



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

GARY HEIDEL
EXECUTIVE DIRECTOR

Servicer Participation Agreement Instructions

Please return completed, fully executed Servicer Participation Agreement and completed, fully executed ACH Instructions to:

Kathy Quigley
MSHDA Homeownership Division
735 E Michigan Avenue
Lansing, Michigan 48912

If you have questions, please contact Kathy Quigley at 517.335.6023.

Thank you. We look forward to working with you on the Hardest Hit program.

Michigan Homeowner Assistance Nonprofit Housing Corporation
Help For Hardest Hit Program
Servicer Participation Agreement

This Servicer Participation Agreement (Agreement) made this ____ day of _____, 20__ by and between the Michigan Homeowner Assistance Nonprofit Housing Corporation (MHA) and _____(Servicer), the undersigned, and hereby confirm their mutual agreement on the following principles relating to the MHA's Help for Hardest Hit Program (H4HH Program):

RECITALS:

WHEREAS, MHA has created three separate federally funded programs under its H4HH Program; and

WHEREAS, Servicer is duly qualified to engage in the business of servicing mortgage loans in the State of Michigan and services certain mortgage loans for borrowers who may be eligible to participate in the H4HH Program; and

WHEREAS, Servicer desires to participate in one or more of the three H4HH Programs; and

WHEREAS, Servicer understands that participation in the H4HH Program is voluntary and is distinct from Servicer's participation in other foreclosure prevention programs, including, for example, the Home Affordable Modification Program (HAMP); and

WHEREAS, Servicer and MHA desire to enter into this Agreement to set forth certain premises and mutual covenants:

MHA and Servicer agree as follows:

1. **Application Process.** Borrowers will access the H4HH Program through the Michigan online application, or the Help for Hardest Hit statewide hotline. Servicer understands that it will not be involved in determining eligibility for H4HH Programs; Servicer may refer borrowers to www.stepforwardmichigan.org or 1-866-946-7432.
2. **Selection/Qualification of Borrowers.** MHA shall be responsible for the selection/qualification of borrowers to receive H4HH Program funding. Servicer may refer potentially eligible borrowers to MHA, but Servicer is not required to market the H4HH Program. MHA shall make collateral materials available to Servicer including web graphics and brochures in pdf format.
3. **Point of Contact.** MHA shall provide a list of key contacts to Servicer. Servicer agrees to provide a primary and secondary point of contact for H4HH Program eligible borrowers.

4. **ACH Payments.** Servicer shall promptly provide ACH transmission information to MHA. Servicer agrees that payments will be made via ACH.

5. **Information Sharing/Written Authorization.** MHA shall be responsible for procuring written authorization from each borrower to share information with Servicer. A copy of the signed authorization will be provided to Servicer through secured e-mail or web portal. Servicer agrees to communicate information about the assisted borrower's workout status, including participation in HAMP or other workout options to MHA. Servicer agrees, if participating in the Making Home Affordable Program, to follow Supplemental Directive 11-03 released May 2, 2011. MHA and Servicer agree to use a defined automated and secure process to submit borrowers to Servicer for workout consideration.

6. **Transmission of Non-Public Personal Information.** All communication that includes a borrower's **Nonpublic Personal Information** (as defined below) between MHA and Servicer shall be sent through encrypted e-mail, secure loan portal or other similar secure electronic delivery system. MHA and Servicer agree that they will maintain or implement appropriate measures designed to (a) ensure the security and confidentiality of any Nonpublic Personal Information it receives from the other party, (b) protect against any anticipated threats or hazards to the security or integrity of such information, (c) protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to the subject of such information, (d) ensure the proper disposal of all nonpublic Personal Information received from the other party upon the termination of this Agreement for any reason, unless the information is required to be retained for legal or regulatory record retention purposes, (e) treat the Nonpublic Personal Information with at least the same degree of care that it uses to protect its own confidential and proprietary information of a similar nature but with no less than a reasonable degree of care, and (f) implement or utilize appropriate technological safeguards that are at least in compliance with the Gramm-Leach Bliley Act and generally recognized industry standards.

