Broker Check-list & Timelines

Timeline	Required Prior to Initial Disclosures
MassHousing discloses no later than **3 business days** from registration.	☐ Register complete URLA/3.4 file for both 1st Mortgage and DPA on the eMassHousing website (**two loan files**) ☐ Lock the DPA Mortgage ☐ Float or lock the rate on the 1st Mortgage (**at par pricing**) – Disclosures will not be sent with Points or Credits for pricing *Loan application must be complete and accurate to avoid delays – verify borrower information before registering. Broker required to restart the registration process if timelines are not met.*

Documentation Requirements for Submission

Vital Documentation to be uploaded no later than **7 business days** following registration

MassHousing **Processing Team submits to UW** approximately **3 business days** following Vital Documentation Upload
Turn times are subject to change dependent on volume

MH will order SSN Verification, Tax Transcripts, & VOEs once all parties sign the initial disclosures for BOTH packages. *The Appraisal & Title cannot be ordered until the Signed Purchase & Sales Agreement is uploaded (a Signed Offer or Contract with Contingencies may cause delays for Appraisal orders)*

Vital Documentation Package

- ☐ Signed Purchase & Sales Agreement
- ☐ File Contact List (Buyer's Agent, Seller's Agent, or Seller Contact for Appraisal order)
- ☐ Income Docs (Paystubs, W2s, Tax Returns, Award Letters, Child Support, etc. – **all income from all sources**)
- ☐ Asset Statements (Bank Statements, Gift Letters, Source of Large Deposits, etc.)
- ☐ Acceptable AUS Findings – released to MassHousing
- ☐ Copy of current photo ID for all borrowers (**Valid and not expired**)
- ☐ Green Card and/or Visa (if applicable – valid and not expired)
- ☐ L106/L107 Forms (**WFA Only**)
- ☐ Income Docs for household members not on the mortgage (**WFA Only**)
- ☐ **For ALL Condos**: Condo Docs required per findings – Full or Limited review (*Questionnaire, Budget, Master Ins*)
- ☐ **For ALL Deed Restricted properties**: Affordable Deed Rider, and Lottery Documents (if applicable)

MassHousing is unable to order services or underwrite any loan without the required documentation. To avoid delays, be sure to use the Submit Button in eMassHousing and upload this checklist & all vital docs in the Documents section. Be sure to also email the MH team to confirm that documents have been uploaded.
Due to heightened data security, MassHousing cannot accept ANY documents attached via email.

Underwriting of the Loan

3 business days
Turn times are subject to change

Initial Underwriting review will occur when all applicable vital docs listed above have been received.

Conditions

3 business days
Turn times are subject to change dependent on volume

Conditional Review will occur when documentation to clear all open conditions have been submitted to the "Conditions" container in the Documents section on the eMassHousing website (be sure to notify the MH team that documents were uploaded). The Underwriter will advise if additional conditions are necessary. Any additional conditions may increase the time needed to Underwrite the loan.

Documents Required for Clear to Close

Closing may occur no sooner than **3 business days** after CTC

It is important to follow this timeline to ensure a successful completion of each loan.

- ☐ Pull LQ/Credit Refresh within 10 business days of closing
- ☐ Invoices for Credit, Refresh, Condo Docs, etc. must be uploaded at least 7 business days prior to closing
- ☐ Broker Anti-Steering, Patriot Act, Broker Agreement disclosures
- ☐ All final conditions resulting from the commitment letter
- ☐ *MH to obtain Final VOEs, unless otherwise requested*

Final conditions required at least 3 business days before closing for a timely clear to close; failure may delay closing.

Revised: March 11, 2026