REI Oklahoma

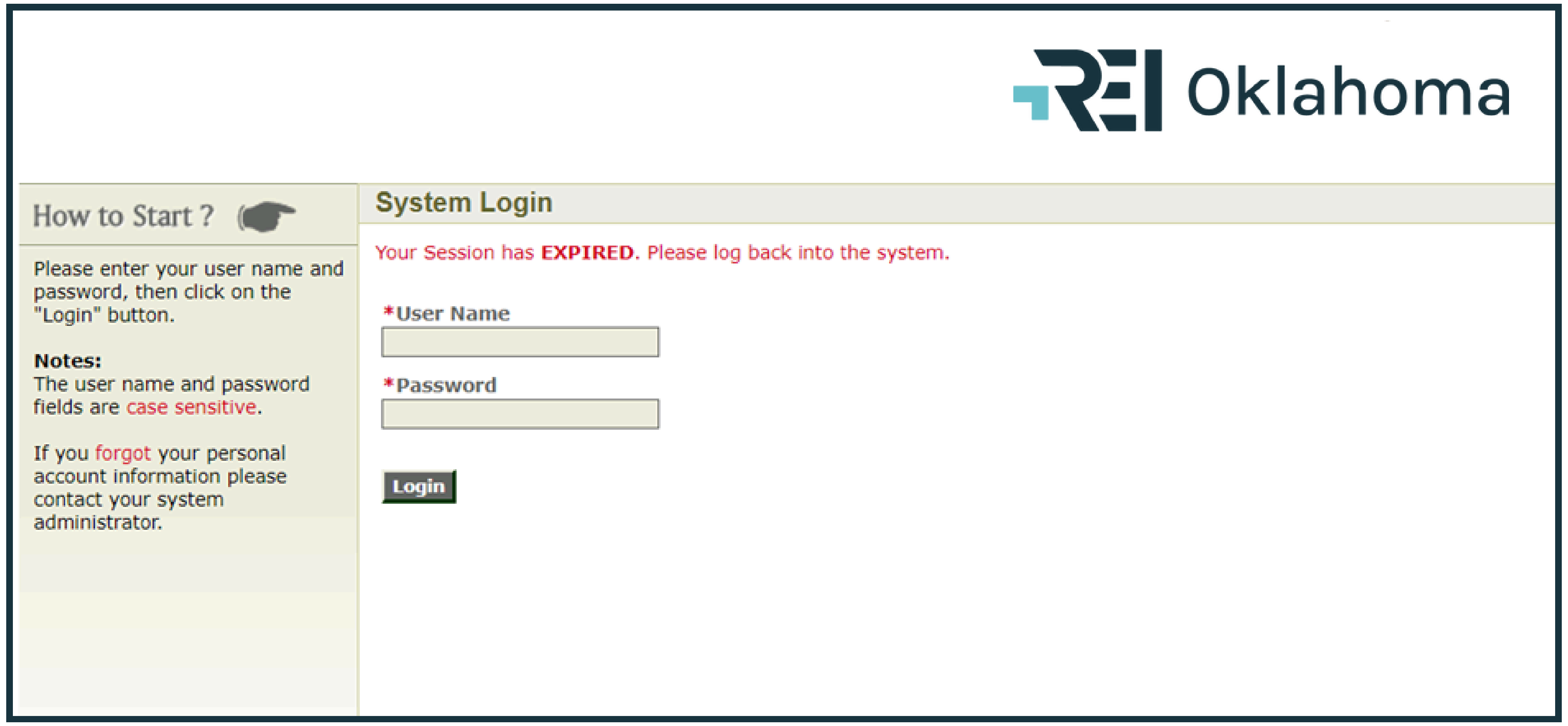
REI Home 100 Loan Program

How to Complete the Post-Closing Compliance Package

HilltopSecurities
A Hilltop Holdings Company.

How to Complete the Post-Closing Compliance Package

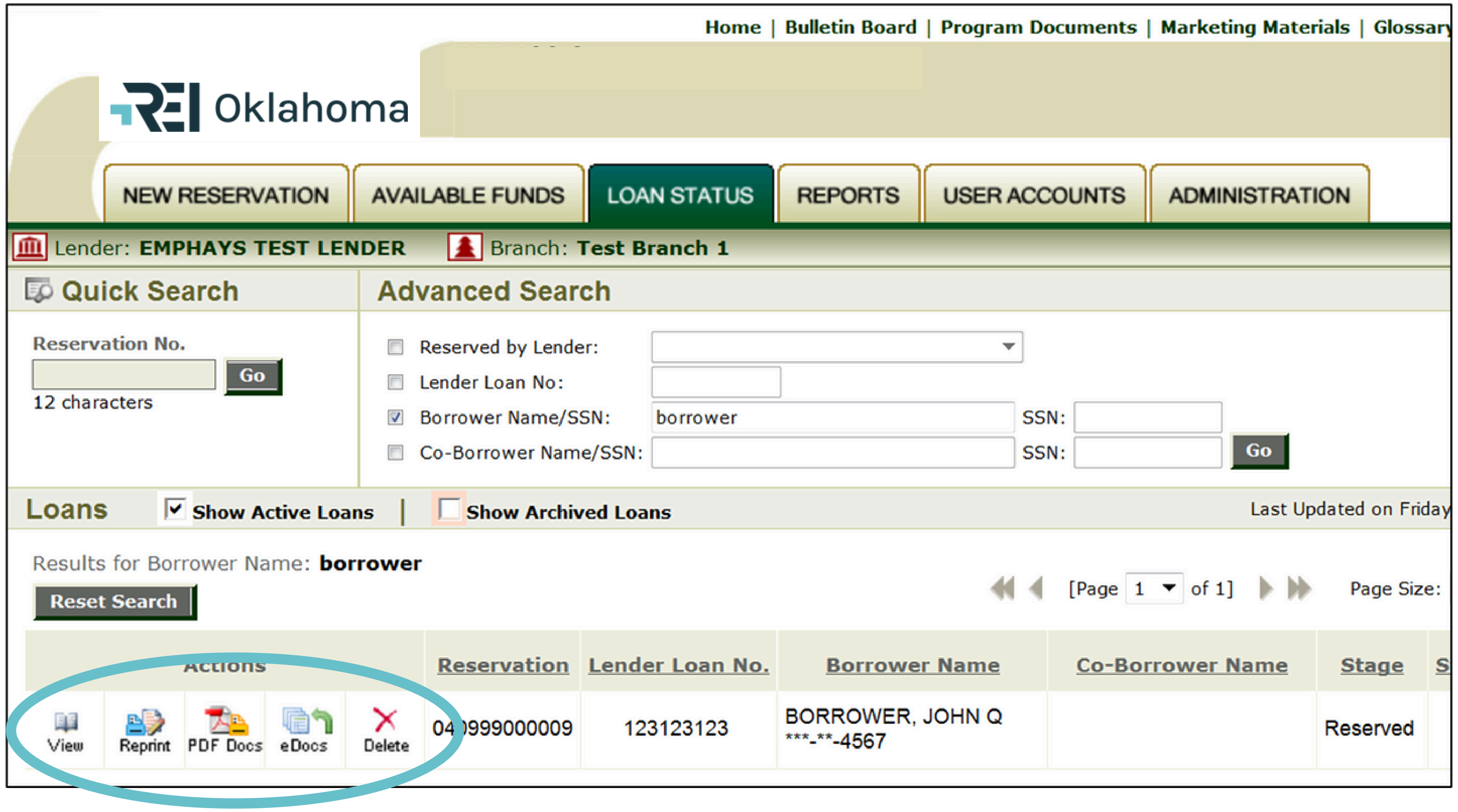
REI Home100 Portal Link: https://www.reihome100.org/



