

Arizona Department of Housing

(Acting with the Arizona Home Foreclosure Prevention Funding Corporation)



Program Guidelines:

“Pathway to Purchase” Down Payment Assistance Program

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DATE	TOPIC (effective immediately for new reservations unless otherwise	PAGE(S)
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THE ADOH PARTNERSHIP TEAM



Participating Industrial Development Authority(s) (IDA): Acting with the Arizona Home Foreclosure Prevention Funding Corporation / Program Administrator

Creates and directly implements the first mortgage and down payment assistance program, sets the interest rates, terms, points, authorizes disbursement of the down payment assistance funds, completes compliance review **and** markets the program through our participating lenders. Approves and monitors lender participation.

Participating Lenders

Take applications, reserve funds in program systems, process, underwrite, approve, fund the 1st mortgage, close and sell qualified loans to the program's Master Servicer. Lenders are responsible for servicing first mortgage program loans in accordance with Agency requirements until they're purchased by the Master Servicer.

U S Bank - Master Servicer

Provides information and training concerning the first mortgage loan file including acceptable loan products and delivery and funding, receives all first mortgage files, reviews first mortgage files, notifies lenders of first mortgage file exceptions, approves mortgage files, purchases first mortgage loans and delivers loans.

Participating IDA - Reservation and Program Compliance

Maintains the program first mortgage reservation system and related website, posts guidelines, provides auto-fill forms, provides training on compliance issues and system, makes corrections and updates in the first mortgage reservation system at lender, Authority or master servicer requests, answers first mortgage program and system questions, sends program notices regarding program timelines, receives compliance files, reviews, posts and notifies of exceptions and approves compliance file.

Use of Program Guidelines

These program guidelines are to be used in conjunction with the U S Bank and the Federal Home Loan Mortgage Corporation (FHLMC) also known as Freddie Mac HFA Advantage product (underlying first mortgage) guidelines. The primary purpose of these guidelines is to highlight program (DPA 2nd mortgage) restrictions (overlays) that supersede first mortgage guidelines. Any discrepancies or conflicts between the two guidelines should be addressed with the DPA Program Transaction Coordinator. Questions should be emailed to p2p@azhousing.gov with the subject line of "U S Bank, FHLMC, P2P Program Guideline Conflict".

“Pathway to Purchase” Down Payment Assistance Program

GENERAL

The **Pathway to Purchase** Down Payment Assistance Program (the “**P2P**”) is being implemented by the Arizona Department of Housing, with the Arizona Home Foreclosure Prevention Funding Corporation (the “AHFPFC”). In addition to the provisions set forth in these Program Guidelines, the provisions set forth in the Participating IDA Mortgage Origination Agreement shall also apply; in the event of a conflict, the provisions of the Mortgage Origination Agreement shall control.

PATHWAY to PURCHASE - FIRST MORTGAGE LOAN

All borrowers under the **P2P** Program will receive a 30-year, fixed rate, fully amortizing first-lien mortgage loan (a “**P2P** Loan”) and a Down Payment Assistance (DPA) second mortgage equal to 10% of the purchase price of the subject property, subject to a maximum of \$20,000. The funds from the **P2P** DPA second mortgage can be used for down payment, closing costs / pre-pays and mortgage insurance premiums.

DAILY INTEREST RATE LOCK RESERVATION

Interest rates for the first mortgage component of the **P2P** Program are posted to the Participating IDA web page. Interest rates and reservations for this program are available Monday – Friday 7:00 A.M. – 5:00 P.M. Mountain Standard Time, excluding Holidays.

PLEASE NOTE that interest rates and the availability of the **P2P** DPA second mortgage are subject to change at any time. Once reserved, the interest rate and the amount of the **P2P** DPA second mortgage will not change as long as loans are delivered according to the timetable included in these guidelines.

- Interest rate buy-ups or buy-downs are not available on the **P2P** program.

PATHWAY to PURCHASE (P2P) DPA SECOND MORTGAGE

The funding for the **Pathway to Purchase** DPA Second Mortgage Program is provided by the U.S. Department of the Treasury through the Trouble Asset Relief Program; Hardest-Hit Fund. The **P2P** Program has a \$15,000,000 commitment from the Arizona Home Foreclosure Prevention Funding Corporation Hardest-Hit fund allocation for this relaunch. These funds are available on a first come first serve basis. The **P2P** Program **cannot** be combined or layered with other down payment assistance programs.

A Lender will make the determination that a borrower meets the requirements of the **P2P** First mortgage Loan and the requirements for receiving a DPA Second Mortgage. When the lender reserves the first mortgage in the Participating IDA system this only reserves the first mortgage. The DPA Second Mortgage must be registered and submitted for and issued a DPA commitment for the DPA Second Mortgage funds to be reserved. The (AHFPFC / ADOH) will fund the DPA Second Mortgage assistance amount to the Title Company on the related **P2P** Loan closing. The DPA Second Mortgage assistance is only available in conjunction with a **P2P** Loan.

