

ONE Mortgage Program
Servicing Guidelines
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I. GENERAL

Participating lenders are expected to service ONE Mortgage loans with the same care as other first mortgage loans in their portfolios, consistent with the standards described in the Fannie Mae Servicing Guide (<https://www.fanniemae.com/singlefamily/servicing>).

Because the ONE Mortgage program includes some unique features – including a publicly-funded loan loss reserve and a system of post-purchase homebuyer education and delinquency counseling – participating lenders are also required to follow these additional ONE Mortgage Servicing Guidelines.

II. REPORTING AND SERVICING

A. Routine Monthly Reporting

Monthly loan reports are due to MHP no later than the fifth of the month for activity occurring in the previous month. Reports should be formatted in an Excel spreadsheet and sent via encrypted email to MHP with the following data for each ONE Mortgage Loan in the Lender's portfolio:

- The Lender/Servicer Loan Number
- Borrower(s) Last Name, First Name
- Property Address
- Mailing Address
- Borrower Telephone Number(s)
- Unpaid Principal Balance
- Interest Rate
- First Payment Due Date
- Maturity Date
- Next Payment Due Date and/or Delinquency Number of Days

The following data are only required if applicable:

- Payment in Full Date - Normal or Early Payoff Only
- Accrued Interest
- Late Fees
- Foreclosure Commencement Date/Date of Referral to Attorney
- Bankruptcy Status (Active/Inactive)
- Charge off Amount
- Charge off Date
- Disposition Amount and Date

B. Subsidy and Loan Administration

Interest Subsidy

Not all loans will qualify for an interest subsidy. For those loans that do qualify, payments will be level for four years and the first payment increase will be in year five. For the first interest subsidy adjustment, and all subsequent interest subsidy adjustments, the Lender is required to notify borrowers of the new payment amount in accordance with Fannie Mae servicing guidelines and no later than seven months in advance of the scheduled payment increase.

Subsidized loans are fully amortizing based on the note rate. Monthly subsidies reduce payments due from borrowers up to the equivalent of a two percent interest rate reduction. Monthly subsidy in year 5 will be 75 percent of the amount of subsidy in years 1-4; monthly subsidy in year 6 will be 50 percent of the subsidy in years 1-4; monthly subsidy in year 7 will be 25 percent of the amount of subsidy in years 1-4. There is no subsidy in year eight and for the remaining term of the first mortgage.

Subsidy Repayment

Interest subsidy, if any, is secured by a second mortgage note in favor of MHP. If a borrower received an interest subsidy and sells a home purchased under the Program within five years of the original purchase, then the lesser of the subsidy used or the net appreciation from the sale of the property is repayable to MHP. Net appreciation is the difference between the proposed resale price and the purchase price paid by the borrower less appraisal costs and brokers' fees based on a bona-fide arms' length transaction.

If the borrower sells the home after five or more years of ownership, then the subsidy repayment to MHP will be the lesser of the subsidy actually used or 20% of the net appreciation realized upon sale. If a home is sold prior to year eight (and consequently, a portion of the up-front interest subsidy is unused), the Lender should remit the unused subsidy to MHP.

Partial Pre-payments and Payoffs

Pre-payments are allowed and should be applied to principal at the time of payment. Subsidy will not be re-calculated at any point after closing.

Loans that are paid in full should be reported as fully satisfied within 30 days of payoff via the monthly portfolio report sent to MHP.

Partial Releases and Easements

Any partial release of a mortgage or easement granted on a property secured by the mortgage must be reviewed by MHP prior to execution if the Lender wishes to preserve its eligibility to make a LLR Claim.

C. Default Servicing

Delinquency Intervention

In addition to publicly reporting summary delinquency statistics, MHP uses monthly data for the purposes of third-party intervention through the HomeSafe Program. MHP and the Lender will work collaboratively with a HomeSafe counselor in default situations to identify the reason for delinquency and work with the borrower to resolve any problems so that the borrower will be able to make loan payments as agreed. The HomeSafe counselor will work with the borrower to determine the borrower's employment status, current household income, non-housing debt, the reason for delinquency, the existence of any short term or long term financial hardship, and whether or not the borrower has a budget established to control expenses.

Modifications

MHP encourages Lenders to offer modifications to borrowers who are facing involuntary financial hardship. The Lender must notify MHP via electronic monthly reporting of the modified terms of a loan prior to the first due date of the modified payment.

