

Essential Single Family Rehabilitation (ESFR) Loan Pool Portal Settlement Data Sheet and Loan Closing



Review of Portal Basics

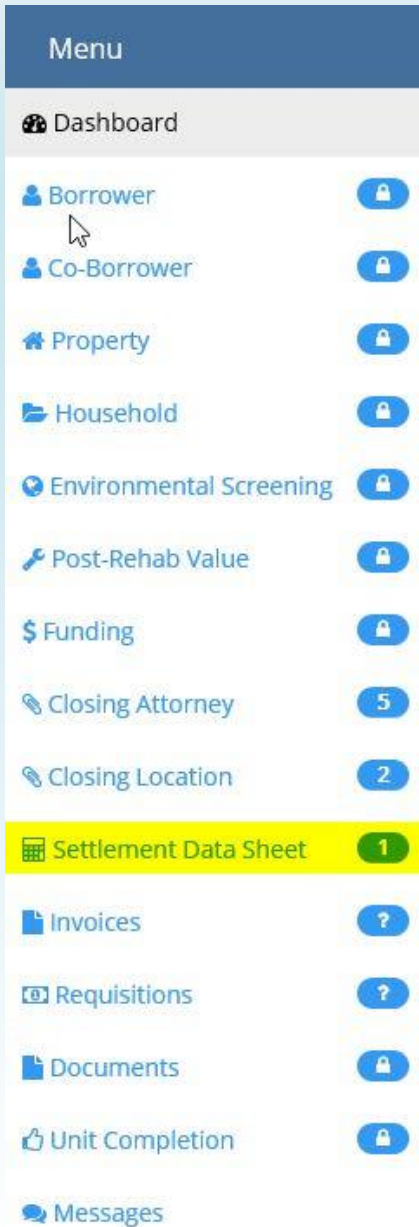
Settlement Data Sheets and loan closing details are submitted through the ESFR Loan Pool Portal (Portal)

- Website: <https://www.nchfa.org/LPPortal>
- The portal is optimized for Internet Explorer
- Usernames and Passwords will be emailed to you. We won't know your password, but can reset it.
- Messages come to everyone with a login by default.

What is the Settlement Data Sheet?

When a reservation is submitted, the soft costs default to the budgeted amounts established at project inception and the hard cost is estimated.

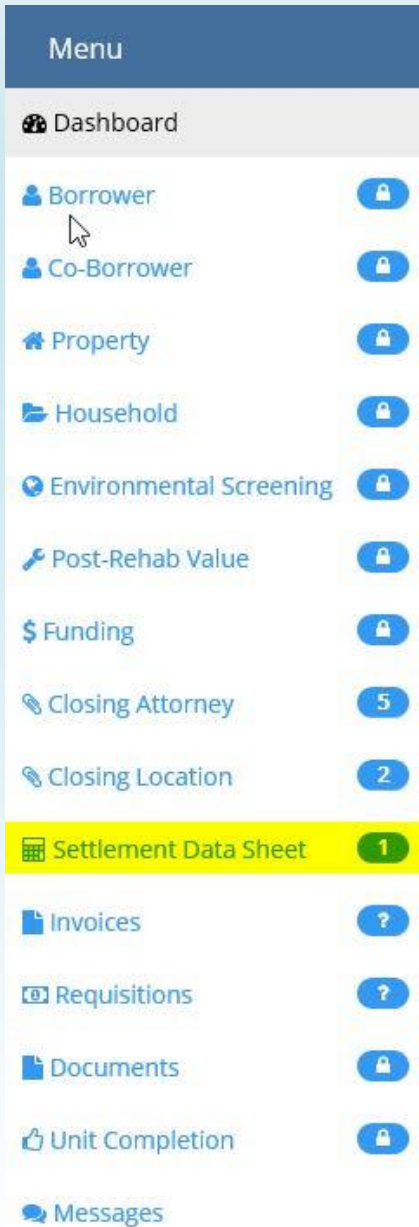
The Settlement Data Sheet (SDS) is a transmittal of actual anticipated soft costs and contracted hard cost for a specific unit. It is reviewed by your Case Manager and, once approved, will trigger the generation of a loan closing package and the mailing of the Good Faith Estimate.



