

A woman with long dark hair, wearing a blue blazer over a white top and a white floral necklace, is holding a set of keys in her right hand and a small white house model in her left hand. The background is a solid dark blue.

# Step by Step Income Certification Process for WFA 3.0 and WFA 3.0 FHA

Updated 06.1.23



*\*The information in this Power Point can be found in section 3.9.2 of our Seller Guide\**

# Step 1

The first and most critical step in reserving a WFA 3.0, or WFA 3.0 FHA loan is having the Gross Annual Household Income Certified by MassHousing. In order to have your income certified you must provide the corresponding documentation below along with the forms:

- [L-106 WFA Income Certification](#), and
- [L-107 WFA Certification of Zero Income](#) if L-107 if applicable.

*If you have any questions, updates, revisions please utilize [HOloanreview@masshousing.com](mailto:HOloanreview@masshousing.com)*

List of required documentation	
Please check off and upload all applicable income source documentation	
<input type="checkbox"/> 1 Year Federal Tax Return (required on all submissions)	<input type="checkbox"/> Unemployment/Disability
<input type="checkbox"/> 30 Day Paystubs with YTD	<input type="checkbox"/> Public Assistance
<input type="checkbox"/> 1 Year W-2 or 1099	<input type="checkbox"/> Annuities
<input type="checkbox"/> If Self Employed: 1 year (most recent) Federal Tax Return with Schedules	<input type="checkbox"/> Trust Funds
<input type="checkbox"/> Social Security Benefits	<input type="checkbox"/> Dividends
<input type="checkbox"/> Pension/Retirement Funds	<input type="checkbox"/> Death Benefits
<input type="checkbox"/> Child Support	<input type="checkbox"/> Any other supporting documentation to confirm annual income*
<input type="checkbox"/> Alimony	<b>If over 18 and not employed or receiving income- must complete and sign:</b>
<input type="checkbox"/> Rental Income (from subject property if 2 family)	<input type="checkbox"/> Certificate of Zero Income Form
<input type="checkbox"/> Rental Income (applies to non-borrower household member)	

# Step 1.5

1. Effective with loans registered with a product on or after June 1st, The Loan Package Upload container will be replaced with the following NEW customized containers for WFA DPA:

## **WFA DPA**

*Subordinate Prepurchase Review*

*Income Certification Review*

*Exception Review*

*Post Purchase Documents*

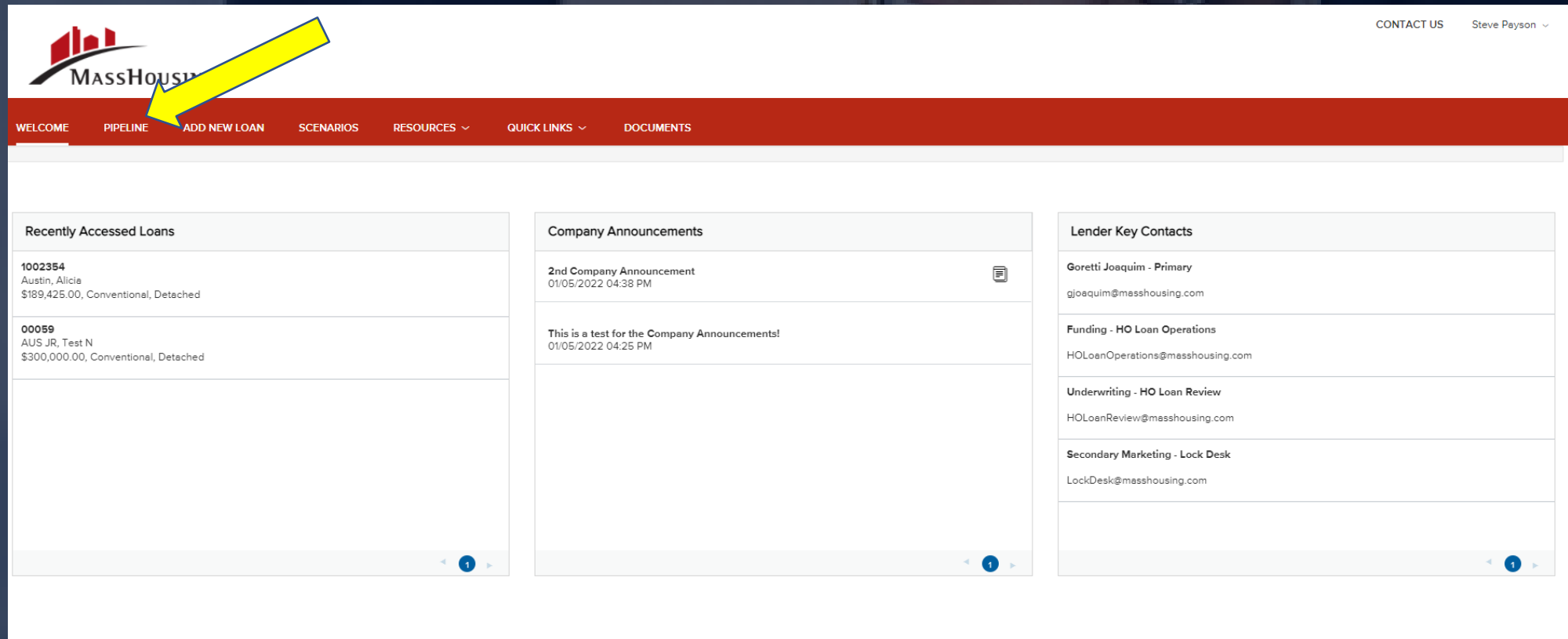
2.) The Submit and Re-Submit buttons will also be replaced with the “Notify Lender” button on the Conditions location. Lenders will need to upload the appropriate documents into the correct container above and follow these steps to satisfy a Condition:

