



Pre-Closing Instructions: HOMENow DPA Documents

MFA - MERS Document Requirement

Updated 2-13-2023

Participating lenders are required to *manually* enter the MERS® System MIN that corresponds to each HOMENow Down Payment Assistance (DPA) loan on the Note and Mortgage closing documents. Additionally, if the Closing Date and/or Vesting is not entered directly into the PowerLender loan file, lenders are also required to *manually* enter the Closing Date on the same two documents.

Addition of the MIN into the HOMENow Note and Mortgage:

1. Via the MFA portal, select “Print Documents” and review the *Closed Loan Documents* column. Click the HOMENow **Note**:

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

Lender: XYZ National Bank (XYZ) ☐ Show Inactive Lenders

Print Documents

Today's Date: 02/13/2023

Compliance File Checklist FIRSTHome Compliance Addendum NEXTHome Compliance Addendum Veteran Waiver

MFA Loan #	Lender Loan #	Name	Final Delivery Date	Program	Rate	Amount Reserved	Lock Commitment	Compliance Approval	Closed Loan Documents
507963	123456789	Doe, John		FIRST HOME GOVT	1st: 3.6250 2nd: 0.0000		No Documents	DPA_LOAN_COMMITMENT	AFFIDAVIT OF PURCHASER AFFIDAVIT OF SELLER BORROWER UPDATE FORM HOME NOW MORTGAGE HOME NOW NOTE NOTICE OF 30% RECAP SECOND MORTGAGE RIDER TAX EXEMPT FINANCING RIDER

2. Once the document is displayed you can utilize the *Download* feature/icon at the top right-hand corner of the screen to automatically save the file as a PDF. You can also right-click to display the document options to “Print” and then select the option “Save as PDF” depending on your computer settings.

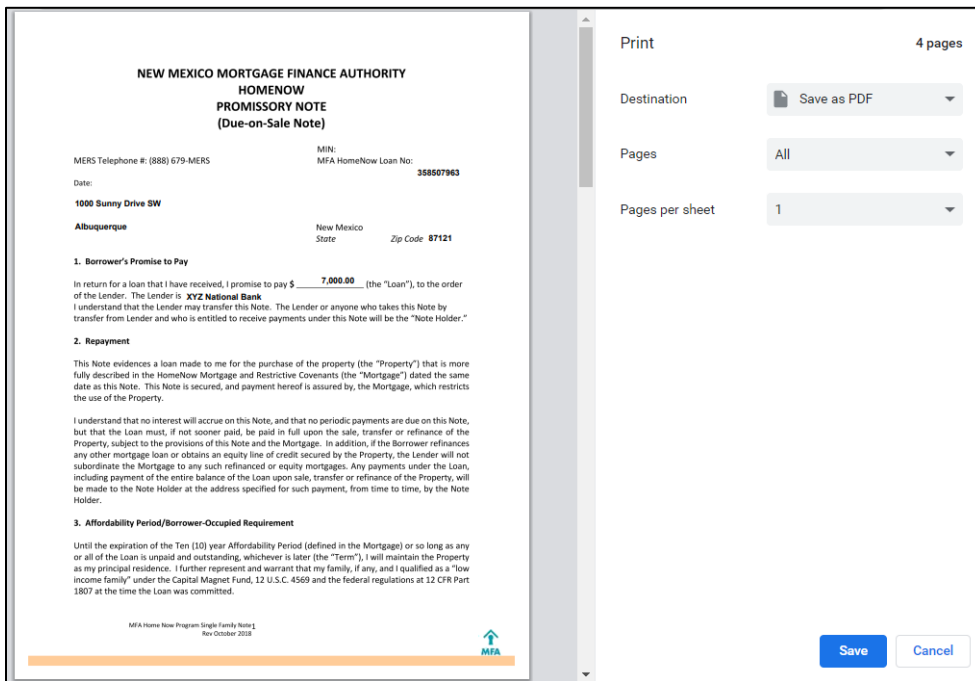
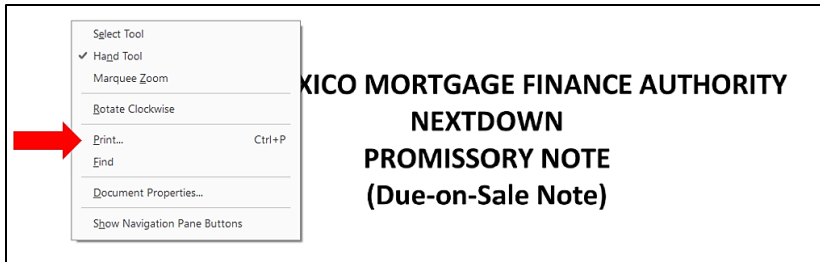
NEW MEXICO MORTGAGE FINANCE AUTHORITY
HOMENOW
PROMISSORY NOTE
(Due-on-Sale Note)

