



**Working with the New
Emasshousing Portal**

Training Agenda



New Product Overview



LockDesk Overview



Lock Desk Policies



Float or Locking Your Loan



Change Request



Contact

New Product Overview

MassHousing offers loans for purchases and refinances, offering MIPlus™ Payment Protection Benefit when applicable.

**[Click Here](#) to access
our lender resources**

First Mortgages

- 1001 - FNMA HFA Preferred Up To 80 AMI
- 1002 - FNMA HFA Preferred Above 80 AMI
- 2001 - FHLMC HFA Advantage Up To 80 AMI
- 2002 - FHLMC HFA Advantage Above 80 AMI
- 1006 - WFA 4.0 FNMA HFA Preferred
- 2006 - WFA 4.0 FHLMC HFA Advantage
- 3005 - FHA WFA 4.0
- 3004 – FTHB FHA
- 1004 - FTHB FNMA HFA Preferred
- 2004 - FTHB FHLMC HFA Advantage

Down Payment Assistance

- 4004 - DPA 2% 15 Year Amortized
- 4005 - WFA 4.0 DPA Deferred 30 Year Fixed

Features

- Renovation option available on select products (HomeStyle & ChoiceRenovation)
- Veteran's Closing Cost Credit of \$2,500 for all eligible FTHBs

LockDesk Overview

MassHousing accepts locks Monday-Friday 10a-10p

Pricing subject to change without notice

Float (120 days), 15, 30, 45, 60, and 75-day rate lock options

Change of product uses original lock date's pricing

Successful AUS required to float or lock

LLPA grid may be found on the rate sheet

Email LockDesk@masshousing.com to be added to rate distribution

LockDesk Overview

Relock Policy

Borrowers are required to wait a 10-calendar day period from the time of lock withdrawal or expiration before relocking

Only one first mortgage lock or float per borrower may be registered at a time in eMassHousing

Closed loan package is required to be delivered to MassHousing by expiration date

Lock expiration automatically rolls to the next business day for weekends and holidays

Max 30 calendar day extension available on all locks

Extension Fees

- 1-3 Days; No Charge
- 4-30 Days; 0.02pts/day

Floating or Lock a loan

Loan data will be input by a 3.4 upload or manually entered in the URLA section.

1. Start by selecting Product pricing & Lock

2. Then click [Search Product & Pricing] to begin

The screenshot displays a web application for loan management. At the top, a red navigation bar contains links: WELCOME, PIPELINE, ADD NEW LOAN, SCENARIOS, and QUICK LINKS with a dropdown arrow. Below this, a table shows loan details for 'Harry Potter' (4, Shirley, MA, 01464; 03-Test TPO UCT Del). The table has two sections: Loan Information (Loan Number: 1511915, Loan Purpose: Purchase, Total Loan Amount: \$190,000.00) and Loan Metrics (Note Rate: 3.000%, Program: -, Decision FICO: 700, DTI: -, LTV: 95.000%, CLTV: 95.000%).

The left sidebar contains a menu with the following items: LOAN SUMMARY, URLA, PRODUCT PRICING & LOCK (highlighted with a yellow '1' and a lock icon), VIEW DOCUMENTS, CONDITIONS, and PURCHASE ADVICE.

The main content area is titled 'Product, Pricing & Lock' and has a sub-section 'Product Details'. It contains a message: 'This loan does not have a loan program selected. Simply select the "Search Product & Pricing" button to continue'. Below the message is a red button labeled 'Search Product & Pricing' and a yellow box with the number '2'.

Floating or Locking a loan

Required fields are indicated with a red asterisk [*]. Many of which will be filled with data from the loan file. Enter the remaining required information.

Click [Submit] to continue.