To obtain login credentials to the portal, you will contact the portal administrator for your company. If you do not know who your portal administrator is, please contact us at reidpa@reiok.org, and we can send you that information.

Loan Status Tab

- Click the Loan Status tab to access the list of loans in your pipeline. This will show you information such as loan number, borrower(s) name, stage, and status for each loan.
- The icons circled in blue will navigate you to everything you need for each loan file.



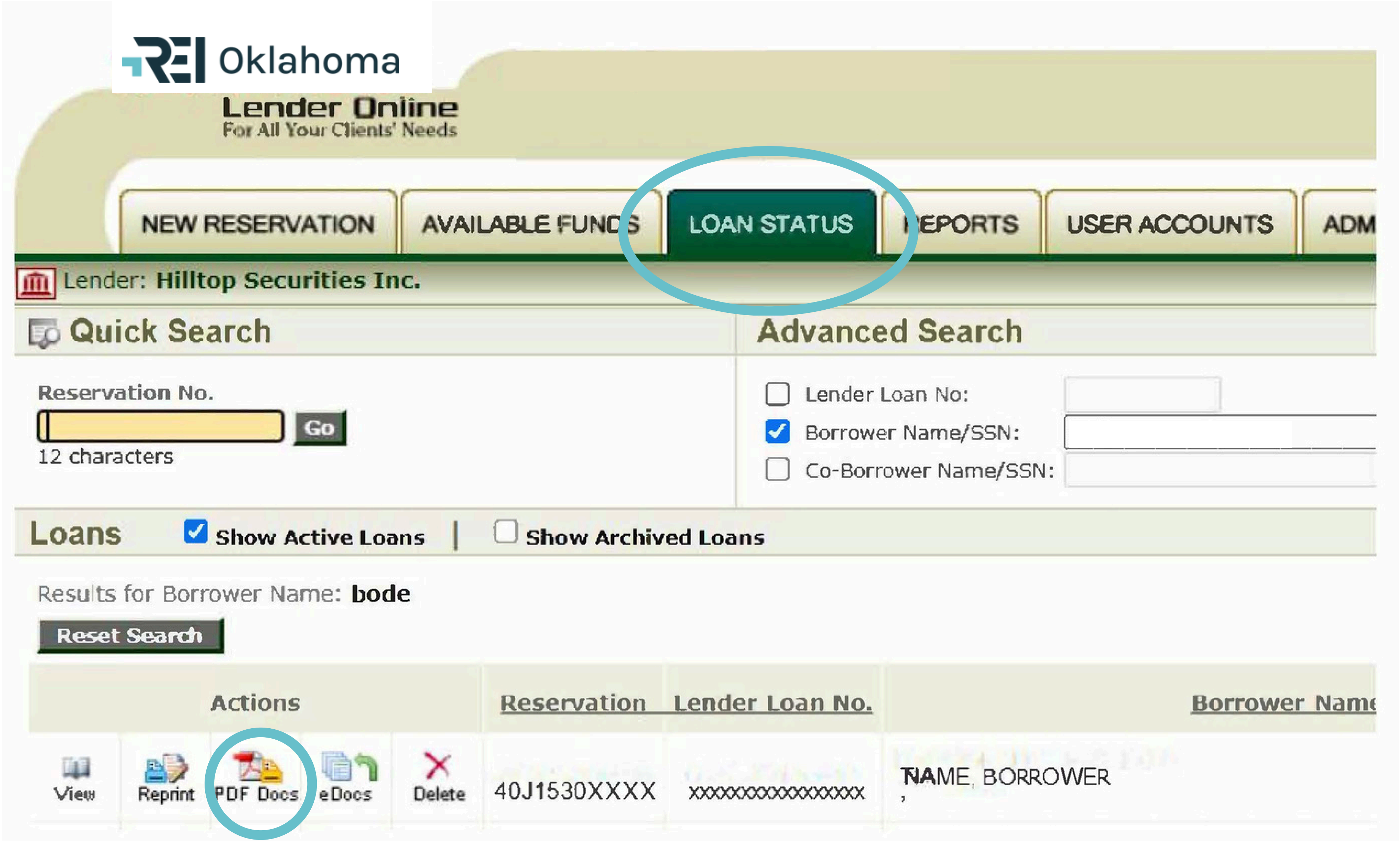
- View - General borrower and loan information as well as loan conditions and status
- Reprint - Reprint loan confirmation
- PDF Docs - Download DPA related loan documents and checklists
- eDocs - Upload documents for review

Submitting Packages For Review

- For each stage, there is a Checklist to advise you on what documents are required for approval. The checklists are specific to the stage you're in and the type of down payment assistance program you're using.
    - For example: the documents required for the Conventional Option 2 Amortizing 2nd Mortgage will be different than the documents required for the Government Option 2 Hybrid Gift + 2nd Mortgage.
- The documents are pre-populated with information collected during the locking of the loan, but there are some active fields. Please complete all active fields-these can include contact information, maturity date, legal description, etc.
- All documents are uploaded and submitted electronically through the portal. (PDF Format Preferred)
    - See slides 8-13 of this training for instructions on how to upload and submit through the portal.

