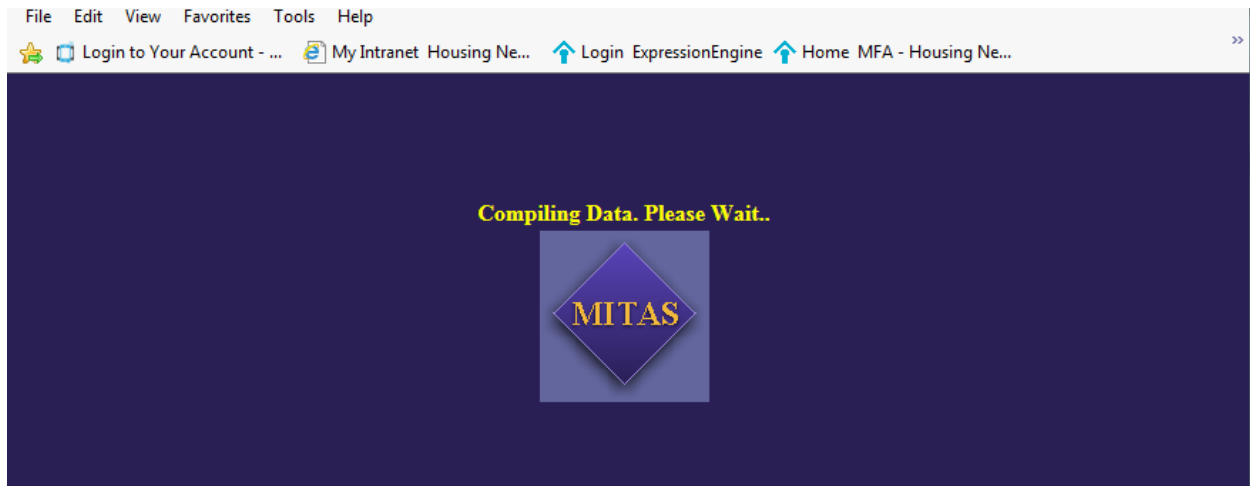
The screenshot shows the 'Loan Detail' screen for loan O/P MLW123. The page title is 'Loan Detail' and the run time is '09/23/2015(17:34)'. The MFA logo is in the top left. A navigation menu on the left includes 'Screens', 'Loan Detail', 'Options', and 'Back'. The main content area contains a grid of buttons: 'Cross-Reference', 'Print Documents' (circled in red), 'Loan Application', 'Document Images', 'Cancel Commitment', 'Electronic Import', and 'Reserve Second'. Below the grid are two input fields: 'Retrieve a Loan: 102723' and 'Lender Loan Number: 1234', each with a 'Retrieve' button.

The below screen will pop up and you will choose the document that needs to be printed. The Forms are color coded based on status of the loan and the forms that are available to print.



The screenshot shows the 'Document Printing' screen for loan O/P MLW137. The page title is 'Document Printing' and the run time is '09/23/2015(17:43)'. The MFA logo is in the top left. A navigation menu on the left includes 'Screens', 'Document Printing', 'Options', 'Main Menu', 'System Help', and 'Logoff'. The main content area displays three status categories: 'Forms Not Yet Printed for this Loan' (green), 'Forms Previously Printed for this Loan that May be Reprinted' (green), and 'Forms Not Yet Available for Printing for This Loan' (blue). Below these is a red banner that says 'Click on a Form to Print'. Underneath, three forms are listed: 'Next Home Reservation Lock Commitment - 09/22/2015' (circled in red), 'Next Home MFA Application Addendum - 09/22/2015', and 'Next Home ComplianceApprov PurchaseCommit'.

Click on the form to be printed and the system will “think” for a while then the following screens will pop up.

