

**ANDP/FHLBank Atlanta DPA Program  
Closing Attorney Checklist**

Send to: [dpa@andpi.org](mailto:dpa@andpi.org)

Closing Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Buyer 1: \_\_\_\_\_ Buyer 2: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Instructions To Closing Attorney:** In order to be compliant with FHLBank Atlanta requirements, we will need the following documentation from the closing attorney after closing - no more than 14 business days after closing. The following information should be forwarded to [dpa@andpi.org](mailto:dpa@andpi.org):

\_\_\_ The Final Closing Disclosure (CD) with all borrowers on title that include the following.

- \_\_\_ AHP homeowner assistance funds clearly identified as FHLBank Atlanta.
- \_\_\_ Counseling fee of \$275 with name of Credit.org or Money Management International reflected as payee.
- \_\_\_ Minimum homebuyer contribution of \$1,000.
- \_\_\_ Homebuyer's maximum cash back at closing not to exceed \$250.

\_\_\_ Deed to Secure Debt.

\_\_\_ Proof of payment of counseling fee, i.e. a copy of the cleared check or an email from the agency confirming receipt, with the buyer's name or reference # included

\_\_\_ Final 1003 Form.

**Please follow these instructions for mailing the following documents:**

\_\_\_ *Please mail the check for counseling service to:*

*If Money Management International:*

FHLB Payment Processing  
12603 Southwest Freeway  
Suite 450, MB #8  
Stafford, TX 77477

Attn: MMI - Gilbert Lopez

*Payment related inquiries: 1-877-585-8307*

*or [jasmin.ventura@moneymanagement.org](mailto:jasmin.ventura@moneymanagement.org)*

*If Credit.org*

Credit.org  
P.O. Box 5438  
Riverside, CA 92507

*Payment related inquiries: 1-877-838-2033*

**Special Instructions:**

:: Ensure ALL documents reflect the approved preliminary CD.

:: Final CD and Subordinate Deed and Note MUST have same date.

:: Be sure to INCLUDE Exhibit A in the Subordinate Deed.

:: Ensure that address and/or county are clearly IDENTIFIED in Subordinate Deed.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date