"Nonpublic Personal Information" means any information received from or provided by the other party which pertains to or identifies an individual, such as a name, postal address, e-mail or IP address, facsimile or phone number, mother's maiden name, social security or identification number, transactional, employment, financial data, medical or health records, personal, gender, political, profile, account, and password information.

7. **Workout.** MHA and Servicer agree that all H4HH Program workout options will be conducted in accordance with the H4HH Program descriptions and requirements detailed in the respective program term sheets, which are attached as Exhibit A and incorporated herein. Servicer agrees the program guidelines may be amended by MHA from time to time. Servicer has reviewed the current program term sheets and agrees to comply with all program guidelines as outline by MHA. MHA will notify the primary contact provided by Servicer of any program amendments and/or changes. Servicer is responsible to obtain any required investor and mortgage insurer approval.

8. **H4HH Program Approval.** Upon notification by MHA that a borrower has been conditionally approved for H4HH, Servicer agrees to promptly accept or deny each borrower's participation in the H4HH Program. Servicer agrees that denial shall be only for good cause such as pending litigation, potential fraud, poor payment history, bankruptcy restrictions, and foreclosure status or if denied by investor or mortgage insurer for good cause. Once a borrower is accepted to the H4HH Program, Servicer shall not initiate foreclosure nor, if the borrower is already in the foreclosure process, conduct a foreclosure sale during the term of assistance. If a participating borrower is brought current through rescue assistance or other means, the Servicer will terminate the foreclosure action.

9. **Rescue Payment Assistance Funds.** Servicer agrees to apply Loan Rescue Program funds towards principal, interest, taxes and insurance (collectively PITI). In addition, MHA agrees Servicer may apply such funds towards attorney's fees, property inspection fees, escrow shortage and/or delinquent property taxes, one year of standard homeowner's insurance if forced place insurance has been invoked and other fees and expenses if they are deemed an advance on behalf of the borrower by Servicer. When accepting payment for Loan Rescue, Servicer agrees to waive late charges or Non-Sufficient Funds (NSF) fees. If MHA approves a borrower to apply Loan Rescue Program funds towards delinquent property taxes, Servicer agrees to require the borrower to establish an escrow account to prevent the homeowner from incurring future tax delinquencies.

10. **Unemployment Subsidy Program.** For borrowers approved in the Unemployment Subsidy Program, MHA agrees to make the full mortgage payment to Servicer for the duration of the borrower's eligibility in the Unemployment Subsidy Program. When accepting payment under the Unemployment Subsidy Program, Servicer agrees to apply such funds towards PITI; Servicer shall not apply Unemployment Subsidy Program funds to homeowner or condominium association payments (HOA) fees unless such payments have been escrowed and are included in the homeowner's monthly required payment. MHA and Servicer agree that non-escrowed loans will not be required to become escrowed for Unemployment Subsidy Program.

11. **Timing.** Servicer acknowledges that it is responsible for timely application of H4HH Program funds. Servicer shall hold the borrower harmless if payments are not applied timely. Servicer agrees that it will timely provide MHA with written reports documenting application of H4HH Program funds or alternatively to provide MHA an exception report for any funds that could not be applied.

12. **Repayment of Funds.** MHA agrees that Servicer will not be required to repay amounts applied to a borrower's loan if that borrower is later determined to be ineligible.

13. **Borrower Actions/Fraud.** Servicer agrees to promptly notify MHA in writing of any ongoing action against a borrower, including fraud-related activities.

14. **Changes in Monthly Payments.** Servicer agrees to promptly notify MHA of any changes in monthly payment amount. Servicer understands that if MHA does not get timely notice of such change, MHA may not be able to adjust the next month's mortgage payment for that homeowner.

15. **Cessation of Mortgage Payments.** MHA agrees it will promptly provide notice before it ceases payment of H4HH Program funds to allow Servicer time to evaluate the borrower for other loss mitigation options.