Where to Find the Post-Closing Compliance Checklist

- Go to the “Loan Status” tab in the portal and locate the appropriate loan.
- Click on the “PDF Docs” icon.



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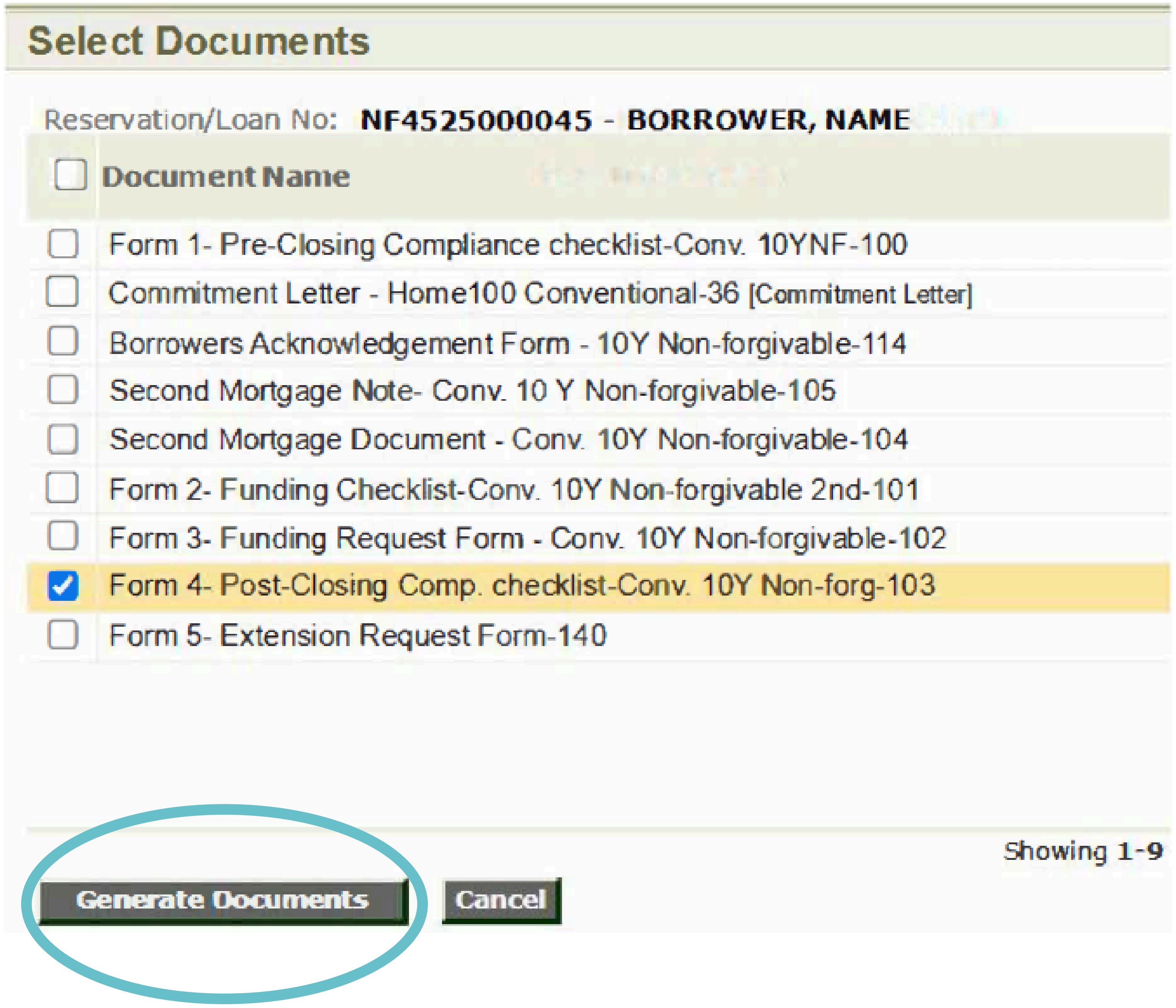


Select the desired documents and click the “Generate Documents” button on the bottom of the page.

