

AHP HOMEOWNERSHIP SET-ASIDE PROGRAM

Pre and Post Funding Documentation Requirements



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

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

I. Application Submission Documents	Product Type	Documentation Required
	All Purchase Product Applications	<ul style="list-style-type: none"> • Intake certification, complete and fully executed • Census Tract Verification (i.e. FFIEC geocoder website, appraisal (pages 1-3) or FEMA flood zone certification, if census tract is listed) • Income supporting documentation as outlined in the AHP Income Documentation Requirements published on the FHLBank Atlanta website • Other product specific documentation
Rehab Product Applications	<ul style="list-style-type: none"> • Intake certification, completed and fully executed • Census Tract Verification (i.e. FFIEC geocoder website, appraisal (pages 1-3) or FEMA flood zone certification, if census tract is listed) • Income supporting documentation as outlined in the AHP Income Documentation Requirements published on the FHLBank Atlanta website • Pre-work Certification, fully executed by all parties <p>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.</p>	

Community Partners Product

- **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
- **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
- **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
- **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
- **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
- **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:
 - *Is missing in action, or*
 - *Is a prisoner of war (POW), or*

II. Pre-Funding Documents

Community Partners Product	<ul style="list-style-type: none"> o <i>Died while in service or from a service-connected disability and you didn't remarry, or</i> o <i>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</i> o <i>Had been totally disabled and then died, but their disability may not have been the cause of death (in certain situations)</i>
Community Rebuild and Restore	<ul style="list-style-type: none"> o FEMA ID# required o Repairs/defect must be associated with an "Emergency Declaration" or a "Major Disaster Declaration" area as designated by FEMA occurring no more than 36 months prior to the date of the application submission o Repairs/defect scope of work cannot be associated with repairs covered under an insurance claim
Purchase Applications	<p>Shareholders must submit sample retention documents for review and approval prior to their first funding request.</p> <ul style="list-style-type: none"> • Complete preliminary Closing Disclosure (CD) submitted at least three (3) days prior to closing that includes the following: <ul style="list-style-type: none"> ✓ All borrower(s), loan terms, subject property address, projected closing date, rate, APR, lender ✓ AHP funds clearly identified as "FHLBank Atlanta or AHP Homeowner Assistance funds" ✓ Counseling fee of \$275 with counseling provider reflected as payee ✓ Minimum homebuyer(s) contribution of \$1,000 ✓ Homebuyer's maximum cash back at closing cannot exceed \$250 ✓ Homebuyer's credit counseling completion certification, valid for 1 year • Other documentation, if applicable <p>Acceptable POC(B)s include, but is not limited to: Appraisal, final inspection, appraisal review fee, credit report, earnest money, due diligence fees listed on the CD, and flood certification fee. Others may be acceptable as determined by the Bank in its sole discretion.</p>

III. Post-Funding Documents

Rehab Applications	<ul style="list-style-type: none"> • Post-work Certification, completed and fully executed • Homeowner's credit counseling completion certification, valid for 1 year • Proof of payment to credit counseling provider • Other documentation, if applicable
Purchase Applications	<ul style="list-style-type: none"> • Final executed Closing Disclosure (CD) within 20 business days from projected closing date that includes the following: <ul style="list-style-type: none"> ✓ All borrower(s), loan terms, subject property address, projected closing date, Rate, APR, lender ✓ AHP funds clearly identified as "FHLBank Atlanta or AHP Homeowner Assistance funds" ✓ Counseling fee of \$275 with counseling provider reflected as payee ✓ Minimum homebuyer(s) contribution of \$1,000 ✓ Homebuyer's maximum cash back at closing cannot exceed \$250 • Executed and notarized retention document • Proof of payment to credit counseling provider • Other documentation, if applicable
Rehab Applications	<ul style="list-style-type: none"> • Copy of check or wire transfer/instructions showing funds have been transferred to the Intermediary and/or Contractor

IV. Homebuyer/Homeowner Counseling Payments

Money Management International payments should be sent to the following mailing address:

Payments to Money Management International, Inc. (MMI) will only be accepted via check to the following mailing address	For payment related inquiries please contact:
FHLB Payment Processing 12603 Southwest Freeway Suite 450, MB #8 Stafford, TX 77477 Attn: MMI - Gilbert Lopez	Jasmin Ventura at 1.877.585.8307 or email Jasmin.Ventura@MoneyManagement.org

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

Mail Checks to the following mailing address	For payment related inquiries
Credit.org P.O. Box 5438 Riverside, CA 92507	Please call 1.877.838.2033
To obtain ACH instructions contact Gladys Reimers via email gladys.reimers@credit.org	

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 include 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:

- o 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
- o Please contact the lender that appears on the recorded AHP deed of trust/mortgage, or other security instrument for the following:
 - **Satisfactions/Lien Releases**
 - o 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
 - o Liens that matured 5 years ago and satisfactions are required
 - **Subordination**
 - o 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.