16. **H4HH Program Eligibility.** Servicer agrees that it is not authorized or empowered to determine and/or communicate to the borrower eligibility for H4HH Program funds. MHA agrees that it is not authorized or empowered to determine and/or communicate to the borrower eligibility for foreclosure prevention programs of Servicer. MHA retains sole authority for its H4HH Program eligibility determination and communication to the borrower and Servicer. Servicer will communicate with borrower and MHA regarding modification and other Servicer-driven approvals.

17. **Termination.** Either party may terminate the agreement without cause on 30 days written notice. Either party may terminate immediately upon material breach from the other party. Servicer shall continue to accept payments on behalf of a borrower already enrolled through the term of the agreed upon assistance unless good cause can be shown for borrower not to continue in the program.

Accepted and agreed to by:

Servicer: _____

By: _____

Print: _____

Its: _____

Date: _____

Address: _____

Michigan Homeowner Assistance Nonprofit Housing Corporation

By: _____

Its: _____

Date: _____

EXHIBIT A

MSHDA POLICIES & PROCEDURES

A Step Forward Michigan Hardest-Hit Loan Rescue

Effective Date: 8-03-11

Replaces Issue of: 6-09-11

Product Name: Loan Rescue

SUMMARY: This is one of MSHDA's federally-funded programs developed to provide assistance to Michigan residents hit hardest by the housing crisis.

The Michigan Homeowner Assistance Nonprofit Housing Corporation (MHA) acting through MSHDA, is partnering with servicers to directly provide funds to be applied towards an eligible homeowner's delinquent mortgage payments, delinquent property taxes and any accrued escrow shortages. Second liens are eligible with documentation first lien is current and the homeowner's housing obligation is sustainable.

PRODUCT: Loan Rescue; Reinstatement

LOAN PURPOSE: Provide a one-time assistance to pay delinquent mortgage payments, negative escrow and delinquent property taxes (if they are paid by the servicer). A delinquent mortgage payment is defined as a payment currently past the due date at the time the MHA decision is rendered; the homeowner remains responsible for any future month's payments due. MHA funds may be applied to attorney's fees, property inspection fees, negative escrow accounts and/or delinquent property taxes, one year of standard homeowner's insurance if forced place insurance has been invoked and other fees and expenses if they are deemed an advance on behalf of the homeowner by the Servicer. If assistance is used to pay delinquent property taxes and homeowners insurance, Servicer agrees to establish an escrow account to prevent the homeowner from incurring future delinquencies. Assistance cannot be used to fund an escrow account to pay future property taxes and/or hazard insurance premiums. Servicer agrees to waive late charges and/or Non-sufficient Fund (NSF) fees.

Loan Rescue funds cannot be used to make HAMP or trial period payments.

LOAN TERMS: Prior to servicer applying the assistance, homeowner will execute a secured subordinate lien mortgage and note. Loan will be a 0% non-amortizing loan, forgivable over a 5 year term at 20% per year. Loan will be due on sale or transfer of the property, provided there are sufficient net equity proceeds or if the mortgagor repays in full the servicer's senior lien mortgage loan encumbering the property.

**FUND AMOUNT
LIMITS:**

\$10,000 maximum per borrower household.

If \$10,000 assistance is not sufficient to bring the loan current, MHA will provide the maximum \$10,000 in assistance **only** if the remaining balance of the delinquency is less than two months mortgage payments. Homeowner is not

eligible for our assistance if the balance of delinquency exceeds two months validated mortgage payments and will be denied Loan Rescue assistance. Homeowner may reapply at a later date if scenario or total delinquency amount changes.

REQUIREMENTS: Homeowner must occupy the property as his/her primary residence, located in the state of Michigan, and be obligated on the original mortgage note. Homeowner must complete application on-line through the Step Forward Michigan portal or by contacting MSHDA's Call Center. Homeowner's servicer must have executed a Help for Hardest Hit MHA Servicer Participation Agreement.

INCOME LIMITS: None

**EXISTING
MORTGAGE
LIMITS:**

Mortgage loans with unpaid principal balances equal to or less than \$729,750.

**ELIGIBLE
PROPERTIES:**

Located in state of Michigan.

Existing one family, single unit homes or condominiums (attached or detached).

