



# Servicer Reference Guide

## Master Servicer: Idaho Housing and Finance Association

565 Myrtle Street, Boise, ID 83702      Contact: 1-800-219-2285  
Tax ID#: 82-03023333 Branch 001      Monday–Friday: 8 a.m.–5 p.m. (MT)  
HUD ID#: 10101-09998      Closed on certain holidays

## Lender Connection:

<https://www.lendertx.com>

## Borrower Connection:

<https://www.borrowertx.com>

## Loan Types: Government (FHA, VA and RHS/USDA)

**Contacts:** Amanda Patterson, Team Lead – Texas  
208.424.7012  
amandap@ihfa.org

Mark Suderman, Director  
208.331.4870  
marks@ihfa.org

### **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  
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)

### **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

### **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  
Signatory’s typed name and title

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

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

### **Program Fees** (Servicer fees will be netted out the purchase file)

**\$150 Purchase File Review Fee** (Idaho HFA)  
**\$85 Tax Service Fee** (Idaho HFA)  
**\$275 Compliance File Review Fee** (Payable to eHousingPlus)  
**\$400 MCC Issuance Fee, if applicable** (Payable to eHousingPlus)

### **Borrower’s Payments/Servicing Questions**

HomeLoanServ  
P.O. Box 7541, Boise, ID 83707-1899  
1-800-526-7145  
Email Servicing Questions: [mortgageserv@ihfa.org](mailto:mortgageserv@ihfa.org)

### **Homeowners Insurance Requirements**

Minimum Coverage amount: Equal to the loan amount  
Maximum Deductible: \$2,500 or 2%, whichever is **higher**

### **Mortgagee Clause**

HomeLoanServ, a division of Idaho Housing and Finance Association ISAOA  
P.O. Box 7899, Boise, ID 83707, with IHFA loan number

