

# ARIZONA HOME FORECLOSURE PREVENTION FUNDING CORPORATION

## P2P DOWN PAYMENT ASSISTANCE

### RESERVATION REQUEST CHECKLIST

1. **Doc Data Tab** - Properly Completed  
All boxes must be completed as required on the ADOH P2P Application Job Aid
2. **Funds Request Form**; Completed, Signed, and Dated  
No Electronic Signature / Authorization can be Handwritten i.e. Lender Name, Title, and Date
3. **Declaration of Eligibility**; Completed, Signed, and Dated
4. **Household Composition Declaration**; Completed, Signed, and Dated
5. **Dodd-Frank Certification**; Completed, Signed, and Dated
6. **Third Party Authorization**; Completed, Signed, and Dated
7. **Initial Truth-in-Lending**; Completed, Signed, and Dated  
Acceptable Itemization Amount, Recording Fee only allowable fee
8. **Homebuyer Education Certificate**; Completed, Signed, and Dated  
AUS Findings; Completed, Signed, and Dated
9. **Underwriter Qualifying Income Calculation Worksheet**; Completed, Signed, and Dated
10. **Executed copy of Sales Contract and ALL Addenda**; Completed, Signed, and Dated
11. **Check Doc Tab** – Click Download All Uploaded Forms and make certain the document is viewable and all uploaded documents are in the package with no error pages;
12. **“Update” the transaction’s status to “Send to ADOH”**  
This submits your request funds and DPA closing documents