

PENNSYLVANIA HOUSING FINANCE AGENCY  
Homeownership Programs Division  
211 North Front Street, Harrisburg, PA 17101  
www.phfa.org  
800-822-1174

**Reservation of Funds Request**  
**[For PHFA Use: Series: \_\_\_\_\_]**

Local Program Administrator (LPA): \_\_\_\_\_

Lender: \_\_\_\_\_

Organization making this Reservation  Lender  LPA

Contact Person's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Borrower: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Age \_\_\_\_\_  
(Last Name) (First Name) (MI)

Co-Borrower: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Age \_\_\_\_\_  
(Last Name) (First Name) (MI)

3<sup>rd</sup> Borrower: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Age \_\_\_\_\_  
(Last Name) (First Name) (MI)

4<sup>th</sup> Borrower: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Age \_\_\_\_\_  
(Last Name) (First Name) (MI)

Co-Signer (if required): \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Age \_\_\_\_\_  
(Last Name) (First Name) (MI)

Co-Owner: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Age \_\_\_\_\_  
(Last Name) (First Name) (MI)

If there are additional co-signers or co-owners, attach a separate sheet with their name, social security number, and age at the top.  Please check here if additional sheets are used so that PHFA staff knows to look for them.

Property Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Borrower Phone Number: ( \_\_\_\_\_ ) - \_\_\_\_\_ - \_\_\_\_\_

Home Type: \_\_\_\_\_

Does borrower currently have a PHFA first mortgage?  Yes  No If yes, PHFA Loan # \_\_\_\_\_

Was an Exception (Form A17) approved for this borrower?  Yes  No

Borrower: \_\_\_\_\_  
(Last Name) (First Name) (MI)

**Lender Approval**

For R & R loan: YES / NO

For Conversion loan: YES / NO

**Provide the following information whether the loan is approved or denied:**

Total Household Adjusted Gross Income (most recent tax return) \$ \_\_\_\_\_

Total Annual Household Income (from date of application projected forward 12 months) \$ \_\_\_\_\_

Credit Score of Borrower 1 \_\_\_\_\_

Credit Score of Borrower 2 \_\_\_\_\_

Total Debt Ratios \_\_\_\_\_%

Lien Position of R&R Loan (must be in 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>) \_\_\_\_\_

Total Dollar Amount of All Existing Liens (excluding R&R loan amount) \$ \_\_\_\_\_

Market Value of the Home \$ \_\_\_\_\_

Combined Loan to Value Ratio (CLTV) (not to exceed 120%) \_\_\_\_\_%

Application Date \_\_\_\_\_

**For Approved Loans**

R & R Loan Amount (Maximum Amount Approved by Lender) \$ \_\_\_\_\_

Conversion Loan Amount (Maximum Amount Approved by Lender) \$ \_\_\_\_\_

Loan Term \_\_\_\_\_ years

Interest Rate: \_\_\_\_\_%

Reservation Date \_\_\_\_\_ Estimated Closing Date \_\_\_\_\_ Lock Period \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ 60 Days

- Loan Use:
- General Repairs
  - Home Improvements
  - Accessibility
  - Emergency Repairs
  - Energy Efficiency

Borrower: \_\_\_\_\_  
(Last Name) (First Name) (MI)

**Payments Requested from PHFA:**

**Make Check Payable To:** \_\_\_\_\_

**\*Approved Loans:** This loan is approved. We are requesting the 1<sup>st</sup> \$500 portion of the LPA Administrative Fee.

Signature: \_\_\_\_\_  
Signer must have an authorized signature for the R&R program on file with PHFA.

**\*\*Denied Loans:** This loan is denied.

We are requesting \$50 because underwriting did not progress past credit review.

We are requesting \$200 (\$50 LPA fee, \$100 Lender Participation fee, and \$50 Document Preparation fee) because underwriting progressed beyond credit review as documented by the reason for denial. We have also attached receipts, if appropriate, for any allowable underwriting costs incurred.

Please explain why the loan is denied:

Signature: \_\_\_\_\_  
Signer must have an authorized signature for the R&R program on file with PHFA.

Thank you for this Reservation of Funds Request for an R & R loan. PHFA is glad to be working with Local Program Administrators across Pennsylvania to help borrowers repair and improve their homes.

1. \* Provide a copy of the Lien/Title Search for the homeowner dated within 1 month of reservation (effective 9/1/2009).
2. Provide copy of homeowners monthly mortgage statement showing taxes are being escrowed or documentation from their local tax office verifying their taxes are paid to date.
3. \*\*For reimbursement of underwriting costs incurred for a denied loan, fax legible copies of the invoices with this request.
4. All reservations will be confirmed in writing by PHFA and assigned an LSAMS Number. If the information on the confirmation does not agree with what you requested or you do not receive a confirmation within 24 hours, call us immediately at 1-(717)-780-3871.
5. Call us at 717-780-3871 if you have any questions.

**Fax This Form To**

**FAX NUMBER (717) 780-3872**

**Or Email to [renovateandrepair@phfa.org](mailto:renovateandrepair@phfa.org)**