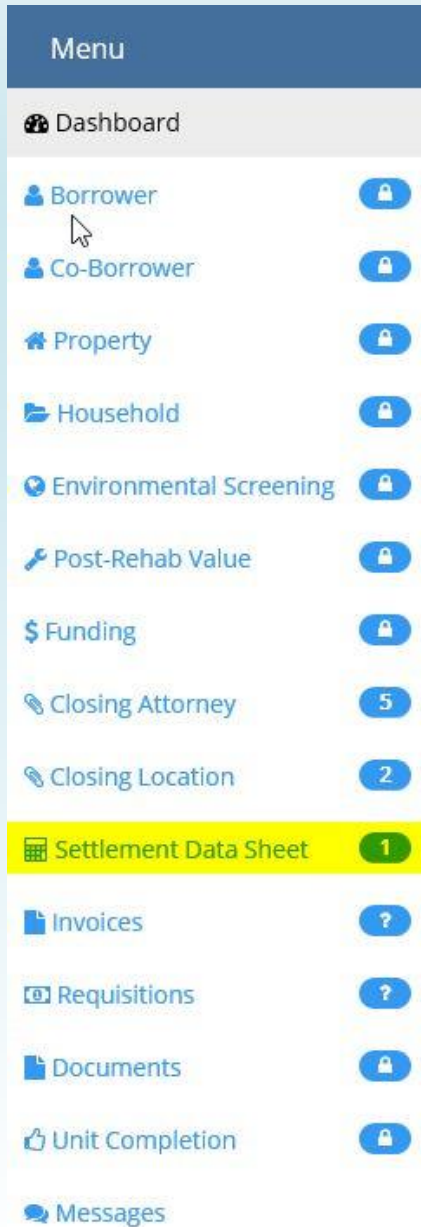
What is the Settlement Data Sheet?

Requisitions for incurred soft costs can be submitted before submittal of the SDS, although if they vary from budgeted amounts you will have to contact your Case Manager in advance.

No hard cost requisitions can be submitted prior to SDS approval.



When Do I Submit the Settlement Data Sheet?



- Loan status is “Approved”
- Soft costs specific to the unit have been determined
- Contractor procurement has been completed and a winning contract selected

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- Funding
- Closing Attorney
- Closing Location
- Settlement Data Sheet**
- Invoices
- Requisitions
- Documents
- Unit Completion
- Messages

Settlement Data Sheet

Costs
✎

Construction Management - Soft Costs

Soft costs have not been defined.

Construction - Hard Costs

Hard costs have not been defined.

Summary

	Soft Costs	Hard Costs	Total
Funds Disbursed			
Funds Not Disbursed			
Funds Disbursed at Closing			
Total Assistance			

**Click to edit the
Settlement Data Sheet**

Construction Management - Soft Costs

Category	Amount	Budgeted	Funds Disbursed
Outreach & Advertising	<input type="text" value="100"/>	100	No <input type="button" value="v"/>
Environmental Review Preparation	<input type="text" value="400"/>	400	No <input type="button" value="v"/>
Asbestos Testing/ Clearance	<input type="text" value="250"/>	250	No <input type="button" value="v"/>
Radon Testing	<input type="text" value="50"/>	50	No <input type="button" value="v"/>
LBP Inspection/ Risk Assessment	<input type="text" value="800"/>	800	No <input type="button" value="v"/>
LBP Clearance	<input type="text" value="350"/>	350	No <input type="button" value="v"/>
Loan document execution, recording & legal fees	<input type="text" value="600"/>	600	No <input type="button" value="v"/>
Pre-rehab Inspection including scope of work	<input type="text" value="800"/>	800	No <input type="button" value="v"/>
Work write-ups	<input type="text" value="1,000"/>	1,000	No <input type="button" value="v"/>
Cost estimate	<input type="text" value="400"/>	400	No <input type="button" value="v"/>
Project & construction management	<input type="text" value="4,375"/>	4,375	No <input type="button" value="v"/>
Flood Insurance (units in Flood Hazard Zones)	<input type="text" value="100"/>	100	No <input type="button" value="v"/>
Post-rehab value certification	<input type="text" value="500"/>	500	No <input type="button" value="v"/>

Enter soft cost amounts anticipated for this unit. Change “Funds Disbursed” to “Yes” only if you have requisitioned and received NCHFA funds for that item.

Construction Management - Soft Costs

Category	Amount	Budgeted	Funds Disbursed
Outreach & Advertising	<input type="text" value="100"/>	100	No <input type="button" value="v"/>
Environmental Review Preparation	<input type="text" value="400"/>	400	No <input type="button" value="v"/>
Asbestos Testing/ Clearance	<input type="text" value="250"/>	250	No <input type="button" value="v"/>
Radon Testing	<input type="text" value="50"/>	50	No <input type="button" value="v"/>
LBP Inspection/ Risk Assessment	<input type="text" value="800"/>	800	No <input type="button" value="v"/>
LBP Clearance	<input type="text" value="350"/>	350	No <input type="button" value="v"/>
Loan document execution, recording & legal fees	<input type="text" value="600"/>	600	No <input type="button" value="v"/>
Pre-rehab Inspection including scope of work	<input type="text" value="800"/>	800	No <input type="button" value="v"/>
Work write-ups	<input type="text" value="1,000"/>	1,000	No <input type="button" value="v"/>
Cost estimate	<input type="text" value="400"/>	400	No <input type="button" value="v"/>
Project & construction management	<input type="text" value="4,375"/>	4,375	No <input type="button" value="v"/>
Flood Insurance (units in Flood Hazard Zones)	<input type="text" value="100"/>	100	No <input type="button" value="v"/>
Post-rehab value certification	<input type="text" value="500"/>	500	No <input type="button" value="v"/>

Remember that the soft cost total can never exceed \$10,000.

