

U. S. Department of Housing and Urban Development
Atlanta Homeownership Center
40 Marietta Street
Atlanta, Georgia 30303-2806
(800) CALLFHA or (800) 225-5342



RECERTIFICATION

HUD Home Discount Sales, FHA Mortgagor, Secondary Financing

Approval Date: January 20, 2023

Expiration Date: January 20, 2025

Approved for the Following Areas:

HUD Homes/FHA Mortgagor/Secondary Financing: *See attached list of zip codes*

Mr. John O'Callaghan
President and Chief Executive Officer
Atlanta Neighborhood Development Partnership, Inc.
229 Peachtree Street, NE, Suite 705
Atlanta, GA. 30303-1405

Dear Mr. O'Callaghan:

The Atlanta Homeownership Center is pleased to inform you that **Atlanta Neighborhood Development Partnership, Inc.** has been **recertified** as a nonprofit agency to perform the following activities within the geographical areas listed above:

- **Purchase HUD REO properties at a discount**
- **Participate as a mortgagor to obtain FHA-insured financing under the (203(b) and/or 203(k)) programs, at the same terms as owner occupants**
- **Serve as a provider of Secondary Financing**

Please be aware, your nonprofit approval will expire on January 20, 2025. Recertification application documents must be submitted to the appropriate HOC, via the Nonprofit Data Management System (NPDMS), at least 90 days prior to the end of the approval period. **Failure to complete the recertification process for re-approval prior to the expiration date will result in your agency's removal from the HUD Nonprofit Roster, effective on the expiration date.**

At this time, your agency is restricted to purchasing and having **(6) HUD REO** properties (*this is a revolving number*) in your inventory at any given time. All HUD approved nonprofit agencies purchasing HUD REO properties at a discount, are required to report on those properties individually within 60 days of the resale, using the Nonprofit Data Management System (NPDMS). For further information regarding this reporting process, please refer to the new Single Family Policy Handbook, ***Handbook 4000.1: I. DOING BUSINESS WITH FHA, B. OTHER PARTICIPANTS, 4. Nonprofits and Governmental Entities. c. Post***

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www.HUDHomeStore.com

Approval Documents, iii. HUD Homes Individual Property Files, (B) Standard, (C) Required Documentation.

In order to access the list of properties available for purchase to nonprofit agencies, please access the Department's property list at the following web site: www.hudhomestore.com. Asset Management (AM) Contractors are currently responsible for the sale of HUD's REO properties. Any questions regarding access to properties; bid results and instructions; and available properties should be addressed directly to the AM listed on the website.

As required by the HUD Homes Discount Sales Program, you have obtained a Name and Address Identification Number (NAID) which is (ATLNTA6632). If there is any change to your address, agency contact, etc., your NAID application must be modified electronically at: <https://www.yardiasptx11.com/39444naidliveportal/jsp/index.jsp>.

All nonprofit agencies approved for the HUD Homes program are subject to the following limitations:

1. Unless an exception is granted in writing, the nonprofit purchaser of an REO property at a discount, shall not resell the property for an amount in excess of **110 percent** of the **allowed** net development costs. For information regarding **Net Development Costs**, please refer to ***Handbook 4000.1: I. DOING BUSINESS WITH FHA, B. OTHER PARTICIPANTS, 4. Nonprofits and Governmental Entities, c. Post Approval Documents, iii. HUD Homes Individual Property Files, (D) HUD Homes – Net Development Costs.***
2. All REO properties purchased at a discount by an approved nonprofit, must be sold to homebuyers who intend to occupy the property as their principal residence, and whose income is at or below 115 percent of median income in the area when adjusted for family size.
3. Approved nonprofits must have a functional accounting system that operates according to generally accepted accounting principles in order to properly capture property specific costs and revenues.
4. In accordance with FHA regulations, approved nonprofits may not purchase more than seven (7) units in a specific neighborhood (defined as a two (2) block radius). Should you wish to purchase more than seven (7) units within a two block radius, a request for a waiver to the seven (7) unit limitation, together with a justification and any documentation that supports the request, must be submitted to this office.

