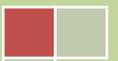


# NCHFA Servicing Guide Amendments

NORTH CAROLINA

**HOUSING**  
**FINANCE**  
**AGENCY**



# Amendment Notice

To: All Servicers Servicing Loans in the “First Time Homebuyer’s Program”

From: Jeanette L. Sant, Servicing Manager

## **Servicing Guide Amended on May 1, 2013**

**1.2.1 Original Recorded Deed of Trust** – Changed - the deed of trust securing the note can only be subject to minor easements, rights of way, and similar exceptions customarily acceptable to lenders of funds secured by residential real property and otherwise acceptable to the Agency. Changed - If an Affidavit of Correction is required, the Lender must contact North Carolina Housing Finance Agency for direction. Changed - If an Affidavit of Correction is required, the Lender must contact North Carolina Housing Finance Agency for direction. When an Affidavit of Correction is recorded for errors and/or omissions to the Deed of Trust, an endorsement to the Title Policy will be required to add the recording information

**1.2.2 Original Recorded Second Deed of Trust (if applicable)** – Changed - Beneficiary to be North Carolina Housing Finance Agency. Changed the Trustee is A. Robert Kucab

**1.2.4 Title Policy** – Added - Title Policy can only be subject to minor easements, rights of way, and similar exceptions customarily acceptable to lenders of funds secured by residential real property and otherwise acceptable to the Agency

**3.6 45-Day Letter** – Changed - The Servicer must provide the address, telephone number and contact information for the State Home Foreclosure Prevention Project (SHFPP) of the North Carolina Housing Finance Agency.

Homeowners can contact the State Foreclosure Prevention Project at 1-888-442-8188

NC Housing Finance Agency  
State Home Foreclosure Prevention Project  
3508 Bush Street  
Raleigh NC 27609-7509  
[www.ncforeclosureprevention.gov](http://www.ncforeclosureprevention.gov)

- The Servicer must register the loan with Office of the Administrator of Courts through the SHFPP database within 3 days of mailing the 45 day letter.

**3.13 Loan Modifications** – Added - Servicer must confirm the property is owner occupied. Non-owner occupancy is a non-monetary default and therefore not eligible for loss mitigation alternatives.

**5.5 Preparing and Filing the Proof of Claim** – Added - The Servicer must file a Proof of Claim for each lien they service for North Carolina Housing Finance Agency (includes 1<sup>st</sup> and all subordinate liens).

**6.1 Foreclosure Confirmation /Property is occupied** – Changed – Agency-approved asset management firm will immediately send Relocation Assistance package to occupant after the expiration of the 10 day letter to vacate has been mailed by the Foreclosure Attorney.

**9.3.1 Subordinating a 2<sup>nd</sup> Lien for a Streamline Refinance** – Added new section

Please contact North Carolina Housing Finance Agency in the event of any questions concerning this memo.

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