

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



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

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ADOH P2P Application Portal Job Aid

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 [edit overview](#)

FNF/DPA Number Submit Date 11/01/2016

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

Assigned Lender 21st Mortgage Corporation Sent to Someone

Assigned ADOH TM (not assigned)

Assigned ADOH TA (not assigned)

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

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

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

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

Amount Due (3 year term) 16,200.00 Title Company Lawyers Title & Escrow

Amount Due (30 year term) Maturity Date 11/30/2021 Title Company Contact: Dirk Swift

Secondary UPB Account Title Company Contact Email [Dirk.Swift@lawyers.com](#)

Loan Mod Effective Date Title Company Contact Phone 570-173-5746

Heldback Amendment Additional Months Escrow Number 616-23256-056DS

Heldback Amendment Funds Increased By Trustee Lawyers Title & Escrow

Verifying 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 Address

ADA # 123659856 Promissory Note Date 11/21/2016

Account # 333236589 Recording Fees 25.00

Dead of Trust: Recorded Date

Dead of Trust: Recording Number

Credit File Received

Disbursement Date 11/23/2016

Lender Contact Name Reg Stevens

Lender Contact Email [Reg.Stevens@cox.net](#)

Lender Contact Phone 623-363-4799

[Generate Loan Docs](#)

Select Loan Docs

Select documents to generate:

☐ HARP

☐ DPA

☐ Only

☐ MA

☐ JMA

☐ Mod - DW

☐ Mod - RG

☐ UMA Extension with Mod

☐ UMA Extension without Mod

☐ DPA Declaration of Eligibility

☐ DPA Funds Request

☐ DPA Closing Packet

☐ Signed/Uploaded RMA [missing]

[Generate Loan Docs](#)

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

- 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)

ADOH P2P Application Portal Job Aid

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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.



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](#)

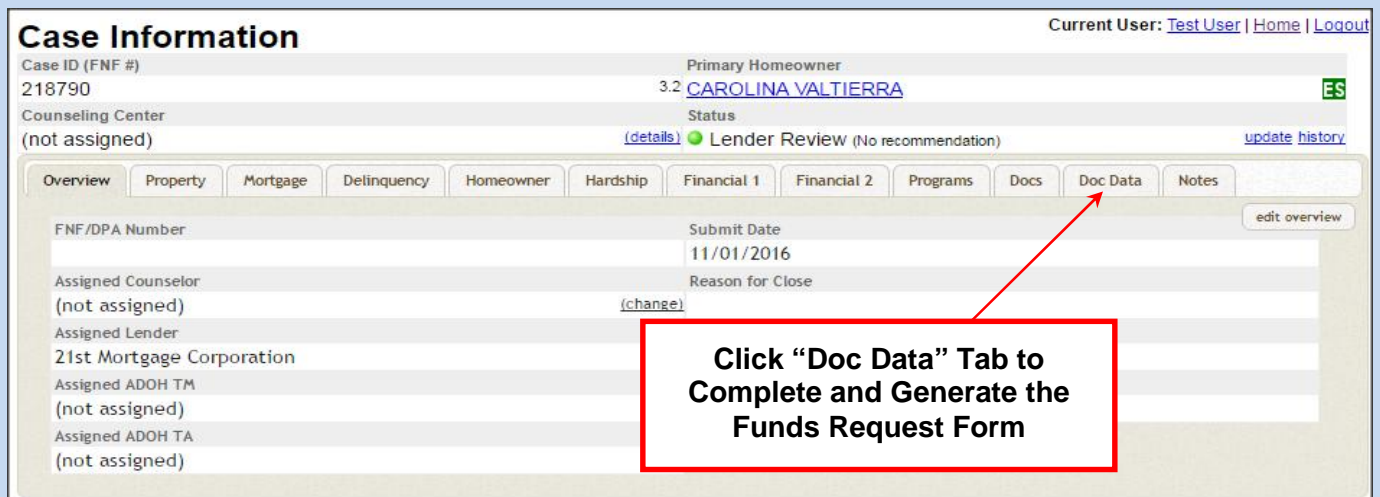
Upload File
Select the Residential Loan Data Format 1003 V.3.2 File to be imported as a new DPA Case

[Choose File](#) No file chosen

[Load File](#) [Cancel](#)

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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](#) [edit overview](#)

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

ADOH P2P Application Portal Job Aid

Case Information

Case ID (FNF #): 218790
Primary Homeowner: 3.2 CAROLINA VALTIERRA
Status: Lender Review (No recommendation)
Counseling Center: (not assigned)

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

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: 570-173-5746
FNT Account Num:
Escrow Number: 616-23256-056DS
Trustee: Lawyers Title & Escrow
Trustee Address: 1110 W Washington
Trustee City, State, Zip: Phoenix, AZ 85007
Wireing Account #:
Wireing Address:
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

Generate Loan Docs

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]

Generate Loan Docs

Case Information

Case ID (FNF #): 218790
Primary Homeowner: 3.2 CAROLINA VALTIERRA
Status: Lender Review (No recommendation)
Counseling Center: (not assigned)

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

FNF/DPA Number:
Submit Date: 11/01/2016
Reason for Close: (change)

Assigned Counselor: (not assigned)
Assigned Lender: 21st Mortgage Corporation
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. Underwriter Certification form executed by the Lender
9. Underwriter Qualifying Income Calculation Worksheet

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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)

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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)

Document Name	Date	Action
P2P Household Composition Declaration	11/02/2016	upload
P2P Truth In Lending (Initial)	11/02/2016	upload
P2P Consent Form	11/02/2016	upload
Dodd-Frank Certification	11/02/2016	upload
P2P Funds Request	11/02/2016	upload
P2P Declaration of Eligibility	11/02/2016	upload
P2P Promissory Note	11/02/2016	upload
Home Buyer Education Certificate	11/02/2016	upload
Underwriter Certification Form	11/02/2016	upload
Underwriter Qualifying Income Calculation Worksheet	11/02/2016	upload

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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).

Current User: Test User | Home | Logout

Case Information

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

Counseling Center (not assigned) Status Lender Review (No recommendation)

(details) 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 (change)

Assigned Lender 21st Mortgage Corporation Sent to S No

Assigned ADOH TM (not assigned) Waiting No

Assigned ADOH TA (not assigned)

Update Status

- Select One -

- Select One -

Send to ADOH

Save

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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.

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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>

Contact Information Requested is Person who is uploading documents.

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)
<div></div>	

Upload Cancel

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