AMOUNT OF ASSISTANCE

- DPA Second Mortgage is equal to 10% of the subject property purchase price or appraised value whichever is less, up to a maximum of \$20,000.
- DPA Second Mortgage is a lien against the subject property with the following components,
 - Five-year, deferred loan 100% forgiven after five years
 - 0% interest rate
 - No monthly Payment

The **P2P** DPA Second Mortgage can be applied only for the following purposes (i) to pay for any portion of the Purchase Price of the Residence due and payable at Closing which is not funded by the Mortgage Loan (i.e., any portion of the “down payment” for the Residence) and (ii) to pay for any closing costs (see next paragraph) collected by the Lender. Because the DPA Second Mortgage is a fixed percentage, any remaining / unused DPA Grant Assistance must be applied as a principal reduction. The **P2P** DPA Second Mortgage will not be applied by the Mortgagor for any other purpose without the consent of AHFPFC / ADOH or the Servicer.

Closing costs mean pre-paid taxes, hazard and mortgage insurance premiums (including single premium borrower paid), origination and discount points, guaranty fees, credit report fees, survey fees, appraisal fees, inspection fees, title insurance premium, abstract and attorney’s fees, escrow and courier fees, recording fees, and similar fees.

PROGRAM ELIGIBILITY – Underlying Mortgages

The **P2P** Program permits only the Federal Home Loan Mortgage Corporation (FHLMC), also known as Freddie Mac HFA Advantage Loans (HFA Advantage is a variance of the FHLMC Home Ready formerly, Home Possible Mortgage product), at a maximum LTV of 95.0%. The maximum LTV limit includes any borrower financed MI.

Within these Program Guidelines are the overarching requirements related to the **P2P** DPA Second Mortgage. These Program Guidelines do not include ALL specific Freddie Mac HFA Advantage agency relating program guidelines within this single document. The respective agency guidelines for the underlying mortgage Freddie Mac HFA Advantage must be met and

requirements adhered to. Furthermore, the master servicer, US Bank could have additional underwriting overlays.

Our Master Servicer U.S. Bank's provides lender support at the following links:

MRBP Home Mortgage Lender manual can be found at <http://www.mrbp.usbank.com>

General questions on the underlying mortgage can be made at hfa.programs@usbank.com

Exception inquires on a specific loan can be made to mrbpcommunications@usbank.com

Inquiries on post purchased loans can be made to mrbp.postfunding@usbank.com

ELIGIBLE BORROWERS:

- Regarding non-permanent residents, the respective agency guidelines for the underlying mortgage (Freddie Mac HFA Advantage) must be met and requirements adhered to. ADOH will add no additional overrides for the **P2P** Program.
- All borrowers must be considered irrespective of age, race, color, religion, national origin, sex, marital status, military status or physical handicap.
- Borrowers must occupy the property as their primary residence and reside in the subject property within 60 days of closing.

INCOME LIMITS:

In determining gross monthly income, the income of all borrowers expected to *both* live in the residence and who credit qualify on the Note must be taken into account. For compliance purposes, the borrower(s) income calculation is based on the respective agency income guidelines for the underlying mortgage (Freddie Mac HFA Advantage) and as disclosed on the final, signed and dated Freddie Mac Universal Residential Application Form 1003.

- **The borrower(s) income cannot exceed \$92,984.00.**

PURCHASE PRICE LIMITS:

Acquisition Limits (Purchase Price Limits)

Acquisition cost means the cost to a Mortgagor of acquiring a Residence from the Seller as a completed residential unit - in most cases this is the Sales Price. This must include everything paid by the buyer or on the buyer's behalf with the exception of Agency-permitted financing costs. If the respective agency guidelines for the underlying mortgage (Freddie Mac HFA Advantage) have a lower purchase price limit then it must be met and requirements adhered to.

- **The acquisition cost of the property cannot exceed \$371,936.00.**

If the subject property purchase price is less than \$75,000 additional disclosures may apply.

MINIMUM CREDIT SCORE / MAXIMUM DEBT-TO-INCOME RATIO

Freddie Mac HFA Advantage Mortgage:

LTV's 95.0% or less

- Minimum 640 FICO
- Maximum LTV / CLTV - 95.0% / 105%
- Max DTI – 45%

QUALIFIED RESIDENCE REQUIREMENTS

- **P2P** DPA Second Mortgage assistance program is ONLY available in 26 Zip Codes of the following 12 Arizona Cities: (see targeted area table for zip code details)
 - Bullhead City, Casa Grande, Glendale, Green Valley, Kingman, Phoenix, Rio Rico, Sahuarita, Sierra Vista, Tucson, Vail and Yuma (see the Target Area attachment for eligible zip code details)
- For Freddie Mac HFA Advantage, only existing Single Family properties, including attached PUD's / Townhouses and Condos are allowed. See US Bank website for Bulletins and Guidelines on credit overlays.
- Existing, previously occupied properties only, new construction, including spec homes are not allowed.
- Manufactured Homes are not permitted.

