



Homeownership Program Bulletin

January 24, 2005

Program Bulletin #2005-02

To: CalHFA Approved Lenders

LENDER ACCESS SYSTEM (LAS) ENHANCEMENT Effective January 25, 2005

CalHFA has enhanced the Lender Access System (LAS) to allow lenders to update and amend loan reservations. Lenders may now make changes to loan information in the LAS system at any time prior to submitting the loan package to CalHFA for Conditional Approval. Lenders merely select Option 12 - Update First Mortgage Reservations - from the LAS Main Menu and input the CalHFA manifest (SL/FC) number for the reservation they wish to access.

This new system enhancement will allow lenders to input accurate loan information based on data obtained from required loan documents such as the appraisal, escrow amendments, income verifications, tax returns, credit reports, etc. Lenders will immediately know of any changes to the reservation terms resulting from corrections made to the loan information. Additionally, lenders will be able to print an updated reservation confirmation prior to submitting the loan to CalHFA for Conditional Approval.

Lenders are requested and encouraged to use this new feature whenever changes to reservations are required before loan submission. By doing so, accuracy of information transmitted between lenders and CalHFA should greatly improve. Data that requires accuracy for reservation confirmation purposes is as follows:

- Screen 1– Lender contact information and loan terms (i.e., sales price and loan amounts) for both first and subordinate loans.
- Screen 2– Borrower information, including household income and number of occupants. Lenders may not change the fields for borrower's SSN, first or last names.
- Screen 3– Property and developer information. Lenders may not change the following fields: property address, county code and developer.

For questions about this bulletin, contact CalHFA Homeownership Programs by phone 916.324.8088; by fax 916.324.6589; by email at homeownership@calhfa.ca.gov and you can always visit CalHFA's web site at: www.calhfa.ca.gov

Please send all loan files and documents to:
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