# Step 2

Once you have compiled the required documentation it is time to log into [www.emasshousing.com](http://www.emasshousing.com).

**The Income Certification process may be completed any time after registration or lock but no later than loan closing.**

Upon logging into [www.emasshousing.com](http://www.emasshousing.com) you will be brought to the below homepage. At this point you will click on pipeline (see yellow arrow in screen shot)



The screenshot shows the MassHousing website homepage. The top navigation bar is red with white text. The 'PIPELINE' link is highlighted with a yellow arrow. The main content area is divided into three columns: 'Recently Accessed Loans', 'Company Announcements', and 'Lender Key Contacts'.

**MassHousing**

CONTACT US Steve Payson

WELCOME PIPELINE ADD NEW LOAN SCENARIOS RESOURCES QUICK LINKS DOCUMENTS

**Recently Accessed Loans**

<b>1002354</b> Austin, Alicia \$189,425.00, Conventional, Detached
<b>00059</b> AUS JR, Test N \$300,000.00, Conventional, Detached


**Company Announcements**

<b>2nd Company Announcement</b> 01/05/2022 04:38 PM
This is a test for the Company Announcements! 01/05/2022 04:25 PM

**Lender Key Contacts**

<b>Goretti Joaquim - Primary</b> gjoequim@masshousing.com
<b>Funding - HO Loan Operations</b> HOLoanOperations@masshousing.com
<b>Underwriting - HO Loan Review</b> HOLoanReview@masshousing.com
<b>Secondary Marketing - Lock Desk</b> LockDesk@masshousing.com

