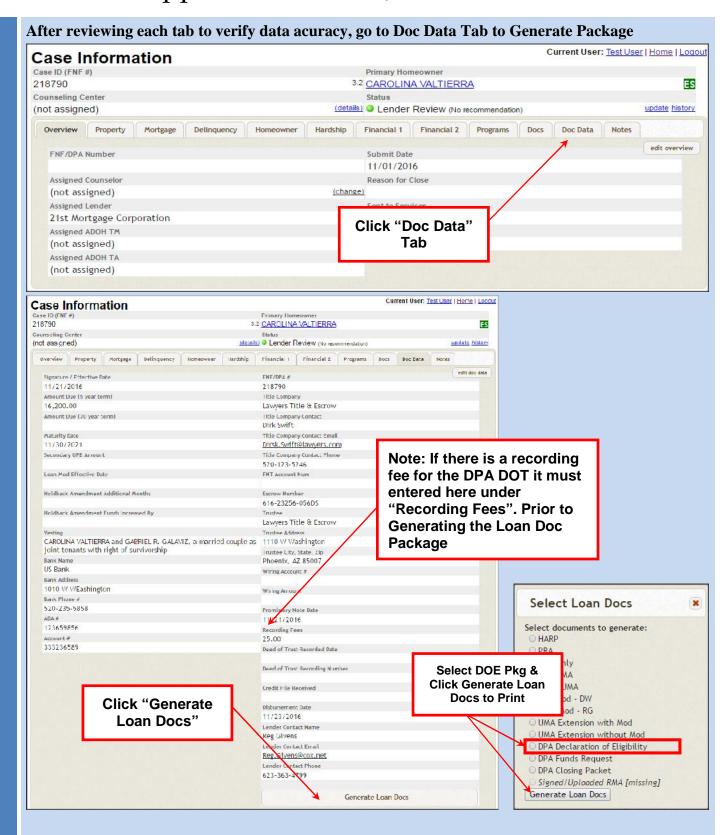# ADOH P2P Application Portal Job Aid

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
1	**Lender creates a case in the ADOH's Application portal:** **https://www.saveourhomeaz.gov/login/Login.aspx**
	Import FNMA 3.2 File to Create Case Registration:

ADOH P2P Application Portal Job Aid

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

Click "Doc Data" Tab

Note: If there is a recording fee for the DPA DOT it must 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

Important Note: The eHousing system reservation is required in order to secure a reservation of program funds.
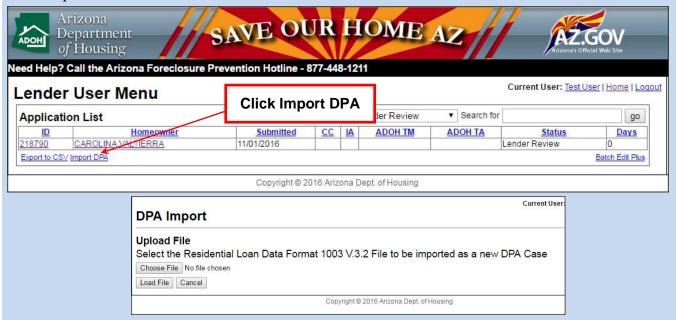
2 **Lender creates a case registration and funds reservation in the eHousing system.**
Download the underwriter certification form for processing with the next step (Step No. 3)
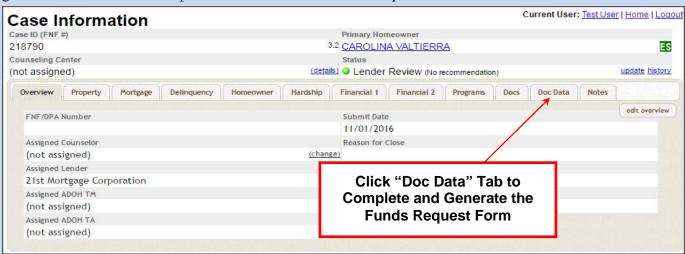
3 | **FUNDS REQUEST PROCESS:**

