

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>



User Message:

Lender Message

The DPA allocation for the month of OCTOBER is exhausted.

In accordance with the recently announced procedural change (PLEASE WATCH THE TRAINING VIDEO) posted, requests for the NOVEMBER allocation may be submitted.

The DPA dollars available for the month of NOVEMBER are \$936,180 as of 10/17/2018, 4 PM.

Submissions that do not conform to the COE date requirement will be rejected without further review.

An October submission for the November allocation must have a COE date within November 1st and December 15th.

Thanks for your participation and cooperation,

OK

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](#)

Application List

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

Upload File

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

No file chosen

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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

Assigned ADOH TM (not assigned)

Assigned ADOH TA (not assigned)

Click "Doc Data" Tab

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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

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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

DPA Import Current 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

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

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

Assigned ADOH TM (not assigned)

Assigned ADOH TA (not assigned)

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

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

Signature / Effective Date 11/21/2016

Amount Due (5 year term) 16,200.00

Amount Due (30 year term)

Maturity Date 11/30/2021

Secondary or 6 month

Loan Mod Effective Date

Holdback Amendment Additional Months

Holdback Amendment Funds Increased By

Escrow Number 616-23256-0560S

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. 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)

4

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

Homeowner(s) Authorization Letter (Third Party Authorization)	<input type="checkbox"/>	11/02/2016	<input type="button" value="upload"/>
Additional Documents (hidden from homeowner)			
P2P Household Composition Declaration	<input type="checkbox"/>	11/02/2016	<input type="button" value="upload"/>
P2P Truth In Lending (Initial)	<input type="checkbox"/>	11/02/2016	<input type="button" value="upload"/>
P2P Consent Form	<input type="checkbox"/>		<input type="button" value="upload"/>
Dodd-Frank Certification	<input type="checkbox"/>	11/02/2016	<input type="button" value="upload"/>
Executed copy of sales contract and all addenda	<input type="checkbox"/>	08/06/2018	<input type="button" value="upload"/>
P2P Truth In Lending (Final)	<input type="checkbox"/>		<input type="button" value="upload"/>
P2P Funds Request	<input checked="" type="checkbox"/>	08/02/2018	<input type="button" value="upload"/>
P2P Declaration of Eligibility	<input checked="" type="checkbox"/>	08/02/2018	<input type="button" value="upload"/>
P2P Promissory Note	<input type="checkbox"/>		<input type="button" value="upload"/>
Home Buyer Education Certificate	<input checked="" type="checkbox"/>	08/02/2018	<input type="button" value="upload"/>
Loan Prospector Certification (AUS Findings)	<input checked="" type="checkbox"/>	08/02/2018	<input type="button" value="upload"/>
Underwriter Certification Form	<input checked="" type="checkbox"/>	08/02/2018	<input type="button" value="upload"/>
Underwriter Qualifying Income Calculation Worksheet	<input checked="" type="checkbox"/>	08/01/2018	<input type="button" value="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](#)

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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
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 upload

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.

Contact Information Requested is Person who is uploading documents.

Email: *

First Name: *

Last Name: *

eHousing Loan Number: *

Document Type (please see options to right): *

Document Type Options

- Funds Request Information
- DPA Closing Documents
- Credit File

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

Choose Files

Files (0)	Size (0)
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Upload Cancel