

Broker Process Document for Down Payment Advantage Conventional

Exhibit A

Please review the full GMFS Down Payment Advantage Product and Underwriting Guideline Guide sheets to learn about Eligibility and Specifics on this unique DPA Second Lien Program. Details below will assist with the process in TPO Connect.

Loan Set-up on 1st:

- Enter the loan in TPO Connect just like a Standard Conventional Loan and select Conv as the Loan Program --
 - It must be a Fannie (DU) Loan program
 - At this time you do not need to populate any additional fields related to the Down Payment. They will populate after the second is created.
 - Launch to OB and select Conventional and HFA/Bond

First Lien Search Criteria Loan Type: Conforming O NonConforming O FHA O VA O Alt-A/Exp. Crit. O USDA Loan Term(s): ☑ 30 Yr □ 25 Yr □ 20 Yr □ 15 Yr □ 10 Yr □ 7 Yr □ 5 Yr □ 40 Yr □ 4 Yr □ 2 Yr Max: 3 Non-Standard Term Months Amortization Type(s): Fixed ARM Balloon ARM Fixed Term(s): 1 Mo 3 Mo 6 Mo 1 Yr 2 Yr 3 Yr 7 Yr 10 Yr Max 3 Exp. App. Level(s): N/A Level 1 Level 2 Level 3 Level 4 Level 5 Max: 3 Product Type(s): Standard Affordable Hero/Champion HFA/Bond HUD Specialty Reno/Rehab Student Ln CO Refi USDA Streamline Expanded Guidelines

In addition, you will need to identify the loan as a Community Second in OB in order to allow the CLTV to be over the standard limits.

V New	Purchase HCUTV	~	0.00		
V New	HOLTV		distance in the second		
00.00			Construction Type		
			Not Applicable		
Compensation?	Fees In		 Months of Reserves 		
*	No (Fees Out)	*	12		
tom Program	SLS Loan Number		Com/Aff Second		
×	0		Yes		
First Responder	LPM246		Miestone		
	Compensation? stom Program First Responder	Compensation? Fees In No (Fees Out) Stom Program SLS Lean Number O First Responder LShtt%	Compensation1 Fees In v No (Fees Out) v stom Program SLS Lean Number v e v 0 LPM2Np for Responder LPM2Np V V		

- Select one of the following programs
 - DPA HomeReady 30 yr SB (Springboard)
 - DPA Conv 30yr –SB (Springboard)
 - DPA HomeReady 30yr Fahe (Fahe)
 - DPA Conv 30yr –Fahe (Fahe)

GMFS Internal Team will do the Loan Set-up on the 2nd :

- Disclosure Team will set up a second lien in Encompass and disclose on both the first and the second.
- Upon completion you will see the information reflected in section 4b of the URLA*.
- Any change request to your first loan can be managed through the standard change request process. Any changes to your second loan (DPA), you must contact your CRR or disclosure desk.

Additional Information

- Reminder this program must be disclosed by GMFS. If you have not previously been set up to request GMFS to disclose please contact your DD for process.
- Cannot do Fees In or Lender Paid under this program.

<u>DU Findings – Two Methods—you have the option of running the finding through GMFS</u> Portal or your own DU.

<u>Option 1 - Using the GMFS Portal</u> - For Clients who would like to run findings prior to GMFS disclosing and creating the piggyback loan they will need to do the following:

a) Go into the Loan and Property Information section under URLA. Go to section 4B and click on the "Add" button

