



July 12, 2023

MHC Participating Lenders:

To ensure a high-quality experience when working with MHC Single-Family Programs, please read below regarding how loans are assigned to underwriters:

Loans are not assigned until the DU and Transmittal are both in the file. When the DU and Transmittal are uploaded to the file, the status of the loan changes to “Compliance Package Uploaded.” When those documents are missing the status goes to “Compliance Package Incomplete”. These two documents are very important, along with the entire reservation and compliance package, and are needed when underwriting the files. Therefore, we must have these prior to the loans being assigned.

Please keep in mind that loans are not automatically assigned to the underwriters. It is our goal to assign loans as soon as possible but an underwriter cannot give a full review of the file with important information missing from the file.

As always, we appreciate the work you do with MHC and hope this explanation will provide for more clarity for the loan application process.

Best,

The MHC Team