

How to Print Purchase Advice

Click Here to Collapse Header



Kentucky Housing Corporation
Investing in quality housing solutions.

Home

[Log In](#)

Account Information

Broker ID:

User Name:

Password:



1.) Log on to KHC's website

Click Here to Expand Header

Pipeline

[Copy Loan](#) [Import Loan](#) [Export to Excel](#)

Layout:

	FIRST NAME	LAST NAME	STATUS	STREET ADDRESS	PRODUCT	EXPIRATION DATE
159602	NEW	BORROWER	PurchDate	566 LESSENBERRY RD	2MK RHS30WDAP	11/20/2014

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Lock Exp. < 6 Days View Only or in Use

2.) Enter Loan Number, and then click to open the loan.

How to Print Purchase Advice

Click Here to Expand Header

Workflow

Loans

Loan: NEW BORROWER

Rate Lock

Set Closing

Submit For Purchase

Document Printing

Post Closing

Exit Loan

Tools

Administration

Product/Pricing Lock

Product Pricing Section

Select Product

Product: SECONDARY MARKET RHS 30 YEAR FIXED RATE PURCHASE WITH DAP / GOVERNMENT

Select Pricing

Rate: 5.0000%

Lock Term

Lock Expiration Date: 11/20/2014

Lock Loan

Extend Lock

Cancel Lock

Lock Expiration Date: 11/20/2014

Select a Choice

15-Day For 25%

2nd 15-Day for 25%

30-Day for 50%

Reason for Cancellation (Select Reason)

Lock History

IsHighCost: PASS

IsHighPrice: FAIL

Extension Fee due at Closing: \$0.00

3.) Select Document Printing under workflow.

Click Here to Expand Header

Workflow

Loans

Loan: NEW BORROWER

Rate Lock

Set Closing

Submit For Purchase

Document Printing

Post Closing

Exit Loan

Tools

Administration

Document Printing

Select/Deselect All

Description	Borrower(s)
Purchase Advice	NEW BORROWER / NEW M COBORROWER

Document Set: KHC FORMS

Select/Deselect All

Description	Borrower(s)
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4.) Select Purchase Advice box, then print.

You're done!