ADDITIONAL PROGRAM REQUIREMENTS

- **Seller cannot advance funds**, solicit or induce funds to be advanced by another, directly or indirectly, for the payment of any amount required by the Loan;
- **Non-Occupant Co-Signors:** Freddie Mac HFA Advantage does not allow for non-occupant co-borrowers (co-signors), a non-occupant co-borrower or a non-occupant co-signor conflicts with the strict occupancy requirements of the soft second lien on the P2P Program. As such, non-occupant co-borrowers (or non-occupant co-signors) are not allowed.
- **Power of Attorney (POA):** The use of a POA must be reviewed and approved by Program Administration prior to the funds request being processed and the DPA closing package being signed. The DPA Funds Request and POA should be uploaded to the program portal at <https://housing.az.gov/portals/document-upload-portals/p2p-portal> and labeled POA Request.
- **Homebuyer Education Course Required:** Each borrower must complete a homebuyer education course before closing.
- **Cash back** to the borrower is not permitted. However, borrowers are permitted a reimbursement of overage of earnest money deposit to the extent any minimum contribution has been satisfied and permitted by Agency guidelines.

- **No Minimum Loan Amount:** there is no minimum loan amount required under the **P2P** Program. If a minimum loan size applies, it is determined by the type of financing used (i.e. Freddie Mac HFA Advantage).
- **Prepayments:** **P2P** First Mortgages may be prepaid at any time without penalty.
- **No “Mortgage Subsidy” Recapture Tax:** There is no Mortgage Subsidy Recapture Tax under the **P2P** Program.
- **No Refinancing:** The **P2P** program is available for purchase money transactions only.
- **Escrow / Impound Account Requirements:** The borrowers must establish an impound/escrow account for monthly collection (1/12) and annual /semi-annual disbursement of the property taxes, homeowner’s insurance premiums and private mortgage insurance (if applicable) and flood insurance (if applicable).
- **Reserve Requirements:** There are no minimum / maximum reserve requirements under the **P2P** Program. The **P2P** Program does not have liquid asset overlays, restrictions or requirements, furthermore program does not impose restrictions on a homebuyer putting/ providing additional funds for the down payment / closing costs OR retaining his/her liquid assets in reserves and using just program funds for down payment / closing costs. If any reserves are required, these are determined by the DU Finding or any agency related guidelines. (i.e. Freddie Mac HFA Advantage).
- **Home Inspection:** It is the homebuyer’s option to obtain a home inspection. This is for their benefit and does not need to be provided to the lender, master servicer or program administrator. The fee for this inspection can be covered by the DPA assistance funds.

LENDER TRAINING

Even if you are an existing **Participating IDA** lender, with user credentials for their program, you need to take additional training. Your current participating IDA program credentials will **not** automatically allow you access to the **P2P** DPA Second Mortgage Program.

1. Mandatory P2P Program Training.

- a. Program training is available on demand via email – p2p@azhousing.gov (P2P DPA Training Request)
- b. Scheduled training is provided periodically (see program site page for details).

2. Mandatory P2P First Mortgage Program Training.

- a. Program training is offered by participating IDA please contact them for details.
- b. Contact participating IDA for questions and concerns regarding US Bank.

LENDER COMPENSATION SUMMARY

- The lender compensation is set by the Participating IDA. Normal lender administration, document preparation, processing and/or underwriting fees are not included in the lender compensation cap.

PROGRAM FEES FOR P2P FIRST MORTGAGE

ADMINISTRATOR FEE

The Program includes a non-refundable **Compliance Review Fee**. The fee is payable at closing and must be disclosed on the Closing Disclosure and can be paid by the buyer or seller.

SERVICER FEES – U.S. Bank

A **Tax Service Fee and Funding Fee** are payable at closing. Both must be disclosed on the Closing Disclosure and can be paid by the buyer or seller.

DPA Second Mortgage Lien - Pathway to Purchase

The only allowable fee to be charged in association with the **Pathway to Purchase** DPA second mortgage lien is a recording fee.

US Bank provides lender support for TRID related issues at USBHMLenderSupport@usbank.com

OTHER LENDER FEES

Lender Fees are fees paid to the Lender for services rendered (i.e. Processing Fees, Underwriting Fees, Administrative or Administration Fees and Doc Prep Fees). Lender fees (regardless of what they are called) should not exceed what is charged to the Lender's other borrowers. **The purpose of down payment and closing cost assistance is not to provide a source to pay for such fees. This is a public purpose program for affordable housing and fees are closely monitored. Junk fees are not permitted and excessive fees will not be tolerated.** An Application Fee must include no more than the actual costs of allowable items such as appraisals.

PROGRAM TIMETABLE

BUYER MUST HAVE A FULLY- EXECUTED SALES CONTRACT FOR A SPECIFIC PROPERTY in order to have funds reserved. The contract may be dated prior to the date of the loan application. Buyers may be pre-qualified. However, if the buyer does not have a contract on a property, program funds cannot be reserved for the buyer until such time as the buyer presents a valid contract.

LOAN RESERVATION

Once the lender determines the borrower(s) is program eligible the transaction can be reserved. Reserving the first mortgage does not reserve the down payment assistance. The DPA Second Mortgage must be registered and submitted for and issued a DPA commitment for the DPA Second Mortgage funds to be reserved. The lender will receive a DPA loan commitment and message confirming the successful completion of the reservation. Any time after loan registration the lender can generate the **Declaration of Eligibility Package**. The documents in this package; Declaration of Eligibility, Dodd-Frank Certificate and Third Party Authorization will need to be signed by the borrower(s) and the originals included in the compliance package.

UNDERWRITE AND CERTIFY

Lenders underwrite & are responsible for credit decisions of the loans in the program. Servicer does not re-underwrite loans **.

