

## GENERAL ANNOUNCEMENTS

Welcome to spring and our first update of 2021! We are preparing for a busy new season for the Pennvest Homeowner Septic Loan. In May, PHFA will be marketing the program to REALTORS in partnership with the PA Association of REALTORS (PAR). Previous Agency outreach indicates that real estate professionals working in rural areas often encourage septic system replacements prior to listing for older, rural homes. And, that they are aware of their clients' concerns about communities that have, or may soon, approve public sewer system expansions. This loan can help in both situations, making it an easy resource for REALTORS to share with their clients.

## LOAN ORIENTATION, UNDERWRITING, AND CLOSING

1. **[PV4 Origination File](#) and [PV12 Closed Loan Submission Checklists](#)**: Forms have been revised to permit typed data entry, and to list new forms required in each package submission to PHFA.

PV25 Borrowers Authorization and PV31 Taxpayer Consent for Return Sharing forms were added to PV4 Origination File Checklist. And, PV32 Home Mortgage Disclosure and the revised PV23 Hello Letter are listed as required on the PV12 Closed Loan Submission Checklist.

2. **[PV32 Home Mortgage Disclosure](#)**: New form required for immediate use at closings.

2. **[PV23 Hello Letter](#)**: Existing form revised for lay out and readability and required for immediate use at closings.

3. **IRS 4506C** form is now required for ordering tax transcripts. As a reminder we require the Return Transcript to verify income.

4. **When to send Tax Transcripts and Tax Returns**: One year of Tax Transcripts are required for all applicants. Additionally, self-employed applicants must provide their two prior years' signed tax returns and the most recent quarter's profit-loss statement.

5. **Small Stream Discharge Systems**: This sewage management system requires a regional permit from the PA Department of Environmental Protection (DEP), not the typical municipal permit. Homeowners should not apply for a loan until they have the approved permit in hand due to the timeframes required for the preliminary technical analysis and the DEP Planning Module evaluation process. Timeframes of 6-12 months are typical for the entire process to be completed.

6. **[PHFA Lender Recertification](#)** The 2021 Annual PHFA Lender Recertification is due by April 30, 2021. Thank you to participants who have completed their

recertification. Other lenders need to make sure this is done prior to the deadline to avoid suspension of your lending agreement. Please reach out to [rschwalm@phfa.org](mailto:rschwalm@phfa.org) for an upload link once your form is complete.

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**Please contact the Homeownership Special Initiatives staff with any questions at**

**[SEPTIC@PHFA.ORG](mailto:SEPTIC@PHFA.ORG) OR 717.780.3871**

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