Borrower Information			
Borrower First Name	Borrower Last Name		
Harry	Potter		
FICO	DTI Ratio	Self Employed	Citizenship
700	40	No	Perm. Resident Alien
Encompass Loan Number	Application Date	Lock Expiration	* Properties Financed
1505007			1

Property Information			
Property Type	Occupancy	Number of Units	Number of Stories
Single Family	Primary Residence	1 Unit	1
* Property Address			
4 Privet Drive			
* Property City	State	* Property Zip	County
Shirley	Massachusetts (MA)	01464	Middlesex

Loan Information			
* 1st Mtg Loan Amt (Base)	* 2nd Mtg Loan Amt	* HELOC Line Amt	* HELOC Drawn Amt
190000	0	0	0
Price/Estimated Value	Appraisal Amount	Loan Purpose	* Cash-Out Amount
200000	200000	Purchase	0
LTV	CLTV New	HCLTV	Estimated Closing
95.00			

Floating or Locking a loan

The Search Results page will list both eligible and ineligible products.

If the desired program is listed as an eligible product, select the program name or click [Show] to advance to the pricing grid.

If the desired program is listed as an ineligible product, double-click the program name to determine the reasons for ineligibility.

Re-Submit Options

Re-Submit

Revise Search

1st Mtg Loan Amt (Base)
190000

Interest Only
No

Property Zip
01464

LTV
95

Waive Escrows
No

1st Mtg Loan Amt (Total)
190000

CLTV New
AUS

DU

Desired Rate
3

Buydown
None

Desired Price

Prepayment Penalty
None

Desired Lock
30

DTI Ratio
40

Loan Type: Conforming

Loan Term(s): 30 Yr

Amortization Type(s): Fixed

ARM Fixed Term(s): 3 Yr, 5 Yr

Exp. App. Level(s):

Product Type(s): HFA/Bond

Print

All Eligible and Ine...

Top Products by Type

Top Products

Side by Side Compari...

Blend

Best Pricing

Links	Eligible Product	Rate	P&I	Price	Detail	Compare
	FNMA HFA Preferred Up To 80 AMI (1001)	N/A	N/A	N/A	Show	<input type="checkbox"/>
	FNMA HFA Preferred Above 80 AMI (1002)	N/A	N/A	N/A	Show	<input type="checkbox"/>

Links	Ineligible Product	Detail
	FHLMC HFA Advantage Above 80 AMI (2002)	Hide
<div><div>Disqualifiers:</div><div>1. Automated U/W System is DU</div></div>		
	FHLMC HFA Advantage Above 80 AMI ChoiceRenovation (2002)	Show
	FHLMC HFA Advantage Up To 80 AMI (2001)	Show
	FHLMC HFA Advantage Up To 80 AMI ChoiceRenovation (2001)	Show
	FNMA HFA Preferred Above 80 AMI HomeStyle (1002)	Show
	FNMA HFA Preferred Up To 80 AMI HomeStyle (1001)	Show

Floating or Locking a loan

1. Select the desired lock period.
2. Click the blue lock icon (to the far right of the screen) for the desired interest rate.
3. The option to [Float] or [Lock] is on the following screen.

A Float is a saved loan file that may be locked later. A Lock is a file with a locked rate and pricing.

Rate lock confirms are downloadable in the documents tab in eMassHousing.