Select the **WFA 3.0 DPA loan** and **double click to open.**



CONTACT US

Steve Payson

WELCOME

PIPELINE

ADD NEW LOAN

SCENARIOS

RESOURCES

QUICK LINKS

DOCUMENTS

Find Loan

Loan #

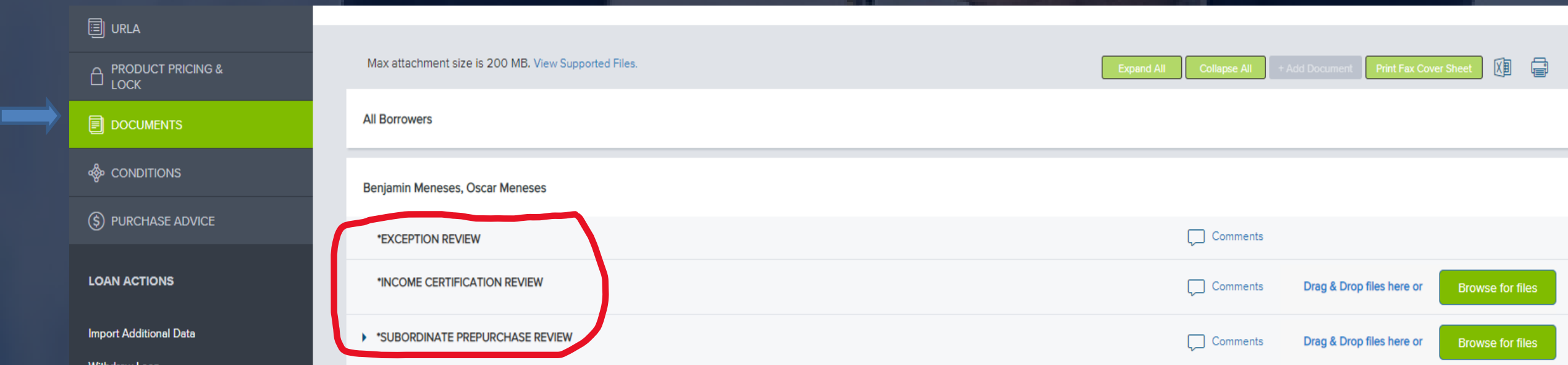
Advanced Filter

Archive



LOAN OPTIONS	<input type="checkbox"/>	Loan #	Borrower Name	Subject Property Address	Loan Program	Lien Position	Interest Rate	Lock & Request Status	Rate Lock Expires	Last Finished Milestone	Next Expected Milestone
CHANNEL	<input type="checkbox"/>	TEST210900172	Smith Jr, Sal	52 Robert Road		First Lien	3.000	Lock Requested		Started	Intake
<input checked="" type="radio"/> All <input type="radio"/> Correspondent Delegated <input type="radio"/> Correspondent Non-Delegated	<input type="checkbox"/>	TEST210900172	Customer JR, Ken N	10655 Birch St		First Lien	4.250	Not Locked		Started	Origination
VIEW	<input checked="" type="checkbox"/>	00089	Bredy, Tom Gost	One Patriot Way Building		Second Lien	3.200	Not Locked		Started	MI Only Review
<input checked="" type="radio"/> All loans <input type="radio"/> My Loans	<input type="checkbox"/>	00072	Mompoin, Chandler	390 Parker Street	Freddie Mac HFA Advantage =<80%	First Lien	3.125	Not Locked		MI Only Review	Post Close
LOAN STATUS	<input type="checkbox"/>	00067	Meneses, Benjamin Franklin	70 Endicott Street Unit 1109		First Lien	3.000	Not Locked		Started	MI Only Review
<input checked="" type="radio"/> Current <input type="radio"/> Archived	<input type="checkbox"/>	1502304	Workforce JR, Rich	10655 Birch St		First Lien	4.250	Not Locked		Started	Intake
	<input type="checkbox"/>	1001697	Aweh, Yolima	10 Whiteland street Building 1	DPA 15 Year Fixed	Second Lien	2.000	Not Locked		Started	Intake
	<input type="checkbox"/>	1001336	DPA 15yr JR, Jeremy N	10655 Birch St		Second Lien	4.250	Not Locked		Started	MI Only Review
	<input type="checkbox"/>	TEST210600085	Delegated II, Tobias	1 Main St		First Lien	3.000	Not Locked		Cond. Approval	Acceptance

# Step 4

Click on the DOCUMENTS tab under LOAN SUMMARY to upload all documents into the “Income Certification Review” Container. Income Certificates must be obtained for all DPA Loans. MassHousing would prefer that all documents be uploaded together.