Construction Management - Soft Costs

Category	Amount	Budgeted	Funds Disbursed
Outreach & Advertising	<input type="text" value="75"/>	100	No <input type="button" value="v"/>
Environmental Review Preparation	<input type="text" value="400"/>	400	No <input type="button" value="v"/>
⚠ Asbestos Testing/ Clearance	<input type="text" value="275"/>	250	No <input type="button" value="v"/>
Radon Testing	<input type="text" value="50"/>	50	No <input type="button" value="v"/>
LBP Inspection/ Risk Assessment	<input type="text" value="800"/>	800	No <input type="button" value="v"/>
LBP Clearance	<input type="text" value="350"/>	350	No <input type="button" value="v"/>
Loan document execution, recording & legal fees	<input type="text" value="600"/>	600	No <input type="button" value="v"/>
Pre-rehab Inspection including scope of work	<input type="text" value="800"/>	800	No <input type="button" value="v"/>
Work write-ups	<input type="text" value="1,000"/>	1,000	No <input type="button" value="v"/>
Cost estimate	<input type="text" value="400"/>	400	No <input type="button" value="v"/>
Project & construction management	<input type="text" value="4,375"/>	4,375	No <input type="button" value="v"/>
Flood Insurance (units in Flood Hazard Zones)	<input type="text" value="100"/>	100	No <input type="button" value="v"/>
Post-rehab value certification	<input type="text" value="500"/>	500	No <input type="button" value="v"/>

If your soft cost exceeds the budgeted amount, an alert icon will appear. This does not prevent you from submitting, it is just a notice that you may need to offset costs.

Construction - Hard Costs

Category	Amount	Funds Disbursed
Construction contract	<input type="text" value="20,000"/>	<input type="text" value="No"/>
Temporary relocation	<input type="text" value="0"/>	<input type="text" value="No"/>
Construction Contingency Funds	<input type="text" value="4,000"/>	

Summary

	Soft Costs	Hard Costs	Total
Funds Disbursed			
Funds Not Disbursed	\$9,725	\$24,000	\$33,725
Funds Disbursed at Closing			
Total Assistance	\$9,725	\$24,000	\$33,725

Save

Cancel

Enter the amount of the winning hard cost contract for this unit. "Funds Disbursed" should be left as "No".

Contingency costs will automatically calculate at 20% of contract (up to maximum hard cost). Click "Save".

NORTH CAROLINA

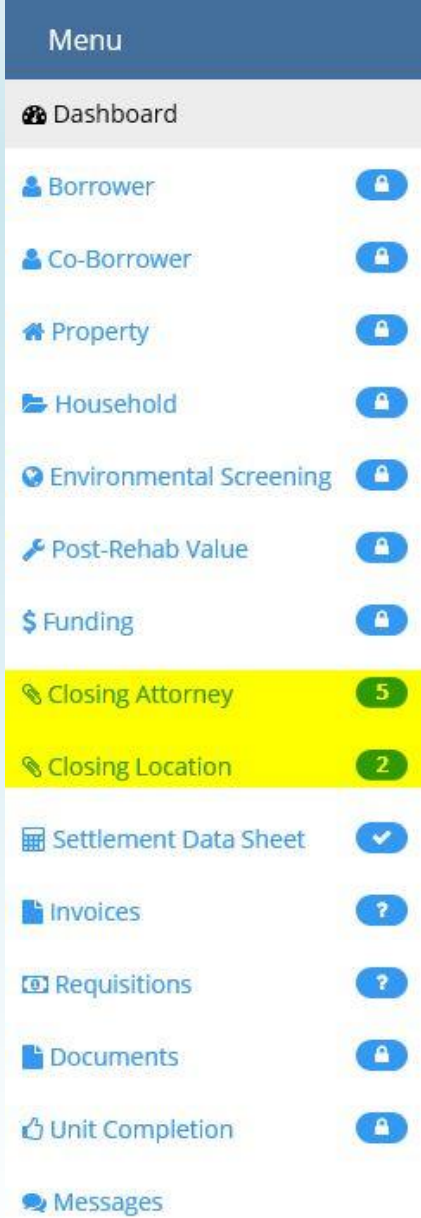
HOUSING
FINANCE
AGENCY

www.nchfa.com

Closing Attorney / Closing Location


The Closing Attorney and Closing Location information is submitted at the same time as the SDS.