1

Links	Eligible Product	Rate	P&I	Price	Detail	Compare
	FNMA HFA Preferred Up To 80 AMI (1001)	N/A	N/A	N/A	Hide	<input type="checkbox"/>
View Pricing for lock period: 15 30 45 60 75 Expiration: 03/03/22		Pricing Last Updated: 02/02/22 10:34 AM Search Timestamp: 02/02/22 3:42 PM				
Rate	P&I	Price	Discount/Rebate(%)	Discount/Rebate(\$)	MI	Select
3.250	\$827	101.455	-1.455	-\$2,764		
3.375	\$840	101.935	-1.935	-\$3,676		
3.500	\$853	102.260	-2.260	-\$4,294		
3.625	\$866	102.575	-2.575	-\$4,892		
3.750	\$880	103.155	-3.155	-\$5,994		
3.875	\$893	103.495	-3.495	-\$6,640		
4.000	\$907	103.755	-3.755	-\$7,134		
4.125	\$921	104.130	-4.130	-\$7,847		
4.250	\$935	104.715	-4.715	-\$8,958		
4.375	\$949	105.090	-5.090	-\$9,671		
4.500	\$963	105.415	-5.415	-\$10,288		
4.625	\$977	105.890	-5.890	-\$11,191		
4.750	\$991	106.540	-6.540	-\$12,426		
4.875	\$1006	106.890	-6.890	-\$13,091		
5.000	\$1020	107.190	-7.190	-\$13,661		
The following risk-based adjustors have already been applied to Discount.						
Reason			Points	SRP	Rate	Margin
Total Adjustments			0.000	0.000	0.000	0.000
Notes/Advisories:						
1. All mortgage insurance premium types may NOT be available through the selected lender. Additionally, mortgage insurance providers may have additional restrictions. Please refer to each mortgage insurance company's website and the Lender for complete eligibility details.						
2. Income limits are based on county and number of occupants in the subject property. Please visit this URL for additional details						

2

Next Screen

Printer Friendly Version

Float ← 3 → Lock

Borrower Information

Borrower First Name

Harry

FICO

700

Encompass Loan Number

1505007

Borrower Last Name

Potter

DTI Ratio

40

Application Date

Self Employed

No

Lock Expiration

Citizenship

Perm. Resident Alien

Properties Financed

1

Locking a DPA Second Loan

DPA second loans are locked separately.

There are several key data points that are required entries to make DPA products will appear eligible.

1. URLA Fields

- L3 Mortgage Loan Information
- Mortgage Lien Type & Lien Position

2. URLA Fields

- Loan and Property Information
- Other New Mortgage Loans on the Property You are Buying or Refinancing
- Account Type & Lien Position Fields
- Include 1st loan amount

3. Search Product and Pricing

- Com/Aff Second & First Time Home Buyer Fields

- Continue to lock as usual.

1

Lender Loan Information

L1. Property and Loan Information

L2. Title Information

L3. Mortgage Loan Information

L4. Qualifying the Borrower - Mi...

L5. Homeownership Education ...

Borrower Information

L3. Mortgage Loan Information

Mortgage Type Applied For

☒ Conventional

☐ FHA

Section of the Act

Mortgage Lien Type

☐ First Lien

☒ Subordinate Lien

Lien Position

2

2

Loan and Property Information

Loan and Property Information

Other New Mortgage Loans on L...

Rental Income on the Property Y...

Gifts or Grants You Have Been ...

Information for Government Mon...

Declarations

Acknowledgements and Agree...

Military Service and Language P...

Demographic Information

Loan Originator Information

Other New Mortgage Loans on the Property You are Buying or Refinancing

☐ Does not apply

Account Owner

Borrower

Creditor Name

MassHousing

Street Address

Account Type

Mortgage

Monthly Principal and Interest

Maximum Prin

Lien Position

1

3

Loan Information

Price/Estimated Value

200000

LTV

95.00

Waive Escrows

No

Construction Loan Type

Not Applicable

Appraisal Amount

200000

CLTV New

100.00

Loan Purpose

Purchase

HCLTV

Months of Reserves

36

Lot Value

Cost Of Improvements

Cash-Out Amount

0

Com/Aff Second

Yes

Acquisition Cost

Borrower Information

Borrower First Name

Harry

Income Documentation

Verified

Citizenship

Perm. Resident Alien

Borrower Last Name

Potter

Asset Documentation

Verified

First Time Home Buyer

Yes

FICO

700

Employment Documentation

Verified

Non-Occupant Coborrower

No

Self Employed

No

DTI Ratio

40

Properties Financed


1

Links	Eligible Product	Rate	P&I	Price	Detail	Compare
	DPA 2% 15 Year Amortized (4004)	2.000	\$	100.000	Show	<input type="checkbox"/>
	WFA 4.0 DPA Deferred 30 Year Fixed (4005)	N/A	N/A	N/A	Show	<input type="checkbox"/>

Access change requests from the Product Pricing & Lock tab.