REQUEST **P2P** DOWN PAYMENT ASSISTANCE FUNDS

The Arizona Home Foreclosure Prevention Funding Corporation (AHFPFC) MUST provide DPA funds directly to the Title Company / Closing Agent. DPA funds are requested by the lender prior to closing and funded by AHFPFC, sending DPA funds directly to the lenders Title Company. **The Lender will not advance the DPA funds.**

In order to expedite the delivery of the **P2P** DPA funds:

1. After the Loan Prospector Findings of the loan has been completed, and with a projected closing date, the Lender's authorized representative must fill out and execute the DPA Funding Request Form
2. The DPA Funding Request Form must be printed, signed and submitted by 4:00 PM (Monday through Friday) no later than 48 hours prior to the scheduled signing. The DPA Funding Request Form CANNOT be handwritten. .
3. Two business days prior to loan signing, the Lender must submit a complete, executed DPA Funding Request Form to AHFPFC
4. Request Form Review
 - a. Anything received by 4 p m Arizona Time will be verified that day and the requests forwarded to our Custodian Bank; Zion Bank.
 - b. Requests received after 4 pm Arizona Time will be processed the following business day.
 - c. Any DPA Funding Request Form received over the weekend or on a holiday will be processed on the next business day.
5. The DPA Funding Request Form will be reviewed by AHFPFC for accuracy. Lenders will be contacted by AHFPFC if the Request Form cannot be verified. Verified Request Forms are sent by AHFPFC to the Zion Bank for authorization to disburse DPA funds. The Zion Bank will wire the **P2P** DPA funds directly to the Closing Agent/Title Company and NOT to the Lender or the Borrower.
6. It is the lenders responsibility to generate the **P2P DPA Closing Package** and forward to the Closing Agent / Title Company. These documents can be included with the lenders first mortgage documents. An Arizona Department of Housing / Save Our Home AZ (ADOH / SOHAZ) representative will send Escrow Instructions directly to the Title

Company detailing information related to the return of the executed **DPA Closing Package** directly to ADOH / SOHAZ.

7. The title company is responsible for uploading the executed **DPA Closing Package** directly to ADOH / SOHAZ according to Escrow Instruction provided by ADOH by 4PM two days prior to the desired disbursement date of the transaction; in order to receive DPA funds and a Funding Authorization.

If the **P2P** transaction does not fund with three business days of the loan closing date indicated on the DPA Funding Request Form, the Lender will notify the Authority if the loan does not close and the funds will be returned to the Authority's Account not later than the close of business within three business days following the expected loan closing date. Wiring instructions for the return of funds are as follows:

The DPA Closing Package only needs to be reproduced with a revised date if the transaction does not sign in the month the documents are dates. It is AHFPFC goal is to facilitate this process and to provide Lenders the assistance needed to ensure the DPA funds are available at each **P2P** Loan closing. Please make sure that P2P@azhousing.gov are added to your white lists/contacts for both system-generated emails and other emails relating to the DPA Funding Request.

Should you have any questions, please contact David Wilsey at David.Wilsey@azhousing.gov or (602) 771-1043.

PROGRAM COMPLIANCE FORMS

The simple rule of whom signs program forms – if the person is named on the Mortgage/Deed, they sign the forms. If they are not on the Mortgage/Deed, they do not sign the forms. Having people sign documents who should not sign is as incorrect as not having all sign who should.

Original, personal signatures of all borrowers and sellers are required and must match on all documents associated with the transaction.

PRE-CLOSING FORMS:

- **Declaration of Eligibility Package; includes Declaration of Eligibility, Household Composition Declaration, Dodd-Frank Certificate, initial Truth-in-Lending Disclosure (TILA) Home Buyer Education Certificate, Loan Prospector Findings, Underwriter Qualifying Income Calculation Worksheet, Purchase Sale Agreement and Third Party Authorization.**
 - **DPA Wire Request (must submit 2 full business days prior to signing)**

CLOSING FORMS – DPA Closing Package

- **Applicant Certification**
- **DPA Promissory Note**
- **DPA Deed of Trust**
- **Final Truth-in-Lending Disclosure (TILA)**
- **Disclosure Statement to Borrower**
- **Media Release – borrowers option**
- **W-9**

LENDER LOSS PAYEE Requirements

- **Obtain evidence of hazard insurance and get AHFPFC listed as an additional loss payee. The clause should read exactly as:**

**AZ Home Foreclosure Prevention
Funding Corp, c/o ADOH, ISAOA
1110 W Washington St, Suite 280
Phoenix, AZ 85007
Loan #: P2P_____**

POST-CLOSING FORMS

- **Compliance File Checklist with Required Documents**

MORTGAGE CLOSING / SETTLEMENT

The program administrator (ADOH) is responsible for generating and providing to the Title Company the DPA Closing Package.

The following items will be returned by the Title Company directly to:

Arizona Department of Housing c/o Save Our Home AZ
Attn: Closing Team
1110 W Washington Street, Suite 280
Phoenix, AZ 85007

1. Certified copy of the Final Closing Disclosure
2. Certified copy of the DPA DEED of Trust
3. Original DPA Promissory Note
4. Original Truth-in-Lending Disclosure (TILA)
5. Original Applicant Certification
6. Original Disclosure Statement
7. W-9
8. Media Release – if borrower executes

All forms can be found on the SOHFI website.

