

# Texas Dept. of Housing & Community Affairs (TDHCA) – Servicer Reference Guide

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## MASTER SERVICER

### Idaho Housing and Finance Association

565 Myrtle Street, Boise, ID 83702 Ph# 1.800.219.2285

Monday thru Friday: 8am to 5pm (Mountain Time) Closed on certain holidays

**Tax ID#:** 82-0302333 Branch 001 **MERS ID#:** 1009670 **HUD ID#:** 10101-09998 **VA ID#:** 9270030000

**RD ID #:** 82-0302333 Branch 001

**Lender Connection:** <https://www.lendertx.com>

**Borrower Connection:** <https://www.borrowertx.com>

Loan Types Serviced: Government (FHA, VA and RHS/USDA) Conventional (FNMA – HFA Preferred)

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**CONTACTS:** Amanda Patterson  
Texas Loan Acquisition Supervisor  
Ph# 208.424.7012  
Email: [amandap@ihfa.org](mailto:amandap@ihfa.org)

Rita Aafedt  
Manager Loan Acquisition  
208.424.7048  
[RitaA@ihfa.org](mailto:RitaA@ihfa.org)

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**Note Endorsement: Pay To The Order of**  
Idaho Housing and Finance Association  
*(No Ampersand sign, must spell out “and”)*  
Without Recourse  
Lender Name as it appears on the Note  
Lender Signature w/Signatory’s typed name and title

**Assignment of Mortgage**  
Idaho Housing and Finance Association  
Attn: Doc Center  
565 Myrtle St.  
Boise, ID 83702  
**Or MERS:** IHFA #1009670 (Preferred Method)

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#### **Loan Purchase within 15 Days of 1st Payment Due**

- 1st payment netted out of the purchase amount
- Lender retains 1st payment
- Purchase Statement will account for monthly escrow
- Transfer Flood Certificate to IHFA
- Transfer Hazard/Flood Insurance to IHFA

#### **Original Note To:**

Idaho Housing and Finance Association  
Attn: Doc Center  
565 W. Myrtle Street  
Boise, ID 83702

**Post Purchase Ins & Tax Bills:** [servicing@homeloanserv.com](mailto:servicing@homeloanserv.com) - **Post Purchase Reimbursements:** [hol-adjustments@ihfa.org](mailto:hol-adjustments@ihfa.org)

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#### **The Texas IHFA checklist can be found on the home page in Lender Connection**

- Please stack the loan file in the order of the checklist

#### **Trailing Documents Delivered Within 90 Days of Loan Closing**

- (Upload) thru Lender Connection
- Original Recorded Mortgage & Assignment
- Final Title Insurance Policy
- MIC, RDLNG, LGC *(if applicable)*

Document Center: [doccenter@ihfa.org](mailto:doccenter@ihfa.org)

Email Servicing Questions: [support@homeloanserv.com](mailto:support@homeloanserv.com) Online Banking: [www.homeloanserv.com](http://www.homeloanserv.com) Payoffs: [HOL-Payoffs@ihfa.org](mailto:HOL-Payoffs@ihfa.org)

**Flood Determination:** LERETA Property Tax & Flood Services 901 Corporate Center Dr. Pomona, CA 91768 [www.lereta.com](http://www.lereta.com)

#### **Borrower’s Payments/Servicing Questions (Goodbye Letter)**

HomeLoanServ

P.O. Box 7541, Boise, ID 83707-1899

Ph# 1.800.526.7145

Email Servicing Questions: [support@homeloanserv.com](mailto:support@homeloanserv.com)

#### **Insurance Requirements**

Minimum Coverage amount: Equal to the loan amount

**Homeowners** Maximum Deductible: \$2,500 or 2%, whichever is higher  
Flood, Hurricane, Wind and Hail - Maximum Deductible \$5,000

#### **Mortgage Clause**

HomeLoanServ, ISAOA/ATIMA

PO Box 818007, Cleveland, OH 44181 **Must include IHFA Loan Number**

Fax: 888-218-9257

Email: [insdocs8263@oscis.com](mailto:insdocs8263@oscis.com)

#### **Program Fees**

*Fees to Idaho will be netted out the purchase file*

**\$150 Purchase File Review Fee** (Idaho HFA)

**\$85 Tax Service Fee** (Idaho HFA)

**\$10 Flood Determination Fee** (Idaho HFA - if not Lereta)

**\$275 Compliance File Review Fee** (payable to eHousingPlus)

*Overnight Payment Address:*

565 W Myrtle Street, Boise, ID 83702

Online Banking: [www.homeloanserv.com](http://www.homeloanserv.com)