Short Sales and Deeds in Lieu

To preserve eligibility to make a loss claim, the Lender must obtain MHP's prior written approval before approving a short sale or accepting a deed in lieu of foreclosure. See Section IV for more information about Short Sale Claims.

Condominium Association Foreclosures

In order to preserve eligibility for a loan loss claim on a condominium unit, at any foreclosure auction by the condominium association the Lender must bid in the lesser of (1) the balance of its loan, or (2) the fair market value as determined by a market appraisal by a Massachusetts licensed appraiser, minus the amount due to the association.

D. Primary Residency

As outlined in the Program Guidelines, a property purchased with financing from the ONE Mortgage Program may only be used as the borrower's primary residence, with only limited hardship exceptions that require MHP approval. If there is any evidence to the contrary (e.g., if a borrower requests a mailing address change) Lenders must contact the borrower and request evidence of continuing primary residence. If the Lender confirms that a borrower is not living in the mortgaged property, it must notify the borrower that they are in violation of their obligations under the ONE Mortgage Program with a copy of that notice to MHP.

In the event that MHP suspects a primary residence violation, MHP will contact the borrower to request evidence of compliance, regardless of whether a borrower is current or delinquent on their ONE Mortgage Loan. Alternately, MHP will explain the Primary Residence and Rental Exception Policy to the borrower. If the borrower has not applied or been approved by MHP for a temporary exception to the

Primary Residence Rental Exception Policy, MHP will inform the borrower via certified mail that they are in default of their obligations under the Program and/or in default of the Subsidy Note. The Lender will be copied on such letters.

III. LOAN LOSS RESERVES

The following is a summary of how the loan loss reserve is funded. Further information is available in the Program Agreement and summarized below. Copies of executed Program Agreements are maintained by MHP and are available upon request.

Please note that the ONE Mortgage Loan Loss Reserve is separate and distinct from the SoftSecond Loan Loss Reserve (a predecessor MHP-administered mortgage program). Loan Loss Reserve (LLR) claims resulting from a loss on a ONE Mortgage Loan are subject to the Program Agreement and Maximum Allowable Recovery described below and in the ONE Mortgage Program Agreement.

A. Funding of Loan Loss Reserves

MHP makes periodic LLR contributions for the benefit of the Lender upon the closing of approved ONE Mortgage loans by written notice to the Lender typically within five days of receiving a complete and correct closing package for an MHP-approved ONE Mortgage loan. For the Lenders' first five (5) ONE Mortgage loans that are approved and wired by MHP, the contribution is equal to five percent (5%) of the first mortgage loan amount. For each subsequent loan, the contribution is equal to one percent (1%) of the first mortgage loan amount.

If a Lender fails to provide a complete and correct closing package to MHP within ninety (90) days of closing a loan, a LLR contribution may not be made for that loan and the Lender would therefore not be eligible for a potential future LLR claim on that loan. Lenders should refer to the "Wire Date" in the Final Application section of MHP's online processing system (eS2) to verify the date on which LLR funds were wired for a particular loan and borrower. The Lender's servicing and loss mitigation staff can request access to eS2 from the Lender's designated eS2 Administrator or from MHP.

B. Maximum Allowable Recovery

LLR claims are subject to review and approval by MHP and are limited in amount to the Lender's Maximum Allowable Recovery, which is defined in the ONE Mortgage Program Agreement. The Maximum Allowable Recovery is equal to the total of the LLR contributions made by MHP for the benefit of the Lender, less any recaptured loan loss reserves (described below), less all prior payments on LLR claims and less any applicable LLR processing fees. MHP will calculate the Lender's Maximum Allowable Recovery and provide the same to the Lender upon Lender's written request.

C. Recapture of Loan Loss Reserves

When a ONE Mortgage Loan is prepaid and discharged, the Lender must notify MHP via the next routine monthly electronic report (see Section II above). MHP will then withdraw from the Lender's loan loss

reserve an amount equal to one percent (1%) of the original principal amount of the Loan which has been repaid or prepaid.

IV. LOSS CLAIMS

MHP holds loan loss reserves for participating ONE Mortgage Lenders to help mitigate losses borne by the Lender as a result of a foreclosure, deed-in-lieu of foreclosure or short sale. Information regarding the terms and conditions of the loan loss reserve and placement of a claim for payment from the loan loss reserve is set forth in the Program Agreement between MHP and the Lender and further described below.