MERS Telephone #: (888) 679-MERS

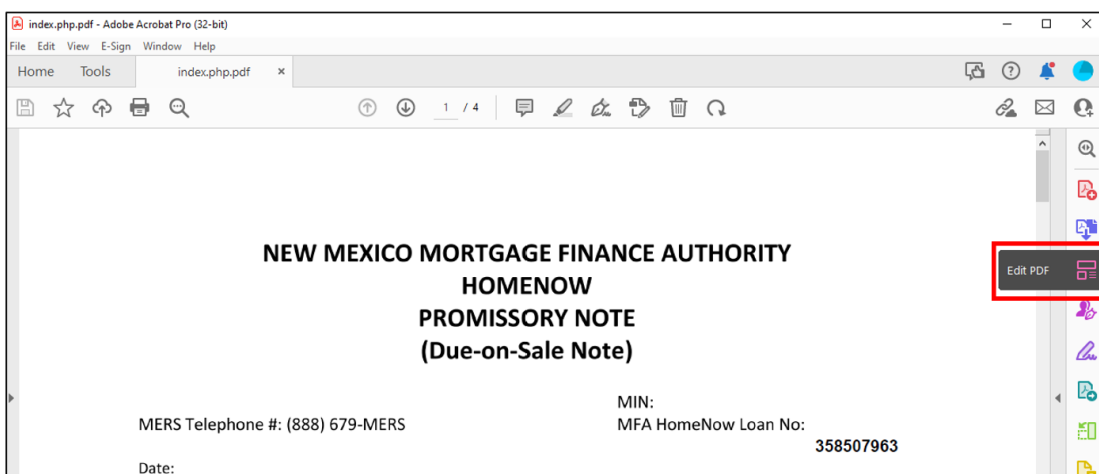
Date: 1000 Sunny Drive SW
Albuquerque

MIN:
MFA HomeNow Loan No: 358507963

New Mexico
State Zip Code 87121



- After you have saved the document to your desired location, open the saved, PDF version of the document. Click the "Edit PDF" icon within the options for Adobe tools:



- Select the "Add Text" option:



- Place the cursor after the word "MIN:" and begin typing or paste the designated MIN for the DPA loan.

NOTE: The HOMENow loan should have its own designated MIN, the MIN for the first lien mortgage should NOT be entered on the HOMENow document. Lenders are required to generate a MIN for the HOMENow loans since the Mortgage is considered a MERS MOM-document. The use of an Assignment of Mortgage is not permitted for this loan program.

