



GUIDELINES & FORMS

**PROCESS FOR PARTICIPATION
IN THE INVEST ATLANTA DOWNPAYMENT ASSISTANCE PROGRAM**

**Step 1: Initial Customer Contact-Describe Program and Eligibility Requirements
(SEE FACT SHEET)**

Step 2: Loan Application and Processing

1. Lender pre-qualifies the Homebuyer for the loan and confirms that homebuyer can qualify for income limits.
2. Once Homebuyer has executed the sales contract for the property, the lender verifies the eligibility of the property for the DOWNPAYMENT Assistance.
3. Upon property being deemed eligible the homebuyer submits a formal loan application to lender for the loan.
PLEASE NOTE: the "Details of Purchase" section of the loan application must show INVEST ATLANTA and the requested loan amount on the subordinated financing line. Also, the question in the Declaration Section of the loan application "Is any part of the down-payment borrowed?" must be marked "**Yes**".
4. Lender informs the Homebuyer that they are required to attend an INVEST ATLANTA Q & A session AND approved Homebuyers Education Seminar AND an approved 203K Training class if using ATL Home Renovation Advantage. The Homebuyer must provide a certificate of attendance prior to the lender submitting the DOWNPAYMENT Assistance second mortgage package (the "package") to INVEST ATLANTA.

Step 3: Submission

1. Lender submits the loan package to their underwriting Department for review and approval OR
2. Lender receives approval of the second mortgage loan from DU/LP OR its underwriting department.
3. Lender forwards DOWNPAYMENT Assistance second mortgage package (the "Package") which will include the following documents, to INVEST ATLANTA:

COMPLETED SUBMISSION PACKAGE CHECKLIST

a. Lender Approval Letter (signed by Loan Officer & filled in completely)

b. Lender's Loan Documents

- Lender's UW Approval or DU Approval and UW Analysis Worksheet
- Loan Estimate
- Copy of Loan Application (signed by Borrower and Loan Officer)

c. Income and Asset Documentation

- Mortgage Assistance Income Calculation Worksheet (fully completed)
- Written Verification of Employment (for all eligible household members, 17 years of age and older)
- Three months consecutive bank statements (for all eligible household members, 17 years of age and older)
- Three months consecutive YTD paystubs (for all eligible household members, 17 years of age and older)
- Last two years' W2 forms (for all eligible household members, 17 years of age and older)
- Three years Federal Income Tax Return **Transcripts** (for all eligible household members, 17 years of age and older)
- Signed IRS Form 4506-T Form (for all eligible household members, 17 years of age and older)
- Verification of Income from Business Form (for all eligible household members, 17 years of age and older)

- Verification of Child Support Payment Form (for all eligible household members, 17 years of age and older)

d. Invest Atlanta Affidavits

- Program Acknowledgment Form (Witnessed)
- Family Information Form (Witnessed)
- Homebuyers Training Seminar Acknowledgment (Witnessed)
- Copy of Homebuyers Training Certificate (within 12 months of closing date)
- Copy of Renovation Training Certificate (if applicable)
- First Time Homebuyer's Affidavit (Witnessed)
- Mortgage Assistance Inspection Acknowledgment (Witnessed)
- Lead Based Paint Disclosure (Witnessed)
- Personal Inspection Acknowledgement (Witnessed)
- SAVE Affidavit (Original/Notarized) – AAHOP Only
- AAHOP Needs Assessment Worksheet – AAHOP Only

e. Collateral Information

- Copy of Executed Sales Contract with applicable extensions
- Copy of Appraisal Report and Final Appraisal Inspection report, if applicable
- Home Inspection Report

f. Miscellaneous

- Homeowner's Insurance Policy with appropriate mortgagee clause
- Photo Identification
- Letter of Explanation over 1010 language form, if applicable

4. The Package should be uploaded to the Invest Atlanta share drive or forwarded to:

INVEST ATLANTA
133 Peachtree Street, NE Suite 2900
Atlanta, Georgia 30303
Attn: Homeownership Center
(404) 614-8317

5. INVEST ATLANTA will review the Package within 48 hours of receipt and provide a "Missing Items Checklist" to the Loan Officer and Processor. Upon receipt of ALL documentation (including any outside inspections) INVEST ATLANTA will provide an Approval Transmittal.
6. Upon approval INVEST ATLANTA will forward to the lender an "Approval Transmittal", at which closing time and date can be confirmed and INVEST ATLANTA will wire funds to attorney.

Note: Lender must allow INVEST ATLANTA a minimum of 24 hours to issue funds **after** receipt of an official approval, the Approval Transmittal.

Step 4: Loan Closing Procedures

1. Invest Atlanta's Mortgage Loan Coordinator will email the closing instructions to the closing attorney.
2. The closing attorney must forward a DRAFT Closing Disclosure to INVEST ATLANTA prior to closing of the loan.
3. INVEST ATLANTA will verify the homebuyer's contribution in the amount of \$1,500.00, that appropriate closing costs have been charged and all other program requirements have been met prior to release of the Note, Deed and Wire ("Closing Package").
4. Once Closing Disclosure has been approved, INVEST ATLANTA will email Note and Deed to the closing attorney.