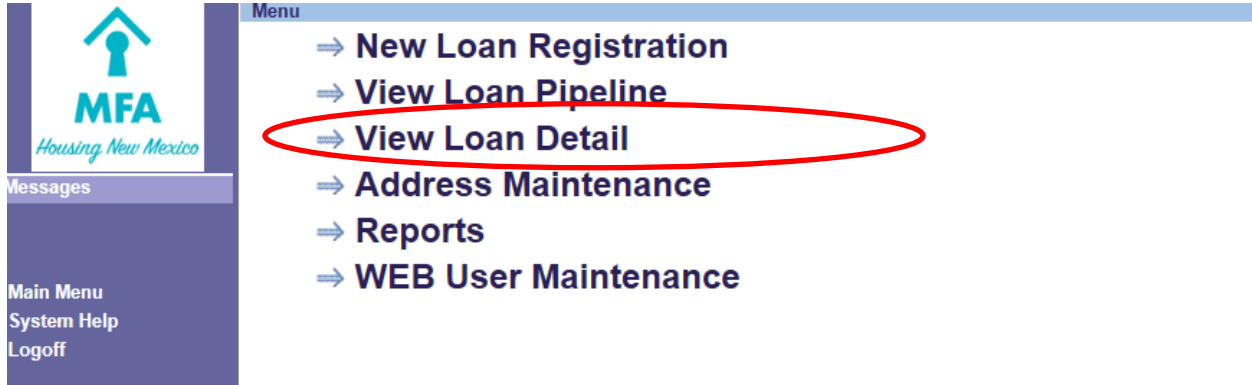


Choose Open and print the document or Save and you can save the PDF document to a folder.

Chapter 5: Retrieve A Loan

Retrieving a Loan

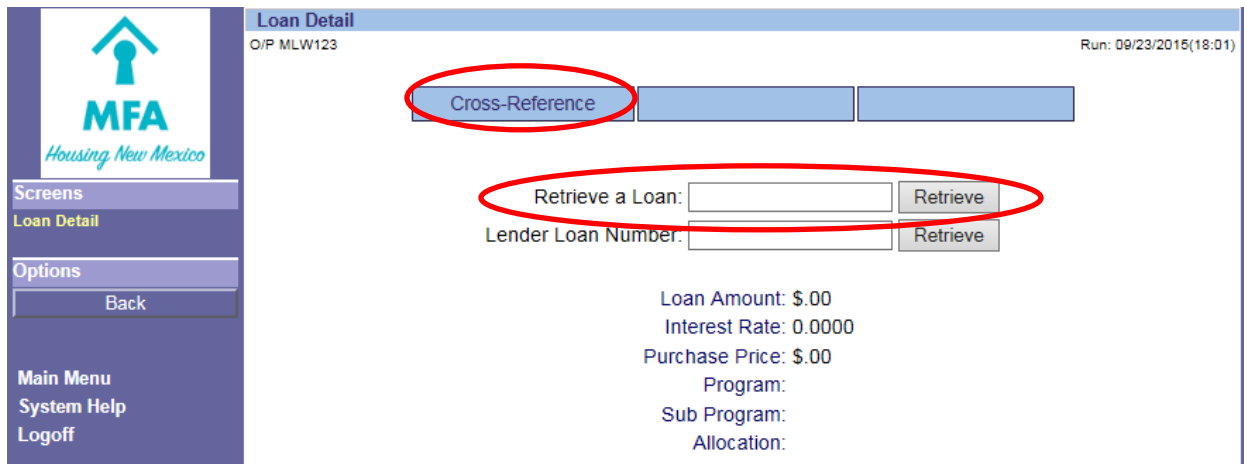
A loan or DPA grant may be retrieved for correctional purposes or if the lender wishes to cancel the loan. Click on the View Loan Detail



The screenshot shows the MFA Housing New Mexico interface. On the left is a sidebar with the MFA logo and navigation links: Messages, Main Menu, System Help, and Logoff. The main area is titled 'Menu' and contains a list of options: New Loan Registration, View Loan Pipeline, View Loan Detail (circled in red), Address Maintenance, Reports, and WEB User Maintenance.

The loan or DPA grant may be retrieved 1 of the following ways:

- 1) MFA Loan Number – enter in Retrieve loan and click Retrieve button
- 2) Click on the Cross Reference button



The screenshot shows the 'Loan Detail' screen for loan O/P MLW123. The top right corner displays 'Run: 09/23/2015(18:01)'. The 'Cross-Reference' button is circled in red. Below it, the 'Retrieve a Loan' input field and its 'Retrieve' button are also circled in red. The 'Lender Loan Number' input field and its 'Retrieve' button are visible below. The screen displays loan details: Loan Amount: \$.00, Interest Rate: 0.0000, Purchase Price: \$.00, Program: , Sub Program: , and Allocation:

Enter Name: Last or both Last and First then click on Search

Cross Reference
O/P MLW204 Run: 09/23/2015(18:05)

Enter part or all of the mortgagor name and click search to begin your search.