You do not need to use an attorney for the closing; however, you do need at least to specify a contact person to whom the closing documents will be emailed.




Closing Attorney (if applicable) 

First Name	--
Last Name	--
Law Firm	--
Address	--
City	--
State	--
Zip	--
Phone	--
Fax	--
Email	--
Tax ID	--
Attorney Fees Paid	--

Closing Contact 

Contact First Name	--
Contact Last Name	--
Contact Phone	--
Contact Phone Ext	--
Contact Email	--
Contact Organization	--

Law Firm W9 

W9	N/A
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Click the appropriate icon to complete either the Closing Attorney or Closing Contact section.

Add Closing Attorney

Closing Attorney Required:

Select a Closing Attorney: ima

Ima Lawyer - Helpful Lawyers are us.

First Name:

Last Name:

Law Firm:

Address:

City:

State:

Zip:

Phone:

Fax:

Email:

Tax ID:

Vendor Number:

Attorney Fees Paid:

If you are using a closing attorney, you can search for and select them to automatically populate the fields.

Edit Closing Attorney

Closing Attorney Required:

Select a Closing Attorney: Ima Lawyer - Helpful Lawyers are us.

First Name: Ima
Last Name: Lawyer
Law Firm: Helpful Lawyers are us.
Address: 123 Main Street
City: Raleigh
State: NC
Zip: 27609
Phone: (919) 555-1212
Fax:
Email: ima.lawyer@lawyersrus.com
Tax ID: 12-3456789
Vendor Number:
Attorney Fees Paid:

If you are using a closing attorney, you can search for and select them to automatically populate the fields.

Search

A. Gregory Schell

Not in List?

First Name *

A. Gregory

Last Name *

Schell

Law Firm *

Schell Law Office, PA

Address *

1617 NC Hwy 66 S, Suite 103

City *

Kernersville

State *

North Carolina

Zip *

27284

Phone *

(336) 992-1210

Fax

(336) 992-1260

Email

greg@schell-law.org

Tax ID *

20-2318340

Attorney Fees Paid

0

Save

Cancel

Enter attorney fees (even if zero) and Click "Save." This should be only the attorney fees for the SFR loan and not include the document recording fees.

Edit Closing Contact

Please identify the person responsible for closing the SFRLP loan and provide their contact information. The prepared loan package will be emailed to the person identified.

Contact First Name	<input type="text" value="Bobbie"/>
Contact Last Name	<input type="text" value="Partner"/>
Contact Phone	<input type="text" value="(919) 222-1333"/>
Contact Phone Ext	<input type="text"/>
Contact Email	<input type="text" value="bobbie@partner.com"/>
Contact Organization	<input style="border: 1px solid #0070C0;" type="text" value="Partner Organization"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Whether you are using a closing attorney or not, you must complete the Closing Contact section to designate the person to whom the closing documents will be emailed. Click “Save”.

Law Firm W9



W9 N/A

Upload W-9

Law Firm --

Tax ID --

W-9 Attachment

If you are using an attorney that was not in the search list, please upload their W-9 and click "Save".

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Closing Location

Anticipated Closing Date --

Street Address --

City or Town --

State --

Zip --

Go to “Closing Location” in the menu and click to edit.

Edit Closing Location

Anticipated Closing Date *

Street Address *

City or Town *

State *

Zip *

You can click to automatically populate with either the attorney address or property address, or enter a different one. Click "Save".

Use Attorney Address Use Property Address

Anticipated Closing Date *

Street Address *

February 2019

City or Town *

State *

Zip *

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Save

Cancel

Select a closing date from the highlighted available dates on the calendar.

Click "Save". Must be at least 6 Agency business days.

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- Actions
- Submit Settlement Data Sheet

Review and Submit

This Settlement Data Sheet has passed all checks and is ready for submission

- Closing Attorney ✓
- Closing Location ✓
- Settlement Data Sheet ✓

Confirm Anticipated Closing Date

Anticipated Closing Date 2/26/2019

Submit


Click to submit the Settlement Data Sheet...

then review and confirm the Anticipated Closing Date and click "Submit".

What Happens Next?

Closing Date Scheduled

Your closing date has been scheduled for 2/26/2019.

Unit Settings 

Approved

Wait For Closing Date

Your Case Manager will review the SDS and advise of any concerns. Once the SDS is approved:

- You will receive an approval message through the portal
- A Good Faith Estimate will be mailed to the homeowner with a copy emailed to you
- Closing documents with instructions will be generated by Liz Hair and e-mailed to you

Portal Problems?

If you have any problems with portal operations or any stage of the Settlement Data Sheet submission process, please contact:

Mark Lindquist

mwlindquist@nchfa.com

919-501-4263

Liz Hair

echair@nchfa.com

919-877-5712