Lender imports the "underwriter certified" FNMA 3.2 file to the ADOH application portal to update any changes to the original imported file.
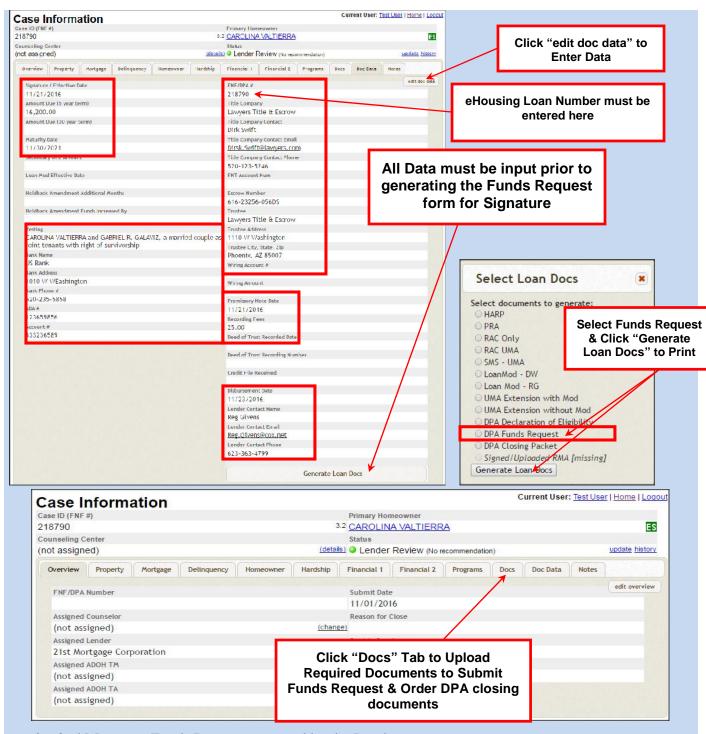
The following completed and signed documents must be uploaded to the system in order to submit the funds request to ADOH.

After reviewing each tab to verify data acuracy,

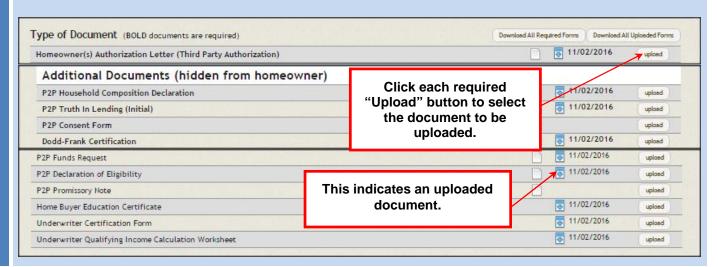go to Doc Data Tab to Complete and Generate the Funds Request Form

ADOH P2P Application Portal Job Aid

Click "edit doc data" to Enter Data

eHousing Loan Number must be entered here

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

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

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. Underwriter Certification form executed by the Lender
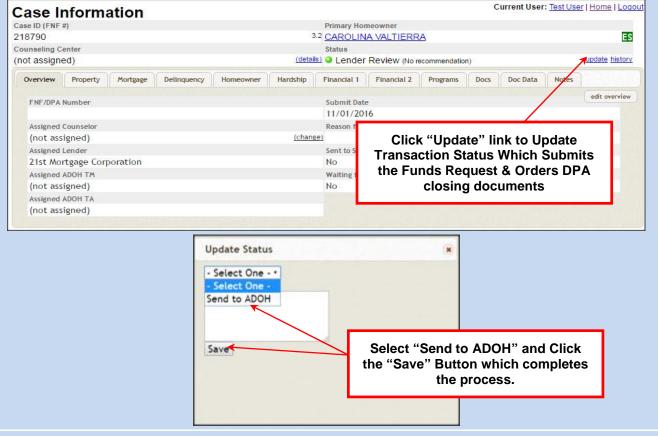
9. Underwriter Qualifying Income Calculation Worksheet

	10. "Update" the transaction's status to "Send to ADOH" (this submit your request funds and DPA closing documents)
	11. P2P staff (ADOH) will pull an AVM to confirm the following;
	a. Existing property (not new construction)
	b. Property type (1-4 unit)
4	
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).
6	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.

ADOH P2P Application Portal Job Aid

7   The Lender upload the 1st Mortgage Credit File (save 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.

Email: *

First Name: *

Last Name: *

eHousing Loan Number: *

Document Type (please see options to right): *

Choose Files

Files (0)   Size (0)

Upload   Cancel

Document Type Options

- Funds Request Information
- DPA Closing Documents
- Credit File

Contact Information Requested is Person who is uploading documents.

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