Last Name:
First Name:

MFA
Housing New Mexico

Screens
Cross Reference

Options
Back

Main Menu
System Help
Logoff

Then the loan you want to retrieve will show in the list that pops up

Cross Reference
O/P MLW204 Run: 09/23/2015(18:07)

Click on the name below you wish to retrieve.

Mortgagor Name	Loan Number	Loan Status
BUNNY, BUGS	102723	RESERVATION
BUNNY, BUGS	102724	RESERVATION

MFA
Housing New Mexico

Screens
Cross Reference

Options
Back

Main Menu
System Help
Logoff

Click on the loan you want to retrieve and the following will pop up

Loan Detail
O/P MLW123 Run: 09/23/2015(18:08)

Cross-Reference	Print Documents	Loan Application
Document Images	Cancel Commitment	Electronic Import
Reserve Second		

Retrieve a Loan:
Lender Loan Number:

Loan Amount: \$120,000.00
Interest Rate: 5.0000
Purchase Price: \$125,000.00
Reservation Expiration Date: 11/13/2015
Program: NEXT HOME CONV

MFA
Housing New Mexico

Screens
Loan Detail

Options
Back

Main Menu
System Help
Logoff

At this point you can click on the Loan Application button and retrieve the data entry screens to make corrections (i.e. loan amount).

**** Corrections to a loan can only be made up until the loan is in Compliance Approval Status****

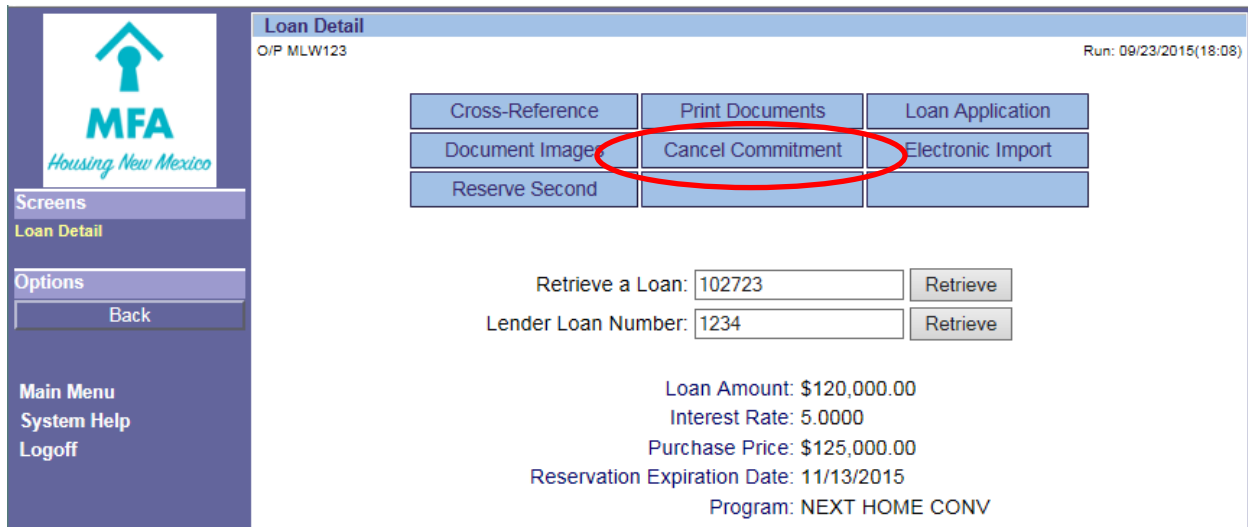
****Be sure that if the loan amount, address, etc. has changed from the time of reservation you retrieve the loan and make corrections prior to submitting the package for Compliance Approval.****

