

**FirstDown
Loan Disbursement Request Form**



NHDA Member Name: _____ Date: _____

Contact: _____ Phone: _____

E-mail: _____

Applicant Name: _____ Co-applicant Name: _____

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

City: _____ State: _____ Zip: _____

Closing Date: _____ Closing Agent: _____

Contact: _____ Phone: _____

E-mail: _____

Disburse funds to

Name of Financial Institution: _____

Name on Account: _____

ABA Routing Number: _____ Account number: _____

1st Mortgage Lender name: _____ Contact: _____

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

2nd Mortgage Lender name: _____ Contact: _____

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

Loan Information

1 st Mortgage Amount: \$ _____ Loan Term: _____ (years or months) Interest Rate: _____ %	Principal & Interest Payment (monthly): \$ _____ Tax pmt: \$ _____ Insurance pmt: \$ _____ MI pmt: \$ _____
2 nd Mortgage Amount: \$ _____ Loan Term: _____ (years or months) Interest Rate: _____ %	Principal & Interest Payment (monthly): \$ _____ Check here if no monthly payments _____
Actual Annual Household Income	\$ _____
Household size (check one)	<input type="checkbox"/> 1-2 <input type="checkbox"/> 3 or more
Actual % of AMI (annual income divided by 100% AMI)	_____ %
Income Level (check one)	<input type="checkbox"/> At or below 50% AMI <input type="checkbox"/> At or below 60% AMI <input type="checkbox"/> At or below 80% AMI
First-time homebuyer (check one)	<input type="radio"/> YES <input type="radio"/> NO

Requirements/Promotion of Empowerment

Homebuyer Education from REACH Affiliate/NHDA Approved Provider	Date completed:	REACH Affiliate/NHDA Approved Provider:
Requesting reimbursement for Homebuyer Education up to \$500? (check one)	<input type="radio"/> Yes <input type="radio"/> No	Amount Requested: \$
Offer Assistance to Find or Sustain Employment and/or Job Training (check one)	Accepted: <input type="radio"/> Yes <input type="radio"/> No	If Accepted – Provided By:
Offer Financial Education and/or Credit Counseling (check one)	Accepted: <input type="radio"/> Yes <input type="radio"/> No	If Accepted – Provided By:

Targets Met (two required – please show all that you can address)	Documentation		
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	See List on Special Needs Documentation
Large Unit – At least 3 Bedrooms	YES	NO	County Assessor Records or Appraisal
FHLBank of Topeka Member Financial Participation – Originated Loans	YES	NO	Closing Disclosure
Military Veteran	YES	NO	DD Form 214
Located within a Neighborhood Revitalization Area/Stabilization Plan	YES	NO	See Program Process & Definitions
Abatement of Hazardous Environmental Conditions	YES	NO	Proof of existence, plan for removal, cost of removal and proof of removal

To request a Loan Disbursement:

1. Complete Loan Disbursement Request Form
2. Submit to NHDA (*at least 10 working days before closing*) with:
 - Uniform Loan Application signed by borrower
 - Income Verification Documentation (VOEs from lender)
 - FHLBank Topeka Income Calculation Worksheets
 - Zero Income and/or Unemployment Certification Form (If applicable)
 - Homeownership Education Certificate (Must be signed by provider if face to face or homebuyer if online)
 - Affidavit of Promotion of Empowerment
 - Documentation of Promotion of Empowerment (If applicable)
 - Documentation of Targeting Commitments (See Above)
 - Memo or Note for Additional Mortgages (If applicable)
 - Draft or Final Closing Disclosure (May Not Reflect Any Cash Back to Borrower)
 - List of Rehab Items and Costs if Rehab is Listed on CD (If applicable)
 - Draft Real Estate Retention Agreement in the amount of \$6,000 for FHLBank Topeka funds

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

www.housingdevelopers.org for forms & program information