SUBMIT CREDIT FILES

It is extremely important that the lender submits this in a timely manner.

1. Mortgage File – Credit Package to ADOH (same Credit File uploaded to US Bank)

The mortgage file, including the credit package is sent to ADOH, via their P2P Document Portal system. The P2P Document Portal may be found on the ADOH web site, <https://housing.az.gov/portals/document-upload-portals/p2p-portal> Fill in the form with required information; Email, First Name, Last Name, Phone Number, Loan Number and attached the document by clicking the “Choose Files” button.

TARGET AREA TABLE

County	City	Zip
COCHISE	SIERRA VISTA	85650
COCHISE	SIERRA VISTA	85635
MARICOPA	GLENDALE	85301
MARICOPA	PHOENIX	85042
MARICOPA	PHOENIX	85016
MARICOPA	PHOENIX	85017
MARICOPA	PHOENIX	85051
MARICOPA	PHOENIX	85041
MOHAVE	BULLHEAD CITY	86442
MOHAVE	KINGMAN	86409
PIMA	GREEN VALLEY	85614
PIMA	SAHUARITA	85629
PIMA	TUCSON	85730
PIMA	TUCSON	85706
PIMA	TUCSON	85747
PIMA	TUCSON	85712
PIMA	TUCSON	85710
PIMA	TUCSON	85711
PIMA	TUCSON	85713
PIMA	TUCSON	85746
PIMA	VAIL	85641
PINAL	CASA GRANDE	85122
SANTA CRUZ	RIO RICO	85648
YUMA	YUMA	85364
YUMA	YUMA	85365
YUMA	YUMA	85367

P2P PROGRAM

Step by Step Process related to DPA 2nd Mortgage Loans (New System & New Process)

July 11, 2018

Step No. 1 - Lender creates a case in the ADOH's Application portal

<https://www.saveourhomeaz.gov/login/Login.aspx> (after importing a FNMA 3.2 file to create a case registration) the following documents can be generated to be completed and signed by the applicant. Make sure any applicable recording fee for the DPA loan is input under "**Doc Data**" before printing the documents.

1. Declaration of Eligibility
2. Household Composition Declaration
3. Dodd – Frank Certificate
4. Third Party Authorization
5. Initial Truth – in- Lending Statement

Important Note: The receipt of DPA Commitment is required in order to secure a reservation of program funds.

Step No. 2 – Lender creates a Loan Prospector Certificate findings in LP system.

1. Download the form for processing with the next step (Step No. 3)

Step No. 3 – Lender imports the "Findings LP Accept" FNMA 3.2 file to the ADOH portal to update any changes to the original imported file. The "**Doc Data**" information must be completed in its entirety prior to printing the Funds Request form. The following completed and signed documents must be uploaded to the system in order to submit the funds request to ADOH.

1. 2nd Mortgage Funds Request executed by the Lender
2. Declaration of Eligibility executed by the Homebuyer(s)
3. Household Composition Declaration executed by the Homebuyer(s)
4. Dodd – Frank Certificate executed by the Homebuyer(s)
5. Third Party Authorization executed by the Homebuyer(s)
6. Initial Truth – in- Lending Statement executed by the Homebuyer(s)
7. Home Buyer Education Certificate
8. Loan Prospector Certificate (LP Findings) form executed by the Lender
9. Underwriter Qualifying Income Calculation Worksheet
10. Completed & Signed Purchase & Sale Agreement
11. "Update" the transaction's status to "Send To ADOH" (this submit your request funds and DPA closing documents)

[Type here]

Step No. 4 – P2P staff (ADOH) will pull an AVM to confirm the following;

1. Review Documents & Confirm DPA Funds
 - a. Existing property (not new construction)
 - b. Property type (1-4 unit)
2. Validate Request & Issue DPA Commitment accordingly
3. Set Status to “Pending DPA”

Step No. 5 – Along with the DPA Lender’s Closing Instructions, the ADOH staff will send the Title Company the following items to be executed by the Homebuyer:

1. 2nd Deed of Trust
2. 2nd Promissory Note
3. Applicant Certification
4. Disclosure Statement
5. Final Truth –in – Lending Statement
6. W-9 naming AHFPPC
7. Declaration of Eligibility

Step No. 6 – The Title Company uploads to ADOH’s website portal the following items executed and notarized as applicable:

1. First Mortgage Closing Disclosure (TRID)
2. Applicant Certification
3. 2nd Promissory Note
4. 2nd Deed of Trust
5. Disclosure Statement to Borrowers
6. W-9 naming AHFPPC
7. Final Truth –in – Lending Statement
8. Declaration of Eligibility
9. Settlement Statement / Closing Statement (HUD-1)
10. ADOH Escrow Closing Instructions
11. Closing Protection Letter or E&O Insurance from the Title Company

Step No. 7 – Once ADOH is approves the documentation, ADOH instructs its bank to wire funds to the Title Company and notifies the Title Company that it has authority to close the transaction and disburse the funds (projected to occur 2 days after Step No.5 is completed).