A. General Requirements for Loss Claims

- MHP review and approval of loan loss claims is predicated on the Lender's having exercised due care in loan servicing and adhering to these Servicing Guidelines. If MHP has reason to believe that a Lender has failed to do so, it shall notify the Lender and the Lender shall have a reasonable opportunity to remedy any deficiencies.
- When making a LLR claim, the Lender must complete the Loss Analysis (see APPENDIX B) or a comparable schedule itemizing all losses claimed as unrecoverable.
- MHP must be notified within ninety (90) days of the completion of a foreclosure or acceptance of a deed in lieu of foreclosure. *Please note that in order to preserve the ability to recover on a loss associated with a short sale, the Lender must obtain MHP's prior written approval of such disposition. Please see below for specific guidance pertaining to short sale transactions.*
 - The 90-day notification period begins on the date the foreclosure deed or deed-in-lieu of foreclosure was recorded at the Registry of Deeds.
 - Written notification to MHP must include a copy of the recorded foreclosure deed, transfer of title, or deed-in-lieu, as applicable.
- The Lender must substantiate the loss via submission of a complete LLR claim within ninety (90) days of the date of disposition of the property to a bona-fide third party.
- With each LLR claim, the Lender must submit a correct and complete LLR Claim Form and a certification that the Lender has exercised its best efforts to obtain the maximum amount practicable to minimize its loss on the ONE Mortgage Loan (see APPENDIX A). Incomplete LLR Claim Forms and forms that do not include adequate documentation as described on each Claim Form will delay processing of a LLR claim.
- All loss claims must include a market appraisal by a Massachusetts licensed appraiser conducted within 90 days of the disposition of the property.
- MHP may deny a LLR claim should it determine that the information contained in the borrower origination file differs in any material respect from the information submitted by the Lender in MHP Reservation or Final Application stage.

B. Eligible Claim Types

Each eligible claim type is described below. Please see each Claim Form for a list of the documentation requirements for each LLR claim type.

Foreclosure Claim (Required Forms: Appendix A-1 and A-2, Loss Analysis)

If the Lender experiences a loss on a foreclosed mortgage originated, closed and approved under the ONE Mortgage Program, the Lender may submit a loan loss claim to MHP. The Lender is entitled to payment on unrecovered losses only after it has completed foreclosure proceedings on the mortgage loan and has recovered via sale to a bona-fide third party (and directly from the borrower in a deficiency action, if appropriate, in the Lender's best business judgment) the maximum amount practicable to minimize its loss on the mortgage loan.

Deed-in-Lieu of Foreclosure Claim (Required Forms: Appendix A-1 and A-2, Loss Analysis)

If the Lender accepts a deed in lieu of foreclosure on a defaulted mortgage originated, closed and approved under the ONE Mortgage Program, the Lender may submit a loan loss claim to MHP. The Lender is entitled to payment on unrecovered losses only after it has sold the property as shown by a deed provided to the Lender with recording references and a subsequent deed from the Lender to the bona-fide third party buyer and the Lender has obtained the maximum amount practicable to minimize its loss on the mortgage loan.

Short Sale Claim (Required Forms: Appendix A-3 and A-4/, Loss Analysis)

If the Lender experiences a loss as a result of accepting a short sale, the Lender must be able to certify that one of the following involuntary financial hardships existed and that homeownership could not be sustained through a modification: (1) long-term, involuntary reduction in income, causing the borrower's housing-to-income ratio to exceed 41 percent; (2) death of primary borrower or co-borrower; (3) divorce of all note holders; or 4) long-term incapacity of borrower (or co-borrower) resulting from serious, documented, medical illness.

The Lender must obtain MHP's prior written approval in order to preserve the ability to recover on a loss associated with a short sale. To obtain prior written approval, the Lender must complete and submit the LLR Claim Certification and Release of Further Claims for Short Sales with all applicable documentation. After review, MHP will respond with a written decision regarding the claim. If the claim is approved by MHP, the Lender should then submit the remaining applicable documentation (See Claim Form) within 30 days of the sale of the property in order to receive payment.

The Lender is entitled to payment on unrecovered losses only after the sale to a bona-fide third party has been completed and the Lender has obtained the maximum amount practicable to minimize its loss on the mortgage loan.

