

FirstDown Loan Reservation Request Form



Submitting Entity: _____ Date: _____

Contact: _____ Phone: _____

E-mail: _____

Applicant Name: _____ Co-applicant Name: _____

Property Street Address: _____ (physical address - no box numbers)

City: _____ State: _____ Zip: _____

Anticipated Closing Date: _____

Closing Agent: _____ Contact: _____

Phone: _____ E-mail: _____

1st Mortgage Lender name: _____ Contact: _____

1st Mortgage Lender phone: _____ E-mail: _____

2nd Mortgage Lender name: _____ Contact: _____

2nd Mortgage Lender phone: _____ E-mail: _____

Loan Information				
Actual Household Annual Income	\$	Qualifying Income Level (check one)		
Actual % of AMI (annual income divided by 100% AMI)	%	At or below 50% AMI	At or below 60% AMI	At or below 80% AMI
# of persons in household (check one)	1-4	5-8		
First-time Homebuyer (check one)	Yes	No		

For NHDA use:

Date rec'd:

Date approved:

Requirements		
Homebuyer Education from REACH Affiliate/NHDA Approved Provider (check one)	Completed Name of REACH Affiliate/NHDA Approved Provider:	Scheduled Name of REACH Affiliate/NHDA Approved Provider:
Offer Financial Education and/or Credit Counseling	Accepted: (check one) <input type="radio"/> Yes <input type="radio"/> No	If Accepted – Referred To or Provided By:

Targets Met (two required-but please show all that you can address)		
Special Needs – Any one of the following (55+; Mentally or Physically disabled; Person recovering from physical, alcohol or drug abuse; Person with HIV/AIDS)	YES	NO
Large Unit – At least 3 Bedrooms	YES	NO
FHLBank of Topeka Member Financial Participation – Originated Loans	YES	NO
Located within a Federally Declared Disaster Area	YES	NO

To request a Loan Reservation:

1. Complete Loan Reservation Request Form
2. Submit to NHDA with:
 - Signed Household Composition & Participation Agreement
 - Signed Purchase Agreement
3. Receive notification of loan reservation (usually within 48 hours)
4. Loan reservation valid for 90 days

Questions???? Call (402) 435-0315 ext.2

Submit to amber@housingdevelopers.org
www.housingdevelopers.org for forms & program
 information

Loan Information:

Actual Household Annual Income: Annual household income in dollars based on FHLBank Calculation Workbook
Actual % of AMI: Annual income divided by 100% AMI or based on FHLBank Calculation Workbook
Qualifying Income Level: Check one – *must be at or below*; if 50.5% must circle 60% or below
of persons in household: Check the appropriate
First-time Homebuyer: *If NO applicant is still eligible*
Homebuyer Education from REACH Affiliate: Indicate if applicant has completed class, or if class scheduled, enter name of approved REACH Affiliate

Targets:

- Must meet at least two targets to receive a loan reservation**
- Indicate all targets that can be met**
- Documentation is required with a request for disbursement**

Income Limits

See Affordable Housing Program Income Limits under Program Overview, Process, Guidelines & Definitions on NHDA website.