



# West Virginia Housing Development Fund

Est. 1968

*The Fund for all of West Virginia*

# WWHDF 101

## **Disclaimer**

Please be advised that this material is for informational and educational purposes only and does not modify, replace, or substitute information in the Fund's Single Family Lending Procedural Guide; Fannie Mae's Selling and Desktop Underwriting Guides and related supplements, where applicable; or any applicable statutes, rules or regulations.

# Products

- Homeownership Program
- Movin' Up Program
- Movin' Up Special Program
- Low Down Home Loan (down payment and closing cost assistance)
  - Eligible with Homeownership *and Movin' Up programs*
- ~~○ Secondary Market (FNMA)~~
  - ~~• Assume you do not participate in our FNMA—direct program. Please verify with—  
your product development team.—~~
- On-site Septic Loan Program (OSLP)
  - Offered by WVHDF retail, only

# Products

## Reminders

The following are applicable to the Homeownership Program and Movin' Up Programs

- Low Down Home Loan-eligible
- Income and house price limits apply
  - County of subject property
- Loan qualifying income vs. federal compliance income
- Only new, never occupied doublewides (with turnkey dealer setup) are eligible
  - Singlewides are ineligible regardless
- Few property overlays –see Appraisal Requirements handout
- Charleston, WV-based loan servicing

# Products

## Homeownership Program

### Refer to Program Comparison

- FTHB requirement only in non-targeted counties
- *Income limit is no longer relative to household size, but must be reported on Application Affidavit*
- Eligible with Conventional (PMI), FHA, USDA, or VA insurance
- Lower PMI coverage *required*
- No LLPAs
- Affidavits (Application, and Seller) required – must be fully executed at UW submission; updated doc version 11/2025
- 5.00 acreage maximum
- Subject to “recapture ;” see Recapture FAQ
- 60-day lock, or new construction (only) 180-day lock

WVHDF Program Comparison	
Updated April 2025	
HOMEownership program	MOVIN UP program
<b>Eligible Properties</b>	
Existing or newly constructed, never-occupied homes May be used to pay off construction loans	Existing or newly constructed, never-occupied homes May be used to pay off construction loans
<b>1st LTV</b>	
Follow FNMA or insuring agency guidelines	Follow FNMA or insuring agency guidelines
<b>2nd DoT</b>	
<ul style="list-style-type: none"> <li>• \$8,000 maximum at 2% fixed interest for 15 years</li> <li>• CLTV may not exceed 105% based on lower of sales price and appraised value, calculated using total loan amount</li> <li>• Unavailable on 1st DoT LTVs of 79.99% or lower</li> </ul>	Temporarily suspended
<b>Rate</b>	
Available on daily rate sheet	Available on daily rate sheet
<b>First-Time Home Buyer Requirement</b>	
In non-targeted counties, borrower(s) and/or persons taking title cannot have owned and occupied a primary residence in previous 3 years	N/A
<b>Homeownership Education</b>	
FNMA's HomeView course required on Conventional Government-issued loans follow agency requirements	FNMA's HomeView course, required
<b>Affidavits</b>	
Required--Must be fully executed and notarized at UW submission	Not required
<b>Income Limits</b>	
All parties on note and/or deed Refer to current Income/House Price Limit Chart	All parties on note and/or deed: <ul style="list-style-type: none"> <li>• 1-2 persons: \$130,560</li> <li>• 3+ persons: \$152,320</li> </ul>
<b>Mortgage Insurance</b>	
<ul style="list-style-type: none"> <li>• Conventional, FHA, USDA, VA allowed</li> <li>• Conventional: <ul style="list-style-type: none"> <li>95.01% - 97.00% LTV 18% Coverage</li> <li>90.01% - 95.00% LTV 16% Coverage</li> <li>85.01% - 90.00% LTV 12% Coverage</li> <li>80.01% - 85.00% LTV 6% Coverage</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Only Conventional insurance allowed</li> <li>• Movin' Up: No LLPAs allowed; MI coverage must be the highest option listed in DU findings</li> <li>• Movin' Up Special: Reduced MI coverage allowed</li> </ul>
<b>Federal Tax Returns</b>	
Non-Targeted Counties: Need 1 year (signed), with 3-year residency history disclosed on 1003	Only if required for income verification
<b>Max/Minimum Loan Amounts</b>	
<ul style="list-style-type: none"> <li>• Neither Loan Amount nor Purchase Price may exceed county's house price limit</li> <li>• No minimum loan amount</li> </ul>	<ul style="list-style-type: none"> <li>• Neither Loan Amount nor Purchase Price may exceed county's house price limit</li> <li>• No minimum loan amount</li> </ul>
<b>Acreage</b>	
Cannot exceed 5 acres	N/A
<b>Personal Property</b>	
<ul style="list-style-type: none"> <li>• Restrictions relating to appliances</li> <li>• Sales concession per FNMA guidelines on other personal property</li> </ul>	<ul style="list-style-type: none"> <li>• No restrictions relating to appliances</li> <li>• Sales concession per FNMA guidelines on other personal property</li> </ul>