[Type here]

Step No. 8 – From this point in the process onward, ADOH will only communicate with the Lender, CIC or BDFC related to unacceptable documentation for a given Credit File.

Step No. 9 - The Title Company mails to ADOH the following original items executed by the Homebuyer

(Note items 1 and 2 below maybe copies):

1. First Mortgage Closing Disclosure (TRID)
2. Settlement Statement / Closing Statement (HUD-1)
3. Applicant Certification
4. 2nd Promissory Note - Signed and Notarized
5. 2nd Deed of Trust - Signed and Notarized
6. Disclosure Statement to Borrowers
7. W-9 naming AHFPPC
8. Final Truth –in – Lending Statement
9. ADOH Lender Closing Instructions – signed by the Title Company
10. Closing Protection Letter or E&O Insurance from the Title Company

Step No. 10 – The Lender upload the 1st Mortgage Credit File to ADOH’s website:

<https://housing.az.gov/portals/document-upload-portals/p2p-portal>

Overview

Purpose: The lender should be able to navigate through the online application on the HFA website to apply for Pathway to Purchase Down Payment Assistance.

When to Use: When lender applies for down payment assistance through the online application.

STEP	ACTION
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1	Lender creates a case in the ADOH's Application portal:
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<https://www.saveourhomeaz.gov/login/Login.aspx>

Arizona Department of Housing

SAVE OUR HOME AZ

AZ.GOV
Arizona's Official Web Site

Need Help? Call the Arizona Foreclosure Prevention Hotline - 877-448-1211

User Login

Please enter your username and password below to login.

Username Required

Password Required

[I forgot my username](#)

[I forgot my password](#)

User Message:

View/Edit Lender Message

The following message will show for all lender users when they login:
Leave blank for no message

The July 2018 DPA dollars available as of today are \$1.2 M. DPA commitments can be retrieved from the "Doc Tab".

Import FNMA 3.2 File to Create Case Registration & Make DPA Reservation Request:

Arizona Department of Housing

SAVE OUR HOME AZ

AZ.GOV Arizona's Official Web Site

Need Help? Call the Arizona Foreclosure Prevention Hotline - 877-448-1211

Lender User Menu Current User: [Test User](#) | [Home](#) | [Logout](#)

ID	Homeowner	Submitted	CC	IA	ADOH TM	ADOH TA	Status	Days
218790	CAROLINA VALTIERRA	11/01/2016					Lender Review	0

[Click Import DPA](#)

[Export to CSV](#) [Import DPA](#) [Batch Edit Plus](#)

Copyright © 2016 Arizona Dept. of Housing

DPA Import Current User: Test User

Upload File
Select the Residential Loan Data Format 1003 V.3.2 File to be imported as a new DPA Case

No file chosen

Copyright © 2016 Arizona Dept. of Housing

After reviewing each tab to verify data accuracy, go to Doc Data Tab to Generate Package

Case Information Current User: [Test User](#) | [Home](#) | [Logout](#)

Case ID (FNF #) 218790 Primary Homeowner 3.2 [CAROLINA VALTIERRA](#) ES

Counseling Center (not assigned) Status [\(details\)](#) ● Lender Review (No recommendation) [update history](#)

Overview Property Mortgage Delinquency Homeowner Hardship Financial 1 Financial 2 Programs Docs **Doc Data** Notes

FNF/DPA Number Submit Date 11/01/2016

Assigned Counselor (not assigned) Reason for Close [\(change\)](#)

Assigned Lender 21st Mortgage Corporation Sent to Counselor

Assigned ADOH TM (not assigned)

Assigned ADOH TA (not assigned)

Click "Doc Data" Tab

1. P2P Closing Documents are valid for the month in which they are dated.
2. Documents may be signed as of the date dated or thereafter within the same month. **Not Valid if signed prior to the date on the document.**
3. New documents are required if they are not signed within the month dated.

Case Information Current User: [Test User](#) | [Home](#) | [Logout](#)

Case ID (FNF #) 218790 Primary Homeowner 3.2 [CAROLINA VALTIERRA](#)

Counseling Center (not assigned) Status [Lender Review](#) (No recommendation) [update](#) [history](#)

Overview | Property | Mortgage | Delinquency | Homeowner | Hardship | Financial 1 | Financial 2 | Programs | Docs | Doc Data | Notes

Signature / Effective Date: 11/21/2016 FNF/DPA #: 218790

Amount Due (5 year term): 16,200.00 Title Company: Lawyers Title & Escrow

Amount Due (30 year term): Title Company Contact: Dirk Swift

Maturity Date: 11/30/2021 Title Company Contact Email: Dirk.Swift@lawyers.com

Secondary UPB Amount: Title Company Contact Phone: 520-123-5246

Loan Mod Effective Date: FNT Account Num:

Holdback Amendment Additional Months: Escrow Number: 616-23256-056DS

Holdback Amendment Funds Increased By: Trustee: Lawyers Title & Escrow

Vesting: CAROLINA VALTIERRA and GABRIEL R. GALAVIZ, a married couple as joint tenants with right of survivorship Trustee Address: 1110 W Washington

Bank Name: US Bank Trustee City, State, Zip: Phoenix, AZ 85007

Bank Address: 1010 W WASHINGTON Wiring Account #:

