



Requesting the Initial DPA Review

IMPORTANT TO KNOW

- **The initial DPA review MUST be done 1st before your CSR can prepare the LE for approval by broker to go out to the borrower(s)**

- **MFS will follow AUS findings, however if**

- A borrower has had multiply jobs in the last 24 mths
- 100% payment shock
- Recent derogatory credit
- High ratios

*****The file will be looked at case by case basis*****

- When submitting a DPA loan in the portal you will submit it as a regular FHA loan at 96.5%, as you are setting your loan up in our portal make sure under the **“Additional Information”** tab to select **“DPA Review Requested YES”**.
- After you have registered your loan in the portal, please make sure you have the following items uploaded to the portal. These items are required for the initial DPA review
 - **DPA Submission form**, this will tell us what program and the amount of DPA being requested so that we can set up your loan accordingly
 - **Credit** reissued in our portal
 - **AUS ran** in our portal (**You must have AUS approval MFS does not do Manual UW on DPA**)
 - **Purchase contract** (if not a TBD)
 - **If you are ready for the LE/Disclosures** to be prepared once the initial review has been completed, make sure to request the LE in the portal
- Once the above steps have been completed, we will be alerted that a new loan has come through for the initial DPA review to be done
- After the initial review has been completed your CSR will be alerted and get in line for the LE to be prepared