# Products

## Movin' Up Program

### Refer to Program Comparison

- No FTHB requirement
- Conventional (PMI), only
- *Must take highest MI coverage option listed on DU*
- No LLPAs
- No acreage limit (must conform to market)
- Pricing *may* change daily –review rate sheet
- DU findings are required at the lock request; delegated lenders: send to [lockdesk@wvhdf.com](mailto:lockdesk@wvhdf.com), or if non-delegated : submit initial UW docs for WVHDF review and DU issuance
- 45-day lock; extensions may incur a fee

WVHDF Program Comparison	
HOMEownership program	MOVIN' UP program
<b>Eligible Properties</b>	<b>Eligible Properties</b>
Existing or newly constructed, never-occupied homes May be used to pay off construction loans	Existing or newly constructed, never-occupied homes May be used to pay off construction loans
<b>1st DoT LTV</b>	<b>1st DoT LTV</b>
Follow FNMA or insuring agency guidelines	Follow FNMA or insuring agency guidelines
<b>2nd DoT LTV</b>	<b>2nd DoT LTV</b>
<ul style="list-style-type: none"> <li>• \$8,000 maximum at 2% fixed interest for 15 years</li> <li>• CLTV may not exceed 105% based on lower of sales price and appraised value, calculated using total loan amount</li> <li>• Unavailable on 1st DoT LTVs of 79.99% or lower</li> </ul>	Temporarily suspended
<b>Rate</b>	<b>Rate</b>
Available on daily rate sheet	Available on daily rate sheet
<b>First-Time Home Buyer Requirement</b>	<b>First-Time Home Buyer Requirement</b>
In non-targeted counties, borrower(s) and/or persons taking title cannot have owned and occupied a primary residence in previous 3 years	N/A
<b>Homeownership Education</b>	<b>Homeownership Education</b>
FNMA's HomeView course required on Conventional Government-issued loans follow agency requirements	FNMA's HomeView course, required
<b>Affidavits</b>	<b>Affidavits</b>
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All parties on note and/or deed Refer to current Income/House Price Limit Chart	All parties on note and/or deed: <ul style="list-style-type: none"> <li>• 1-2 persons: \$130,560</li> <li>• 3+ persons: \$152,320</li> </ul>
<b>Mortgage Insurance</b>	<b>Mortgage Insurance</b>
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<b>Federal Tax Returns</b>	<b>Federal Tax Returns</b>
Non-Targeted Counties: Need 1 year (signed), with 3-year residency history disclosed on 1003	Only if required for income verification
<b>Max/Min Loan Amounts</b>	<b>Max/Min Loan Amounts</b>
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# Products

## Movin' Up Special Program

All Movin' Up Program requirements apply

- Borrower(s) eligible at or below 80% AMI (FNMA) limit for county
  - Loan qualifying income (DU-input)
- No LLPAs
- Lower PMI coverage *required* (matches Homeownership Program)
- Reduced rate
- Conventional (PMI), only

Eligibility is generally discovered during underwriting .  
WVHDF will notify, as possible .



# Products

## **Low Down Home Loan (down payment and closing cost assistance)**

Available with the Homeownership and Movin' Up programs, only

- \$8,000 maximum
- Eligible on 1<sup>st</sup> lien LTVs of 80.00% and higher
- Maximum CLTV is 105%
  - CLTV is calculated using *total loan amount*
- The Homeownership and Movin' Up programs may stand alone as a 1<sup>st</sup> DoT. The Low Down Home Loan must be used in conjunction with WVHDF 1<sup>st</sup> lien programs .



# Products

## On-Site Septic Loan Program (OSLP)

Eligible for owner-occupied properties, only.

- Generally, up to \$10,000 to repair or replace on-site systems, or connect to public treatment system
- 2.000%, fixed interest rate | 10-year, maximum term
- Owner-occupied properties only; owner must occupy for 12 months prior to OSLP application
- Loan does not encumber the property
- Property cannot be currently listed for sale/on market

Potential applicants should be directed to WVHDF Single Family Lending. This program is offered by WVHDF retail lending, only. *There is no lender compensation available.*



Remember this for  
your listing agent  
partners!

# Systems

## PowerLender (lock system)

- Lock loans, extend, cancel, update
- Reporting (Loan Purchase, Post-Closing, QC)
- *Lender internal administrators grant access and user roles*

## Lender Portal (document system)

- Remittance of all documents/request forms, retrieval of documents
- *Lender internal administrators must provide group token to new users prior to self-registration and approve access afterward .*



*Access to systems and credentials questions should first be directed to lender internal administrators.*

# Lending Partners Page

[www.wvhdf.com/lending-partners](http://www.wvhdf.com/lending-partners)

Lender resources all in one place!

