



NEW Income Certification Loan Action for 2nd Mortgage Repair Loan Programs

Effective on ALL loans registered on or after January 29, 2024

Alerts:

Alerts will trigger upon completion of the income certification if below errors are detected by the system. Changing loan information after income certification could merit an alert. Prior to income certification all alerts must be satisfied.

ALERTS:

- The Income you have entered exceeds the product specifications.
- The Loan amount you have entered exceeds the product specifications.

Utilization of Income Certification Loan action:

- User must have TPO Operations Persona to access.
- Loans must have a loan product selected but do not have to be locked.

Best Practices:

- Have an underwriter certify the income.
- Leave loan file to refresh status.
- Must certify income prior to closing.
- Complete the income certification in sufficient time in order not to impact the loan closing.

2nd Mortgage Repair Loans (Home Improvement, Septic Repair and Get the Lead Out) income certifications, WILL NOT be subject to a pre-closing review by MassHousing.

Trainings on Income Certification Loan Action

- Please contact Sherri Melvin at smelvin@masshousing.com if you would like to schedule a training.
- Please click [here](#) for the 2nd Mortgage Repair Loan Income Certification Training Guide.

New Income Certification January 29, 2024



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