

AUSTIN **ANNUAL**  
2018 **CONFERENCE**  
**& SHOWPLACE**

# Best of HFAs: Information Technology



**HFAs** AT THE  
CENTER

Indiana's Web-Based Application for Single Family Programs

Home > Loan Queue

## Loan Queue

1

2

3

4

150  
Waiting on Payment

11  
Application Activity

65  
Closing Activity

893  
Ready to Purchase



Accepting Assignments

All Enter Search Terms

Application Activity

Hint: Right click on the Pencil in the grid and choose 'Open in New Tab'

Loan Number ▲	Lender Loan Number	Mortgage Product(s)	Borrower	Address	Stage	Status	Status Date	Underwriter	Servicer Number
81999		MCC, Next Home			Application Review	Incomplete	8/6/2018	Marianne Fraps	
82975	1052001331740	MCC			Application Review	Incomplete	8/30/2018	Tom Pearson	
83150		MCC			Application Review	Assigned	10/11/2018	Marianne Fraps	
83214	1815648	Helping To Own, Hel...			Application Review	Incomplete	9/21/2018	Carla Bruce	
83238	5485156	MCC, Next Home			Application Review	Incomplete	10/11/2018	Tom Pearson	
83424	691196408	Helping To Own, Hel...			Application Review	Incomplete	10/9/2018	Tom Pearson	
83462	6910028104	MCC, Next Home			Application Review	Incomplete	10/11/2018	Marianne Fraps	
83483	2002338216	MCC			Application Review	Incomplete	10/9/2018	Tom Pearson	
83511	6910096654	MCC, My Home			Application Review	Incomplete	10/10/2018	Tom Pearson	
83516	6910076905	Helping To Own, Hel...			Application Review	Incomplete	10/11/2018	Marianne Fraps	
83578	6910045702	Helping To Own, Hel...			Application Review	Incomplete	10/11/2018	Tom Pearson	

The Loan Queue is where our Underwriters can view Lender Reservations in their various stages. 1. Reservations waiting on fees to be paid 2. Applications that are assigned round-robin style to the Underwriters 3. Closing packages waiting on initial review or have open conditions 4. Completed reservations waiting on US Bank purchase

Home > Loan Information - Summary Devon Spring

### Loan Information - Summary

Summary | Mortgage | DPA | Property | Borrowers | Status | Comments | Transactions | Documents

**Info**

Borrower: \_\_\_\_\_ Reservation #: 81999 Property: \_\_\_\_\_

**Loan Status**

4 - Application Review

**Loan Information**

Loan Number	81999
Borrower	
Property	
City, State, Zip	
County	
Lender Loan	
Lender	Ruoff Mortgage Company, Inc dba Ruoff Home Mortgage
Loan Officer	Angela Diamente

**Loan Process**

Bond Programs	MCC, Next Home
Commitment Expiration	11/1/2018
DPA Funding Requested on	1/1/0001
Wire Date	
DPA Closing Date	
Servicer Number	
Stage	Application Review
Stage Status	Incomplete
Underwriter	Marianne Fraps
Stage Date	8/6/2018

**Validation Checks**

Fees	✓
Conditions	✗
Documents	✓

[History](#) | [Master Servicer](#) | [Print Loan Status Report](#) | [Print Reservation Report](#)

Each Reservation can be double-clicked to display the Summary page, where the Lender User or Underwriter can check the status of their Reservation. The Status Bar shows the current stage of the Reservation.

Home > Loan Information - Summary

## Loan Information - Summary

Summary

Mortgage

DPA

Property

☰ Borrowers ▾

Status

Comments

Transactions

Documents

The Loan Summary page also features tabs at the top, so the Lender User or Underwriter can navigate quickly to the information they require.



Home > Loan Information - Documents

## Loan Information - Documents

- Summary
- Mortgage
- DPA
- Property
- Borrowers
- Status
- Comments
- Transactions
- Documents**

**Info**

Borrower: \_\_\_\_\_ Reservation #: 81999 Property: \_\_\_\_\_

**Documents Required by Stage**

	Stage	Type	Required	File	Date
	Reserved	IHCDA Internal Document - not meant for len...	<input type="checkbox"/>		
	Reserved	IHCDA Internal Document - not meant for len...	<input type="checkbox"/>		
	Application Upload	Additional/Important Documentation - Applica...	<input type="checkbox"/>		
	Application Upload	IHCDA - Framework HBE Certificate	<input type="checkbox"/>		7/18/2018 12:35:35 PM
	Application Upload	IHCDA - Homeownership Affidavit	<input checked="" type="checkbox"/>		7/18/2018 12:35:50 PM
	Application Upload	Misc Document-Application Upload Stage	<input type="checkbox"/>		

**Other Documents**

Type	File	Date

**Fillable Documents**

Final Approval Letter

Generate Filled Document

The Documents tab allows the Lender User to upload required documents digitally, eliminating the need to mail paper in, and it also allows the Underwriters to review the documents much more efficiently, as well as create conditions for deficiencies in uploaded paperwork.



Single Family ▾

Loan Queue

New Reservation

Rate Sheet

Bulletins

Training Documents

Reports <

Utilities <

Supporting Data <

**ihcda** Indiana Housing & Community Development Authority

Reports ▾

Annual Demographics

Daily Reservation

DPA Cancelled

DPA Incomplete

DPA Not Purchased

Expiring MOSA

Governor

IRS MCC

Loans by Lender

Next Home Pipeline

Pipeline

Status by Series

Utilities <

Supporting Data <

**ihcda** Indiana Housing & Community Development Authority

Utilities ▾

Assign Underwriters

Batch Suspend

Bulletin Management

DPA Funding Requests

DPA Wire Ready

Loan Purchasing

Master Servicer

MCC Mail Out

Reservation Exceptions

Training Document Setup

User Maintenance

Supporting Data <

**ihcda** Indiana Housing & Community Development Authority

Supporting Data ▾

Acquisition Limits

AMI Maintenance

Bond Series

Cancellation Reasons

Conditions

Documents Setup

Fillable Documents

IHCDA University DPA Amounts

Income Limits

Interest Rates

Program Setup

Second Mortgages

**ihcda** Indiana Housing & Community Development Authority

The dropdown menus on the far left of the system screen (accessible from any page of the online system) allow the Lender User or Underwriter to set up system documents/requirements, review their Loan Queue, or navigate anywhere they need to, quickly and easily.