

# fcmFirst 1<sup>st</sup> and 2<sup>nd</sup> DPA TPO Connect Setup Guide



first community mortgage

**Step 1:** Set up your first loan in your LOS. The first will show subordinate financing for the DPA (up to 4% of the lesser of the sales price or appraised value). Export 3.4 MISMO to prepare to upload to TPO Connect

**Step 2:** Set up your second DPA loan in your LOS. The second will have the same appraised value and purchase price as the 1<sup>st</sup>. You will need to show the first as an additional 1<sup>st</sup> lien. Export 3.4 MISMO to prepare to upload to TPO Connect

**Step 3:** Upload First and Second files into TPO Connect like normal.

**Step 4:** Once files are uploaded, review the 1<sup>st</sup> lien to ensure accuracy for eligible pricing. Below are screenshots from a sample file in TPO Connect:

- The Loan Summary should show the 1<sup>st</sup> loan amount and the LTV/CLTV/TLTV to include the up to 4% DPA

Base Loan Amount	\$225,000.00
Sub. Financing	\$10,000.00
LTV/CLTV/TLTV	90.00% / 94.00% / 94.00%

- Under URLA/Lender Loan Information, confirm Estimated Value and Appraised Value are accurate

Street Address	1234 Random Ave
Unit Type	Select an Option
Unit #	
City	Baltimore
State	Maryland
Zip Code	20600
County	Baltimore
Number of Units	1
Year Built	1980
Estimated Value	\$250,000.00
Appraised Value	\$250,000.00

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- Under URLA/Loan and Property Information, confirm the following are accurate

## URLA / Loan and Property Information

Select Borrower Pair  
Fcm 1St & Test 1St

Save Next

### 4a. Loan and Property Information

Street Address  
1234 Random Ave

Unit Type  
Select an Option

Unit #

City  
Baltimore

County  
Baltimore

State  
Maryland

Zip Code  
20600

Number of Units  
1

Year Built  
1980

Occupancy  
 Primary Residence  
 Investment Property  
 Second Home  
 FHA Secondary Residence

Loan Type  
 Conventional  FHA  VA  USDA-RHS  HELOC  Other

Loan Purpose  
 Purchase  No Cash-Out Refi  Cash-Out Refi  Construction  Construction-Perm  
 Other

Construction Method Type  
Site Built

Purchase Price  
\$250,000.00

Property Value  
\$250,000.00

Down Payment %  
10%

Down Payment  
\$25,000.00

Source of Down Payment  
Secured Borrowed Funds

Base Loan Amount  
\$225,000.00

### 4b. Other New Mortgage Loans on the Property You are Buying or Refinancing

Does not apply

Add the below if it does flow in with your upload

Account Owner  
Borrower

- Remove

Creditor Name

Street Address

City

State  
Select an Option

Zip Code

Account Type  
Mortgage

Lien Position  
2

Monthly Principal and Interest

Maximum Principal and Interest Within 5 years

Loan Amount-HELOC Credit Limit  
\$10,000.00

HELOC Initial Draw  
\$10,000.00

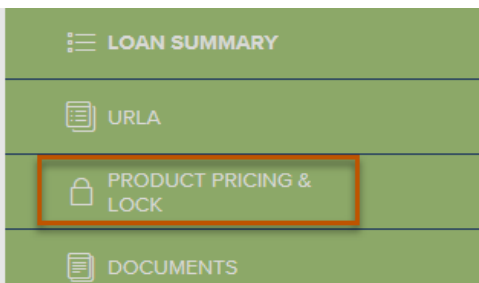
Amount Applied to Down Payment

Source of Funds  
Community NonProfit (FNMA)

Payment Deferred for First Five Years

Affordable Loan

**Step 5:** If you made any updates, click Save. Next, let's search for product and pricing.



### Product, Pricing & Lock

Product Details

This loan does not have a loan program selected.  
Simply select the "Search Product & Pricing" button to continue

