

## PROGRAM GUIDELINES – DOWN PAYMENT ASSISTANCE

<b>HOUSING FINANCE AGENCY/PROGRAM SPONSOR</b>	<b>Fort Bend County Housing Finance Corporation</b> <a href="http://fortbendhousing.com">http://fortbendhousing.com</a>
<b>DESCRIPTION</b>	Fort Bend County Housing Finance Corporation is offering a non-forgivable second lien of \$5,000 per household to eligible homebuyers.
<b>AVAILABLE MARKETS</b>	Properties located within Fort Bend County, Texas
<b>ELIGIBLE LENDERS</b>	Lenders must be approved by Hilltop Securities to participate in the Fort Bend County HFC DPA Program. Interested lenders should contact Hilltop Securities Inc. at (214) 953-4176 or <a href="mailto:htshousing@hilltopsecurities.com">htshousing@hilltopsecurities.com</a> .
<b>DOWN PAYMENT ASSISTANCE</b>	<ul style="list-style-type: none"> <li>• The down payment assistance is in the form a non-forgivable 2<sup>nd</sup> Lien in the amount of \$5,000.00. The amount is due upon sale or refinancing of the Eligible Residence.</li> <li>• The funds may be used to fund up to 100% of the Borrower’s cash requirement to close, including the down payment, closing costs, pre-paid items, upfront borrower paid Mortgage Insurance and other related Mortgage Loan fees and expenses. No portion of the gift funds can be paid to the Borrower unless the Borrower is being reimbursed for an overage of his/her earnest money deposit and any pre-paid expenses, to the extent the minimum Borrower contribution has been satisfied, if any. Principal reduction is allowed.</li> <li>• The lender must receive a compliance approval from the Program Administrator, Hilltop Securities Inc., in order for the loan to be eligible for down payment assistance.</li> <li>• Fort Bend County HFC will fund down payment assistance funds at closing.</li> </ul>
<b>PROGRAM ADMINISTRATOR</b>	<b>Program Administrator</b> Hilltop Securities Inc. Attn: Claire Merritt 300 West Sixth Street, Suite 1940 Austin Texas (512) 481-2044 <a href="mailto:claire.merritt@hilltopsecurities.com">claire.merritt@hilltopsecurities.com</a>
<b>FIRST MORTGAGE PRODUCTS / UNDERWRITING</b>	Standard mortgage underwriting requirements with FHA, VA, Fannie Mae, Freddie Mac or USDA-RHS, as applicable demonstrating credit worthiness.
<b>LOAN PURPOSE / TRANSACTION TYPE</b>	Purchase on Primary Owner-Occupied Residence
<b>LOAN RESERVATIONS</b>	<ul style="list-style-type: none"> <li>• Program is subject to available funds and are available on a first come first serve basis.</li> <li>• The reservation window will be available 24/7.</li> <li>• Loans are reserved and processed for approval via the Fort Bend County HFC Lender Portal. <a href="https://fortbendhfc.hilltopsecurities.com">https://fortbendhfc.hilltopsecurities.com</a></li> </ul>
<b>INCOME LIMITS</b>	<p>The borrower’s qualifying income must not exceed the annual Program Income Limit of <b>\$91,560</b>.</p> <ul style="list-style-type: none"> <li>• For this program, qualifying income means income per Final Fannie Mae 1003 Loan Application.</li> </ul> <p><b>Lenders will be responsible for ensuring that the income meets program guidelines.</b></p>

PURCHASE PRICE LIMITS	None
BORROWER ELIGIBILITY	<p>Borrower must be a First-Time Homebuyer</p> <p>A first-time homebuyer is an individual who meets any of the following criteria:</p> <ul style="list-style-type: none"> <li>• An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property.</li> </ul>
Homebuyer Education	<p>Homebuyer Education Certification is required.</p> <ul style="list-style-type: none"> <li>• <b>At least one</b> of the borrowers must take a HUD approved homebuyer education course.</li> </ul> <p style="text-align: center;"><b>HBE course must be taken prior to closing.</b></p>
FEES	Borrower / Lender responsible for 2 <sup>nd</sup> Lien recording fees
DPA RESERVATION	<ol style="list-style-type: none"> <li>1) Participating Lender reserves DPA Funds via Lender Portal (LOL) <a href="https://fortbendhfc.hilltopsecurities.com">https://fortbendhfc.hilltopsecurities.com</a> <ol style="list-style-type: none"> <li>a. After reservation a Reservation Confirmation, Pre-Close Compliance Checklist and the Mortgagor Certificate are available via LOL (PDF Docs)</li> <li>b. Lender collects pre-closing compliance items listed on checklist for approval</li> </ol> </li> </ol>
APPROVAL PROCESS	<ol style="list-style-type: none"> <li>2) Lender uploads and submits pre-close application items listed on checklist via LOL (eDocs) under “Pre-Close Application” package       <ol style="list-style-type: none"> <li>a. Executed Mortgagor Certificate</li> <li>b. Final (1003) Loan Application</li> <li>c. Copy of Executed Purchase Contract</li> <li>d. Copy of HBE Certification</li> </ol> </li> <li>3) Program Administrator reviews pre-close application package</li> <li>4) If Loan meets program compliance guidelines the Program Administrator approves and issues a Commitment Letter for Down Payment Assistance       <ol style="list-style-type: none"> <li>a. After commitment, a Commitment letter, Funding Checklist, Post Closing Compliance Checklist, Wire Instructions and 2<sup>nd</sup> Lien documents are available via LOL (PDF Docs)</li> </ol> </li> </ol>
FUNDING PROCESS	<ol style="list-style-type: none"> <li>5) Lender uploads and submits funding checklist items via LOL (eDocs) under “Funding Package” (Minimum of 3 business days prior to closing)       <ol style="list-style-type: none"> <li>a. Wire Instructions</li> <li>b. Copy of unsigned 2<sup>nd</sup> Lien Deed of Trust</li> <li>c. Copy of unsigned 2<sup>nd</sup> Lien Note</li> <li>d. Final Closing Disclosure</li> </ol> </li> <li>6) Program Administrator reviews Funding Package       <ol style="list-style-type: none"> <li>a. If Funding Package is complete, Program Administrator will send Funding Approval Notification via email to Fort Bend County Housing Finance Corporation and copy Lender</li> </ol> </li> <li>7) Lender will receive email confirmation that wire has been processed and DPA Funds are released for closing.</li> </ol>

POST-CLOSING PROCESS

- 8) Lender Closes Loan with DPA Assistance and follows instructions on the Post-Closing Compliance Checklist.

**\*\*\*IMPORTANT\*\*\***

Lender / Title is responsible for mailing Recorded Executed 2nd Lien Deed of Trust (DOT) and Original Executed 2<sup>nd</sup> Lien Promissory Note to:

NewFirst National Bank  
Thomas J. Shirley  
Market President-Fort Bend County  
50 Sugar Creek Center Blvd, Suite 100  
Sugar Land, TX 77478

These Program Guidelines (“Program Guidelines”) are intended to describe the current Program rules and guidelines, outline the role of the Program Administrator and set forth the requirements for Borrowers and Lenders to participate in the Program. The Program Administrator may revise the Program Guidelines from time to time. Notice of any material changes to the Program will be published on the Lender Portal at <https://fortbendhfc.hilltopsecurities.com>

If you have additional questions, please contact Hilltop Securities Inc.:

Claire Merritt

[claire.merritt@hilltopsecurities.com](mailto:claire.merritt@hilltopsecurities.com)

(512) 481-2044

Or

Housing Team

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