Bank Phone #: 520-235-5858 Wiring Amount:

ABA #: 123659856 Promissory Note Date: 11/21/2016

Account #: 333236589 Recording Fees: 25.00

Deed of Trust Recorded Date: Deed of Trust Recording Number:

Deed of Trust Recording Number: Credit File Received:

Disbursement Date: 11/23/2016 Lender Contact Name: Reg Givens

Lender Contact Name: Reg Givens Lender Contact Email: Reg.Givens@cox.net

Lender Contact Email: Reg.Givens@cox.net Lender Contact Phone: 623-363-4799

Lender Contact Phone: 623-363-4799

[Generate Loan Docs](#)

Note: If there is a recording fee for the DPA DOT it must be entered here under "Recording Fees". Prior to Generating the Loan Doc Package

Click "Generate Loan Docs"

Select DOE Pkg & Click Generate Loan Docs to Print

Select Loan Docs

Select documents to generate:

- HARP
- DPA
- DPA Declaration of Eligibility
- DPA Funds Request
- DPA Closing Packet
- Signed/Uploaded RMA [missing]

[Generate Loan Docs](#)

Important Note: The SOHFI system reservation request is required in order to secure a reservation of program funds.

2 Lender creates a case registration and funds reservation request in the SOHFI system.
Obtain Loan Prospector Certificate (AUS Findings) form for processing with the next step (Step No. 3)

3 CASE REGISTRATION & FUNDS RESERVATION REQUEST PROCESS:
Lender imports the "Loan Prospector Certificate (AUS Findings)" FNMA 3.2 file to the ADOH application portal to update any changes to the original imported file.
The following completed and signed documents must be uploaded to the system in order to submit the funds request to ADOH.

Arizona Department of Housing

SAVE OUR HOME AZ

Need Help? Call the Arizona Foreclosure Prevention Hotline - 877-448-1211

Lender User Menu Current User: [Test User](#) | [Home](#) | [Logout](#)

Application List Lender Review Search for [go](#)

ID	Homeowner	Submitted	CC	IA	ADOH TM	ADOH TA	Status	Days
218790	CAROLINA VALTIERRA	11/01/2016					Lender Review	0

[Export to CSV](#) [Import DPA](#) [Batch Edit](#) [Plus](#)

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Click Import DPA

Current User: []

DPA Import

Upload File
Select the Residential Loan Data Format 1003 V.3.2 File to be imported as a new DPA Case

No file chosen

Copyright © 2016 Arizona Dept. of Housing

After reviewing each tab to verify data accuracy,
go to Doc Data Tab to Complete and Generate the Funds Request Form

Current User: [Test User](#) | [Home](#) | [Logout](#)

Case Information

Case ID (FNF #) 218790 Primary Homeowner 3.2 [CAROLINA VALTIERRA](#) ES

Counseling Center (not assigned) Status [\(details\)](#) Lender Review (No recommendation) [update history](#)

Overview Property Mortgage Delinquency Homeowner Hardship Financial 1 Financial 2 Programs Docs **Doc Data** Notes

FNF/DPA Number Submit Date
11/01/2016

Assigned Counselor (not assigned) Reason for Close [\(change\)](#)

Assigned Lender 21st Mortgage Corporation

Assigned ADOH TM (not assigned)

Assigned ADOH TA (not assigned)

Click "Doc Data" Tab to Complete and Generate the Funds Request Form

Current User: [Test User](#) | [Home](#) | [Logout](#)

Case Information

Case ID (FNF #) 218790 Primary Homeowner 3.2 [CAROLINA VALTIERRA](#) ES

Counseling Center (not assigned) Status [\(details\)](#) Lender Review (No recommendation) [update history](#)

Overview Property Mortgage Delinquency Homeowner Hardship Financial 1 Financial 2 Programs Docs **Doc Data** Notes

Signature / Effective Date 11/21/2016
Amount Due (5 year term) 16,200.00
Amount Due (30 year term) 16,200.00
Maturity Date 11/30/2021

FNF/DPA # 218790
Title Company Lawyers Title & Escrow
Title Company Contact Dirk Swift
Title Company Contact Email Dirk.Swift@lawyers.com
Title Company Contact Phone 520-123-5246
FNT Account Num

Escrow Number 616-23256-056DS
Trustee Lawyers Title & Escrow
Trustee Address 1110 W Washington
Trustee City, State, Zip Phoenix, AZ 85007
Wiring Account #

Wiring Amount

Promissory Note Date 11/21/2016
Recording Fees 25.00
Deed of Trust Recorded Date

Deed of Trust Recording Number

Credit File Received

Disbursement Date 11/23/2016
Lender Contact Name Reg Givens
Lender Contact Email Reg.Givens@cox.net
Lender Contact Phone 623-363-4799

Click "edit doc data" to Enter Data

SOHFI Loan Number must be entered here

All Data must be input prior to generating the Funds Request form for Signature

Select Loan Docs

Select documents to generate:

- HARP
- PRA
- RAC Only
- RAC UMA
- SMS - UMA
- LoanMod - DW
- Loan Mod - RG
- UMA Extension with Mod
- UMA Extension without Mod
- DPA Declaration of Eligibility
- DPA Funds Request**
- DPA Closing Packet
- Signed/Uploaded RMA [missing]

