# AHP HOMEOWNERSHIP SET-ASIDE PROGRAM

## Pre and Post Funding Documentation Requirements

FHLBank ATLANTA
A FEDERAL HOME LOAN BANK

The following is being provided to assist shareholders and other related parties in the submission of pre and post documentation requirements for units assisted with AHP Homeownership Program funds. The information below includes documentation requirements for the following, but should not be considered a comprehensive list as other documentation might be required.

I. Application Submission Documents
II. Pre-Funding Documents
III. Post-Closing Documents
IV. Homebuyer/Homeowner Counseling Payments
V. Payoff

Shareholders must upload the following documentation to FHLBAsap® for each unit requesting AHP subsidy:

### I. Application Submission Documents

| Product Type | Documentation Required |
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| All Purchase Product Applications | • Intake certification, complete and fully executed<br>• Census Tract Verification (i.e. FFIEC geocoder website, appraisal (pages 1-3) or FEMA flood zone certification, if census tract is listed)<br>• Income supporting documentation as outlined in the Income Documentation requirements published on the FHLBank Atlanta website http://corp.fhlbatl.com/files/documents/ahp-income-documentation-requirement.pdf<br>• Other product specific documentation |
| Rehab Product Applications | • Intake certification, completed and fully executed<br>• Census Tract Verification (i.e. FFIEC geocoder website, appraisal (pages 1-3) or FEMA flood zone certification, if census tract is listed)<br>• Income supporting documentation as outlined in the Income Documentation requirements published on the FHLBank Atlanta website http://corp.fhlbatl.com/files/documents/ahp-income-documentation-requirement.pdf<br>• Pre-work certification, fully executed by all parties<br><br>Note: Members must retain proposals, invoices and pre and post work inspection written reports including pictures for the scope of work as they may be requested at any time by FHLBank Atlanta. |
| COVID - 19 Structured Partnership Product | **Structured Partnership Product**<br>o Documentation as defined by FHLBank Atlanta to participating federal, state, or local governmental or quasi-governmental entities |

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| Community Partners Product | **Community Partners Product**<br>• **Educators**: An employee of an accredited or state-recognized private or public school; a certified teacher or administrator in an education agency; or an employee of a post-secondary level educational institution; or has retired as one of the above as may be determined at the Bank's sole discretion<br>• **Law Enforcement Officers, Firefighters, and First Responders:** An employee of a law enforcement agency or fire department administered by a state or local government; a sworn law enforcement officer responsible for crime prevention and detection, or criminal incarceration; a sworn member of a fire department involved in fire suppression or prevention, emergency medical response, hazardous materials incident response, or management/response to terrorism; any other first responder, such as an emergency medical technician; or has retired as one of the above as may be determined at the Bank's sole discretion<br>• **Health Care Workers:** A certified, accredited, or licensed health care worker who is a medical resident or fellow; a nurse, nursing assistant, pharmacist, pharmacy technician, physician's assistant, or medical technician, technologist, or therapist; an employee of an accredited or state-recognized medical or health care facility; or has retired as one of the above as may be determined at the Bank's sole discretion<br>• **Essential Worker:** Workers who are defined as "essential workers" in documentation published by the local or state governmental entity in which the project or unit is located<br><br>**<u>Documentation Requirements for the professions listed above:</u>**<br>o Fully completed written VOE signed by the employer or on-line VOE (i.e. Work Number) if paystub does not list employer name<br>o Monthly statement for insurance, pension or annuity payments<br>o **Essential workers only:** submit official documentation published by the federal or state governmental entity describing the occupation of the applicant qualifies as an essential worker (i.e. Copy state governmental entity executive order or Copy guidance on Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response issued by the Department of Homeland Security Cybersecurity & Infrastructure Security Agency (CISA))<br>o Any other documentation considered acceptable by the Bank<br>• **Veteran:** Those that are currently serving in any branch of the US military, or including the National Guard or Reservist, spouses, as defined by the US Department of Veterans Affairs https://www.va.gov/records/get-veteran-id-cards/vic/ or those that have been discharged from any branch of the US military with any status other than dishonorable<br>• **Surviving Spouse:** A spouse of a Veteran, and at least one of the descriptions below is true for the veteran as described by U.S Department of Veteran Affairs https://www.va.gov/housing-assistance/home-loans/surviving-spouse/. At least one of these must be true. The Veteran:<br>o *Is missing in action, or*<br>o *Is a prisoner of war (POW), or* |