V. ELIGIBLE COSTS FOR LOAN LOSS CLAIMS

Allowable expenses for inclusion in loan loss claims are as follows:

- Unpaid principal and interest, if any, on the ONE Mortgage loan after application of recovered amounts including unused escrows, late fees, other income and net proceeds from the disposition of the property to a bona-fide third party.
- Losses resulting from funds advanced by the Lender for the following:
 - Attorney's fees not to exceed the lesser of (a) 3% of the principal and interest due on the mortgage loan, or (b) \$1800.
 - Disbursements for publishing and advertising the foreclosure sale, if any, title related costs, legally mandated postal fees, filing fees and deed recording (not to exceed \$750).
 - Fees paid to a third party for inspection (not to exceed \$350).
 - Property taxes if advanced during the period of default and/or while owned (REO) by the Lender (not to exceed \$2000).
 - Hazard insurance premiums if advanced during the period of default and/or while REO (not to exceed \$750).
 - Documented costs associated with the preservation of the property such as utility expenses, re-keying, outstanding homeowners association fees and normal maintenance if advanced during the period of default and/or while REO (not to exceed \$1500).
 - Appraisal fee.
 - Real estate broker commissions, if any (not to exceed 6% of the disposition price).

VI. PAYMENT OF LOAN LOSS CLAIMS AND FURTHER LLR CONTRIBUTIONS

Subject to other limitations and preconditions in these Servicing Guidelines, Lenders will be reimbursed for 80 percent of any qualified loan loss claim up to the Lender's Maximum Allowable Recovery amount. Upon approval of a Lender's LLR claim, MHP shall make payment to the Lender no later than thirty (30) days following the end of the calendar quarter of the year in which the LLR claim is submitted and approved.

LLR claim payments made to the Lender reduce the balance in the Lender's Loan Loss Reserves dollar for dollar. As new loans under the ONE Mortgage Program are originated, closed and funded, MHP will continue to make LLR contributions as described in the Program Agreement for each new eligible loan.

APPENDIX A
A-1
Loan Loss Reserve Claim Form
Foreclosure or Deed-in-Lieu of Foreclosure

In addition to all requested information below, lenders must include all required documentation outlined in below as part of their claim submission to MHP. Incomplete claims will not be considered.

Lender Name: _____

Contact Information: _____

Borrower(s): _____

Property Address: _____

Total Claim Request: \$ _____

Describe efforts undertaken by Claimant to identify income and assets of borrowers available to recover on note obligation below. **Failure to complete this section will delay the processing of the claim.**

Required Documentation

- Massachusetts State Licensed Appraisal of Property (commissioned within 90-days of claim)
- Copy of current Mortgage Payoff Statement
- Final Executed Purchase & Sale Agreement
- Final HUD 1 Settlement Statement
- Copy of First Mortgage Discharge recorded with the Registry of Deeds
- Copy of recorded Deed, with Books and Page or Certificate of Title and document numbers in format conveying the property to a bona-fide third party
- This completed Claim Form and Certification and Release of Further Claims
- Loss Analysis (See Appendix B)
- Recorded and Issued Judgment under the Soldiers and Sailors Act

Remember to complete and sign Lender Loan Loss Reserve Claim Certification and Release of Further Claims, Foreclosure or Deed-in-Lieu of Foreclosure, Appendix A-2

APPENDIX A

A-2

**Lender Loan Loss Reserve Claim Certification and Release of Further Claims
Foreclosure or Deed-in-Lieu of Foreclosure**

I, _____ designated representative of the Lender, _____, hereby certify that the information set forth on and attached to the ONE Mortgage Loan Loss Reserve Claim Form (the "Claim Form") attached hereto and made a part hereof, is true and accurate to the best of my knowledge, information and belief; that Lender has exercised its best efforts to recover on its claims against the Borrower(s) through foreclosure and/or deficiency actions and/or through the bankruptcy court, if applicable, and has recovered the maximum reasonably feasible to minimize its loss on the ONE Mortgage loan, or has determined, in good faith, and in the exercise of its best business judgment, after commercially reasonable due diligence, that further action to recover on the One Mortgage obligation from the Borrower(s) is unlikely to result in further recovery and to further reduce its loss on the ONE Mortgage Loan.

