



Dear MassHousing Lender:

We are excited to Announce that MassHousing will be launching our new loan origination, purchasing and mortgage insurance system February 22!

This will also include our 2nd Mortgage Programs: Home Improvement, Septic Repair and Get the Lead Out Programs.

We are working hard to keep pace with the evolving technology and to make it as easy as possible for you to work with MassHousing. This new technology platform allows you to **complete all loan underwriting, delivery and purchase activities within a single platform**. It is easy to use, eliminates manual data entry and allows you to **upload a 3.4 data file**.

Here are some additional benefits:

- Enhancements to the Septic Repair and Home Improvement Loan Programs providing a streamlined process and a better product for our borrowers.
- Optimal Blue pricing engine to lock and **float** loans.
- Email alerts based on loan-specific criteria.
- The ability to conduct pre-purchase loan reviews with MassHousing.

We are also pleased to announce that we have created the following materials specific to these 2nd Mortgage Loans for this transition:

- New 2nd Mortgage Loan Matrix
- New Rate Lock and Closing/Funding Training specific to these 2nd Mortgage Loans
- New 'Doc Sets' specific to each program: Home Improvement, Septic Repair and Get the Lead Out

What we need from you

Your administrator will be given full access to our new system. There are two important steps they must take to ensure that your organization can continue to offer MassHousing loans:

1. Verify your eMassHousing.com users

Your system administrator has received a list of eMassHousing.com users at your organization. **As soon as possible**, your administrator must advise us if users should be added or removed.

2. Assign personas/rights for your users

MassHousing will create accounts for approved users on the new system. **On or after February 22, and no later than May 22**, your administrator must log in to the new system and assign your organization's users with personas/rights based on their role. Once this is complete, users will receive an email with instructions on accessing the new eMassHousing.com.

Completing the steps above is necessary to provide your staff access to the new eMassHousing.com, where all new MassHousing loans will be initiated beginning February 22. If these steps are not taken, your staff will not be able to conduct any new business with MassHousing.

Thank you for your patience as we deploy this new system. We will work hard to make this process as easy as possible. If you have questions, please contact Deanna Ramsden at dramsden@masshousing.com or 617-854-1822.

We appreciate your continued partnership, and your commitment to providing affordable homeownership opportunities in Massachusetts. For details and more information, see the attached Announcement.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mounzer Aylouche', followed by a horizontal line.

Mounzer Aylouche

Vice President of Home Ownership Programs

HomeOwnership Update

for 2nd Mortgage Loan Programs: Home Improvement, Septic Repair, Get the Lead Out

February 15, 2022

MassHousing Migrates to NEW Loan Origination and Purchasing Platform

We are ready to migrate to our new platform effective for loans Registered or Locked on or after February 22nd. During the transition, your success remains our top priority. In conjunction with our [Announcement 2021.12](#) dated December 15, 2021, which describes the major changes associated with the new platform, we define key dates below for the transition related to the delivery of loan files and final documents and the NEW changes and enhancements to our process, products and guidelines.

Enhanced Loan Process, Delivery, Products and Guidelines	Effective for Locks Taken Before February 22nd	Effective for loans Registered or Locked on or After February 22nd
Loan Process	On the Legacy platform, Lenders will continue to: <ul style="list-style-type: none"> • Process existing pipeline • Update the loan file • Close file • Obtain your purchase advice 	Lenders will complete the entire loan process on the new platform, which may include one or all of the following: <ul style="list-style-type: none"> • Loan registration or lock • Exception request • Closed loan delivery
Delivery of Loan Files	<ul style="list-style-type: none"> • Upload a copy of the Note and the complete loan file to 3rd Party Vendor, MetaSource 	<ul style="list-style-type: none"> • Upload a copy of the Note and the complete loan file along with the 3.4 data file to emasshousing.com
Trailing Documents	<ul style="list-style-type: none"> • Trailing Docs delivered to MetaSource 	<ul style="list-style-type: none"> • Upload copy of the Trailing Docs to emasshousing.com • Original Trailing documents are delivered to MetaSource
Product Changes	Septic Repair <ul style="list-style-type: none"> • 0%, 3%, 5% Interest Rate • Income Limits – Based on City/Town and Household size • Term – Based on loan amount Home Improvement <ul style="list-style-type: none"> • Income Limits- Based on City/Town and household size • Term – Based on loan amount 	Septic Repair <ul style="list-style-type: none"> • 0% Deferred and 2.5% Amortized • Income Limits -one income limit for each interest rate across the state • Term – 15 years Home Improvement Income Limits <ul style="list-style-type: none"> • One income limit across the state • Term -15 Years
Forms	<ul style="list-style-type: none"> • Forms were published on our Lender Extranet as a combined list of all forms 	<ul style="list-style-type: none"> • “Doc Sets” will now be located in our new Lender Forms and Resource Library on www.emasshousing.com

Seller Guide and Program Guidelines	<ul style="list-style-type: none"> • Legacy/Old Seller Guide accessed in emasshousing.com and AllRegs • Get the Lead Out Program Guidelines available in emasshousing.com 	<ul style="list-style-type: none"> • New Seller Guide (Home Improvement and Septic Repair Programs) accessed on emasshousing.com and AllRegs • Legacy Seller Guide still accessed on emasshousing.com and AllRegs • Get the Lead Out Paint Program guidelines available on www.emasshousing.com
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It is important to MassHousing that we help make the migration to our new platform and enhanced products as seamless as possible for you. The following helpful resources will be available to our lenders on www.emasshousing.com

- [New Seller Guide and Get the Lead Out Program Manual](#)
-Legacy Seller Guide can be accessed on emasshousing.com
- [New 2nd Mortgage Repair Loan Training Materials](#) **Coming soon to emasshousing.com!**
- [New Document Sets](#) **Coming soon to emasshousing.com!**
- [New 2nd Mortgage Repair Loans Product Matrix](#)

Please contact dramsden@masshousing.com for training and/or assistance.