

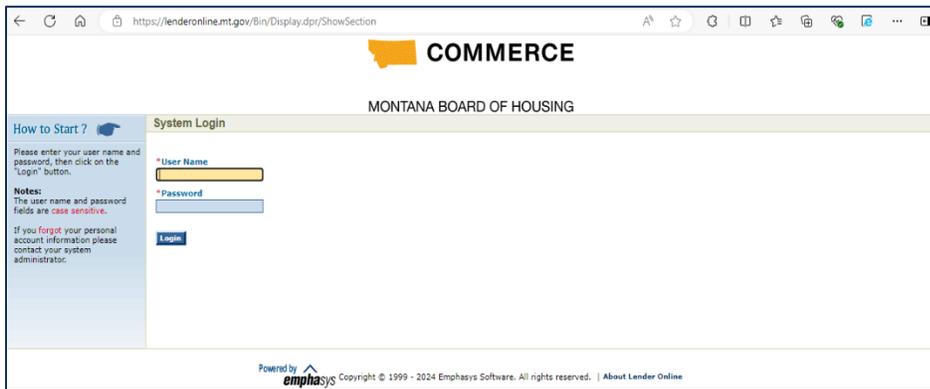
Montana Board of Housing

How to Generate Documents in Lender Online

Revised January 2025

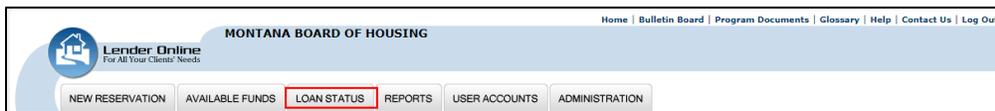
All program documents have been placed in Lender Online for Participating Lenders to access. These documents will always be the most current and up-to-date versions for each program. All documents needed for each program will generate based on the program under which the loan is reserved.

Log into Lender Online: <https://lenderonline.mt.gov/Bin/Display.exe/ShowSection>



The screenshot shows a web browser window with the URL <https://lenderonline.mt.gov/Bin/Display.exe/ShowSection>. The page header includes the Montana state flag, the word "COMMERCE", and "MONTANA BOARD OF HOUSING". The main content area is titled "System Login" and contains a "How to Start?" section with instructions: "Please enter your user name and password, then click on the 'Login' button." Below this are fields for "* User Name" and "* Password", and a "Login" button. A "Notes" section states: "The user name and password fields are case sensitive. If you forgot your personal account information please contact your system administrator." The footer includes the text "Powered by emphasis Copyright © 1999 - 2024 Emphasis Software. All rights reserved. | About Lender Online".

Choose the "LOAN STATUS" tab.



The screenshot shows the navigation menu of the Lender Online system. The header includes the "Lender Online" logo and the text "MONTANA BOARD OF HOUSING". The navigation menu consists of several tabs: "NEW RESERVATION", "AVAILABLE FUNDS", "LOAN STATUS", "REPORTS", "USER ACCOUNTS", and "ADMINISTRATION". The "LOAN STATUS" tab is highlighted with a red border.

Enter the 12-digit MBOH Reservation Number under “Quick Search”. Click “Go”.

MONTANA BOARD OF HOUSING

Lender Online For All Your Clients' Needs

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NEW RESERVATION AVAILABLE FUNDS **LOAN STATUS** REPORTS USER ACCOUNTS ADMINISTRATION

Lender: []

Quick Search Advanced Search Options

Reservation No. [] Go
12 characters

Reserved by Lender: []
 Lender Loan No: []
 Borrower Name/SSN: [] SSN: []
 Co-Borrower Name/SSN: [] SSN: [] Go

Purge Process

LOANS Show Active Loans Show Archived Loans Last Updated on Thursday, December 12, 2024, at 12:00 PM

Results for Lender: MORTGAGE SOLUTIONS FINANCIAL

Reset Search

| Actions | Reservation | Lender Loan No. | Borrower Name | Co-Borrower Name | Stage | Status | Date | HFA User |
|---------|-------------|-----------------|---------------|------------------|-------|--------|------|----------|
|---------|-------------|-----------------|---------------|------------------|-------|--------|------|----------|

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Under “Actions”, choose “PDF Docs”.

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NEW RESERVATION AVAILABLE FUNDS **LOAN STATUS** REPORTS USER ACCOUNTS ADMINISTRATION

Lender: 1

Quick Search Advanced Search Options

Reservation No. [] Go
12 characters

Reserved by Lender: []
 Lender Loan No: []
 Borrower Name/SSN: [] SSN: []
 Co-Borrower Name/SSN: [] SSN: [] Go

Purge Process

LOANS Show Active Loans Show Archived Loans Last Updated on Thursday, December 12, 2024, at 12:00 PM

Results for Lender: [] [Page 1 of 6] Page Size: 50 Total Records: 262

| Actions | Reservation | Lender Loan No. | Borrower Name | Co-Borrower Name | Stage | Status | Date | HFA User |
|---------|-------------|-----------------|---------------|------------------|-------|--------|------|----------|
| | | | | | | | | |

View Reprint **PDF Docs** Delete

Either check the top box, which checks all boxes in front of the documents, or put a check in the box by the document you need.

MONTANA BOARD OF HOUSING

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NEW RESERVATION AVAILABLE FUNDS **LOAN STATUS** REPORTS USER ACCOUNTS ADMINISTRATION

Lender

Loan Status ?

