# AHP Homeownership Set-aside Program Intake Certification



These instructions are being provided to assist with the accurate completion of the Intake Certification. PLEASE READ THOROUGHLY AND CAREFULLY.

Any changes to household income must be communicated to the Bank as soon as it is discovered so that a second review of household income can be completed to confirm income eligibility.

## **Section I: Applicant Information**

· List the name of the applicant that is requesting AHP funds

# Section II: Household Member(s) Information

List the name(s) of all household members, including children who will occupy the residence at closing.
 Children away at college should also be included as household members. If you are aware of any imminent change in household makeup, please make the necessary updates to the document.

#### **Section III: Household Income Information**

- List all current sources of household income for household members age 18 and over. This includes but is not limited to wages, self-employment or contractor sources (e.g. side jobs, Uber, LYFT, Mary Kay, Social Media Influencer, Online Sales or E-Commerce, etc.), child support, alimony, part-time or seasonal income, SSI for adults and for minor children, merit increases, income for dependent college or university students, unemployment earnings, etc. Supplemental documentation is required for all other income not documented by paystubs (i.e. court documents, asset statements, etc.) Specific documentation can be found on FHLBank Atlanta's website: http://corp.fhlbatl.com/files/documents/ahp-incomedocumentation-requirement.pdf
- Household members age 18 and over that do not have income must complete a Zero Income Certification, or signed statement indicating the non-existence of income.

### **Section IV: Property Information**

 Complete this section for property-type information and whether any portion of the property being purchased will be rented to other occupants.

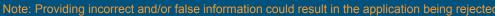
#### Section V: Homebuyer/Homeowner Certification

This section must be initialed and signed by the applicant(s) making application for AHP funds. Applicant
must physically initial where indicated (this can be accomplished via electronic signature or wet signature).

#### Section VI: Non-Occupant (Co-Borrower and/or Co-Owner) Certification

 This section must be initialed and signed by the non-occupant co-borrower or co-owner on the first mortgage, if applicable. If any monthly assistance is being provided to the household, the amount of that assistance must be disclosed where indicated. The certification must be physically initialed and signed.

# AHP Homeownership Set-aside Program – Intake Certification Note: Providing incorrect and/or false information could result in the application being rejected



Homebuyer/Homeowner (Print Name)



Date

Section I:	Applicant Information	(	FOR ASSISTA	NCE WITH	COMPLETING T	HIS DOCU	MENT, PLEASE	SEE INSTR	RUCTION PAGE	
Α	pplicant Name:									
Section II:	Household Member(s)	Information								
List all persor	ns who will occupy the reside	nce at closing. Incl	ude children of a	ll ages, inclu	uding students awa	y at college.				
Household Member #	Name (First an	Borrower Type		Relationship to Borrower		18 and Over?	Full-time student?	First-time Homebuyer?		
1										
3										
4										
5										
6										
7 8										
Enter Total					<u> </u>		<u> </u>		<u> </u>	
Section III: I	Household Income Info	rmation								
contractor so	nt sources of household incor ources (e.g. side jobs, Uber, L ome, SSI for adults and for m	YFT, Mary Kay, So	cial Media Influe	encer, Online	e Sales or E-Comm	erce, etc.),	child support, alim	nony, part-time		
	<u>,                                      </u>		Income Source		Amount		Verified Employment		Avg Hours	
	Household Member	(e.g. VOE	, paystubes, etc.)	,	Amount	Si	tart Date		Weekly	
Section IV:	Property Information									
1 unit	2 to 4 units									
	units be used for rental por provided to the lender.	urposes? If Yes, r	ental lease info	ormation/re	ntal income must	be include	d in the Househ	old Income	section, and ap	
Yes	] No									
Section V:	Homebuyer/Homeowne	r Certification								
	· · · · · ·							•	. ,	
nitial(s):	<ol> <li>I/We hereby certify that all income information contained herein for household members age 18 and over, is true and correcthe failure to supply accurate information to FHLBank Atlanta or it's member financial institution will result in the rejection or application</li> </ol>									
nitial(s):	2. I/We must complete, prior to funding, the required counseling program provided by the Bank's prescribed debt management program provider.									
nitial(s):	3. I/We agree to execute the AHP Homeownership Set-aside Program security agreement that will be recorded, which defines									
nitial(s):	4. The property does not include any rental income other than as may be disclosed above.									
nitial(s):										
nitial(s):	6. I/We understand that failure to occupy the property for a period of five years will result in the enforcement of the repayment of funds to the Bank.									
itial(s):/										
	/We fully understand that i as applicable under the pr						owingly make an	y false state	ments concern	
		(5.1								
	Homebuyer/Homeowr	er (Print Name			Homebuyer/	Homeowi	ner Signature		D	

Homebuyer/Homeowner Signature

Section VI:	(IF APPLICABLE)									
Initial(s):	<u> </u>	1. I/ We are the non-occupying co-borrower(s) of the Promissory Note associated with the first mortgage loan that is being made to the above homebuyer(s) / homeowner(s)								
Initial(s):		2. I / We certify that my/our contribution each month will be \$ to assist the homebuyer(s) in making regular monthly loan payments, or any other assistance.								
WARNING: I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1001,et seq.										
	Co-Borrower/	Non-occupant (Print Name)	Signature	Date						
	Co-Borrower/	Non-occupant (Print Name)	Signature	Date						

01/2023 Intake Certification