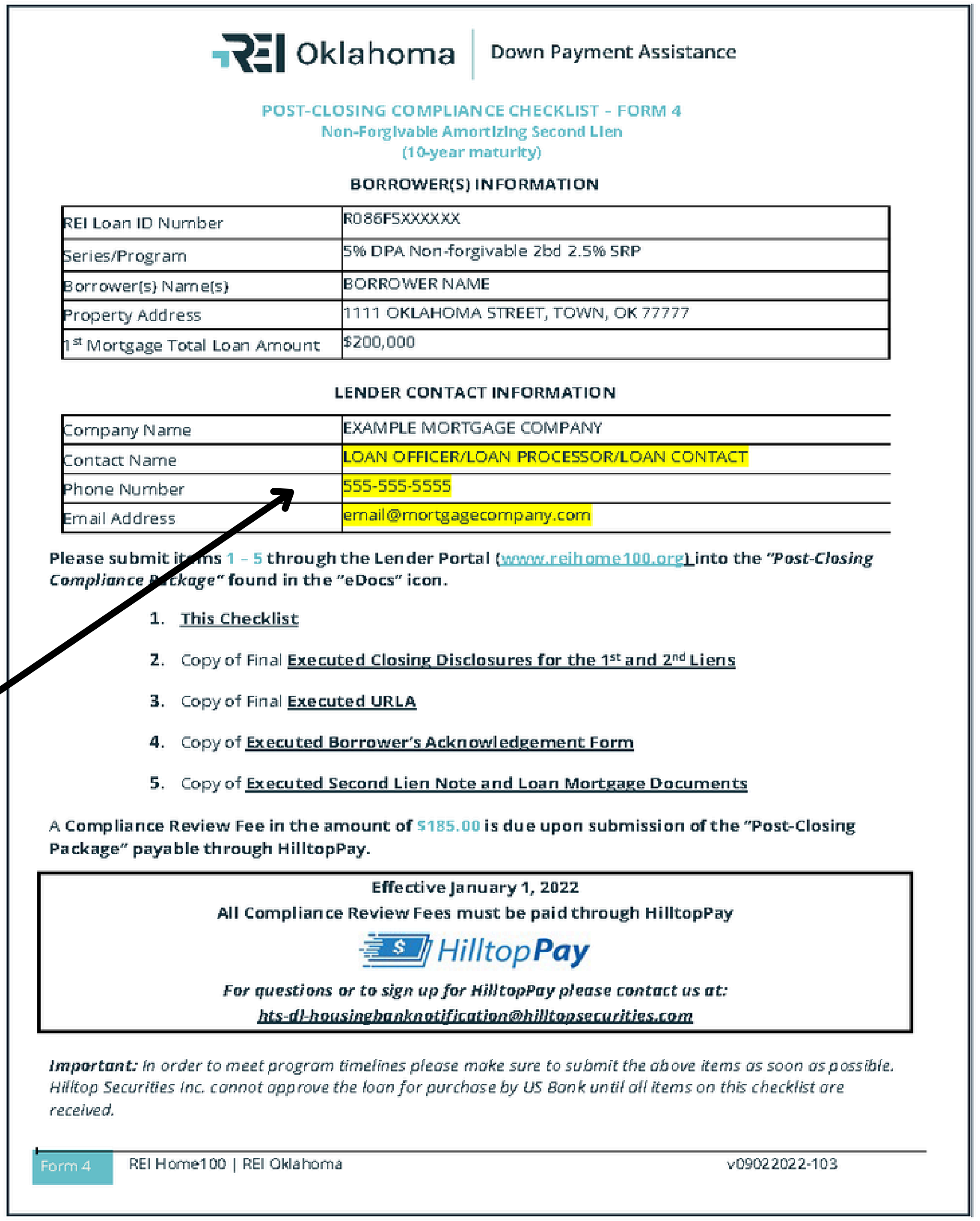
- During the Post-Closing Compliance stage, you will have access to the documents needed for that stage:
  - Form 4 - Post-Closing Checklist: This will list all documents needed for upload for this stage.
  - Form 5 - Extension Request Form: This will only be needed for loans in which you need to extend the lock.

How to Complete the Post-Closing Compliance Package

Post-Closing Compliance Checklist

Most fields in the documents are pre-populated based on the information entered during the lock process. Any active fields should be completed.

Here is an example of a Post-Closing Compliance Checklist and the active fields which include contact information. Please list the information for the point of contact for this file (who we should contact if we have conditions or questions):



REI Oklahoma | Down Payment Assistance

POST-CLOSING COMPLIANCE CHECKLIST – FORM 4
Non-Forgivable Amortizing Second Lien
(10-year maturity)

BORROWER(S) INFORMATION

REI Loan ID Number	R086FSXXXXXX
Series/Program	5% DPA Non-forgivable 2bd 2.5% SRP
Borrower(s) Name(s)	BORROWER NAME
Property Address	1111 OKLAHOMA STREET, TOWN, OK 77777
1st Mortgage Total Loan Amount	$200,000

LENDER CONTACT INFORMATION

Company Name	EXAMPLE MORTGAGE COMPANY
Contact Name	LOAN OFFICER/LOAN PROCESSOR/LOAN CONTACT
Phone Number	555-555-5555
Email Address	email@mortgagecompany.com

Please submit items 1 – 5 through the Lender Portal (www.reihome100.org) into the *"Post-Closing Compliance Package"* found in the "eDocs" icon.

1. **This Checklist**
2. Copy of Final **Executed Closing Disclosures for the 1st and 2nd Liens**
3. Copy of Final **Executed URLA**
4. Copy of **Executed Borrower's Acknowledgement Form**
5. Copy of **Executed Second Lien Note and Loan Mortgage Documents**

A **Compliance Review Fee in the amount of $185.00 is due upon submission of the "Post-Closing Package" payable through HilltopPay.**

Effective January 1, 2022
All Compliance Review Fees must be paid through HilltopPay

HilltopPay

For questions or to sign up for HilltopPay please contact us at:
hts-dl-housingbanknotification@hilltopsecurities.com

