

Pre-Closing Reminder: NEXTDown and HOMENow DPA Documents – January 2021

The lender is required to add the **closing date** and **MIN** to the NEXTDown and HOMENow* DPA note and mortgage documents.

Please review a brief description of the necessary steps that will allow you to add this information to the documents:

1. Via the MFA portal, select “Print Documents” and review the Closed Loan Documents column. Double click the NEXTDown **Note** to open:

Currently logged in as: srasmussen@housingnm.org - New Mexico Mortgage Finance Authority

MFA Website Lender: XYZ National Bank (XYZ) Show Inactive Lenders

Print Documents

Search Rate Locks by SSN

New Rate Lock (Lock Commitment)

Enter a Rate Lock

Import New Loan

Print Documents

Today's Date: 01/25/2021 Compliance File Checklist FIRSTHome MFA Compliance Addendum NEXTHome MFA Compliance Addendum

MFA Loan #	Lender	Lender Loan #	Name	Final Delivery Date	Program	Rate	Amount Reserved	Lock Commitment	Compliance Approval	Closed Loan Documents
					NEXT HOME GOVZ	1st: 3.6250 2nd: 0.0000		NEXTHOME RESERVLOCK COMMIT NEXTDOWN RESERVLOCK COMMIT	NEXTHOME COMPPURCH NEXTDOWN COMPPURCH DPA LOAN COMMITMENT	BORROWER UPDATE FORM NEXT DOWN 2ND MORTGAGE NEXT DOWN NOTE VA RIDER

2. Right click to display the document options and select “Print”

Select Tool

✓ Hand Tool

Marquee Zoom

Rotate Clockwise

Print... Ctrl+P

Find

Document Properties...

Show Navigation Pane Buttons

NEW MEXICO MORTGAGE FINANCE AUTHORITY
NEXTDOWN
PROMISSORY NOTE
(Due-on-Sale Note)

3. Save the file as an Adobe PDF to the location of your choice:

Print

Printer: Adobe PDF Properties Advanced Help

Copies: 1 Print in grayscale (black and white) Save ink/toner

Pages to Print: All Current Pages NEXTDOWN,NOTEP: NEXTDOWN,NT

Page Sizing & Handling

Size Poster Multiple Booklet

Fit Actual size

Shrink oversized pages Custom Scale: 100 %

Choose paper source by PDF page size

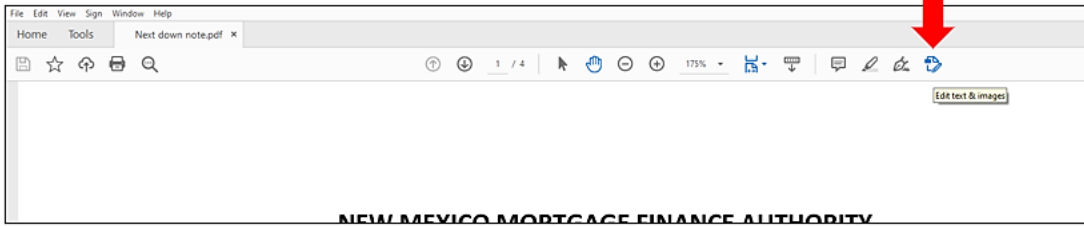
Orientation: Auto Portrait Landscape

Comments & Forms: Document and Markups

Page Setup... Print Cancel

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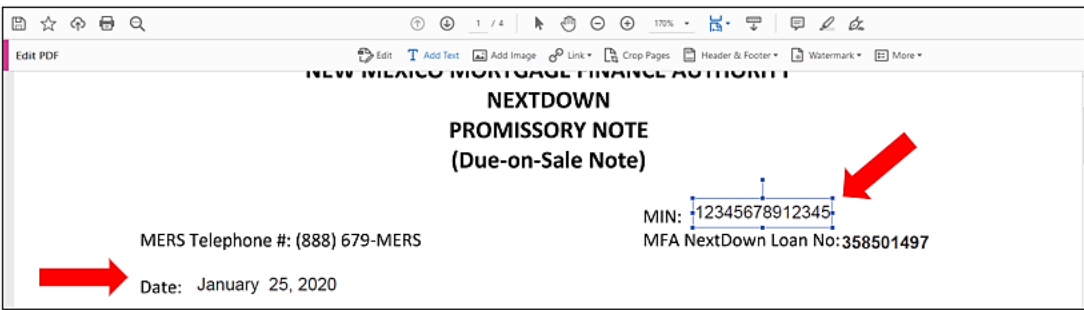
- Click the “Edit Text & Image” icon within the options for Adobe tools:



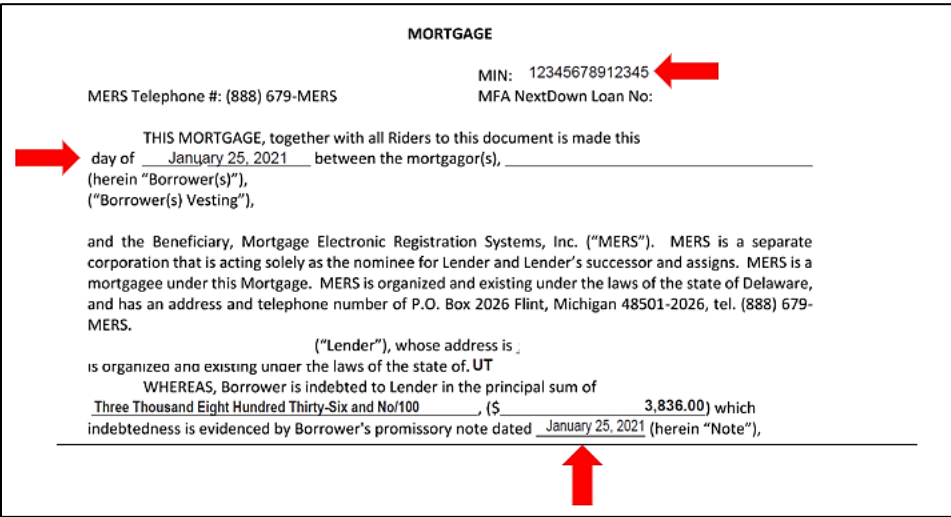
- Select the “Add Text” option:



- Enter the applicable closing date and MIN for the DPA-NEXTDown Loan:



- Repeat the same steps for the NEXTDown MORTGAGE:



Please note that editing any sections of the Note and Mortgage documents other than the MIN and loan closing date is strictly prohibited by MFA and will result in a denial of loan purchase.