By signing this Certification, immediately upon receipt of payment of the claim (or an agreed upon amount pursuant thereto) by the Massachusetts Housing Partnership Fund Board ("MHP"), and without further action, Lender hereby (a) waives, releases and forever discharges MHP its officers, directors, agents, servant and attorneys, of and from any further or additional claims relating to the Borrower(s) under the ONE Mortgage Program Agreement between Lender and MHP, as same may be further amended, modified or restated and (b) waives, releases and forever discharges the Borrower(s) identified on the attached Claim Form of and from any and all claims and causes of action on the Promissory Note evidencing the ONE Mortgage Loan identified therein.

This Lender Loan Loss Reserve Claim Certification and Release of Further Claims pertain to the ONE Mortgage Loan made to the Borrower(s) _____ secured by the property known and numbered as: _____, Massachusetts.

SIGNED UNDER PAINS AND PENALTIES OF PERJURY THIS ____ DAY OF _____, 201__.

(Name of Lender)

By (Signature)

Name (please print): _____

Title (please print): _____

Duly Authorized

APPENDIX A
A-3
Loan Loss Reserve Claim Form
Short Sale

Lender Name: _____
Contact Information: _____
Borrower(s): _____
Property Address: _____
Total Claim Request: _____

For the purposes of a loan loss reserve claim, MHP defines “involuntary financial hardship” as the long-term inability to sustain homeownership caused by circumstances beyond the borrower’s control. MHP requires that participating lenders document a borrower’s involuntary financial hardship for a short sale loan loss reserve claim.

Involuntary Financial Hardship - Select the applicable financial hardship below.

<ul style="list-style-type: none"><input type="checkbox"/> Long-term, involuntary unemployment<input type="checkbox"/> Long-term reduction in income, causing the borrower’s housing-to-income ratio to exceed 41%<input type="checkbox"/> Death of primary borrower or co-borrower<input type="checkbox"/> Divorce of Note Holders<input type="checkbox"/> Long-term incapacity of borrower (or co-borrower) resulting from serious illness<input type="checkbox"/> For condominium units- the condominium association is chronically insolvent.
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Required Documentation - Attach the required documentation outlined below. MHP reserves the right to request additional documentation required to review the above claimed hardship. **Remember to complete and sign Lender Loan Loss Reserve Claim Certification and Release of Further Claims, Short Sale Claims [Appendix A-4].**

- A signed letter of hardship from the borrower explaining the nature of the financial hardship
- Current year-to-date paystubs for all jobs for all borrowers on the Note
- Most current 2-months of financial statements for all assets for all borrowers on the Note (Checking and savings accounts, retirement accounts)
- A detailed budget of monthly income and expenses
- Most current two years of tax returns (including W-2’s) for all borrowers on the Note
- An affidavit signed by the borrower(s) and the buyer(s) affirming that the short sale is an arms’ length transaction
- Divorce or Separation Agreement (if applicable)
(Continued on next page)

- Short sale approval letter executed by both the lender and borrower outlining terms of the approval
- Current credit report (within 60-days)
- Massachusetts State Licensed Appraisal of Property (commissioned within 90-days of claim)
- Most current three years of financial statements for the condominium association (if applicable)
- Copy of current Mortgage Payoff Statement
- Purchase & Sale Agreement (draft) followed by final within 30-days of closing
- HUD 1 Settlement Statement (draft) followed by final within 30-days of closing
- Copy of First Mortgage Discharge recorded with the Registry of Deeds within 30-days of closing
- Copy of recorded Deed, with Book and Page or Certificate of Title and document numbers conveying the property to a bona-fide third party within 30-days of closing
- This completed Claim Form and Certification and Release of Further Claims
- Loss Analysis (See Appendix B)
- MHP's written approval of the completed short sale

APPENDIX A

A-4

**Loan Loss Reserve Claim Certification
And Release of Further Claims
*Short Sale Claims***

I, _____, designated representative of the Lender, _____ hereby certify that the information set forth below, is true and accurate to the best of my knowledge, information and belief. I further certify that Lender has exercised its best efforts to recover the maximum amount reasonably feasible to minimize its loss on the ONE Mortgage Loan.

