

First Down

Program Process

1) Loan Reservation Process

- i) **Submit to NHDA Loan Reservation Packet with:**
 - (a) **signed purchase agreement**
 - (b) **completed and signed Household Composition & Participation Agreement** *Download from NHDA website*
 - (c) **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) **Prior Year Tax Return**
For all household members 18 and over
 - (d) **FHLBank Topeka Income Calculation Workbook**
Download from NHDA website
 - (e) **Zero Income and/or Unemployment Certification Form (If applicable)**
Download from NHDA website
 - (f) **Homeownership Education Certificate**
From Approved REACH Affiliate/NHDA Approved Provider
Must be signed by provider if face to face or homebuyer if online
 - (g) **Affidavit of Promotion of Empowerment**
Must be dated and signed by applicant
Download from NHDA website
 - (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 CD, 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 \$7,500 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 to closing agency**
 - iv) **Loan Closes**
 - v) **Submit the Final Loan Documents to NHDA within 15 calendar days of closing.**
 - (a) **Final Closing Disclosure**
Must include \$7,500 FHLB Grant, \$500 Sponsor Fee, Homebuyer Ed Fee and Recording Fee
 - (b) **Final Recorded Real Estate Retention Agreement**
 - (c) **Final CD, 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*
 - (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**

4) Other - Reminders

- 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**