

Attachment 1 Instructions

When completing Attachment 1, please include the following documentation:

- Signed Closing Disclosure for each homebuyer (Cash back limit to homebuyer is \$250)
- IDEA Program Enrollment
- AHP Household Income Qualification Worksheet
- Documentation verifying income eligibility, using the Bank's published income guidelines
- Certificate of completion of homebuyer counseling program
- Copy of retention mechanism

Disbursement requests must be received by the Bank within two (2) months of the date that the homebuyer closes on the purchase transaction. Any outstanding documentation for the submitted disbursement request must be received by the Bank within four (4) months from the date that the Bank receives the disbursement request. If the member does not comply with these deadlines, the Bank reserves the right to decline the reimbursement of subsidy to the member.

Homebuyer Savings

Homebuyer Name _____

Savings Program Name	Program Type <input type="checkbox"/> FSS <input type="checkbox"/> IDA <input type="checkbox"/> Lease-to-Own
Date of First Deposit	Date of Final Deposit
Amount of Savings for the Home Purchase Transaction \$	IDEA Subsidy Requested ¹ \$

¹ Funds may be used only for downpayment or reasonable and customary closing costs. IDEA subsidy requested cannot exceed \$15,000 for each homebuyer.

Income Qualification

Date of Enrollment in IDEA Program ²	Household Income at Time of Enrollment ³ \$
Household Size	HUD, MSA, or PMSA Area Median Income (AMI) \$
MSA or PMSA at Time of Enrollment	Household Income as a Percentage of AMI at Time of Enrollment %

² Must match date of enrollment by member in IDEA Program Enrollment.

³ Total income shown on AHP Household Income Qualification Worksheet should match the household income on this form.

Purchased Property Address

Address _____

City	State	ZIP Code
County	Single-Family Home (1-4 units) <input type="checkbox"/> Yes <input type="checkbox"/> No	Manufactured Housing <input type="checkbox"/> Yes <input type="checkbox"/> No

Mortgage Financing

Is Member Originating the First Mortgage?

Yes No

Mortgage Information (required for member and non-member originated mortgages)

First Mortgage Amount \$	Mortgage Type <input type="checkbox"/> ARM <input type="checkbox"/> Fixed	HOEPA-Covered Loan ⁴ <input type="checkbox"/> Yes <input type="checkbox"/> No
Interest Rate %	Term month(s)	APR ⁵ %
Second Mortgage Amount \$	Mortgage Type <input type="checkbox"/> ARM <input type="checkbox"/> Fixed	HOEPA-Covered Loan ⁴ <input type="checkbox"/> Yes <input type="checkbox"/> No
Interest Rate %	Term month(s)	APR ⁵ %
Housing Expense/Income Ratio ⁶ %		
<input type="checkbox"/> Other Grant or Soft Loan	Grant Name	Grant or Soft Loan Amount \$

⁴ HOEPA is defined as the Home Ownership and Equity Protection Act of 1994 (HOEPA). For purposes of the AHP set-aside program data collection and reporting, the term "HOEPA-covered loan" or "HOEPA loan" generally refers only to mortgages covered by §226.32 of Regulation Z that meet HOEPA's rate or fee-based triggers.

⁵ Annual Percentage Rate as disclosed on the Closing Disclosure at time of loan closing. If difference between interest rate and APR > 0.5%, please provide explanation.

⁶ Housing Expense = Principal, Interest, Taxes, Insurance (PITI)

Housing Expense/Income Ratio as stated on the Fannie Mae Form 1008 (or equivalent) at time of loan closing.

If Housing Expense/Income Ratio is greater than 35%, please explain how the mortgage is affordable to the household.