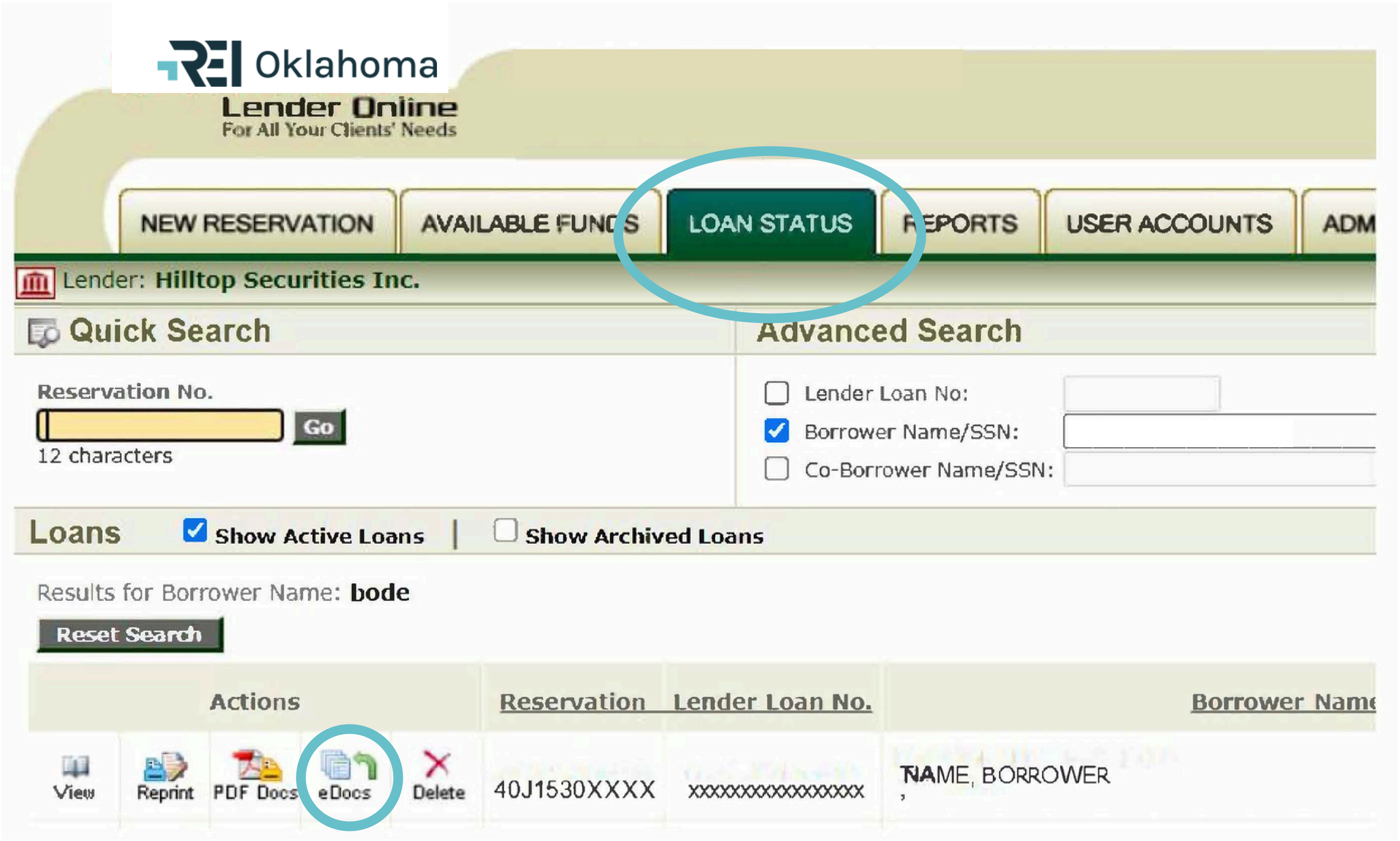
Important: *In order to meet program timelines please make sure to submit the above items as soon as possible. Hilltop Securities Inc. cannot approve the loan for purchase by US Bank until all items on this checklist are received.*

Form 4 REI Home100 | REI Oklahoma v09022022-103

Active Fields

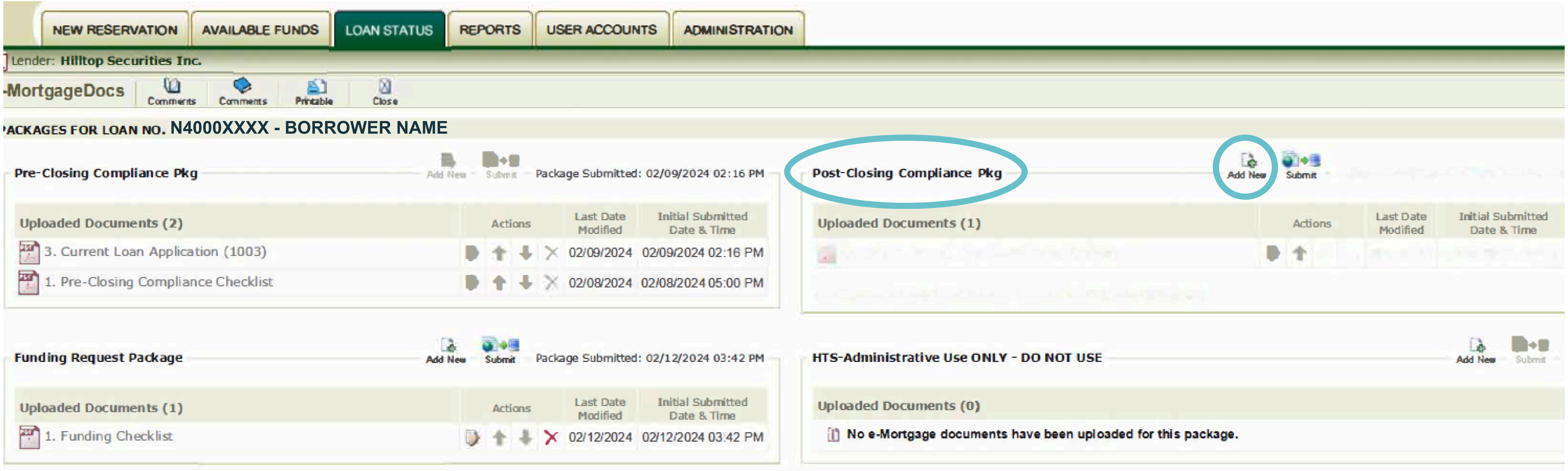
Uploading the Post-Closing Compliance Package

- Go to the “Loan Status” tab in the portal once again, and locate the loan you are working on.
- Click on the “eDocs” icon.



