



## General information for lenders

WE DeKalb is a down payment grant program for future homeowners who wish to live in 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](mailto:stacy.houston@raymondjames.com)) and Jennifer Payne ([jennifer.payne@raymondjames.com](mailto: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.decided/downpayment-grant-program/>.

Participating lenders must also become an approved lender with US Bank. If your mortgage 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 become an approved lender, at 800 562 5165 or [lender.management@usbank.com](mailto: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/>.

You may wish to review the other tabs on the eHousing Plus site ('Summary', 'Guides and Forms', and 'Participating Lenders') for the full program details, including information on the grant process, allowed fees, and loan time frames.

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## Getting started

### Where can I find the information for the lender training schedule?

You can find information for the lender training schedule at [eHousing Plus University](#).

## **Where can I go to find more information about WE DeKalb for lenders and loan officers?**

Visit WE DeKalb's [webpage](#) and the [eHousing Plus](#) site.

## **My company has been approved to be a lender for WE DeKalb. What are the next steps to proceed with loans loan officers 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.

## **I am no longer on the loan officer list. How do I get my name added to the list?**

A new policy was implemented for participating lenders of WE DeKalb. To be on the list of active loan officers and top performers, loan officers must originate at least one loan in the WE DeKalb program each calendar year. Loan officers can request to be added on the list, but he/she will need to originate at least one loan in the calendar year to remain on the list.

If previously approved loan officers are no longer on the list AND are no longer with an approved lender, please contact [eHousingPlus](#) to make sure they update your profile with your new company name and information. Once this update is approved, loan officers can request to be added to the list for the calendar year and will need to originate at least one loan to remain on the list.

## **About the Program**

### **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](mailto: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 [eHousingPlus](#) to make sure they update your profile with your new company name and information.

**What are your mortgage insurance options?**

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

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

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

**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/>

**Can my client refinance their home using WE DeKalb?**

Refinances are permitted. However, all questions concerning refinances should be directed to US Bank HFA Division at 800 562 5165 or [lender.management@usbank.com](mailto:lender.management@usbank.com).

## **About the Loan**

**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) under-writer 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.

**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

<https://guide.freddiemac.com/app/guide/find/5704>.

Fannie Mae guidelines

<https://selling-guide.fanniemae.com/SellingGuide/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>

**Can my client do a 203(k) FHA loan with WE DeKalb?**

The 203(k) loan streamlined is the only type of 203(k) loan that is allowed. Loan officers have to get prior approval with US Bank before they can use the loan type in the WE DeKalb program.

**Is US Bank the only bank we can use for a 203(k) FHA loan?**

Yes, US Bank is the only master servicer allowed in the program. Please contact US Bank at 800 562 5162 or [lender.management@usbank.com](mailto:lender.management@usbank.com).