Chapter 6: Reservation Cancellation

Canceling a Reservation

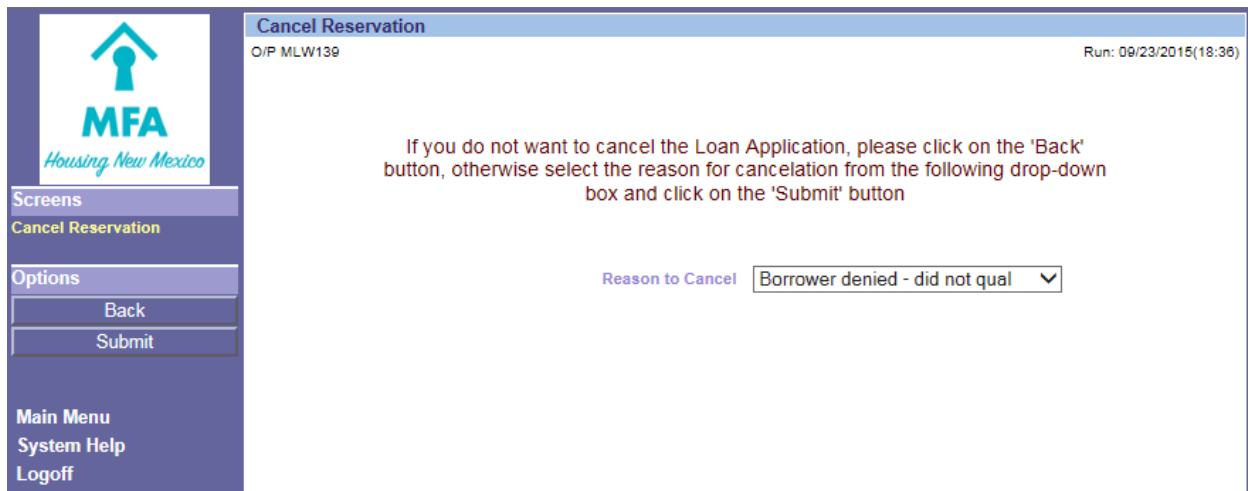
Retrieve the Loan

Click on Cancel Commitment



The screenshot shows the 'Loan Detail' screen for O/P MLW123. The interface includes a sidebar with the MFA logo and navigation options like 'Screens', 'Options', and 'Main Menu'. The main content area features a grid of buttons: 'Cross-Reference', 'Print Documents', 'Loan Application', 'Document Image', 'Cancel Commitment', 'Electronic Import', and 'Reserve Second'. The 'Cancel Commitment' button is highlighted with a red circle. Below the buttons, there are input fields for 'Retrieve a Loan' (102723) and 'Lender Loan Number' (1234), each with a 'Retrieve' button. Loan details are listed: Loan Amount: \$120,000.00, Interest Rate: 5.0000, Purchase Price: \$125,000.00, Reservation Expiration Date: 11/13/2015, and Program: NEXT HOME CONV.

Select the appropriate reason that the loan has been cancelled and click on the Submit button. The loan has been cancelled.



