

**ANDP DPA Products  
Closing Attorney Checklist**

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

Closing Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

**Instructions To Closing Attorney:**

In order to be compliant with Federal Home Loan Bank Atlanta requirements, we will need certain documentation from the closing attorney ASAP after closing.

The following information should be forwarded to [dpa@andpi.org](mailto: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 \$200 with name of **Clearpoint** or Credit.org reflected as payee
  - Minimum homebuyer contribution of \$1,000, unless veteran
  - Homebuyer's maximum cash back at closing not to exceed \$250
- Executed Deed To Secure Debt
- All documents reflect the **approved** preliminary CD)
- Final CD, Subordinate Deed and Note **must** have the same date
- Legal Description (Exhibit A) is included in Subordinate Deed
- Address and/or county are clearly **identified** in Subordinate Deed

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

- Please mail the Clearpoint check to:  
FHLB Payment Processing  
14141 Southwest Freeway, Suite 1000  
Sugarland, TX 77478  
Attn: Gilbert Lopez
- Please mail the original note to:  
Community Redev Loan and Invt Fund, Inc.  
229 Peachtree Street, NE, STE 705  
Atlanta, GA 30303  
Attn: Downpayment Assistance Programs

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**