Uploading the Post-Closing Compliance Package

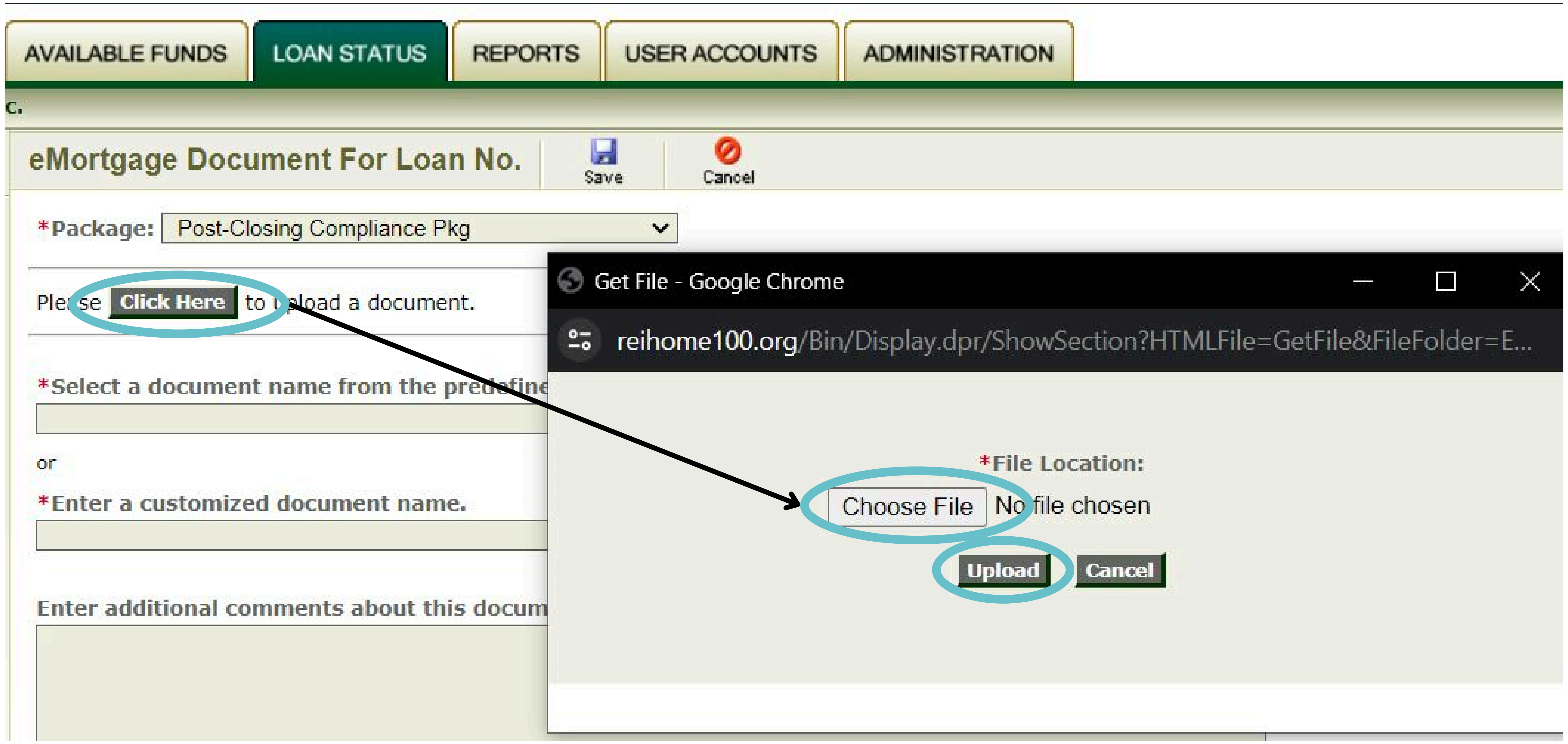
- Click on the “Add New” icon for the package you are uploading.



Uploading the Post-Closing Compliance Package

1. Click Here to upload document
2. Choose file from where it is saved on your computer
3. Click Upload

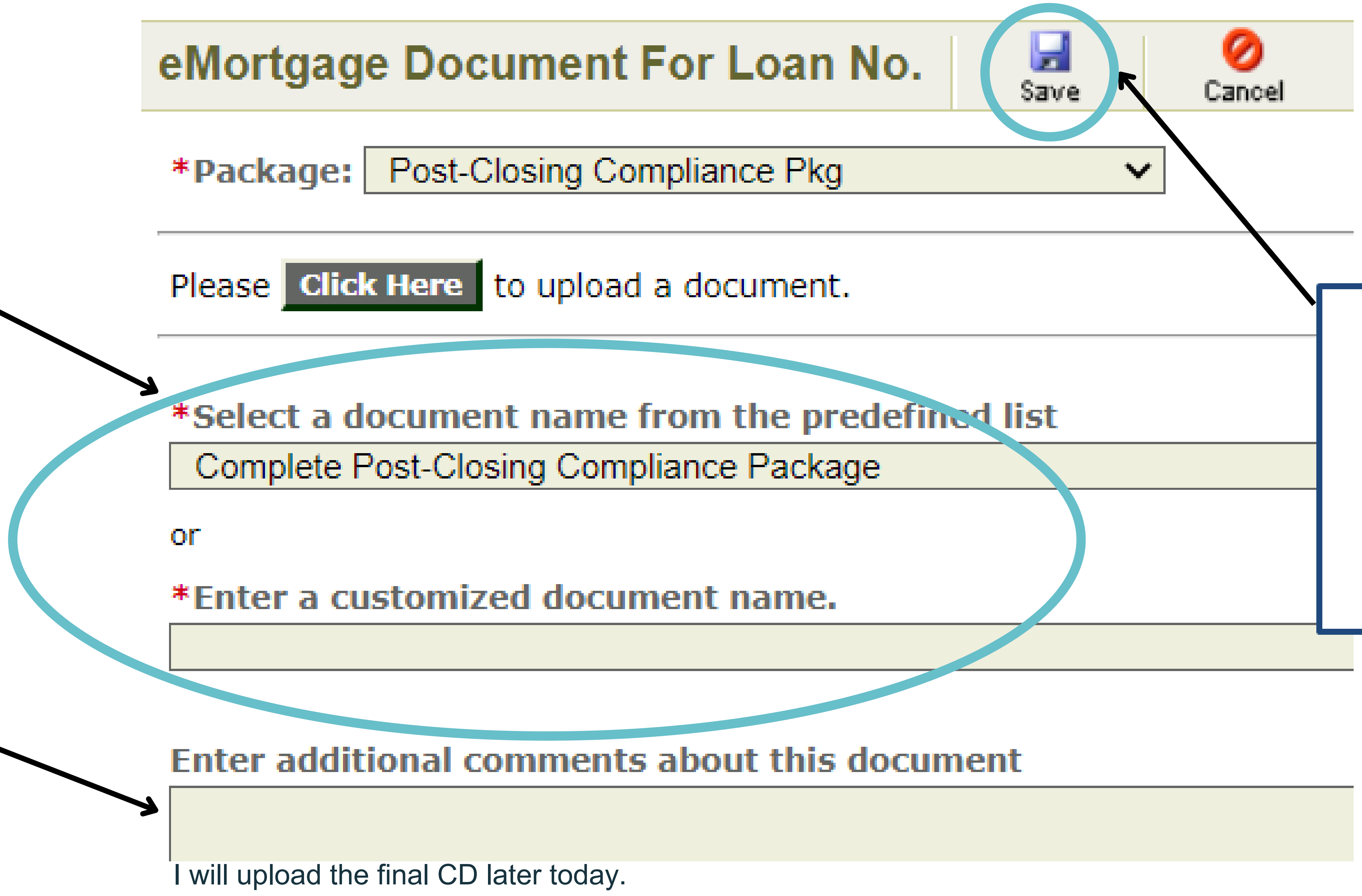
*All documents should be in PDF format.



