

## **PARTICIPATING LENDING INSTITUTION INSTRUCTIONS**

### **Teachers First Payment Assistance Program (TFPA)**

These instructions are to provide guidance for participating lending institutions assisting eligible applicants under the Teachers First Payment Assistance Program (TFPA)

#### **Application**

Applicants must have completed the pre-screening and first-time homebuyer classes provided by a HUD approved in-person 8-hour Homebuyer class. As the participating lender, your organization will prequalify the applicant. Calculate household income and include income for all household members at least 18 years of age, even if not included on loan. Household income must not exceed income limits set by the program guidelines. Participating lenders are to qualify the borrowers and register a NHD first Mortgage Loan. NHD down payment loans will not be allowed when the Teacher is using the payment subsidy program. Down payment funds must come from the teacher's own funds or acceptable gift funds.

#### **Reservation of Allocation of Available Funds**

The teacher applicant will be issued a certificate by NHD to confirm his/her acceptance for the TFPA program. Lender will fax a "Registration Request" form to the division at 702 486-7227 along with evidence of First Mortgage registration confirmation from our master servicer.

#### **Loan Documents Preparation**

The participating lending institution is responsible for the preparation of the Note and Deed of Trust (DOT) to secure the Payment Subsidy loan. Use standard Second Mortgage loan Note and DOT for these documents (available on NHD website). Rider to Second Mortgage Note will be attached to Note and Pay-in Attachment (Flat or Variable) will also be attached. Rider to Second Mortgage DOT will be attached to the DOT along with any other Rider(s) such as a PUD Rider or Condo Rider. Note will be endorsed from originating lender to NHD. A standard Corporate Assignment of Deed of Trust will be recorded immediately after recording of Second Mortgage DOT, or at least no later than date loan documents are shipped to NHD.

#### **Closing Instructions**

There will be no funds extended at time of closing on the Second Mortgage Note. The amount of the Second Mortgage Note will not have to be listed on the HUD-1 Settlement Statement.

The Second Mortgage Deed of Trust with exhibit(s) will have to be recorded immediately after the First Mortgage Deed of Trust. It cannot be subordinated to any Deed of Trust except the Nevada Housing Division First Mortgage Deed of Trust.

## **Post Funding Package**

The original Second Mortgage Note along with the rest of the documents listed on the “Post Closing Package” stack list must be received by the Nevada Housing Division within **5 business days** of loan recording.

### **Mailing Address for Nevada Housing Division (for compliance packages and post-purchase packages) is:**

**Nevada Housing Division**  
**Attn: Nnika Cromwell**  
**7220 Bermuda Rd, Suite B**  
**Las Vegas NV 89119**

**Email:** [ncromwell@housing.nv.gov](mailto:ncromwell@housing.nv.gov) or [mcassara@housing.nv.gov](mailto:mcassara@housing.nv.gov)

**Fax: (702) 486-7227**