**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 5 business days after closing**. Failure to provide this information in the stated timeframe results in FHLBank Atlanta freezing our program – with no applications or funding continuing until all required post-closing documents have been submitted.

The following information should be forwarded to 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.

|  |  |
| --- | --- |
| \_\_ Seller CD \_\_ Note \_\_ Deed to Secure Debt. | \_\_ Completed wire transaction for counseling payment \_\_ Final 1003 Form signed by borrower. |

**Please wire the counseling fee to the following that apply: Please include Clients Name, Client Address, Invoice Number, Reservation Number**

|  |  |
| --- | --- |
| ***Credit.org***  Via electronic payment  (ACH, wire, bank transfer, etc.)  US Bank  25642 Crown Valley Parkway, D-5  Ladera Ranch, California 92694  Routing Number: 122235821  Account Number: 153496833838 | ***Money Management International:***  **Wire transfer:**  Bank Routing Number:021000021  Swift Code: CHASUS33  General Bank Reference Address: JPMorgan Chase New York, NY 10017  Account Number: 257585217  Account Name: Money Management International, Inc- FHLB Payments  **ACH Delivery:**  Bank Routing Number: 111000614  Account Number: 257585217  Account Name: Money Management International, Inc. – FHLB payments |

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

**Special Instructions:**

Be sure to INCLUDE Exhibit A in the Subordinate Deed.

\_\_ *Please mail the original note and recorded deed to:*

Community Redev Loan and Invt Fund, Inc.  
 229 Peachtree St NE, STE 705  
 Atlanta, GA 30303  
 Attn: Downpayment Assistance Programs

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