C TBD DPA Test 1234 Ocean Pines 823, Pracewille, LA, 7 Do it All TPO Customer - PROD	70769				Loan #: Total Lo	n Am 5	23042269 \$341,980.00	Loan Type: Loan Purpose:	FHA Purchase	Interest Rate: Loan To Value	3.500% 80.00% / 80.00%	Initial Reg Wh	lst	•
E LOAN SUMMARY														
🗊 URLA		Select Borrower Pair	Information											
Additional Information Lender Loan Information	÷	TED OPA Test		· / +							S	ave	N	lext
Borrower Information Employment and Income	× ×	4b. Other New Mortgage Loans on th	ne Property You are Buyir	ng or Refinancing										
Assets and Liabilities Real Estate	~	Does not apply												
Loan and Property Information	ž				Click on Add to create !	ew Mortge;	ige Loan							
C PRODUCT PRICING & LOCK					Add									11
S LOAN ESTIMATE FEE MANAGEMENT														11
-		Total Additional Loans Amount	Total Appl	led to Downpayment										
DISCLOSURE TRACKING														

b) Next enter who the account owner is, the account type, lien position, loan amount and amount applied to the down payment

K TBD DPA Test 1234 Ocean Pines 823, Prairieville, LA, 70769 Doit All TPO Customer - PROD		Loan #: 23042269 Loan Type: FHA Total Loan Am \$341,890.00 Loan Purpose: Purchase	Interest Rate: 3.500% Initial Registration Loan To Value 80.00% / 80.00%
E LOAN SUMMARY	URLA / Loop and Property Information		
URLA	Select Borrower Pair		
Additional Information	TBD DPA Test - / +		Seve
Lender Loan Information 🗸	Does not apply		
Borrower Information	() Clearing fields without clicking the remove button will result in a blank record and may cause an.	AUS error.	
Assets and Liabilities	Account Owner		Remove
Real Estate	Borrower		
Loan and Property Information	Creditor Name	Account Type	Lien Position
Information for Government Mon	Street Address	Monthly Principal and Interest	Maximum Principal and Interest Within 5 years
C PRODUCT PRICING &		mental (mellow and metrica)	
S LOAN ESTIMATE FEE	City State Zip Code	Loan Amount/HELOC Credit Limit	HELOC Initial Draw
		Amount Applied to Down Payment	Source of Funds
DOCUMENTS		\$6,650	Select an Option
		Payment Deferred for First Five Years	Affordable Loan
DISCLOSURE TRACKING		Linked Piggyback Indicator	

- 2) If you want to run through your LO and DO/DU prior to submitting the loan to GMFS it is suggested you manually input the Community Lending Information and then enter the additional information under 4b of the URLA page 4.
- Must be entered as Community Seconds with the repayment structure field reading Any payment (including interest only, P&I, etc.) required within first 5 years.

Communit								
Communit County	ty Londing Product Iy Seconds Iy Seconds Repayment Structure	HomeReady Yes Any payment (including interest only, P & I. et Payments deterred 5 or more years and nchill Payments deterred 5 or more years and nchill	c) required within first 5 years rigiven	HomeR	eady®			
003 URLA Part 4								
	Other		0	214/42	1 - 411 -	- 1 04-4		
oan Purpose			Construction Loans			Lot/Land Status		
_ Purchase	Constr	ruction Dorm	Construction to Perm Disclosed Separately			Ial Acquisition		
No Cash-Out Rell	efi 🗌 Other	Incuori - Perm	Two-Closing		I Re	nnance		
onstruction Methor	d Type	Site Built	~					
Manufactured H	ccupy the prop forme	perty, will you set asid	e space within the pro	perty to operate yo	our own business?			
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Quick Entry - VOAL					_		x
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Name	Account Type		Lien Position	Loan Amount/HEL	Monthly F	Principal	
GMFS LLC	Mortgage		2	7,750.00		52.47	
							_
							_
Account Information							^
Account Type		Mo	rtgage 🗸 🗸				
Lien Position		2	~				
Monthly Principal And Inter	est	2	52.47]			
Maximum Principal And Inte	erest Within 5 Years	2]			
Loan Amount/HELOC Cred	it Limit		7,750.00]			
HELOC Initial Draw							
Amount Applied To Down I	Payment		7,750.00]			
Source of Funds		Cor	nmunity Nonprofit (FNMA/	FRE)	~		
Payment Deferred For First	t Five Years						
Affordable Loan							
Linked Piggyback Indicator		\checkmark					~
2 Learn more						Qlo	se

This is a sample of how it needs to be set up in your LOS. Each system may differ slightly.