CalHFA MAS User Guide: New Loan Reservation

1. Click on **"New reservation"** from the loan tab.



"Loan" tab and "New Reservation" option on MAS

2. Upload Fannie 3.4 file or 3.2 file.

TIP If you don't have a Fannie 3.4 or 3.2 file, you can manually input information.

3. After 3.4 or 3.2 file is uploaded, complete each section accordingly.

TIP After uploading the 3.4 or 3.2 file, if you click Save Loan Reservation all required field will show up in red.

GOT QUESTIONS?

4. Click "Save Loan Reservation."



Click "Upload 3.2 File" on New Loan Reservation page



Complete Loan Product information

| Borrower Information | | |
|--|--|--|
| Lender | | |
| Property | | |
| Loan | | |
| • Other Subordinate Financing 2 | | |
| G Back Save Loan Reservation | | |

Click "Save Loan Reservation"



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Visit: www.calhfa.ca.gov or call: 877.9.CalHFA (877.922.5432)