Max attachment size is 200 MB. [View Supported Files.](#)

[Expand All](#) [Collapse All](#) [+ Add Document](#) [Print Fax Cover Sheet](#)  

All Borrowers			
Benjamin Meneses, Oscar Meneses			
*EXCEPTION REVIEW	<a href="#">Comments</a>		
*INCOME CERTIFICATION REVIEW	<a href="#">Comments</a>	<a href="#">Drag &amp; Drop files here or</a>	<a href="#">Browse for files</a>
▶ *SUBORDINATE PREPURCHASE REVIEW	<a href="#">Comments</a>	<a href="#">Drag &amp; Drop files here or</a>	<a href="#">Browse for files</a>

# Step 5

If the “Notify Lender” button is greyed out, MassHousing has not reviewed the documents yet. Should MassHousing require additional documents the button will still be activated and all Users will be able to see the updated status in their “Message Mailbox”. Additionally, an email\* will be sent to the lenders current file contact with the specifics.

LOAN SUMMARY

URLA

PRODUCT PRICING & LOCK

DOCUMENTS

CONDITIONS

PURCHASE ADVICE

LOAN ACTIONS

Import Additional Data

Withdraw Loan

MH (Test)

Eligibility

Conditions (5)

Last Notified: 5/8/2023

Notify Lender

Condition Type ▾ All Conditions

PUBLISHED	STATUS	TYPE	DESCRIPTION			DISPOSITION
▶ 05/04/2023	Added	Severity 1	Condition description	0	1	🕒
▶ 05/04/2023	Added	Severity 1	Lender to provide the original Note with correct endorse...	0	1	🕒
▶ 05/04/2023	Added	Severity 1	Lender to provide a complete, accurate, and signed W-9 f...	0	0	🕒
▶ 05/04/2023	Added	Severity 1	Lender to provide a signed B-011 Borrower's Questionnaire.	0	0	🕒
▶ 05/04/2023	Added	Severity 1	Lender to provide the Smoke/carbon detector certificate.	0	0	🕒

# Upon Successful Upload

MassHousing will conduct a program compliance review to determine and certify that the Gross Annual Household Income meets the WFA 3.0 program income limit for the household size and property location.


\*The MassHousing email notification will be sent to the lender providing one of the following statuses upon completion of our review:





# Status: Certified Eligible

Accepted and Certified as meeting the Compliance Income qualifications. If Accepted and Certified, MassHousing will issue a Certification of Income Eligibility to the lender. The WFA 3.0 Compliance Income Certificate reflects a “Close by Date” of 90 days from date of certification. This Compliance Income Certificate may be downloaded by the lender by going to the **View Documents** tab inside of [emasshousing.com](https://emasshousing.com)



WELCOME

PIPELINE

ADD NEW LOAN

SCENARIOS

RESOURCES

QUICK LINKS

DOCUMENTS

DPA Susan

22 Owens Lane, Chicopee, MA, 01013

01-Test Company

Loan Number

1001831

Loan Purpose

Purchase

Total Loan Amount

\$5,000.00

Note Rate

0.000%

Program

Septic 0% Deferred 30 Year Fixed

Decision FICO

700

DTI

-

LTV

2.500%

CLTV

2.500%

Started

C

2nd

LOAN SUMMARY

URLA

PRODUCT PRICING & LOCK

VIEW DOCUMENTS

CONDITIONS

PURCHASE ADVICE

LOAN ACTIONS

attachment size is 200 MB. [View Supported Files.](#)

Expand All

Collapse All

+ Add Document

Print Fax Cover Sheet

All Borrowers

# Additional Statuses:

## Pending Conditions:

Additional information/documentation is needed to determine eligibility. If the WFA 3.0 loan application does not close by the “Close by Date”, lenders will be required to re-upload the documents to the Income Certification application created for borrower on [www.emasshousing.com](http://www.emasshousing.com). The extension will be good for an additional 90 days from the date of certification.

## Ineligible:

The loan does not meet the qualifications and is not eligible for this program.

## **\*PLEASE NOTE\***

The Certification of Income Eligibility is not for the purpose of calculating qualifying income and does not constitute an approval of the loan. Since MassHousing financed mortgage loans are considered a Special Credit Program under Regulation B of the Equal Credit Opportunity Act and Section 8 of the Massachusetts Commission Against Discrimination Regulations, Mortgage Lenders are required to seek the income information necessary to determine if the Borrower(s) household income is within MassHousing's income limits (Form L-101WFA).

# Loan Submission, Delivery or Underwriting Training Resources:

For general Loan Submission, Delivery or Underwriting Training Resources- [Click here](#)