Search Product & Pricing

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first community mortgage

- Complete all required fields and then click on Search for Product & Pricing

Search Product and Pricing

1 \* Borrower First Name: Fcm

\* Borrower Last Name: 1st

\* Borrower SSN: \*\*\*-\*\*-1234

\* Borrower Citizenship Status: U.S. Citizen

2 \* Representative Credit Score: 700

\* Loan Type: Conventional

\* Loan Documentation Type: (F) Full Documentation

\* Loan Purpose: Purchase

3 \* Purchase Price: \$250,000.00

\* Appraised Value: \$250,000.00

\* Term Months: 360

\* Amortization Type: Fixed Rate

\* Lock Period: 30

Subordinate Financing Balance: \$10,000.00

4 \* Base Loan Amount: \$225,000.00 + MI, MIP, FF Financed = \$225,000.00

\* Total Loan Amount: \$225,000.00

LTV: 90.00 / CLTV: 94.00 / HCLTV: 94.00

\* Address: 1234 Random Ave

\* City: Baltimore

\* Subject Property State: Maryland

\* County: Baltimore

\* Postal Code: 20600

\* Number of Units: 1

\* Property Type: [ ]

\* Occupancy Type: [ ]

5 Impound Waiver: No

Prepayment Penalty: No

Self-Employed: No

Interest Only: No

Cancel Search Product & Pricing

- On the next screen, select “No” for fees in then click Submit

Pipeline Product Search New Search Consumer RateSheet

Selected Loan: Loan ID: 274958 Status: Registered Borrower: 1St

Submit

Lien Information

Search for First Lien  Search for Second Lien  Search for HELOC Second Lien

\* 1st Mtg Loan Amt (Base): 225000

\* 2nd Mtg Loan Amt: 10000

\* HELOC Line Amt: 0

\* HELOC Drawn Amt: 0

Loan Information

\* Price/Estimated Value: 250000

\* Appraisal Amount: 250000

\* LTV: 90.00

CLTV New: 94.00

Loan Purpose: Purchase

HCLTV: [ ]

\* Cash-Out Amount: 0.00

Waive Escrows: No

\* Months of Reserves: 36

\* Fees In: No (Fees Out)

\* Lender Paid Compensation?: Yes (Lender Paid)

\* Com/Aff Second: No

# fcfFirst 1<sup>st</sup> and 2<sup>nd</sup> DPA TPO Connect Setup Guide



first community mortgage

- Choose one of the following eligible fcfFirst products. Remember, there are AMI income restrictions. 140% AMI on Conventional and 80% AMI on HomeReady/Home Possible

Search Product and Pricing

Pipeline Search Results New Search Consumer RateSheet

Selected Loan: Loan ID: 274958 Status: Registered Borrower: 1st

**Re-Submit Options**

Re-Submit: 1st Mgt Loan Amt (Base) 225000, LTV 90, CLTV New 94, Desired Rate 6.25, Desired Price, Desired Lock 30, Interest Only No, Waive Escrow No, AUS, Buydown, Prepayment Penalty None, DTI Ratio 26.918, Property Zip 20600, 1st Mgt Loan Amt (Total) 225000

Loan Type: Conforming Loan Term(s): 30 Yr Amortization Type(s): Fixed ARM Fixed Term(s): 3 Yr, 5 Yr Exp. App. Level(s):

Product Type(s): Standard

Links	Eligible Product	Rate	Price	Discount/Rabat(\$)	PBI	APOR	Detail	Compare
	Home Possible (HP30)	6.250	100,418	-\$940	\$1,385	5.86%	Show	
	Conforming Fixed 30 Year (CF30)	6.250	98,043	\$4,403	\$1,385	5.86%	Show	
	fcfFIRST FAHE Home Possible 30 Year (fcm1FAHP30)	6.250	96,928	\$6,912	\$1,385	5.86%	Show	
	fcfFIRST FAHE Home Ready 30 Year (fcm1FAHR30)	6.250	96,928	\$6,912	\$1,385	5.86%	Show	
	fcfFIRST FAHE Conforming 30 Year (fcm1FAC30)	6.250	95,928	\$9,162	\$1,385	5.86%	Show	
	HomeReady (HR30)	N/A	N/A	N/A	N/A	5.86%	Show	

