

SFH Guaranteed Origination

June 28, 2023

Updates to HB-1-3555, Chapters 5, 13, 15, and Appendix 4

The Single Family Housing Guaranteed Loan Program (SFHGLP) is pleased to announce revisions to technical [Handbook-1-3555](#), Chapter 5, Origination and Underwriting Overview; Chapter 13, Special Property Types; Chapter 15, Submitting the Application Package; and Appendix 4, Agency Contact Information. These changes became effective upon the recent issuance of a [Procedure Notice \(PN\)](#). Below are the highlighted revisions:

Chapter 5 – Origination and Underwriting Overview

- Paragraph 5.3 was revised to indicate that GUS is mandatory for all supported applications and clarified that prior to a GUS Final Submission, the lender is responsible for uploading all required documents outlined in Attachment 15-A, Loan Origination Checklist.

Chapter 13 – Special Property Types

- Paragraph 13.3 was revised to add guidance on appraisals for units in a community land trust.
- Paragraph 13.4, Restrictions on Resale Price, was added to provide additional guidance and to clarify that restrictions on resale are not limited to properties located in a community land trust.
- Paragraph 13.6 was revised to define and provide guidance for lending on Native American restricted land.
- Paragraph 13.7 was added to provide guidance for loans made on Hawaiian Home Lands.
- Paragraph 13.8 was revised to expand the definition of manufactured homes.
- Paragraph 13.9 was revised to provide clarification that manufactured homes must have been built within 12 months of the purchase contract, as well as provides guidance on how to locate the manufacture date and how to obtain an alternative to the original HUD Certification Label, when necessary.

Chapter 15 – Submitting the Application Package

- Paragraph 15.2 was revised to clarify that closing a loan prior to receiving a Conditional Commitment from the Agency will render the loan ineligible for a Loan Note Guarantee.
- Paragraph 15.3 was revised to add instructions on how to submit manually underwritten loans to the Agency.
- Paragraph 15.6 was revised to reflect the automated process used to receive a Conditional Commitment and clarified the lender is responsible for informing the Agency when missing documentation has been uploaded for review.
- Attachment 15-A was revised to indicate that appraisals must be in color and clarified that a Verification of Rent is only applicable when a rental history is indicated.

Appendix 4 – Agency Contact Information

- Updated the contact information for the SFHGLP to align with the Agency's current structure.