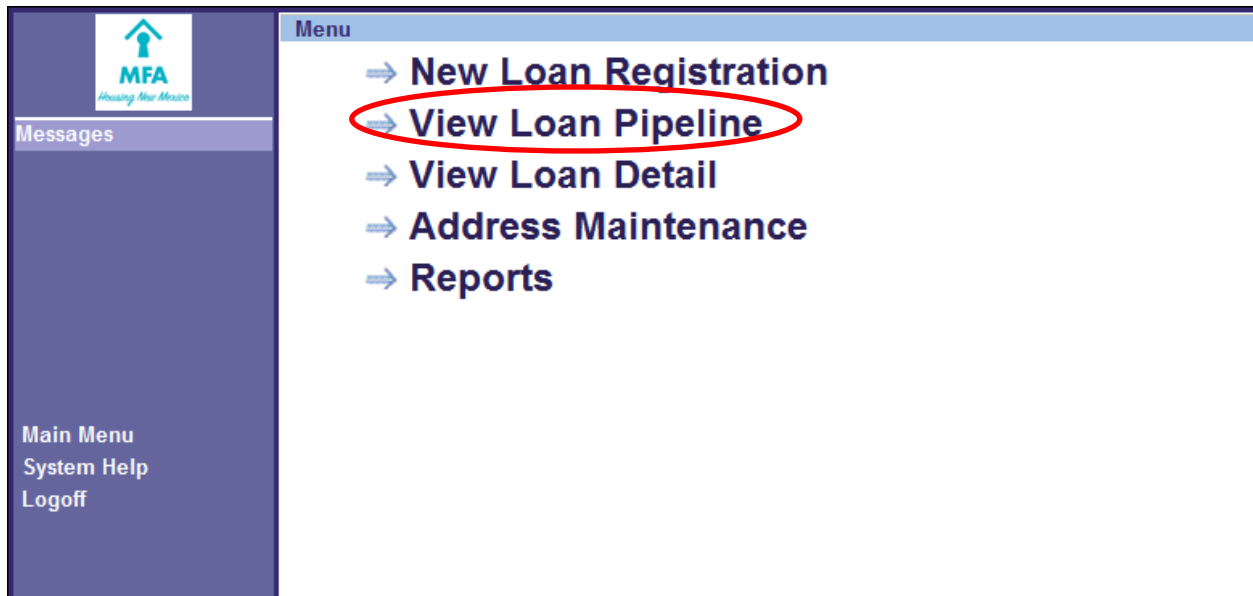
The screenshot shows the 'Cancel Reservation' screen for O/P MLW139. The interface includes the same sidebar as the previous screen. The main content area contains a message: 'If you do not want to cancel the Loan Application, please click on the 'Back' button, otherwise select the reason for cancelation from the following drop-down box and click on the 'Submit' button'. Below the message is a 'Reason to Cancel' dropdown menu with the selected option 'Borrower denied - did not qual'. There are 'Back' and 'Submit' buttons in the sidebar.

MFA will still cancel the loans in house if the lender chooses to call and talk to a Homeownership staff member.

Chapter 7: Additional Features



View Loan Pipeline

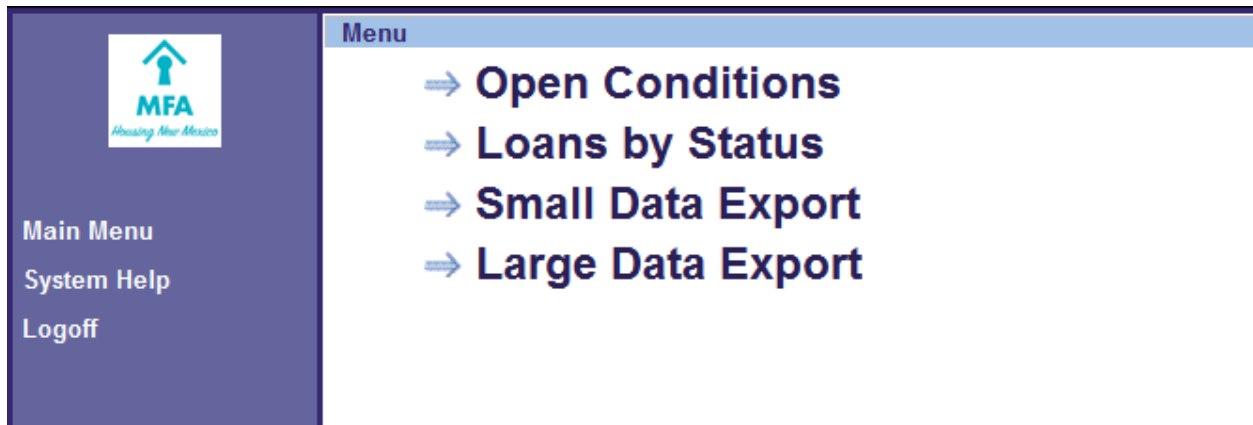


A lender will be able to view their pipeline and find out the status of any loan

Reports



The lender will be able to run reports



Menu

- ⇒ **Open Conditions**
- ⇒ **Loans by Status**
- ⇒ **Small Data Export**
- ⇒ **Large Data Export**

Main Menu
System Help
Logoff

The reports were all made by the vendor of the on-line reservation system and were made to help lenders throughout the United States gather information. If additional information is needed that is not available in these reports please call MFA and someone in the Homeownership Department can assist you.