



Date: September 6, 2022

To: Participating Lenders

From: Betty Temple-Putnam, Sr. Vice President of Single-Family Programs

Re: MHC Lender Notice – MRB7 & Smart6 Second Mortgage Loan Documents

This notice serves to remind lenders that the **original second mortgage final documents** once received by the County Clerk are to be shipped to Mississippi Home Corporation (MHC), not the servicer of the first mortgage loan and that the first mortgage final documents are to be shipped to the Servicer of record, not to MHC.

MHC is finding that all too often our second mortgage documents are being sent to the first mortgage servicer in error thereby taking more than 30-days to clear the conditions. Please inform your Post-Closing department staff to follow the program checklist instructions found under the Purchase Certification (PC) section.

MRB7 –

PURCHASE CERTIFICATION (PC) PACKAGE UPLOAD ONLINE

- _____ 1. Mortgage Revenue Bond Checklist (MRB 002)
- _____ 2. Executed Borrower Affidavit (MRB 007)
- _____ 3. Copy of Final Executed Closing Disclosures (1st & 2nd Mortgage, including Seller CD)
- _____ 4. Copy of Recorded 2nd Mortgage Deed of Trust
- _____ 5. Lender Wiring Instructions
- _____ 6. Copy of Executed 1st Mortgage Note (HAT Only)
- _____ 7. Copy of Executed 1st Mortgage Deed of Trust (HAT Only)

2nd MORTGAGE FINAL DOCUMENTS – MAIL TO MHC ATTN: SINGLE FAMILY – 735 RIVERSIDE DR., JACKSON, MS 39202

- _____ 1. Original Executed Second Mortgage Note
- _____ 2. Original Executed Recorded Second Mortgage Deed of Trust

Upon receipt of 1-5 & 6- 7, if applicable, from the first list & item #1 from the second list above, MHC will update the loan status to Purchase Certification (PC) & will then reimburse the \$7,000 to the Lender within 2-business days after the loan status change. Once updated to a PC status, lender **must print the PC & deliver it with the first mortgage loan to the 1st Mortgage Servicer.**

Smart6 –

STEP 3 – PURCHASE CERTIFICATION (PC) PACKAGE UPLOAD ONLINE

- 1. Smart 6 Transmittal Checklist (Form 2)
- 2. Copy of Final Executed Closing Disclosures (1st & 2nd Mortgage, including Seller CD)
- 3. Copy of Recorded 2nd Mortgage Deed of Trust
- 4. Lender Wiring Instructions
- 5. Copy of Executed 1st Mortgage Note (HAT Only)
- 6. Copy of Executed 1st Mortgage Deed of Trust (HAT Only)

SECOND MORTGAGE FINAL DOCUMENTS – MAIL TO MHC ATTN: SINGLE FAMILY – 735 RIVERSIDE DR., JACKSON, MS 39202

- Original Executed Second Mortgage Note
- Original Executed Recorded Second Mortgage Deed of Trust

Upon receipt of 1-4 & 5-6, if applicable, from the first list & item #1 from the second list above, MHC will update the loan status to Purchase Certification (PC) & will then reimburse the \$6,000 to the Lender within 2-business days after the loan status change. Once updated to a PC status, lender **must print the PC & deliver it with the first mortgage loan to the 1st Mortgage Servicer.**