- Access to PowerLender and the Lender Portal
- SFL Procedural Guide
- Homeownership Program Affidavits (within the Single Family Brochure)
- 2<sup>nd</sup> DoT documents request form
- 2<sup>nd</sup> DoT funds request form
- Income and House Price Limits
- Memo library
- Lender tools
- Closing -specific forms
- Underwriting -specific forms
- Marketing materials



A screenshot of the West Virginia Housing Development Fund (WVHDF) Lending Partners page. The page features the WVHDF logo at the top right, which includes an icon of houses and the text "West Virginia Housing Development Fund". Below the logo is a breadcrumb trail: "Home &gt; Lending Partners". The main heading is "Lending Partners". Underneath, there are two columns: "PowerLender" with a red button labeled "Register and Lock Your Loan", and "Lender Portal" with an orange button labeled "Send, Request, and Retrieve Documents". Below these is a section titled "Frequently Used Lender Forms" with a list of documents and their file sizes, each with "View PDF" and "Download PDF" buttons. The documents listed are: "Single Family Brochure with Homeownership Affidavits (4/2024)-NEW (217.5 KB)", "Request Form: 2nd DoT-LE/Closing Docs (1,000.7 KB)", "Request Form: 2nd DoT-Funding (1,006.8 KB)", and "2024 Holidays Observed by WVHDF (11/30/2023)-NEW (96.3 KB)". Below this is a link for "Homeownership Education: HomeView Online Course". At the bottom, there is a section titled "House Price and Income Limits" with two entries: "2024 House Price and Income Limits (5/31/2024)" and "2023 House Price and Income Limits", each with a "View/Download File" button.

# Single Family Lending

## Contacts

- Underwriting & Post-Closing : Kay Bowe | (304 ) 391 -8734  
kbowe@wvhdf .com
- Loan Lock/Extension/Cancellation & Loan Closing : Tricia Poe | (304 ) 391 -8731  
tpoe@wvhdf .com, or lockdesk@wvhdf .com
- 2nd DoT Funding and Loan Purchase: Julie Diehl | (304 ) 391 -8610  
jdiehl@wvhdf .com
- Lender Support and General Questions : Justin Hylbert | (304 ) 391 -8677  
jhylbert@wvhdf .com

Single-Family Lending  
Loan Servicing

800-933-8511  
800-933-1272

# Let's Connect

[www.wvhdf.com](http://www.wvhdf.com)



@wvhousing



West Virginia Housing  
Development Fund

# Tools for your Agents

## WV Housing Unlocked

The Fund's monthly, email newsletter just for real estate agents.

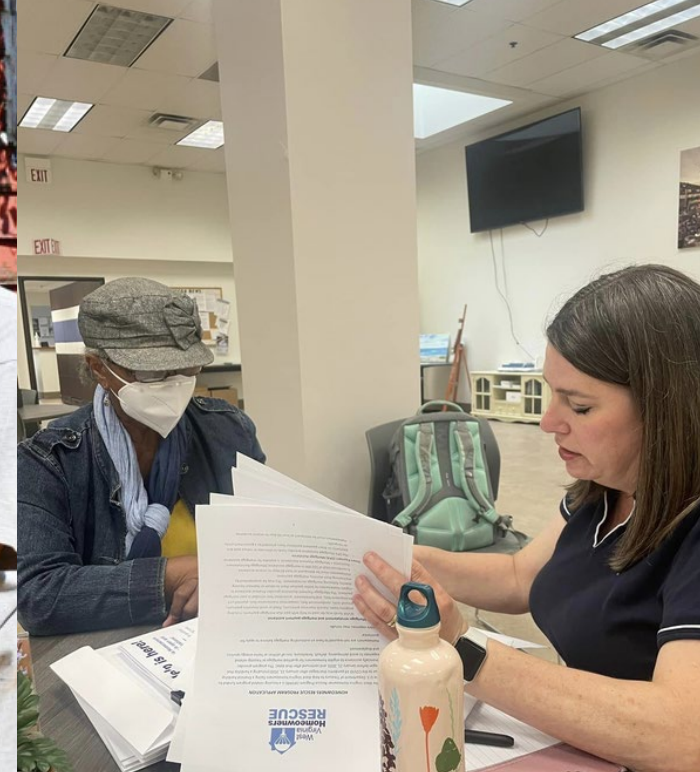


Scan to subscribe!

[www.wvhdf.com/real-estate-agents](http://www.wvhdf.com/real-estate-agents)

- Homebuyer guides
- Videos
- Flyers
- More agent resources

# Questions?





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*Thank You!*