

**ANDP/FHLBank Atlanta DPA Program
Mortgage Lender Checklist**

This form is required. Attach with [online application](#). Questions? Email dpa@andpi.org

Loan Originator: _____ Phone: _____ Email: _____

Buyer 1: _____ Phone: _____ Email: _____

Buyer 2: _____ Phone: _____ Email: _____

Property Address: _____ City: _____ Zip: _____

DPA Product: _____ DPA Amount: _____

Based on the information from the buyer during loan origination, I certify the information provided herein is accurate. Buyer has completed all of the loan process and has been approved for a home loan except for the final underwriting approval. I am requesting the ANDP Affordable Housing Product to provide Downpayment Assistance for this buyer in the amount referenced above.

The following information should be provided via online form "[ANDP Online DPA Application](#)".

With Initial Application (Closings should be scheduled no sooner than 21-30 days from ANDP submission to FHLB.)

- Copy of 1003 Appraisal Signed Income Affidavit AHP Intake Certification Form
- 2 years of W-2 Statements 2 years tax returns or tax return transcripts and taxpayer consent form
- Executed loan transmittal (1008) 2 months of bank statements for checking and savings accounts
- 401k statements, if being used to help purchase the home Asset statements for assets totaling \$50,000+
- Letters of explanation for large deposits and recurring cash/gifts, as applicable
- All Required Income Documentation and Required Forms – See [Guidelines](#)

At least 7 business days prior to closing

- Completion certificate from Credit.org or Money Management International. *Note: Counseling contact phone number and buyer reservation number provided in Conditional Commitment letter upon FHLBank Atlanta approval.*
- Complete Preliminary 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 listed under "H. Other Costs" as "Homebuyer Counseling" to "Money Management Intl." or "Credit.org"
 - Minimum homebuyer contribution of \$1,000
 - Homebuyer's maximum cash back at closing not to exceed \$250.

At most 14 business days after expected closing date

- Executed Deed to Secure Debt
- Complete 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 listed under "H. Other Costs" as "Homebuyer Counseling" to "Money Management Intl." or "Credit.org"
 - Minimum homebuyer contribution of \$1,000
 - Homebuyer's maximum cash back at closing not to exceed \$250.
- Proof of payment of counseling fee
- Final 1003

Authorized Signature

Date