Existing manufactured homes on foundations permanently affixed to real estate (single and doublewide).

Owner-occupied, primary residence. Property is not eligible if listed for sale, vacant and/or abandoned.

No second homes or investment properties.

**QUALIFYING
RATIOS:**

A sustainable mortgage payment ratio **generally should not exceed 45%** after assistance is applied using all income disclosed within application.

**BORROWER
ELIGIBILITY:**

Homeowner may receive HAMP assistance prior to or after receiving Loan Rescue funds. MHA recommends using H4HH funds first.

Homeowners must document the one time, involuntary crisis and complete a Hardship Affidavit; eligible hardships are Unemployment, Underemployment, Divorce, Medical Condition, Death or Other.

Homeowners must document a "recovery" from the one time crisis and the ability to sustain the mortgage payment.

Must not have had a Sheriff Sale completed; if a Sheriff Sale date is scheduled, application may be escalated in the Portal process.

Homeowners may not have liquid cash reserves exceeding 6 months total PITI; case by case exceptions granted based on the homeowner documenting large deposits and withdrawals. Homeowners may be asked to provide evidence of annual property tax and hazard insurance amounts on non-escrowed accounts, if applicable. Homeowner may be asked to provide documentation to verify any large deposits or large withdrawals. Large withdrawals will be counted in their total cash reserves unless the borrower can document funds were used to pay household expenses. Liquid cash reserves are non-retirement assets the homeowner has available for withdrawal from depository institutions, including, but not limited to, checking accounts, savings accounts, Certificates of Deposits (even if held for an extended time), and money market accounts.

**ALLOWABLE
FEES:**

None

**DOCUMENTATION
REQUIREMENTS:**

- Step Forward Michigan Initial Application Package
- Recent income documentation as applicable; 30 days pay stubs, W2, Award Letter, 1040 Tax Returns, etc.
- Two months bank statements, all depository accounts
- Recent mortgage statement
- Property Legal description
- MHA Note
- MHA Mortgage
- Evidence Servicer applied funds as approved

POST CLOSING/CONTINUAL REPORTING: MSHDA and/or MHA will report all loan production and loan performance data on homeowners who receive Hardest Hit assistance for up to 12 months after assistance ceases to the U.S. Department of Treasury, as required on a quarterly basis or as requested.

MSHDA POLICIES & PROCEDURES

A Step Forward Michigan Hardest-Hit Principal Curtailment

Effective Date: 8-03-11

Replaces Issue of: 6-09-11

Product Name: Principal Curtailment

SUMMARY:

This is one of MSHDA's federally-funded programs developed to provide assistance to Michigan residents hit hardest by the housing crisis.

The Michigan Homeowner Assistance Nonprofit Housing Corporation (MHA) acting through MSHDA, is partnering with servicers to directly provide funds to be applied towards an eligible homeowner's principal mortgage balance in order to modify the terms of the existing lien making the monthly payment sustainable. Second liens are eligible with documentation that the first lien is current and homeowner's housing obligation is sustainable.

PRODUCTS:

Principal Curtailment

LOAN PURPOSE:

One time matching funds for homeowners with severe negative equity $\geq 115\%$ Combined Loan to Value (CLTV) using current market value **obtained by MHA**, to assist the homeowner and Servicer in reaching an amicable Loan Modification Agreement. Maximum fund amount will match the Servicers' principal curtailment up to \$10,000. Example: Servicer curtailment of \$10,000 + H4HH fund of \$10,000 = Total Curtailment of \$20,000. Servicer must re-amortize the lower outstanding loan balance. CLTV must not be lowered below 115% and 1st mortgage LTV may not be reduced below 100%. For this product only, MHA's lien is not to be included in the CLTV calculations. Servicer agrees to waive late charges and/or Non-sufficient Fund (NSF) fees.

LOAN TERMS:

Prior to Servicer applying the assistance, homeowners must execute a secured subordinate lien mortgage and note. Loan will be a 0% non-amortizing loan, forgivable over a 5 year term at 20% per year. Loan will be due on sale or transfer of the property, provided there are sufficient net equity proceeds or if the mortgagor repays in full the servicer's senior lien mortgage loan encumbering the property.

