

# Montana Board of Housing (MBOH)

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## MASTER SERVICER For Montana Board of Housing Lending Program

### Idaho Housing and Finance Association

565 Myrtle Street, Boise, ID 83702 Ph# 1.800.219.2285

Monday thru Friday: 8am to 5pm (Mountain Time) Closed on certain holidays

Tax ID#: 82-0302333 Branch 001 MERS ID#: 1009670 HUD ID#: 10101-09998

VA ID#: 9270030000 RD ID #: 82-0302333 Branch 001

Lender Connection: <https://www.lender.ihfa.org>

Borrower Connection: <https://www.homeloanserv.com>

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**CONTACTS:** Rita Aafedt  
Loan Acquisition  
Manager 208.424.7048  
RitaA@ihfa.org

Rod Zacharias  
Loan Acquisition Supervisor  
Ph# 855-505-4700 ext. 4741  
Email: RodZ@ihfa.org

**Program Questions:** [LoanPurchase@ihfa.org](mailto:LoanPurchase@ihfa.org)

**Lender Connection Delivery Training Module**

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**1<sup>st</sup> Note Endorsement: Pay To The Order of** Idaho Housing and Finance Association  
(No Ampersand sign, must spell out "and")  
Without Recourse  
Lender Name as it appears on the Note Lender Signature  
Signatory's typed name and title

#### **Deliver Original Note(s) to:**

Idaho Housing and Finance Association, Attn: Doc Center  
565 W. Myrtle Street, Boise, ID 83702

**2<sup>nd</sup> Note** – Endorsed to **Montana Board of Housing**

Without Recourse, Lender Name as it appears on the Note  
Lender Signature, Signatory's typed name and title

2nd position DPA Loan must be closed in the name of the originating lender and transferred/assigned to:

**Montana Board of Housing** via a recorded Assignment of Deed of Trust

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**The MBOH IHFA checklist can be found on the home page in Lender Connection** - Please stack loan file in the order of the checklist

#### **Loans Purchased within 15 Days of 1<sup>st</sup> Payment Due Date**

- 1<sup>st</sup> payment netted out of the purchase amount - Lender retains 1<sup>st</sup> payment

**Post Purchase Ins & Tax Bills:** [servicing@homeloanserv.com](mailto:servicing@homeloanserv.com) - **Post Purchase Reimbursements:** [hol-adjustments@ihfa.org](mailto:hol-adjustments@ihfa.org)

#### **Borrower's Payments/Servicing Questions (Goodbye Letter)**

HomeLoanServ  
P.O. Box 7541, Boise, ID 83707-1899  
Ph# 1.800.526.7145

Overnight Payment Address:  
565 W Myrtle Street, Boise, ID 83702

Email Servicing Questions: [support@homeloanserv.com](mailto:support@homeloanserv.com) Online Banking: [www.homeloanserv.com](http://www.homeloanserv.com) Payoffs: [HOL-Payoffs@ihfa.org](mailto:HOL-Payoffs@ihfa.org) [ihfa.org](mailto:ihfa.org)

**Flood Determination:** LERETA Property Tax & Flood Services 901 Corporate Center Dr. Pomona, CA 91768 [www.lereta.com](http://www.lereta.com)

#### **Hazard and Flood Insurance Requirements**

Minimum Coverage amount: Equal to the loan amount or replacement cost.

Hazard Insurance Maximum Deductible: Greater of \$1,500 or 1% of dwelling coverage (Based on face amount of coverage)

Wind/Hail Insurance Maximum Deductible: Greater of \$2,500 or 1% of dwelling coverage (Based on face amount of coverage)

Flood Insurance: \$2,000

#### **Mortgagee Clause - Must include IHFA Loan Number**

HomeLoanServ, ISAOA/ATIMA  
PO Box 818007, Cleveland, OH 44181

Fax: 888-218-9257 Email: [insdocs8263@oscis.com](mailto:insdocs8263@oscis.com)

#### **Standard Fees Deducted at Loan Purchase**

- \$200 Loan Acquisition Fee
- \$85 Tax Service Fee
- \$10 Flood Determination Fee (if Flood Determination provided is not Lereta)
- Extension Fees (as applicable)

#### **Trailing Documents due within 90 Days of Loan Purchase**

- Original Recorded Deed of Trust(s) (1<sup>st</sup> and 2<sup>nd</sup> if applicable) to be delivered.
- Final Title Insurance Policy to be uploaded to Lender Connection as a **Trailing Document**
- MIC, RD Loan Note Guaranty, VA LGC (if applicable) to be uploaded to Lender Connection as a **Trailing Document**

Document Center: [doccenter@ihfa.org](mailto:doccenter@ihfa.org)

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