

GENERAL ANNOUNCEMENTS

Pennvest Homeowner Septic Loan volume continues to increase and PHFA continues to accept applications for additional statewide lenders. Please let us know your suggestions for lending partners or mortgage professional organizations that may be interested in joining our lender network. Housing professionals may contact us at septic@phfa.org.

LOAN ORIGINATIONS & UNDERWRITING

1. **PENNVEST PROGRAM GUIDELINES** have been updated to include the following items:
 - a. A new “Appendix A,” which provides the COVID-19 policy guidance currently in effect.
 - b. Permit **lot sizes** above 10 acres if typical to the surrounding properties or neighborhood.
 - c. **Collection accounts** of \$1,000 or less, individually or in aggregate, do not prevent loan approval and do not need to be paid off prior to closing. Larger collections, individually or in aggregate, must be paid off prior to closing.
 - d. Permit loan funds for repairs to existing sewer connections or installation of new ones when the lateral will be placed in the **A or V flood zone**. The municipality must confirm that the lateral cannot be located outside of the flood zone or doing so is unnecessarily costly. The applicant must have or obtains acceptable NFIP flood insurance.
 - e. Explain ineligible uses of loan funds further and provide examples of these.
 - f. Explain limitations on use of loan funds for demolition and restoration of home and property amenities, with examples.
2. **PV6- LOAN ESTIMATE**: Please take note of the new Loan Estimate. Effective immediately the new document must be utilized for each transaction.
3. **PV18 EXCEPTION REQUEST FORM**: Lenders may use this form to request a determination on questionable program issues, credit concerns or underwriting criteria of the PennVest program. Lenders must indicate on the form whether or not the request is an “exception and underwrite” or “exception only” submission to receive a timely response from PHFA. Lenders must provide a clear explanation of the matter and include all the pertinent documentation necessary for the request. For example, if the Title/Lien Search contains items of concern, provide the whole Title/Lien Search not just a single page that has the concerns.

The form is now available in PDF fill-in format.

. 4. **PV21-Name Affidavit:** NO CHANGE TO FORM. Lenders must complete this form with variations of the applicants' name found on their tax returns, credit reports, deed, application, and pay stubs. Applicants should sign the form with the signature that matches the deed, mortgage, and Note, *i.e., only one signature is needed on the affidavit.* Use Now Known As ("NKA to indicate borrower name changes from deed to mortgage/Note, if necessary.

5. **PV31- TAXPAYER CONSENT FOR RETURN SHARING:** NEW FORM. Please inform borrowers that their tax return will be shared with PHFA. Lenders may continue to use their forms, as long as the form includes similar information.

6. **4506T:** PHFA will now accept the Return Transcript (option 6a on the 4506T) to verify income.

CLOSING & POST CLOSING

1. **PV23-HELLO LETTER:** THIS FORM Has been revised to include PHFA's new customer care email address. The fax number was eliminated since faxes are no longer acceptable. This form should be used immediately.

Please contact the Homeownership Special Initiatives staff with any questions at

SEPTIC@PHFA.ORG OR 717.780.3871

Or here is a link to all PHFA Homeownership and Servicing contacts: [contact us](#)