FUND AMOUNT

LIMITS:

\$10,000 maximum per household; with a minimum additional 1:1 match from the Servicer.

REQUIREMENTS:

The homeowner must occupy the property as his/her primary residence, located within the state of Michigan, and be obligated on the original mortgage note. Homeowner must complete application on-line through the Step Forward Michigan portal or by contacting MSHDA's Call Center. Homeowner's servicer must have executed a Help for Hardest Hit MHA Servicer Participation Agreement.

INCOME LIMITS:

None

**EXISTING
MORTGAGE
LIMITS:**

Mortgage loans with unpaid principal balances equal to or less than \$729,750.

**ELIGIBLE
PROPERTIES:**

Located in state of Michigan.

Existing one family single unit homes or condominiums (attached or detached).

Existing manufactured homes on foundations permanently affixed to real estate (single and doublewide).

Owner-occupied, primary residence. Property is not eligible if it is currently listed for sale. Servicer must provide evidence the listing had been cancelled a minimum of 30 days prior to application date.

No second homes or investment properties.

**QUALIFYING
RATIOS:**

A sustainable mortgage payment ratio is **generally 45%** after assistance is applied using all household income disclosed within application; **higher ratio may be considered on a case by case basis.**

**BORROWER
ELIGIBILITY:**

Homeowner may receive HAMP assistance prior to or after receiving Loan Rescue funds. MHA recommends using H4HH funds first.

Must not have had a Sheriff Sale completed; if a Sheriff Sale date is scheduled, application may be escalated in the Portal process.

In conjunction with funds from the MHA, Servicer must approve the homeowner's Loan Modification request. Servicer to provide original Loan Modification Agreement to the MHA to be included along with the MHA subordinate lien documents sent to the homeowner. MHA will retain a copy of the executed Modification agreement and return the original to the Servicer.

Homeowners may not have **liquid** cash reserves exceeding **6 months** total PITI; case by case exceptions granted based on the homeowner documenting large deposits and withdrawals. Homeowners may be asked to provide evidence of annual property tax and hazard insurance amounts on non-escrowed accounts, if applicable. Homeowner may be asked to provide documentation to verify any large deposits or large withdrawals. Large withdrawals will be counted in their total cash reserves unless the borrower can document funds were used to pay household expenses. **Liquid cash reserves are non-retirement assets the homeowner has available for withdrawal from depository institutions, including, but not limited to, checking accounts, savings accounts, Certificates of Deposits (even if held for an extended time), and money market accounts.**

**ALLOWABLE
FEES:**

None

**DOCUMENTATION
REQUIREMENTS:**

- Step Forward Michigan Initial Application Package
- Recent income documentation as applicable; 30 days pay stubs, W2, Award Letter, 1040 Tax Returns, etc.
- Two months bank statements, all depository accounts
- Recent mortgage statement
- Property Legal description
- Loan Modification Agreement
- MHA Note
- MHA Mortgage
- Evidence Servicer applied funds as approved

POST CLOSING/CONTINUAL REPORTING: MSHDA and/or MHA will report all loan production and loan performance data on homeowners who receive Hardest Hit assistance for up to 12 months after assistance ceases to the U.S. Department of Treasury, as required on a quarterly basis or as requested.

MSHDA POLICIES & PROCEDURES

A Step Forward Michigan Hardest-Hit Unemployment Mortgage Subsidy

Effective Date: 6-09-11

Replaces Issue of: 3-28-11

Product Name: Unemployment

SUMMARY: This is one of MSHDA's federally-funded programs developed to provide assistance to Michigan residents hit hardest by the housing crisis to help prevent foreclosures, retain homeownership and stabilize property values.

The Michigan Homeowner Assistance Nonprofit Housing Corporation (MHA) acting through MSHDA, is partnering with Servicers to directly provide funds to subsidize an eligible homeowner's monthly mortgage payment.