2. Select the request icon

Click [Apply Changes].

Selecting the  icon allows you to change the lender contact.

Harry Potter

4 Privet Drive, Shirley, MA, 01464
03-Test TPO UCT Del

Loan Number

1505007

Loan Purpose

Purchase

Total Loan Amount

\$190,000.00

Note Rate

3.000%

Program

Fannie Mae HFA Preferred >80% AML...

Decision FICO

700

DTI

LTV

CLTV

95.000%

95.000%

Started

C

1st

LOAN SUMMARY

URLA

PRODUCT PRICING & LOCK

Product, Pricing & Lock

Product & Lock Details

1

2

3

OB Change Request

Submit a change request

Select type of change request:

1.

☒ Lock Extension

☐ Product Change

☐ Profile Change

☐ Relock

2.

Select Lien: First Lien

3.

Enter lock extension days:

4.

Calculate Cost

Cost Lookup

5.

Apply Change

Borrower Information

Borrower First Name

Harry

Borrower Last Name

Potter

Loan Summary

Product

Fannie Mae HFA Preferred >80% AML 30 Yr Fixed

Status

Locked

LTV

95

Lock Expiration

2/14/2022 11:59:00 PM

1st Mtg Loan Amt (Base)

190000

1st Mtg Loan Amt (Total)

190000

Price/Estimated Value

200000

Appraisal Amount

200000

External Milestone

Rate

3

Price

100.22

Lock

30

Loan Notes

Note

☐ Email Secondary

Add Note

Loan Note Board

User	Note	Loan Status	Date/Time
MassHousing Base TPO	Loan has been Locked (System generated)	Locked	1/14/2022 4:28:17 PM
MassHousing Base TPO	Lock request submitted (System generated)	Lock Pending	1/14/2022 4:27:38 PM
Prev Next			

Pricing a loan

SRP values are separate from the product pricing grids distributed by MH.

SRPs are added to the base price to calculate the total price.

EX. 30 day 4% Rate Base Price = 103.100

SRP Value at 4% = 78 bps

Total Price = 103.880

Lenders' PPE may or may not include SRP values in their displaying pricing and users should verify.

1001 - 30yr FNMA HFA Preferred Up To 80 AMI					
Rate	15	30	45	60	75
5.000	106.675	106.475	106.025	105.825	105.375
4.875	106.350	106.150	105.700	105.500	105.050
4.750	106.000	105.800	105.350	105.150	104.700
4.625	105.375	105.175	104.725	104.525	104.100
4.500	105.150	104.950	104.525	104.325	103.900
4.375	104.825	104.625	104.200	104.000	103.575
4.250	104.450	104.250	103.825	103.625	103.200
4.125	103.825	103.625	103.200	103.000	102.575
4.000	103.300	103.100	102.650	102.450	102.000
3.875	103.000	102.800	102.350	102.150	101.700
3.750	102.575	102.375	101.925	101.725	101.275
3.625	101.925	101.725	101.275	101.075	100.625
3.500	101.500	101.300	100.900	100.700	100.300
3.375	101.150	100.950	100.525	100.325	99.925
3.250	100.625	100.425	100.025	99.825	99.425

Rate	Conventional SRP
2.25	131
2.375	130
2.5	129
2.625	126
2.75	123
2.875	120
3	117
3.125	115
3.25	113
3.375	111
3.5	106
3.625	95
3.75	88
3.875	82
4	78
4.125	73
>=4.25	69

Contacts

Lock Desk for your Lock Questions

888.843.6432 | LockDesk@masshousing.com

HO Loan Review for your UW Questions

888.843.6432 | HOLoanview@masshousing.com