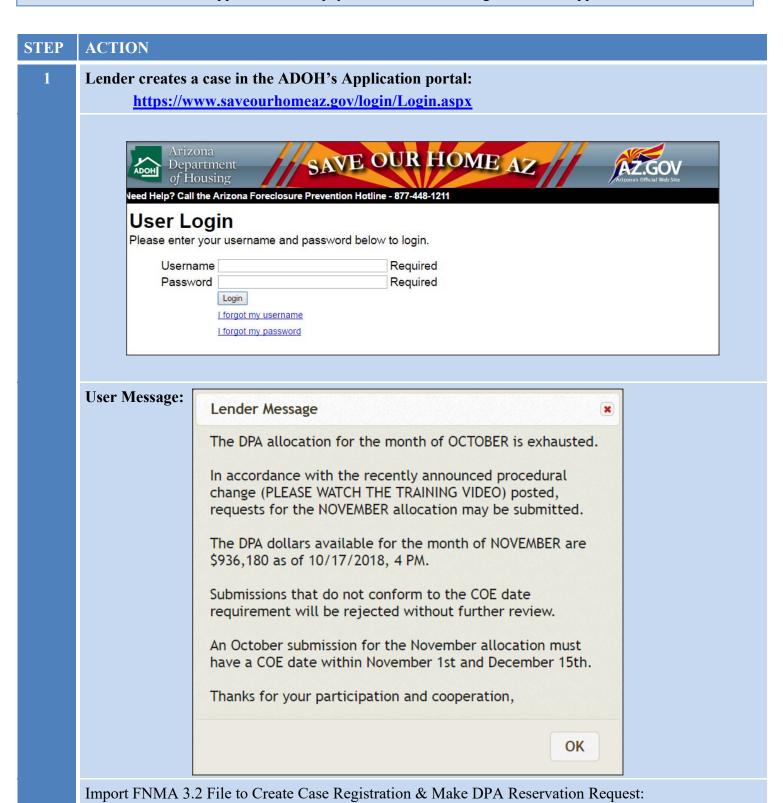
Overview

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.

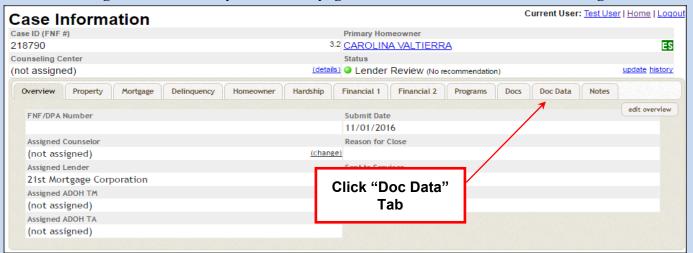
When to Use: When lender applies for down payment assistance through the online application.



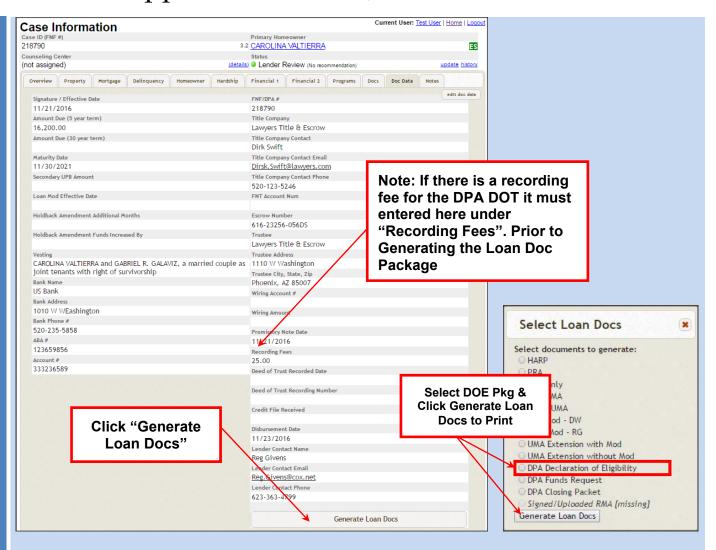


DPA Import	Current User:
Upload File Select the Residential Loan Data Format 1003 V.3.2 File to be imported as a new DPA Choose File No file chosen Load File Cancel	∖ Case
Copyright @ 2016 Arizona Dept. of Housing	

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



- 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.



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)

