



General information for lenders

WE DeKalb is a down payment assistance program for future homeowners who live in, or wish to relocate to, DeKalb County. Lenders interested in participating in this program must complete, scan, and submit a **Lender Agreement** and **Lender Contact and Authorization form** to Stacy Houston (stacy.houston@raymondjames.com) and Jennifer Payne (jennifer.payne@raymondjames.com). Originals are not needed, and there is no cost to participate. The Lender Agreement and the Lender Contact and Authorization form can be found at <https://www.decidedekalb.com/what-we-do/we-dekalb.stml>.

Participating lenders must also become an approved lender with US Bank. If your company is a correspondent lender with US Bank, the approval process should be fairly quick. Lenders must be a mortgage banker and be an FHA, VA, or conventional loan-approved mortgagee. Check on your current status with US Bank Housing Finance Agency division, or to become an approved lender, at 800-562-5165 or lender.management@usbank.com.

The two-part training is mandatory in order to access the program reservation system. The **lender program training** is available online 24/7, and the **system training** is offered via conference call/webinar each week. The training and reservation system are handled by the program administrator, **eHousingPlus**. Your company must be an approved participating lender in the program before access to the training is granted. Please visit the WE DeKalb program webpage for participating lenders, <https://www.ehousingplus.com/available-programs/georgia/DeKalb/>.

More information on the required training for lenders can be found under 'Training'. You may wish to review the other tabs ('Summary', 'Guides and Forms', and 'Participating Lenders') for the full program details, including information on the DPA grant process, allowed fees, and loan time frames.

FAQs for lenders

I am unable to find the information for the training schedule on the website. Can you point me in the right direction?

You can find the training schedule at the WE DeKalb program webpage, <https://www.ehousingplus.com/available-programs/georgia/DeKalb/>, under 'Training'.

FAQs for lenders continued

Where can I go to find more information about WE DeKalb for lenders?

Visit <https://www.decidedekalb.com/what-we-do/we-dekalb.stml>

My company has been approved to be a lender for WE DeKalb. What are the next steps to proceed with loans I need to submit?

Once a lender company is approved, any loan officer with that company who would like to use the program will need to be set up within the eHousing system and complete the two-part required training: WE DeKalb program training and system training. Once the training is done, the loan officer/underwriter/processor will need to set up a username to access the reservation system (the Lender Portal). From that point, the loan officer can reserve a loan.

Can brokers can be approved lenders for this program?

Unfortunately, US Bank does not allow mortgage brokers to use the program as the lender has to be able to underwrite, close, and fund the loan all within the same company name. Should a lender not be able to sell the program loan to US Bank, they will need to be able to purchase it themselves. Other programs may allow it, but not those with US Bank as the master servicer.

What is the policy/requirement for when a file for purchase is received, where the applicant(s) used other/multiple SSN or ITIN (on W2 or tax returns/transcripts) in the past two- to three-year history? A borrower could have multiple SSNs due to an employer error or perhaps a clerical error relating to a borrower's debt (credit card, etc.). Would you allow a circumstance like this as long as it can be reasonably explained?

Please visit the US Bank helpline (hfa.programs@usbank.com) for more information.

I took the eHousing training while with one approved lender and have moved on to another approved lender. What I need to do to get activated with the new approved lender.

Please contact eHousing to make they update your profile with the new company name and information.

Do you allow escrow holdback requirements?

Per US Bank, follow HFA guidelines as well as agency guides. The lender will be responsible for monitoring, maintaining, and completing the escrow account. All origination lenders are responsible to follow investor (FHA, VA, USDA, or conventional) guidelines and the direct endorsement (DE) underwriter must be in a position to properly document the file with all necessary paperwork. US Bank will purchase the loan prior to completion of the escrow repairs.

FAQs for lenders continued

Are non-occupant co-borrowers and co-signers allowed?

No, non-occupant co-borrowers and co-signers are not allowed.

What are your mortgage insurance options?

WE DeKalb only has special mortgage insurance (MI) options with the Freddie Mac HFA Advantage program. The MI options for FHA are the same as they would be with any other FHA loan.

Do you allow leasehold and landlease requirements?

Per the US Bank and loan type guidelines, US Bank has aligned their leasehold properties requirement with Freddie and Fannie, and will no longer require the Freddie Mac “Ground Lease Analysis” form be completed. A review of the ground lease must still be completed to ensure that the lease meets Freddie and Fannie guidelines.

Freddie Mac guidelines are outlined in <https://guide.freddie.mac.com/app/guide/find/5704>.

Fannie Mae guidelines are outlined in <https://selling-guide.fanniemae.com/Selling-Guide/Origination-thru-Closing/Subpart-B2-Eligibility/Chapter-B2-3-Property-Eligibility/1736860241/B2-3-03-Special-Property-Eligibility-and-Underwriting-Considerations-Leasehold-Estates-08-07-2019.htm>

Where do I find the rates for the different WE DEKALB programs?

Rates can be found on the link below under ‘Rates/Offerings’. Please note that the rates change often. <https://www.ehousingplus.com/available-programs/georgia/DeKalb/>