

First Down

Program Process

1) Loan Reservation Process

- i) **Submit to NHDA Loan Reservation Packet with:**
 - (a) **signed purchase agreement**
 - (b) **completed Loan Reservation Request form**
Download from NHDA website
- ii) **NHDA will review & notify of loan reservation**
(goal = 48 hour turnaround)
- iii) **Loan reservation valid for 90 days**
(can be extended if needed-contact us if need an extension)

2) Loan Disbursement Process

- i) **Submit to NHDA Loan Disbursement Packet with:**
submit packet at least 10 working days prior to closing
 - (a) **Uniform Loan Application**
Uniform Residential Loan Application
Must be signed by applicant
 - (b) **Income Verification Documentation**
Source Documentation
 - (c) **FHLBank Topeka Income Calculation Worksheets**
Download from NHDA website
 - (d) **Zero Income and/or Unemployment Certification Form (If applicable)**
Download from NHDA website
 - (e) **Homeownership Education Certificate**
From REACH Affiliate/NHDA Approved Provider
Must be signed by provider
 - (f) **Affidavit of Promotion of Empowerment**
Must be dated and signed by applicant
Download from NHDA website
 - (g) **Documentation of Promotion of Empowerment**
If applicant accepts a memo or certificate from provider is required
 - (h) **Documentation of Targeting Commitments (as applicable)**
Documentation for each identified target
See program process/definitions for requirements
 - (i) **Memo or Note for Additional Mortgages (If applicable)**
If there are additional mortgages a memo with terms or a Note must be submitted
 - (j) **Draft or Final Closing Disclosure (May Not Reflect Any Cash Back to Borrower & Must Include all program Fees)**
 - (k) **Draft Real Estate Retention Agreement**
First National Bank of Omaha is the Member
Amount is \$6,000 and this is signed at closing
Download from NHDA website
 - (l) **List of Rehab Items and Costs if Rehab is Listed on CD (If applicable)**
Cost of Rehab items must match the amount listed on the CD
 - (m) **Loan Disbursement Request Form**
Must be fully completed
Download from NHDA website

ii) NHDA will compile & review packet

If application is complete and accurate an email will be sent to the contact stating so. If further information is needed it will be requested.

iii) Funds will be wired for closing

iv) Loan Closes

v) Submit the Final Loan Documents to NHDA within 15 calendar days of closing.

(a) Final Closing Disclosure

Must include \$6,000 FHLB Grant, \$500 Sponsor Fee, Homebuyer Ed Fee and Recording Fee

(b) Final Recorded Real Estate Retention Agreement

(c) Final Memo or Note for additional mortgages (if applicable)

vi) NHDA will submit packet to FHLBank of Topeka

(a) AHP Owner Disbursement Request

*NHDA will complete AHP Disbursement Request
Review documentation of commitments & targets
Submits complete packet to FHLBank of Topeka
Submits to FNBO for signature*

(b) FHLBank Topeka Approves or Denies Application

FHLBank may request additional information or documentation

3) Funds Wired

i) Funds will be sent from FHLBank Topeka to First National Bank of Omaha

ii) Funds will be sent from First National Bank of Omaha to the NHDA

iii) If funds are fronted by another organization they will be wired as directed on the Loan Disbursement Request Form

4) Other

i) Real Estate Retention Agreement for FHLBank of Topeka must be signed at closing

ii) Real Estate Retention Agreement for FHLBank of Topeka must be recorded after closing

iii) Homebuyer Education Fee check and Sponsorship Fee check must be mailed to appropriate parties after closing

iv) Please notify NHDA of any open houses or dedication events so we can invite FHLBank of Topeka representatives