



West Virginia Housing Development Fund

Est. 1968

The Fund for all of West Virginia

WVHDF 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.

Lending Partners Page

www.wvhdf.com/lending-partners

Lender resources all in one place!

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



BOOKMARK THIS PAGE!

Lending Partners
Our statewide network of partner lenders is the backbone of our Single-Family Lending Division. Your partnership helps drive our mission in communities across our state. This page contains all of the information you need to assist our shared customers achieve their dreams of affordable homeownership, including program guides, forms, marketing material, and more.

[Contact Us](#)

Program	Rate	APR
Homeownership	5.990%	6.598%
Movin' Up	6.500%	7.120%
Movin' Up (Special)	6.375%	7.064%

SYSTEMS

POWERLENDER
Register and lock your loans and access reporting documents. See Lock Functions Quick Reference in

LENDER PORTAL
Upload and retrieve loan documents here. See Lender Portal Quick Reference in the Lender

Systems

PowerLender (lock and reports system)

- Lock loans, extend, cancel, update
- Tool: Lock Functions Quick Reference
- Reporting (Loan Purchase, Post-Closing, QC)
- Need help? Contact lockdesk@wvhdf.com
- *Lender internal administrators grant access and user roles*

Lender Portal (document system)

- Remittance of all documents/request forms, retrieval of documents
- Tool: Lender Portal Quick Reference
- Need help? Contact internal administrators, or Kay Bowe, kbowe@wvhdf.com
- *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.



Products

- Homeownership Program
- Movin' Up Program
 - Movin' Up Special Program
- Low Down Home Loan/DPA
 - 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:

- Generally, lower-than-market rates
- Low Down Home Loan (LDHL)/DPA-eligible
- Income and house price limits apply based on county of subject property
- Loan qualifying income vs. federal compliance income
- New, never occupied doublewides (with turnkey dealer setup/we do not offer construction phase financing), *and existing doublewides* are eligible dwellings
 - Follow FNMA/government insurer guidelines
 - Singlewides are ineligible dwellings
- Few property overlays; Tool: Appraisal Requirements handout
- Charleston, WV-based loan servicing

Products

Homeownership Program

Refer to Program Comparison

- FTHB requirement only in *non-targeted counties*
- Affidavits (Application, and Seller) required - must be fully executed at UW submission; updated doc version 11/2025
- Recapture Notice required at UW submission
- *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
- 5.00 acreage maximum
- Subject to "recapture;" Tool: Recapture FAQ
- 60-day lock, or new construction (only) 180-day lock

WVHDF Program Comparison	
Effective February 13, 2026	
HOMEownership program	MOVIN' UP program
Eligible Properties	
<ul style="list-style-type: none">• 1 - 4 unit single-family dwellings• Existing or new construction• Manufactured homes (doublewides only)	<ul style="list-style-type: none">• 1 - 4 unit single-family dwellings• Existing or new construction• Manufactured homes (doublewides only)
1st DoT LTV	
Follow FNMA or insuring agency guidelines	Follow FNMA or insuring agency guidelines
2nd DoT	
<ul style="list-style-type: none">• \$12,000 maximum at 2% fixed interest for 15 years• Follow FNMA or insuring agency; CLTV may not exceed 105% based on lower of sales price and appraised value, calculated using total loan amount• Unavailable on 1st DoT LTVs of 79.99% or lower	<ul style="list-style-type: none">• \$12,000 maximum at 2% fixed interest for 15 years• Follow FNMA or insuring agency; CLTV may not exceed 105% based on lower of sales price and appraised value, calculated using total loan amount• Unavailable on 1st DoT LTVs of 79.99% or lower
Rate	
Available on daily rate sheet	Available on daily rate sheet
First-Time Homebuyer Requirement	
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
Homeownership Education	
FNMA's HomeView course required on Conventional Government-insured loans follow agency requirements	FNMA's HomeView course required on Conventional Government-insured loans follow agency requirements
Affidavits	
Required--Must be fully executed and notarized at UW submission	Not required
Income Limits	
All parties on note and/or deed Refer to current Income/House Price Limit Chart	All parties on note and/or deed: \$71,120
Mortgage Insurance	
<ul style="list-style-type: none">• Conventional, FHA, USDA, VA allowed• Conventional:<ul style="list-style-type: none">95.01% - 97.00% LTV 18% Coverage90.01% - 95.00% LTV 16% Coverage85.01% - 90.00% LTV 12% Coverage80.01% - 85.00% LTV 6% Coverage	<ul style="list-style-type: none">• Conventional, FHA, USDA, VA allowed• Movin' Up: No LLPAs allowed; MI coverage must be the highest option listed in DU findings• Movin' Up Special: Reduced MI coverage allowed
Federal Tax Returns	
Non-Targeted Counties: Need 1 year (signed), with 3-year residency history disclosed on 1003	Only if required for income verification
Max/Min Loan Amounts	
<ul style="list-style-type: none">• Neither Loan Amount nor Purchase Price may exceed county's house price limit• No minimum loan amount	<ul style="list-style-type: none">• Neither Loan Amount nor Purchase Price may exceed \$350,000• No minimum loan amount
Acreage	
Cannot exceed 5 acres	N/A
Personal Property	
<ul style="list-style-type: none">• Restrictions relating to appliances• Sales concession per FNMA guidelines on other personal property	<ul style="list-style-type: none">• No restrictions relating to appliances• Sales concession per FNMA guidelines on other personal property