Select Funds Request & Click "Generate Loan Docs" to Print

Case Information Current User: [Test User](#) | [Home](#) | [Logout](#)

Case ID (FNF #) 218790 Primary Homeowner 3.2 [CAROLINA VALTIERRA](#) [ES](#)

Counseling Center (not assigned) Status [\(details\)](#) ● Lender Review (No recommendation) [update](#) [history](#)

Overview **Property** Mortgage Delinquency Homeowner Hardship Financial 1 Financial 2 Programs **Docs** Doc Data Notes [edit overview](#)

FNF/DPA Number	Submit Date
Assigned Counselor (not assigned)	11/01/2016
Assigned Lender 21st Mortgage Corporation	Reason for Close (change)
Assigned ADOH TM (not assigned)	
Assigned ADOH TA (not assigned)	

Click "Docs" Tab to Upload Required Documents to Submit Funds Request & Order DPA closing documents

1. 2nd Mortgage Funds Request executed by the Lender
2. Declaration of Eligibility executed by the Homebuyer(s)
3. Household Composition Declaration executed by the Homebuyer(s)
4. Dodd – Frank Certificate executed by the Homebuyer(s)
5. Third Party Authorization executed by the Homebuyer(s)
6. Initial Truth – in- Lending Statement executed by the Homebuyer(s)
7. Home Buyer Education Certificate
8. Loan Prospector Certificate (AUS Findings)
9. Underwriter Qualifying Income Calculation Worksheet
10. "Update" the transaction's status to "Send to ADOH" (this submit your request funds and DPA closing documents)
11. Executed copy of sales contract and all addenda

4

Type of Document (BOLD documents are required) [Download All Required Forms](#) [Download All Uploaded Forms](#)

Homeowner(s) Authorization Letter (Third Party Authorization) 11/02/2016 [upload](#)

Additional Documents (hidden from homeowner)

P2P Household Composition Declaration	11/02/2016	upload
P2P Truth In Lending (Initial)	11/02/2016	upload
P2P Consent Form		upload
Dodd-Frank Certification	11/02/2016	upload

Executed copy of sales contract and all addenda 08/06/2018 [upload](#)

P2P Truth In Lending (Final)		upload
P2P Funds Request	08/02/2018	upload
P2P Declaration of Eligibility	08/02/2018	upload
P2P Promissory Note		upload
Home Buyer Education Certificate	08/02/2018	upload
Loan Prospector Certification (AUS Findings)	08/02/2018	upload
Underwriter Certification Form	08/02/2018	upload
Underwriter Qualifying Income Calculation Worksheet	08/01/2018	upload

Click each required "Upload" button to select the document to be uploaded.

This indicates an uploaded document.

5

Once ADOH is approves the documentation, ADOH instructs its bank to wire funds to the Title Company and notifies the Title Company that it has authority to close the transaction and disburse the funds (projected to occur 2 days after Step No.5 is completed).

Case Information Current User: [Test User](#) | [Home](#) | [Logout](#)

Case ID (FNF #) 218790 Primary Homeowner 3.2 [CAROLINA VALTIERRA](#) ES

Counseling Center (not assigned) Status [\(details\)](#) ● Lender Review (No recommendation) [update](#) [history](#)

Overview | Property | Mortgage | Delinquency | Homeowner | Hardship | Financial 1 | Financial 2 | Programs | Docs | Doc Data | Notes edit overview

FNF/DPA Number	Submit Date
Assigned Counselor (not assigned) (change)	11/01/2016
Assigned Lender 21st Mortgage Corporation	Reason
Assigned ADOH TM (not assigned)	Sent to S No
Assigned ADOH TA (not assigned)	Waiting No

Click "Update" link to Update Transaction Status Which Submits the Funds Request & Orders DPA closing documents

Update Status

- Select One -
- Select One -
Send to ADOH

Save

Select "Send to ADOH" and Click the "Save" Button which completes the process.

6 Once the DPA Funds Request is Approved the commitment will be uploaded to the system.

P2P staff (ADOH) will pull an AVM to confirm the following and review the request for acceptability.

1. Existing property (not new construction)
2. Property type (1-4 unit)

APPV - Assistance Commitment P2P DPA 07/09/2018

DPA Assistance Commitment can be downloaded once upload to the system as needed under the Doc Tab

From this point in the process onward, ADOH will only communicate with the Lender regarding delivery of the Credit File.

The Lender upload the 1st Mortgage Credit File (Same as US Bank Credit File) to ADOH's website:
<https://housing.az.gov/portals/document-upload-portals/p2p-portal>

P2P Document Portal

Please fill out the required fields below and choose the file(s) for upload.

- Multiple files may be attached per upload.
- Individual files cannot exceed 2GB in size.

Document Type Options

- Funds Request Information
- DPA Closing Documents
- **Credit File**

Contact Information Requested is Person who is uploading documents.

Email: *

First Name: *

Last Name: *

eHousing Loan Number: *

Document Type (please see options to right): *

Choose Files

Files (0)	Size (0)
-----------	----------

Upload Cancel

Click "Choose Files" and select Credit File on your computer to transfer. Once selected, click "Upload" to send Credit File