P2P PROGRAM

Step by Step Process related to DPA 2nd Mortgage Loans
(New System & New Process)

November 4, 2016

Step No. 1 - Lender creates a case in the ADOH's Application portal https://www.saveourhomeaz.gov/login/Login.aspx (after importing a FNMA 3.2 file to create a case registration) the following documents can be generated to be completed and signed by the applicant.

1. Declaration of Eligibility
2. Household Composition Declaration
3. Dodd – Frank Certificate
4. Third Party Authorization
5. Initial Truth – in- Lending Statement

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

Step No. 2 – Lender creates a case registration and funds reservation in the eHousing system.

1. Download the underwriter certification form for processing with the next step (Step No. 3)

Step No. 3 – Lender imports the "underwriter certified" FNMA 3.2 file to the ADOH 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. Underwriter Certification form executed by the Lender
9. Underwriter Qualifying Income Calculation Worksheet
10. P2P staff (ADOH) will pull an AVM to confirm the following;
    a. Existing property (not new construction)
    b. Property type (1-4 unit)

Step No. 4 – Along with the DPA Lender's Closing Instructions, the ADOH staff will send the Title Company the following items to be executed by the Homebuyer:

1. 2nd Deed of Trust
2. 2nd Promissory Note
3. Applicant Certification
4. Disclosure Statement
5. Final Truth –in – Lending Statement
6. W-9 naming AHFPPC
7. Declaration of Eligibility

Step No. 5 – The Title Company uploads to ADOH's website portal the following items executed and notarized as applicable:

1. First Mortgage Closing Disclosure (TRID)
2. Applicant Certification
3. 2nd Promissory Note
4. 2nd Deed of Trust
5. Disclosure Statement to Borrowers
6. W-9 naming AHFPPC
7. Final Truth –in – Lending Statement
8. Declaration of Eligibility
9. Settlement Statement / Closing Statement (HUD-1)
10. ADOH Escrow Closing Instructions
11. Closing Protection Letter or E&O Insurance from the Title Company

Step No. 6 – 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).

Step No. 7 – 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.

Step No. 8 - The Title Company mails to ADOH the following original items executed by the Homebuyer (Note items 1 and 2 below maybe copies):

1. First Mortgage Closing Disclosure (TRID)
2. Settlement Statement / Closing Statement (HUD-1)

3. Applicant Certification
4. 2nd Promissory Note - Signed and Notarized
5. 2nd Deed of Trust - Signed and Notarized
6. Disclosure Statement to Borrowers
7. W-9 naming AHFPPC
8. Final Truth –in – Lending Statement
9. ADOH Lender Closing Instructions – signed by the Title Company
10. Closing Protection Letter or E&O Insurance from the Title Company

Step No. 9 – The Lender upload the 1st Mortgage Credit File to ADOH's website:
https://housing.az.gov/portals/document-upload-portals/p2p-portal