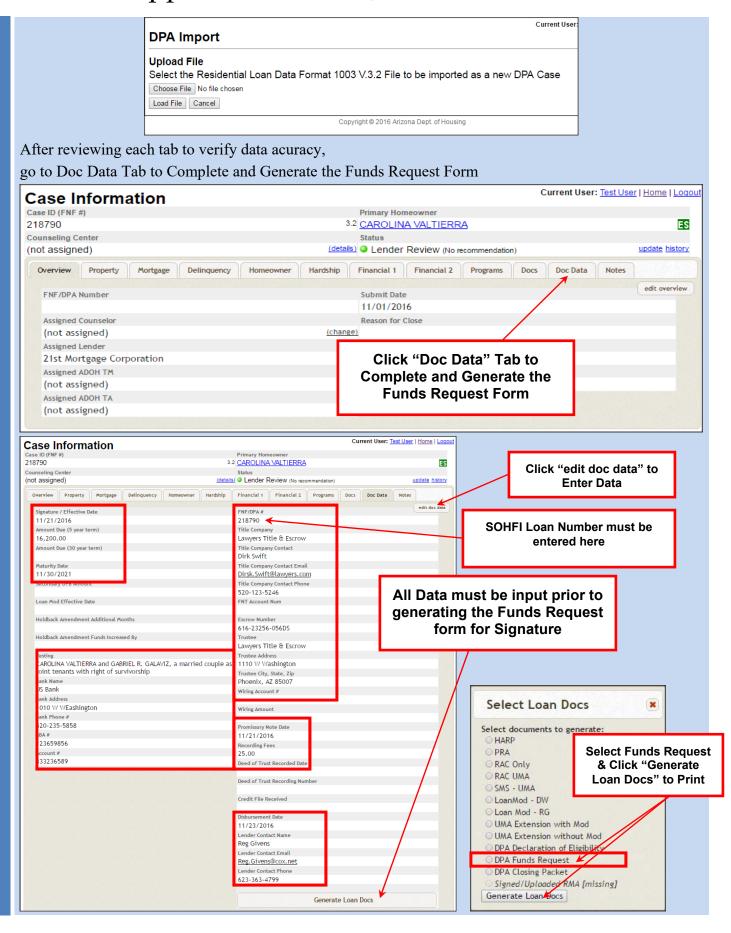
CASE REGISTRATION & FUNDS RESERVATION REQUEST PROCESS:

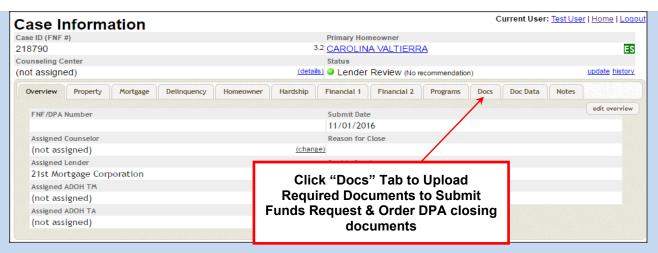
3

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.

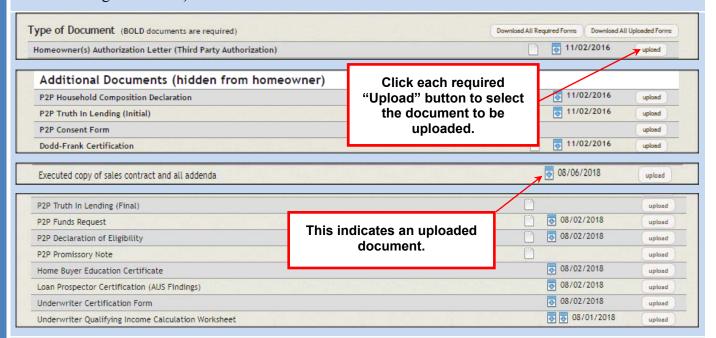
The following completed and signed documents must be uploaded to the system in order to submit the funds request to ADOH.







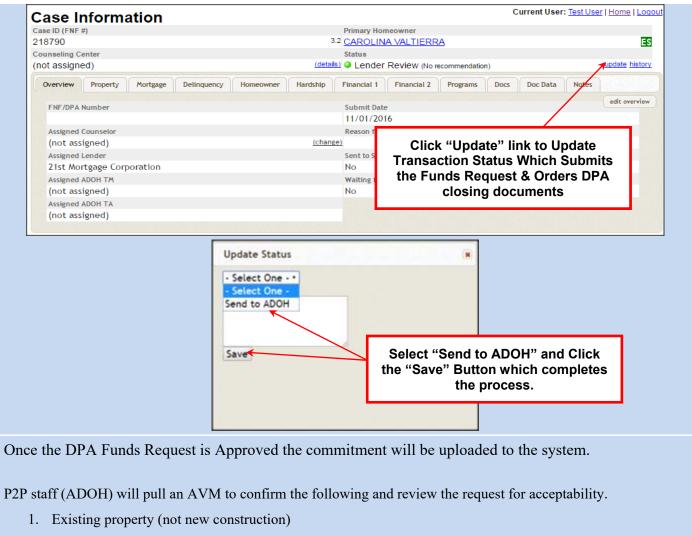
- 1. 2nd Mortgage Funds Request executed by the Lender
- **2.** Declaration of Eligibility executed by the Homebuyer(s)
- **3.** Household Composition Declaration executed by the Homebuyer(s)
- **4.** Dodd Frank Certificate executed by the Homebuyer(s)
- **5.** Third Party Authorization executed by the 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.** Executed copy of sales contract and all addenda
- 11. "Update" the transaction's status to "Send to ADOH" (this submit your request funds and DPA closing documents)



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).

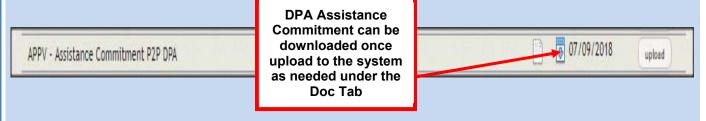
4

5



2. Property type (1-4 unit)

6



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