Regarding the FHA Mortgagor Program, your agency is restricted to obtaining and having **(6) FHA insured loans** (*this is a revolving number*) in your inventory at any given time. However, this approval is not to be construed as an automatic acceptance of your ability to qualify for an FHA-insured mortgage.

All nonprofit agencies approved for the FHA Mortgagor Program are subject to the following limitations:

1. Nonprofit agencies are subject to a limitation on the number of 203(k) FHA insured mortgages. If the agency has 10 or more incomplete 203(k) developments at one time, borrowing under the 203(k) program is prohibited. Nonprofit agencies with an

exceptional performance record of successfully completing 20 or more 203(k) developments, may apply to the appropriate Homeownership Center for a waiver of the limitation on 203(k) loans.

2. Any borrower, including a nonprofit agency acting as a borrower, is restricted from obtaining FHA insured financing for a property that may be rented, if it has or will have, a financial interest in more than seven (7) rental units (*regardless of financing type*) in a contiguous area, generally defined as a two (2) block radius.

For your Secondary Financing Approval, the enclosed legal instruments are acceptable for use with an FHA-insured mortgage. The documents have been annotated with our assurance of acceptability. **These documents can only be used with this approval letter for secondary financing purposes.**

All nonprofit agencies approved for the Secondary Financing Program, may provide secondary financing assistance in conjunction with an FHA-insured mortgage, subject to the following limitations:

1. The Secondary Financing is disclosed at the time of application;
2. No costs associated with the Secondary Financing are financed into the FHA-insured first Mortgage;
3. The Secondary Financing payments must be included in the total Mortgage Payment;
4. The Secondary Financing must not result in cash back to the Borrower except for refund of earnest money deposit or other Borrower costs paid outside of closing;
5. The Secondary Financing may not be used to meet the Borrower's Minimum Required Investment (MRI);
6. There is no maximum Combined Loan to Value (CLTV) for Secondary Financing loans provided by HUD-approved Nonprofits; and
7. The Second Lien may not provide for a balloon payment within 10 years from the date of execution.

Please be advised that a nonprofit organization assisting a government entity in the operation of its secondary financing program, is not required to obtain approval or be placed on the Approved Nonprofit Organization Roster, as long as it meets the underwriting requirements of *HUD Handbook 4000.1 II.A.4.d.iii.(J)(1)(b)* when underwriting through TOTAL or HUD *Handbook 4000.1 II.A.5.c.iii.(J)(1)(b)* for Manual underwriting.

If applicable, Secondary Financing related to your nonprofit's participation in the operation of a government entity's secondary financing program that do not require approval in accordance with the requirements of *HUD Handbook 4000.1 II.A.4.d.iii.(J)(1)(b)* when underwriting through TOTAL or *HUD Handbook 4000.1 II.A.5.c.iii.(J)(1)(b)* for Manual underwriting are not included as a part of this approval. In instances when such secondary financing is made and closed in the name of your nonprofit, it must be reviewed and approved by HUD prior to implementation.

Please provide a copy of this letter to any lender providing FHA financing in conjunction with any of the above approved programs. This approval is limited to the geographic areas listed on the first page of this letter.

If you wish to expand into geographical areas other than those for which you have been approved, you must contact the Atlanta Homeownership Center for expansion requirements. In addition, if there are any changes to your approved **Affordable Housing Program Plan**, we must be notified and approve of these changes, prior to implementation.

As a participant in FHA programs, it is the nonprofit agency's responsibility to be aware of guidelines and procedures relative to FHA programs and to maintain knowledge of any updates that relate to these guidelines and procedures. Guidance and information is made available on the HUD Internet site located at http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/np . Those agencies that do not adhere to Departmental guidelines and procedures are subject to possible suspension and/or removal from the approved nonprofit listing. You can receive notification of program policies, updates, and training by registering at the following website: www.hud.gov/subscribe .

We appreciate your interest in FHA programs and your commitment to meeting the housing needs of low- and moderate-income persons. If we can be of further assistance, please contact Deborah Jefferson-Ingram, Housing Program Specialist, at Deborah.Ingram@hud.gov, myself at Rachel.A.Lavelanet@hud.gov , or the FHA Resource Center at 1 (800) CALL FHA.

Sincerely,



Rachel A. Lavelanet
Director
Program Support Division

Enclosures