Products

Movin' Up Program

Refer to Program Comparison

- No FTHB requirement
- Eligible with Conventional (PMI), FHA, USDA, or VA insurance
- *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
- 45-day lock, extensions may incur a fee; or new construction (only) 180-day lock

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Products

Movin' Up Special Program

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

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



Products

Low Down Home Loan/DPA

Available with the Homeownership and Movin' Up/Movin' Up Special Programs

- \$12,000 maximum
- Eligible on 1st lien LTVs of 80.00% and higher
 - *Exception: Federal and municipal funds/"stacked" financing*
- Maximum CLTV is 105.00%
 - CLTV is calculated using *total loan amount*; use caution on government-insured loans!
- The Homeownership and Movin' Up programs may stand alone as a 1st DoT. The Low Down Home Loan must be used in conjunction only with WWHDF 1st lien programs.



Repayment on \$12,000 is only \$77.22/month!

Products

Best Practices and Reminders

- Underwriting Delegation Status
 - Delegated: Lender approves Conventional- and gov-insured files and closes loan. No documents sent to WVHDF for review prior to closing.
 - Non-delegated:
 - Conventional files: WVHDF approves credit and appraisal. See UW submission checklists. WVHDF will re-pull credit if lender does not use FactualData enterprise report (able to be reissued). Lenders should submit initial UW docs (signed 1003 and contract) for WVHDF review and DU issuance ASAP after WVHDF lock to avoid credit profile/DU changes.
 - Gov-insured files: Lender's DE underwriter approves credit and appraisal. WVHDF conducts abbreviated review (Federal Compliance Review/FCR) *before* Clear to Close. See FCR UW submission checklists.
- Government insurance overlays. (See Ch. 2 of Guide)
- HPMLs: QM findings must be reviewed and accepted by WVHDF prior to closing.
- Tools: SFL Procedural Guide, Process Flowchart, and Origination and Processing Quick Reference

Products

Best Practices and Reminders

- Condos: Condos must be reviewed and accepted by WVHDF prior to closing. Best practice - submit all condo docs ASAP. We review for a viable association/project.
- Generally, repairs are required to be completed prior to closing. Waiver consideration on escrow repairs is reviewed on a case-by-case basis.
- Be mindful of the Fund's credit and federal compliance income calculation policies. (See Ch. 2 - Credit, and Income Limits)
- DPA funds are sent directly to attorneys for closing. The Fund must have the attorney's information on file *before* closing. Attorney setup usually takes 2 - 3 business days. Contact us to inquire about attorney participation.
- Requests for Low Down Home Loan/DPA funds at closing are required before 2pm the business day *before* closing. Loan must be CTC at the time of request.
- Requests for DPA ICD and closing docs are separate from funds requests and are usually completed within a few hours.
- Allowable program fees. (See Ch. 9 - Compensation, Premiums, and Fees)

Products

Residential Septic Loan Program (RSLP)

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 at 800-933-8511. This program is offered by WVHDF retail lending, only. *There is no lender compensation available.*



Remember this for
your listing agent
partners!

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
- Lender Support and General Questions: Justin Hylbert | (304) 391-8677
jhylbert@wvhdf.com
- Senior Division Manager - Single-Family Lending Jon Rogers | (304) 391-8743
jrogers@wvhdf.com

Single-Family Lending
WVHDF Loan Servicing

800-933-8511
800-933-1272

Tools for your Agents

WV Housing Unlocked

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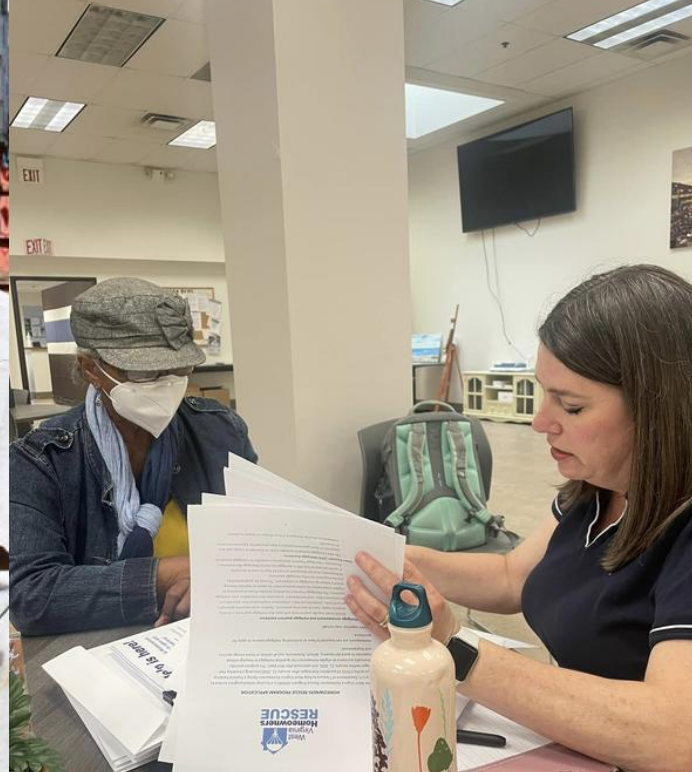


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Questions?





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Thank You!