Links	Ineligible Product	Exception Request	Detail
	Construction to Perm 30 Year Fixed (CPOTC30)		Show
	fcfFIRST Springboard Conforming 30 Year (fcm1SBC30)		Show
	fcfFIRST Springboard Home Possible 30 Year (fcm1SBHP30)		Show
	fcfFIRST Springboard Home Ready 30 Year (fcm1SBHR30)		Show
	FHLMC Super Conforming 30 Year Fixed (SC30)		Show

- Lock 1<sup>st</sup> and Run DU or LPA

**Step 6:** Review the 2nd lien to ensure accuracy for eligible pricing. Below are screenshots from a sample file in TPO Connect:

- The Loan Summary should show the 2<sup>nd</sup> loan amount and the LTV/CLTV/TLTV to include the 1st

LOAN SUMMARY

URLA

PRODUCT PRICING & LOCK

DOCUMENTS

CONDITIONS

FEES

**\$10,000.00**  
4.00% / 94.00% / 94.00%

Base Loan Amount: \$10,000.00  
MI, FF, MIP Financed: \$0.00

Primary Mortgage Total: \$225,000.00

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- Under URLA/Lender Loan Information, confirm Estimated Value and Appraised Value are accurate

## URLA / Lender Loan Information

Select Borrower Pair  
Fcm 2Nd & Test 2Nd

Save Next

### L1. Property and Loan Information

**Subject Property**

Street Address: 1234 Random Ave

Unit Type: Select an Option

Unit #:

City: Baltimore

State: Maryland

Zip Code: 20600

County: Baltimore

Number of Units: 1

Year Built: 1980

Estimated Value: \$250,000.00

Appraised Value: \$250,000.00

Legal Description:

**Community Property State**

At least one borrower lives in a community property state

The property is in a community property state

**Purpose of Loan**

Purchase

Cash-Out Refi

No Cash-Out Refi

Other

Other Description:

**Property Will Be**

Primary

Secondary

Investment

FHA Secondary Residence

Gross Rent: \$

Occup. Rate: %

**Energy Improvement**

Mortgage Loan will finance energy-related improvements

- Under URLA/Loan and Property Information, confirm the following are accurate

## URLA / Loan and Property Information

Select Borrower Pair  
Fcm 2Nd & Test 2Nd

Save Next

### 4a. Loan and Property Information

Street Address: 1234 Random Ave

Unit Type: Select an Option

Unit #:

City: Baltimore

County: Baltimore

State: Maryland

Zip Code: 20600

Number of Units: 1

Year Built: 1980

**Occupancy**

Primary Residence

Investment Property

Second Home

FHA Secondary Residence

**Loan Type**

Conventional

FHA

VA

USDA-RHS

HELOC

Other

**Loan Purpose**

Purchase

No Cash-Out Refi

Cash-Out Refi

Construction

Construction-Perm

Other

**Construction Method Type**

Site Built

Purchase Price: \$250,000.00

Property Value: \$250,000.00

Down Payment %: 96%

Down Payment: \$240,000.00

Source of Down Payment: Secured Borrowed Funds

Base Loan Amount: \$10,000.00

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first community mortgage

4b. Other New Mortgage Loans on the Property You are Buying or Refinancing

Does not apply **Add the below if it does flow in with your upload**

**Account Owner**  
Borrower  - Remove

**Creditor Name**  
FCM

**Street Address**

**City**  **State**  **Zip Code**

**Account Type**  
Mortgage

**Lien Position**  
1

**Monthly Principal and Interest**

**Maximum Principal and Interest Within 5 years**

**Loan Amount/HELOC Credit Limit**  
\$225,000.00

**HELOC Initial Draw**

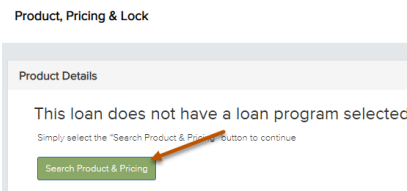
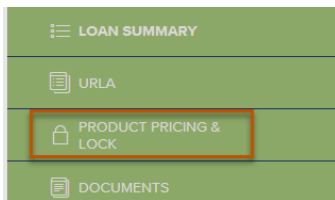
**Amount Applied to Down Payment**