The Lender certifies that the following conditions have been met:

- **The Lender has completed a thorough review of the current financial information of the Borrower(s), including all checking accounts, savings accounts, IRA accounts, stocks, bonds, other investments and any real property owned, and has determined, in good faith, and in the exercise of its best business judgment, after reasonable due diligence:**
 - (a) that the Borrower’s financial hardship is an involuntary event resulting in the Borrower’s long-term inability to maintain the ONE Mortgage Loan; and**
 - (b) a negotiated settlement, lump sum payment, or repayment plan will not fully satisfy the ONE Mortgage Loan in connection with a short sale; and**
 - (c) there is no other reasonable alternative to the short sale of the Property.**
- **The Lender certifies that the ONE Mortgage Loan Program “Primary Residence and Rental Policy” was distributed to the Borrower and was described by the Lender as an alternative option available to a short sale transaction.**

By signing this Certification, immediately upon receipt of payment of the claim (or an agreed upon amount pursuant thereto) by the Massachusetts Housing Partnership Fund Board (“MHP”), and without further action, Lender hereby (a) waives, releases and forever discharges MHP its officers, directors, agents, servant and attorneys, of and from any further or additional claims relating to the Borrower under the ONE Mortgage Program Agreement between Lender and MHP, as same may be further amended, modified or restated and (b) waives, releases and forever discharges the Borrower identified herein of and from any and all claims and causes of action on the Promissory Note evidencing the ONE Mortgage Loan identified therein.

This Loan Loss Reserve Claim Certification and Release of Further Claims pertains to the ONE Mortgage Loan in the original principal amount of \$ _____ made to Borrower(s) _____ secured by the Property known and numbered as: _____, Massachusetts.

SIGNED UNDER PAINS AND PENALTIES OF PERJURY THIS _____ DAY OF _____, 201__.

(Name of Lender)

By (signature)

Name (please print): _____

Title (please print): _____

Duly Authorized

APPENDIX B Loss Analysis

Borrower Name:

Property Address:

DIRECTIONS: Enter data in the blue shaded fields and in the order provided (Boxes 1-4). Do not edit or delete existing formulas.

1. Mortgage and Property Details

Bank Closing Date	
Original Mortgage	
MHP Subsidy Mortgage	
Purchase Price	

2. Principal Balances and Payoffs

Mortgage Principal Balance	
Mortgage Total Payoff ¹	
Payoff as of date	

3. Default Status and Disposition

Date of Last Payment	
Date of Foreclosure Sale	
Bank Foreclosure Final Bid	
Date of Foreclosure Deed Recording	
Winning Bid Entity	
Appraised Value	
Date of Appraisal Report	
Date of Disposition	
Lump Sum Repayment	
Sum of Payment/ Repayment Plan	
Final Disposition Price	
Payoff on MLC	
Payoff on Federal Judgments	
Payoff on HOA Super lien	
Mortgage Total Payoff ¹	
Proceeds Post Payoff Mortgage Principal	

4. Loss Itemization

	Total	MHP Allowable
Mortgage Principal Bal. (NET) ²	\$ -	\$ -
Attorney's Fees ³		
Foreclosure Sale & Title Fees ⁴		
Inspection Fees ⁵		
Property Taxes ⁶		
Hazard Insurance ⁷		
Property Preservation ⁸		
Appraisal Fee		
Real Est. Broker Commissions ⁹		

Loan Loss Reserve Payment

MHP Allowable Fees	\$ -
Proceeds Post Payoff of Mortgage Balance	\$ -
Total LLR Payment*	\$ -

*Total Loan Loss Reserve payment is subject to MHP review and to the Maximum Allowable Recovery

APPENDIX B Loss Analysis (Continued)

Notes

- 1) Total Payoff should include principal balance, outstanding interest and arrears, as well as any late fees. Lender will be reimbursed for 80 percent of any qualified loan loss claim up to Lender's Maximum Allowable Recovery amount.
- 2) Proceeds from the disposition of the property are equal to the difference between the disposition price and the payoff of the 1st mortgage loan as well as any priority liens including MLC, judgments and HOA Super liens.
- 3) Attorney's fees not to exceed the lesser of (a) 3% of the principal and interest due or (b) \$1800
- 4) Disbursements for publishing and advertising the foreclosure sale, if any, title related costs, legally mandated postal fees, filing fees and deed recording (not to exceed \$750)
- 5) Fees paid to a third party for inspection (not to exceed \$350)
- 6) Property taxes if advanced during the period of default and/or REO (not to exceed \$2000)
- 7) Hazard insurance premiums if advanced during the period of default and/or REO (not to exceed \$750)
- 8) Documented costs associated with the preservation of the property such as utility expenses, re-keying, outstanding HOA fees and normal maintenance (not to exceed \$1500)
- 9) Real estate broker commissions, if any (not to exceed six percent of the disposition price)