PRODUCT: Unemployment Mortgage Subsidy

LOAN PURPOSE: Assist unemployed homeowners in retaining homeownership by subsidizing mortgage payments for up to 12 consecutive months.

LOAN TERMS: Prior to servicer applying the assistance, borrower will execute a secured subordinate lien mortgage and note. Loan will be a 0% non-amortizing loan, forgivable over a 5 year term at 20% per year. Loan will be due on sale or transfer of the property, provided there are sufficient net equity proceeds or if the mortgagor repays in full the servicer's senior lien mortgage loan encumbering the property.

**FUND AMOUNT
LIMITS:**

\$12,750 maximum per household.

MHA agrees to make the full mortgage payment to Servicer for the duration of the homeowner's eligibility in the program. Servicer agrees to apply the funds towards PITI and not the homeowner or condominium association fees (HOA) unless such payments have been escrowed and are included in the monthly required mortgage payment. MHA and Servicer agree that non-escrowed loans will not be required to become escrowed; the homeowner will remain responsible for payment of non-escrowed related expenses.

Monthly mortgage payment subsidy is the lesser of 50% of validated mortgage payment or \$750 per month, not to exceed 12 consecutive months; a maximum of \$9,750 per household. Homeowners will continue to be responsible for the remaining 50% or higher portion of their monthly mortgage payment; homeowner's portion will be collected by MHA's sub-servicer, U.S. Bank, directly from the homeowner's designated depository account. Once MHA has granted approval of funds, MHA subsidy amount will not be adjusted for increases or decreases, i.e. escrow adjustments, ARM adjustments; if needed homeowner's required portion of payment will be increased or decreased. Homeowner will be notified in advance that ACH withdrawal amount from their designated depository account has changed. Subsidy ceases two months after homeowner returns to work or immediately with the next scheduled payment if homeowner fails to have funds available for U.S. Bank to withdraw or if homeowner fails to submit their payment portion to U.S. Bank as required.

If the homeowner is presently delinquent, up to an additional \$3,000 of assistance may be reserved to correct the mortgage delinquency and will be funded after the successful term of the unemployment subsidy. The \$3,000 reinstatement will be applied to delinquent mortgage payments only; the MHA will verify the total delinquency prior to funding however, the reinstatement amount reserved will not be increased. If the total amount of reinstatement fees is no longer needed, funds will be returned to the Unemployment Mortgage Subsidy program allocation. It cannot be used towards delinquent property taxes, escrow shortages, accrued attorney fees or other charges, or be applied as additional principal reduction. A delinquent mortgage payment is defined as a payment 30 days past due at the time of application.

If the homeowner fails to pay his portion of the mortgage payment as agreed, any reinstatement fees reserved on behalf of the homeowner will be immediately returned to the Unemployment Mortgage Subsidy program allocation.

If the \$3,000 is not sufficient to fully reinstate the homeowner, the Servicer is not required (but strongly encouraged) to determine an acceptable repayment plan to bring the loan current; however, the Servicer must stop any legal or collection activity for the duration of the Unemployment Mortgage Subsidy period. Servicer agrees to waive late charges and/or Non-Sufficient Funds (NSF) fees.

REQUIREMENTS: The homeowner must occupy the property as his/her primary residence, located within the state of Michigan, and be obligated on the original mortgage note. Homeowner must complete application on-line through the Step Forward Michigan portal or by contacting MSHDA's Call Center. Homeowner's servicer must have executed a Help for Hardest Hit MHA Servicer Participation Agreement and be participating in the program.

INCOME LIMITS: None

MORTGAGE LIMITS: Mortgage loans with unpaid principal balances equal to or less than \$729,750.

ELIGIBLE PROPERTIES: Located in state of Michigan.

Existing one family, single unit homes or condominiums (attached or detached).

Existing manufactured homes on foundations permanently affixed to real estate (single and doublewide).

Owner-occupied, primary residence. Property is not eligible if listed for sale, vacant and/or abandoned.

No second homes or investment properties.

