

FirstDown Loan Reservation Request Form



NHDA Member Name: _____ 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)	1-2	3 or more		
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 Assistance to Find or Sustain Employment and/or Job Training	Accepted: (check one) <input type="radio"/> Yes <input type="radio"/> No	If Accepted – Referred To or Provided By:
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 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
Military Veteran	YES	NO
Located within a Neighborhood Revitalization Area/Stabilization Plan	YES	NO
Abatement of Hazardous Environmental Conditions	YES	NO

To request a Loan Reservation:

- 1. Complete Loan Reservation Request Form**
- 2. Submit to NHDA with:**
 - Signed Purchase Agreement**
 - Signed Composition & Participation 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

www.housingdevelopers.org for forms & program information

Loan Information:

Actual Household Annual Income:	Annual household income in dollars
Actual % of AMI:	Annual income divided by 100% AMI
Qualifying Income Level:	Check one – <i>must be at or below</i>; if 50.5% must circle 60% or below
# of persons in household:	Check the appropriate
First-time Homebuyer:	<i>If NO applicant is still eligible</i>
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 request for disbursement**

Income Limits

See 2021 Affordable Housing Program Income Limits under Program Overview, Process, Guidelines & Definitions on NHDA website.