Uploading the Post-Closing Compliance Package

Name the document you are uploading via the drop down menu or by typing a customized name.

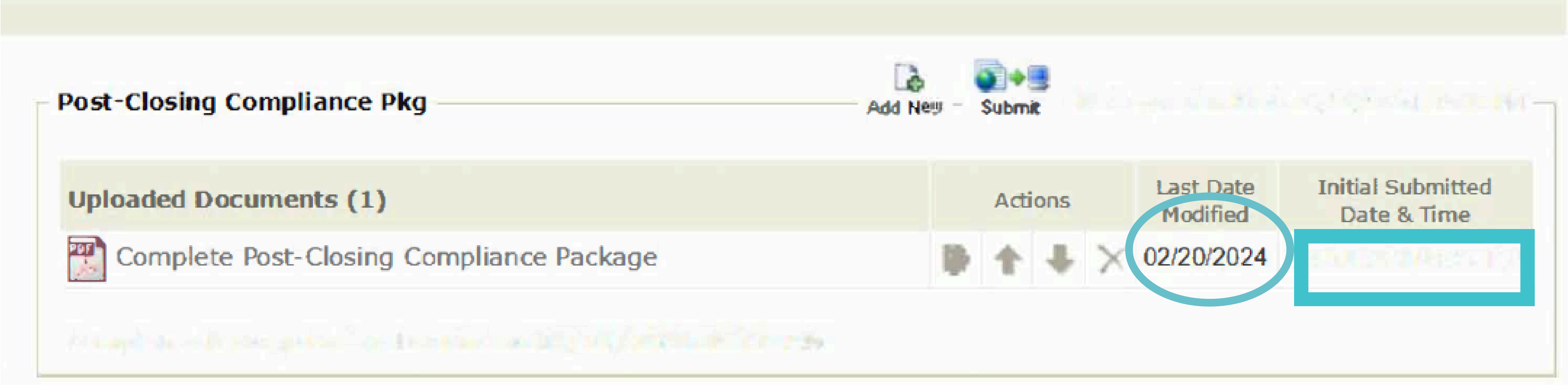
- The documents can be uploaded individually or as a complete package.
- You can add additional comments at the bottom of the page such as shown here.



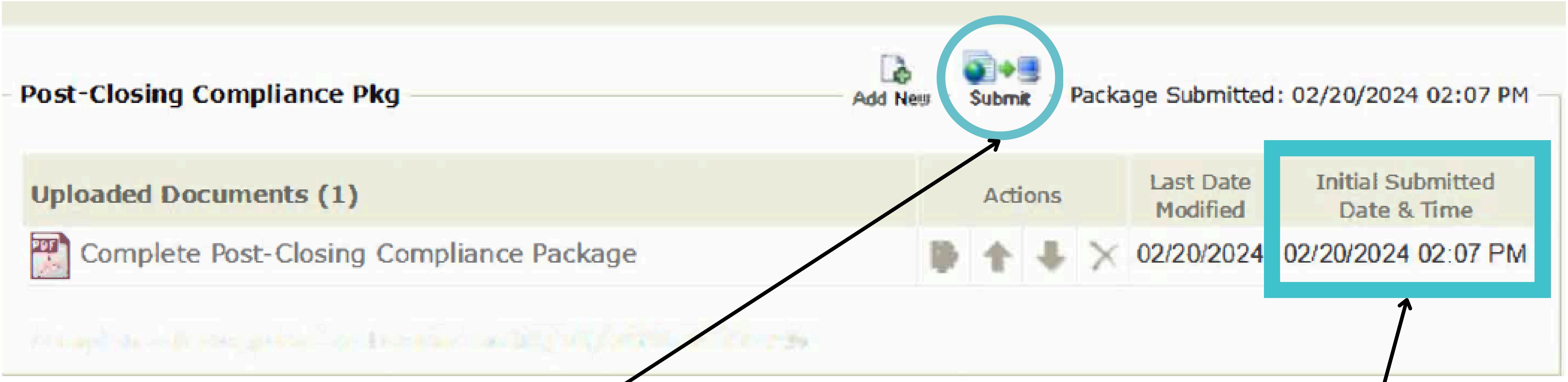
You must click "SAVE" after each upload.

Uploading the Post-Closing Compliance Package

Once the document is saved, the date will show up, and you are safe to log out without losing progress. If file is not submitted, we will not know it is available for review.