QUALIFYING RATIOS: A sustainable mortgage payment ratio **generally** should be 25% to 43% after MHA subsidy is applied; all household income disclosed within the application package will be used. If a non-occupying co-borrower executed the original note, his/her income will be used in ratio calculation. **MHA payment subsidy**

cannot be used to bring down the validated mortgage payment to less than 25% of housing ratio.

**HOMEOWNER
ELIGIBILITY:**

Homeowner may receive HAMP assistance prior to or after receiving Help for Hardest Hit funds. MHA recommends using H4HH funds first.

Homeowner must be receiving Michigan unemployment benefits at time of approval.

Must not have a Sheriff Sale date scheduled.

Homeowners may not have cash reserves exceeding 3 months total PITI. Homeowners may be asked to provide evidence of annual property tax and hazard insurance amounts on non-escrowed accounts, if applicable. Based on a 60 day average, homeowner may be asked to provide documentation to verify any large deposits or large withdrawals. Large withdrawals will be counted in their total cash reserves unless the homeowner can document funds were used to pay household expenses. Cash reserves are any **non-retirement** liquid assets the borrower has available for withdrawal from financial or brokerage institutions including checking, savings accounts, CDs (even if held for an extended time), mutual funds, money market funds, stocks or bonds.

Available only on 1st lien position loans.

Homeowner must sign ACH authorization allowing U.S. Bank, MHA's sub-servicer, to debit their portion of the monthly payment from a designated depository account.

Homeowner must notify MSHDA/MHA immediately upon return to work; subsidy will continue for two additional months, never to exceed 12 month maximum.

**ALLOWABLE
FEES:**

None

**DOCUMENTATION
REQUIREMENTS:**

- Step Forward Michigan Initial Application Package
- Evidence of receipt of Michigan Unemployment benefits
- Recent income documentation as applicable; 30 days pay stubs, W2, Award Letter, 1040 Tax Returns, etc.
- Two months bank statements, all depository accounts
- Recent mortgage statement
- Property Legal description
- MHA Open-end Note
- MHA Mortgage
- ACH Authorization
- Evidence Servicer applied funds as approved

POST CLOSING/CONTINUAL REPORTING: MSHDA and/or MHA will report all loan production and loan performance data on homeowners who receive Hardest Hit assistance for up to 12 months after assistance ceases to the U.S. Department of Treasury, as required on a quarterly basis or as requested.

MICHIGAN HOMEOWNER ASSISTANCE NONPROFIT HOUSING CORPORATION
Acting Through

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

735 E. Michigan Avenue
Lansing, Michigan 48912

Servicer Contact/ACH Instructions

ACH Instructions:

Complete ACH instructions: Depository Financial Institution (DFI) Routing-Transit #, DFI Name, Account Name, etc.

DFI Routing-Transit No: _____

DFI Name: _____

Account Name: _____

Account No: _____

Type of Account: (Check one) Checking Saving

Servicer/Loss Mitigation Contact:

MHA Servicer/Lender Code: _____
(MSHDA use)

Contact name: _____

Address: _____

Phone number: _____

Fax number: _____

Email: _____

Complete and return with original executed Service Participation Agreement

Date: _____

Signature: _____

Additional Servicer Information

Servicer Name:

Participating in:

- Unemployment
- Loan Rescue
- Principal Curtailment

Additional Contact Information: Please indicate who in your office will be our main contact person for the following specific functions:

Primary/Management: (Name and contact information)

Data Transfer/Communication: (The person will send customer records for acceptance in the program) [Name and contact information]

Accounting/Funding: (Name and contact information)

Post Funding: (Name and contact information)

Reporting: (Name and contact information)

Loan Level Contact:

1. Contact Name:

Title:

E-mail Address:

Fax Number:

Phone Number:

2. Contact Name:

Title:

E-mail Address:

Fax Number:

Phone Number:

3. Contact Name:

Title:

E-mail Address:

Fax Number:

Phone Number:

Reporting Details:

Reporting Method (choose one)

- Lender hosted SFTP site
- E-mail
- Mail
- Telephone

Zixmail is used to securely send records to you; this file may go to your junk mail folder. When you receive the Zixmail follow the prompts to register and create a password.