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| | Community Partners Product | o *Died while in service or from a service-connected disability and you didn't remarry, or*<br>o *Died while in service or from a service-connected disability and you didn't remarry before you were 57 years old or before December 16, 2003, or*<br>o *Had been totally disabled and then died, but their disability may not have been the cause of death (in certain situations)*<br><br>**Veteran Documentation Requirements:**<br><br>o Copy of current orders showing duty posting in a conflict environment, for current active-duty personnel, **or**<br>o Military Service Record DD214, **or**<br>o **Veterans ID card**; **or**<br>o Use of VA Certificate of Eligibility "COE" (http://www.benefits.va.gov/HOMELOANS/purchaseco_certificate.asp)<br>o A copy of one of the above, along with a death certificate for a surviving spouse application; **and**<br>o Any other documentation that may be determined acceptable at the Bank's sole discretion<br><br>*Alternatively, eligible individuals that are Gold Star eligible, including parents and children of a veteran. |
| | Community Rebuild and Restore | o FEMA ID# required<br>o Repairs/defect must be associated with a "Major Disaster Declaration" areas or COVID-related disasters as designated by FEMA occurring no more than 36 months prior to the date of the application submission<br>o Repairs/defect scope of work cannot be associated with repairs covered under an insurance claim |
| **II. Pre-Funding Documents** | Purchase Applications | **Shareholders must submit sample retention documents for review and approval prior to their first funding request.**<br>• Complete preliminary Closing Disclosure (CD) submitted at least **three (3)** days prior to closing that includes the following:<br>✓ All borrower(s), loan terms, subject property address, projected closing date, rate, APR, lender<br>✓ AHP funds clearly identified as "FHLBank Atlanta or AHP Homeowner Assistance funds"<br>✓ Counseling fee of $200 with counseling provider reflected as payee<br>✓ Minimum homebuyer(s) contribution of $1,000<br>✓ Homebuyer's maximum cash back at closing cannot exceed $250<br>✓ Homebuyer's credit counseling completion certification, valid for 1 year<br>• Other documentation, if applicable<br><br>**Acceptable POC(B)s include, but is not limited to:**<br>Appraisal, final inspection (must be documented), appraisal review fee, credit report, earnest money (can be gifted and documented with a standard gift letter), due diligence fees listed on the CD, and flood certification fee. Others may be acceptable as determined by the Bank in its sole discretion. |

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| | Rehab Applications | • Post-work certification, completed and fully executed<br>• Proof of credit counseling completion<br>• Proof of payment to credit counseling provider, good for 1 year<br>• Other documentation, if applicable |
| **III. Post-Funding Documents** | Purchase Applications | • Final executed Closing Disclosure (CD) within 20 business days from projected closing date that includes the following:<br>✓ All borrower(s), loan terms, subject property address, projected closing date, Rate, APR, lender<br>✓ AHP funds clearly identified as "FHLBank Atlanta or AHP Homeowner Assistance funds"<br>✓ Counseling fee of $200 with counseling provider reflected as payee<br>✓ Minimum homebuyer(s) contribution of $1,000<br>✓ Homebuyer's maximum cash back at closing cannot exceed $250<br>• Executed retention document and notarized (if applicable)<br>• Other documentation, if applicable |
| | Rehab Applications | • Copy of check or wire transfer/instructions showing funds have been transferred to the Intermediary and/or Contractor |

## IV. Homebuyer/Homeowner Counseling Payments

**ClearPoint Credit Counseling Solutions** payments should be sent to the following mailing address:

| Payments to ClearPoint will only be accepted via check to the following mailing address | For payment related inquiries please contact: |
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| FHLB Payment Processing<br>12603 Southwest Freeway<br>Suite 450, MB #8<br>Stafford, TX 77477<br>Attn: MMI - Gilbert Lopez | Misty Martin at 1.877.585.8307 or via email at Misty.Martin@MoneyManagement.org |

**Credit.org** payments should be sent to the following mailing address:

| Mail Checks to the following mailing address | For payment related inquiries |
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| Credit.org<br>P.O. Box 5438<br>Riverside, CA 92507 | Please call 1.877.838.2033 |

## V. Payoff Requests

Payoff requests and foreclosure notices must be emailed to postclosing@fhlbatl.com **before** 3:00 p.m.
**Note:** Payoff quotes turn-time is **three (3) days from receipt of all required documentation.**

**Requests must include the following:**

1. Executed homeowner's authorization to release
   - **Note:** Redact any confidential information such as Social Security numbers or account numbers
2. Preliminary Closing Disclosure (CD) including payoff amount
   - The preliminary CD should include the first mortgage and any superior lien(s) payoff amount(s) as applicable
   - **Note:** Settlement statement(s) acceptable only on purchase cash transactions
3. Payoff mortgage statement(s) that include the principal and interest owed on any superior liens good through the anticipated closing. *Required only if CD does not inlcude payoff amount*
4. Proof of capital improvements:
   - Homeowner to provide a written statement listing any capital improvements to the subject property along with the costs. Examples may include, but are not limited to: HVAC replacement, exterior painting, electrical upgrade, roof repair, windows, driveway/sidewalks, doors, etc.
   - Provide receipts, bank statements, and/or cancelled checks to evidence improvements were paid by the homeowner
5. Additional documentation may be requested at the discretion of the Bank

**READ - Important Notices:**

- The closing agent is responsible for collecting any fees associated with the recording of the release/satisfaction of the AHP lien on behalf of the homeowner
- Please contact the lender that appears on the recorded AHP deed of trust/mortgage, or other security instrument for the following:
  - **Satisfactions/Lien Releases**
    - The lender or closing agent is required to notify FHLBank Atlanta via email when a sale or refinance settles after the payoff quote is issued
    - Liens that matured 5 years ago and satisfactions are required
  - **Subordination**
    - Refinance transactions only
      *(Homeowners have the option to request a re-subordination from the lender on record)*

**FHLBank Atlanta is NOT a mortgage lender and does NOT service mortgage loans. Therefore, does NOT have the ability to release or satisfy AHP Deed of Trusts/Mortgages or any other Security Instruments.**