Submitting the Post-Closing Compliance Package



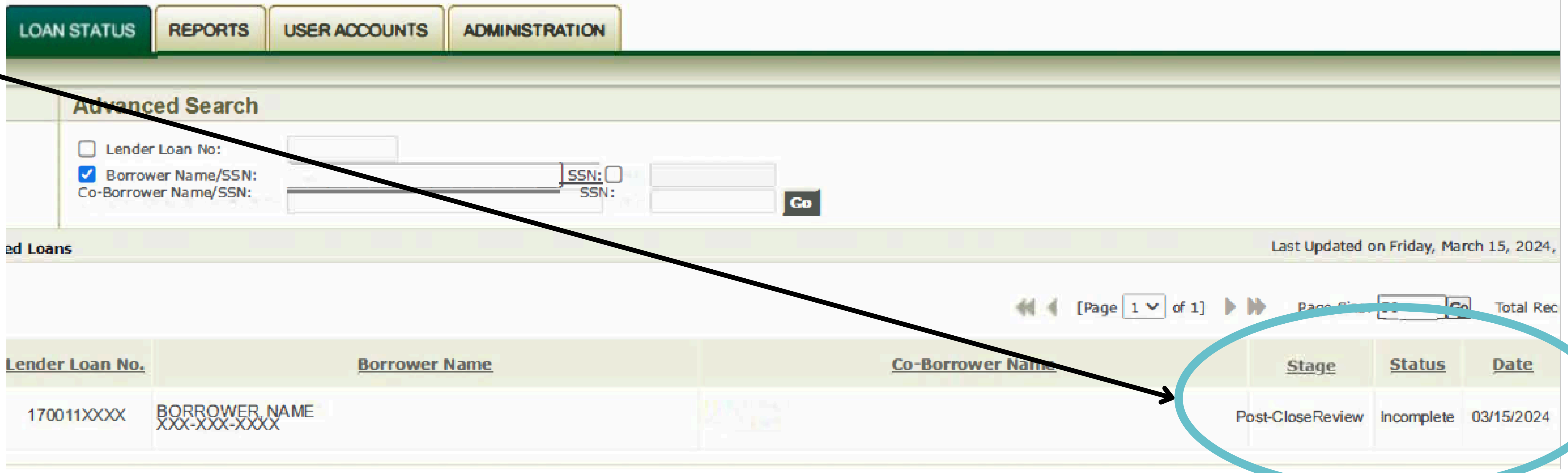
Once all documents have been uploaded, you MUST click on the Submit button. The Submit button sends an email that notifies Hilltop Securities there is a package uploaded for review.

You will know the package has been submitted when you see a date and time listed here.

Checking for Conditions

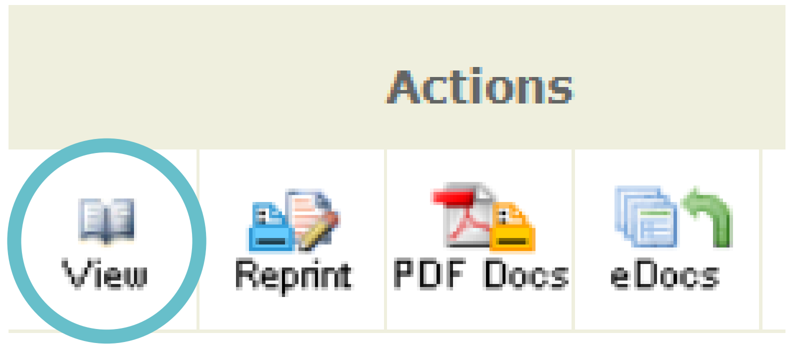
After submitting the package, you will log back into the portal to check for conditions or approval. Clicking the “Loan Status” tab will bring up a list of the loans in your pipeline. Information such as the loan number, borrower(s) name, stage, and status will be listed for each loan.

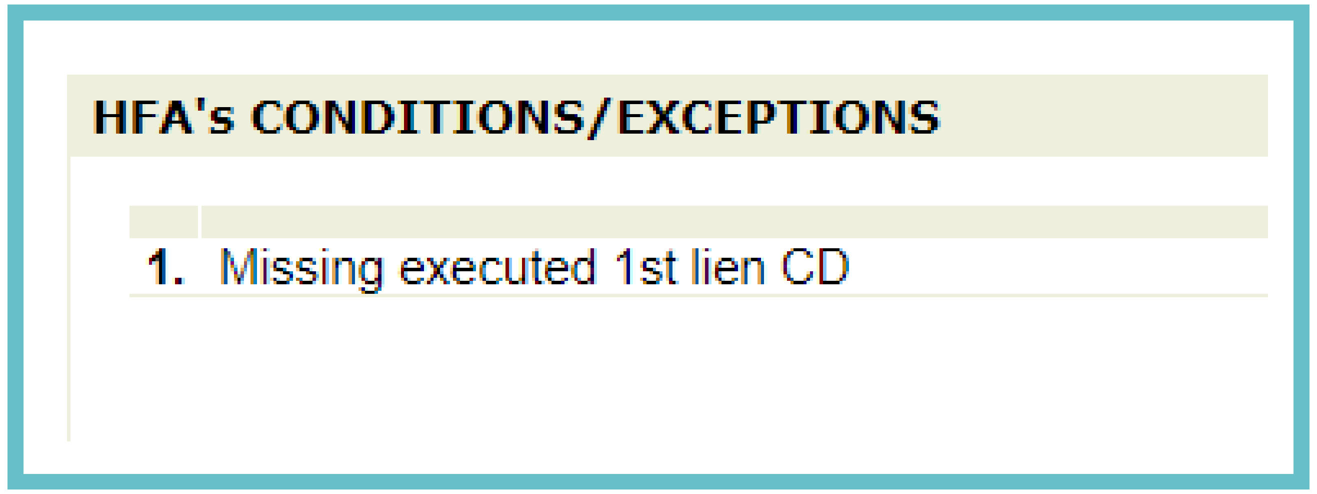
If the Stage and Status show, “Post-Close Review Incomplete,” this means there are conditions.



Checking for Conditions

To view conditions, click on the “View” icon on the “Loan Status Tab.





On the bottom, left-hand side of the “View” page, you will see the HFA’s Conditions/Exceptions.

- Next, upload the corrected documents via the upload and submit process you used to submit the initial file shown on pages 8-13.
- Check back for additional conditions or approval in the same location.

*For questions regarding post-closing compliance conditions, please contact htshousing@hilltopsecurities.com

Submitting to US Bank

After the Post-Closing Compliance Package has been submitted, the Mortgage loan Credit file needs to be delivered to US Bank for purchase by day 60 as follows:

First and Second Loan Files	Final Trailing Documents Including First and Second Recorded Mortgages
Delivered online through U.S. Bank's lender portal. hfa.programs@usbank.com (800) 562-5165 Option 2	U.S. Bank National Association Attn: CICR CN-KY-WHCI 800 Moreland Street Owensboro, KY 42301-2046
First and Second Original Notes	
U.S. Bank Home Mortgage Attn: HFA Note Vault 9380 Excelsior Blvd., 6th Floor Hopkins, MN 55343	

How to Complete the Post-Closing Compliance Package

Once you have received Post-Closing Compliance Approval, and the file has been purchased by US Bank, you have fully completed the post-closing process.

REI Home 100
Loan Program

Thank you so much for using the REI Home100 Program!

Reach out to us at reidpa@reiok.org with questions.