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

MERS Telephone #: (888) 679-MERS

Date:

1000 Sunny Drive SW

Albuquerque

MIN: 1013401-0000000000-1

MFA HomeNow Loan No: **358507963**

New Mexico
State Zip Code **87121**

1. Borrower's Promise to Pay

In return for a loan that I have received, I promise to pay \$ 7,000.00 (the "Loan"), to the order of the Lender. The Lender is **XYZ National Bank**

I understand that the Lender may transfer this Note. The Lender or anyone who takes this Note by

- Repeat the same steps for the HOMENow **MORTGAGE**:

Compliance File Checklist FIRSTHome Compliance Addendum NEXTHome Compliance Addendum Veteran Waiver									
MFA Loan #	Lender Loan #	Name	Final Delivery Date	Program	Rate	Amount Reserved	Lock Commitment	Compliance Approval	Closed Loan Documents
507963	123456789	Doe, John		FIRST HOME GOVT	1st: 3.6250 2nd: 0.0000		No Documents	DPA_LOAN_COMMITMENT	AFFIDAVIT OF PURCHASER AFFIDAVIT OF SELLER BORROWER UPDATE FORM HOME_NOW MORTGAGE HOME_NOW NOTE NOTICE OF POT RECAP SECOND MORTGAGE RIDER TAX EXEMPT FINANCING RIDER

Title Company - Please return original recorded document to:

**NEW MEXICO MORTGAGE FINANCE AUTHORITY
HOMENOW
MORTGAGE AND RESTRICTIVE COVENANTS**

MERS Telephone #: (888) 679-MERS

MIN: 1013401-0000000000-1

MFA HomeNow Loan No: 358507963

THIS MORTGAGE, together with all Riders to this document is made this day of,
between the mortgagor(s), **John Doe**
(herein "Borrower(s)"),
("Borrower(s) Vesting"),
and the Beneficiary, Mortgage Electronic Registration Systems, Inc. ("MERS"). MERS is a separate
corporation that is acting solely as the nominee for Lender and Lender's successor and assigns. MERS is a
mortgagee under this Mortgage. MERS is organized and existing under the laws of the state of Delaware,
and has an address and telephone number of P.O. Box 2026 Flint, Michigan 48501-2026, tel. (888) 679-

If you did not enter a Closing Date or the Vesting Information within the PowerLender system prior to the Compliance Approval, at this time you can also utilize the same editing method to complete the addition of the **Date** and **Vesting** fields on the Note and Mortgage.

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

MERS Telephone #: (888) 679-MERS

MIN: 1013401-0000000000-1

MFA HomeNow Loan No:

358507963

Date: **February 20, 2023**

1000 Sunny Drive SW

Albuquerque

New Mexico

State

Zip Code 87121

1. Borrower's Promise to Pay

In return for a loan that I have received, I promise to pay \$ **7,000.00** (the "Loan"), to the order
of the Lender. The Lender is **XYZ National Bank**

**NEW MEXICO MORTGAGE FINANCE AUTHORITY
HOMENOW
MORTGAGE AND RESTRICTIVE COVENANTS**

MERS Telephone #: (888) 679-MERS

MIN: 1013401-0000000000-1

MFA HomeNow Loan No: 358507963

THIS MORTGAGE, together with all Riders to this document is made this **20** day of, **February 2023**
between the mortgagor(s), **John Doe, an unmarried man.**
(herein "Borrower(s)"),
("Borrower(s) Vesting"),
and the Beneficiary, Mortgage Electronic Registration Systems, Inc. ("MERS"). MERS is a separate
corporation that is acting solely as the nominee for Lender and Lender's successor and assigns. MERS is a
mortgagee under this Mortgage. MERS is organized and existing under the laws of the state of Delaware,
and has an address and telephone number of P.O. Box 2026 Flint, Michigan 48501-2026, tel. (888) 679-
MERS. **XYZ National Bank** ("Lender"), whose address is
555 Main Street ALBUQUERQUE, NM 87110
is organized and existing under the laws of the state of **NM**

Please note that editing any other sections of the Note and Mortgage documents besides the MIN, Loan Closing Date and the Vesting is strictly prohibited by MFA and will result in denial of the loan purchase.

Please contact the Homeownership Department at 505-843-6881 with questions regarding the use of MERS for HOMENow or for further guidance of downloading and entering in closing information.