WHOLESALE ANNOUNCEMENT 2026-66

July 15, 2026

Ohio Housing (OHFA) Reminder Update

a Mortgage Boutique is a division of first community mortgage

Effective Date

Effectively Immediately

Update:

OHFA File Submission Requirements and Reminders

Ohio Housing Finance Agency recently issued guidance reminding lenders of the importance of submitting complete and accurate loan files due to increased file volume and processing demands. Please review the following requirements and reminders to help avoid review delays and conditions

- Do not submit a file without a 1003. Your file will not be reviewed and will be reviewed with other files received the date the 1003 is submitted.
- Do not submit minimal documents to get your file "in line" and then forget to follow up with the required documents. Your file will not be reviewed and will be reviewed with other files received the date a full package is submitted.
- Please review submitted tax returns. If you see Sch C, partnership, or S Corp income, please provide a YTD P&L for the business. If S Corp or partnership income is evident, provide those returns and K1's for those businesses as well as a YTD P&L. If you see other types of income on the return, please submit documentation addressing the income if it will continue or was a one-time receipt.
- Please direct the borrower to our HBE site to start the HBE process at the time of reservation. Homebuyer Education Portal
- Include the borrower's email address when reserving a loan so OHFA can reach out to the borrower(s) reminding them to start the HBE process.
- OHFA income documentation requirements are for 2 paystubs dated within 60 days of initial review date or one paystub and a WVOE within 60 days of the initial review date. If the borrower has variable income, a WVOE or final 2025 paystub is needed if it is necessary to average 2025 income into the calculation.
- 2023, 2024 & 2025 tax returns are required for all occupant borrowers for all programs. If a borrower was not required to file taxes one of those years, please provide the year(s) not filed and the reason. If the borrower was required to file and did not, they need to file
- OHFA looks at all income of the occupant borrower(s), not just the income being used by the lender for qualification.
- Changes to purchase price, loan amount, and appraised value will be made when files are reviewed. If documents have already been submitted and something changes, please submit revised documents so they are available when the file is reviewed.

Should you have any questions, please reach out to your Account Executive or Client Manager