To generate a document with the corresponding loan information, select at least one document from the list and then click on the "Generate Documents" button. If you don't wish to continue click on the "Cancel" button.

Note: You will need Adobe Acrobat Reader to view and/or print the document(s). The software is free and may be downloaded from www.adobe.com.

Select Documents

Reservation/Loan No: []

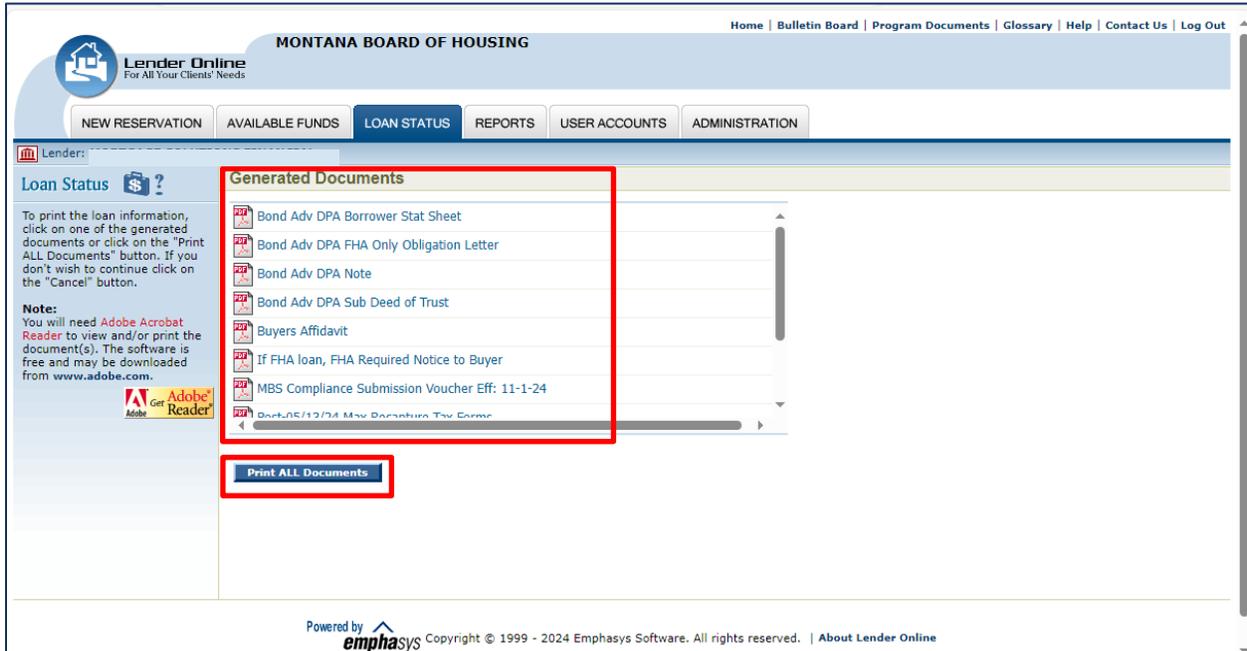
| <input type="checkbox"/> | Document Name |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Bond Adv DPA Borrower Stat Sheet |
| <input checked="" type="checkbox"/> | Bond Adv DPA FHA Only Obligation Letter |
| <input checked="" type="checkbox"/> | Bond Adv DPA Note |
| <input checked="" type="checkbox"/> | Bond Adv DPA Sub Deed of Trust |
| <input checked="" type="checkbox"/> | Buyers Affidavit |
| <input checked="" type="checkbox"/> | If FHA loan, FHA Required Notice to Buyer |
| <input checked="" type="checkbox"/> | If VA loan, VA Disclosure Statement |
| <input checked="" type="checkbox"/> | MBS Compliance Submission Voucher Eff. 11-1-24 |
| <input checked="" type="checkbox"/> | Post-05/13/24 Max. Recapture Tax Forms |
| <input checked="" type="checkbox"/> | Recapture Notice to Mortgagor |
| <input checked="" type="checkbox"/> | Release of Financial Info and Early Delinquency Counseling |
| <input checked="" type="checkbox"/> | Uniform Rider to Deed of Trust |

Showing 1-12 of 12

Generate Documents Cancel

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Click the “Generate Documents” button. Click on the PDF for each document one at a time or click “Print ALL Documents” to have all documents opened as a single PDF.



All documents are auto populated with information pulled from the Reservation as appropriate, or they have a fill-in field for convenience.

Example: Some information auto-populated (interest rate, buyer’s names, address, etc.), while other fields in light blue are to be filled-in by the processor (“TARGETED AREA” or “NON-TARGETED AREA”).

Montana Board of Housing (the Board or MBOH)
BUYER'S AFFIDAVIT AND CERTIFICATION
SINGLE FAMILY BOND PROGRAM OR MCC PROGRAM

MORTGAGE LOAN INTEREST RATE %

ISSUER: Montana Board of Housing ("Board")

BUYER(S)

RESIDENCE PROPERTY ADDRESS

ACQUISITION COST \$ COUNTY

OF HOUSEHOLD MEMBERS HOUSEHOLD INCOME \$

TARGETED AREA NON-TARGETED AREA

Be sure to check each PDF document generated to validate all information is present before sending documents to the closing.