

# ANDP DPA Products Mortgage Lender Checklist

This form is required. Attach with application at: [ANDP Online DPA Application](#)

Loan Originator: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Buyer 1 Phone: \_\_\_\_\_ Buyer 1 Email: \_\_\_\_\_

Buyer 2 Phone: \_\_\_\_\_ Buyer 2 Email: \_\_\_\_\_

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

DPA Product: \_\_\_\_\_ 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](#)".

## **Initial Application** (Homebuyer closings should be scheduled no sooner than 14 days from ANDP submission to FHLB)

- Copy of 1003
- Appraisal
- Certificate of Completion for an 8-Hour HUD Approved Home Buyer Education Course
- Income Documentation (Please see ANDP DPA Products Income Documentation Requirements)
- Affordable Housing Products Intake Certification ( Wet Signature by Buyer(s))

## **At least 7 Business Days Prior to Closing**

- Clearpoint Counseling or Credit.org Certificate (counseling information will be provided upon FHLB 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 or AHP homeowner assistance funds
  - Counseling fee of \$200 with name of counseling provider reflected as payee
  - 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**

- Complete Final Closing Disclosure (CD) with all borrowers on title that include the following:
  - AHP homeowner assistance funds clearly identified as FHLBank Atlanta or AHP homeowner assistance funds
  - Counseling fee of \$200 with name of counseling provider reflected as payee
  - Minimum homebuyer contribution of \$1,000
  - Homebuyer's maximum cash back at closing not to exceed \$250

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Authorized Signature

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Date