**Source of Funds**  
Lender (FNMA)

Payment Deferred for First Five Years  Affordable Loan

Linked Piggyback Indicator

**Step 7:** If you made any updates, click Save. Next, let's search for product and pricing.



- Complete all required fields and then click on Search for Product & Pricing

Search Product and Pricing

1 \* Borrower First Name  
Fcm

2 \* Borrower Last Name  
2Nd

\* Borrower SSN  
\*\*\*-1234

\* Borrower Citizenship Status  
U.S. Citizen

3 \* Representative Credit Score  
700

\* Loan Type  
Conventional

\* Loan Documentation Type  
(F) Full Documentation

\* Loan Purpose  
Purchase

4 \* Purchase Price  
\$250,000.00

\* Appraised Value  
\$250,000.00

\* Term Months  
360

\* Amortization Type  
Fixed Rate

\* Lock Period  
30

Community Second  
Primary Mortgage Total  
\$225,000.00

5 \* Base Loan Amount \$10,000.00 + \$ = \$10,000.00

\* Total Loan Amount LTV CLTV HCLTV  
\$10,000.00 / 94.00 / 94.00

\* Address  
1234 Random Ave

\* City  
Baltimore

\* Subject Property State \* County \* Postal Code \* Number of Units  
Maryland Baltimore 20600 1

\* Property Type  
Detached

\* Occupancy Type  
Primary

Front End DTI Back End DTI Total Monthly Income  
2.85 4.38 \$18,955.29

AUS Findings  
Engine

PHA Total Scorecard  
Select One

6 Impound Waiver

Prepayment Penalty

Self-Employed

Interest Only  **Will need to change this to Yes on the next Screen**

\* LO Compensation Paid By  
Lender

\* Target  
Rate  Price 6.250 %

Channel  
Wholesale

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- On the next screen, select “No” for fees in and “Yes” for interest only and then click Submit

- Choose the only eligible fcmFirst 2<sup>nd</sup> product

Links	Eligible Product	Rate	Price	Discount/Rebate(\$)	P&I	APOR	Detail	Compare
<input type="checkbox"/>	fcmFIRST FAHE 2nd (fcm1FA2nd)	6.250	97,500	\$250	\$52	5.86%	Hide	<input type="checkbox"/>

Rate	Price	Discount/Rebate(\$)	P&I	APOR	Compensation(\$)	Select
5.750	97,500	\$250	\$48	5.86%	\$250	<input type="checkbox"/>

The following risk-based adjustors have already been applied to Discount.

Reason	Points	SRP	Rate	Margin
Total Adjustments	0.000	0.000	0.000	0.000

**Notes/Advisories:**

- For this scenario, AUS (Not Specified) was run through eligibility and pricing as DU.
- The borrower's credit history related to bankruptcy and derogatory housing events, including mortgage late payments, has not been evaluated to determine eligibility for this program. Contact the Lender for related requirements.
- Please note that you must complete the "Self Employed" field as "Yes" if self-employment income for any borrower is used to qualify as this may impact eligibility and/or pricing.
- Please note that you must complete the "First-Time Home Buyer" field as "Yes" if any borrower is a first-time home buyer, as this may impact eligibility and/or pricing.
- This Second Mortgage program is to be paired with the appropriate Fahe My Place or Springboard To Homeownership First Mortgage program.

- Lock the 2<sup>nd</sup>
- Upload required documents and Register/Submit for disclosures, as applicable