Step 5: Loan Post Closing Procedures

1. The Closing Package must include the following:
 - a. Final Settlement Statement
 - b. Original Second Mortgage Note
 - c. Certified Copy of Second Mortgage Deed (original to be sent for recording)
 - d. Title Insurance Policy (Second Mortgage)
 - e. Copy of Homebuyers insurance policy showing correct mortgagee
 - f. Copy of the Note and Deed related to the Primary Loan
2. After the loan has closed the closing attorney forwards post-closing package to INVEST ATLANTA within 48 hours of closing at the address below:

**INVEST ATLANTA
133 Peachtree Street, NE Suite 2900
Atlanta, Georgia 30303
Attn: Homeownership Center**

The closing attorney must forward to the lender the first mortgage closing package, and a copy of the second mortgage closing package.

"HOME ATLANTA 4.0"

PROGRAM OFFERING:

"HOME ATLANTA 4.0" is an alternative mortgage funding mechanism that will provide borrowers with a 30-year fixed rate Government mortgage loan AND a 5% forgivable grant.

ELIGIBILITY REQUIREMENTS:

- All loans must be 30-year fixed rate FHA or VA, GNMA-insured loans.
- Grant proceeds may not be used to payoff other loans, advances, or consumer debts.
- Grant is forgiven at closing. No cash out to the borrower allowed.
- The Purchased Unit must be the Homebuyer's principal residence.
- No first time homebuyer requirement. Borrower may not have any ownership interest in other property at the time of closing.
- Homebuyer must attend an INVEST ATLANTA Question & Answer Session.
- Homebuyer must attend an 8 hour Homebuyer Education Class and receive a certificate from an INVEST ATLANTA/HUD approved Homebuyer Education provider.
- Homebuyer must use an INVEST ATLANTA Participating Lender.
- Homebuyer must use an INVEST ATLANTA Participating Closing Attorney.
- The Homebuyer must contribute a minimum of \$1,500 of their own funds into the transaction (fees paid outside of closing count towards this requirement i.e. earnest money, appraisal fee, inspection fee). POC fees must appear on the Closing Disclosure.
- Maximum purchase price limit is \$374,268.
- No cash-out refinances are allowed (current mortgage cannot be held by U.S. Bank).
- Borrower must have a minimum FICO credit score of 660.
- Borrower's maximum DTI is 45%.

MAXIMUM INCOME LIMITS:

HOME ATLANTA 4.0	
1 Person Household	\$ 66,200.00
2 Person Household	\$ 75,600.00
3 Person Household	\$ 85,100.00
4 Person Household	\$ 94,500.00
5 Person Household	\$ 102,100.00

ELIGIBLE PROPERTIES

- Newly constructed or existing single-family detached homes, 2-4 units, PUDs, attached townhouses, and condominiums within the incorporated limits of Atlanta.
- Purchase Price limit is \$374,268.
- Existing homes must have a home inspection completed.

"HFA PREFERRED"

PROGRAM OFFERING:

"HFA PREFERRED" is an alternative mortgage funding mechanism that allows eligible Housing Finance Agencies (HFAs) to deliver Conventional mortgage loans with up to 97% loan-to-value (LTV) ratio with low mortgage insurance coverage requirements AND a 5% forgivable grant. HFA Preferred is ideal for borrowers with limited funds for down payment and closing costs.

ELIGIBILITY REQUIREMENTS:

- All loans must be 30-year fixed rate Conventional, FNMA insured loans.
- Grant proceeds may not be used to pay off other loans, advances, or consumer debts.
- Grant is forgiven at closing. No cash out to the borrower allowed.
- The Purchased Unit must be the Homebuyer's principal residence.
- No first time homebuyer requirement. Borrower may not have any ownership interest in other property at the time of closing.
- Homebuyer must attend an INVEST ATLANTA Question & Answer Session.
- Homebuyer must attend an 8 hour Homebuyer Education Class and receive a certificate from an INVEST ATLANTA/HUD approved Homebuyer Education provider.
- Homebuyer must use an INVEST ATLANTA Participating Lender.
- Homebuyer must use an INVEST ATLANTA Participating Closing Attorney.
- The Homebuyer must contribute a minimum of \$1,500 of their own funds into the transaction (fees paid outside of closing count towards this requirement i.e. earnest money, appraisal fee, inspection fee). POC fees must appear on the Closing Disclosure.
- Maximum purchase price limit is \$374,268.
- No cash-out refinances are allowed (current mortgage cannot be held by U.S. Bank).
- Borrower must have a minimum FICO credit score of 680 for 97% LTV, or 640 for a 95% LTV or below.
- Borrower's maximum DTI is 45%.

MAXIMUM INCOME LIMITS:

HFA PREFERRED	
1 Person Household	\$ 66,200.00
2 Person Household	\$ 75,600.00
3 Person Household	\$ 85,100.00
4 Person Household	\$ 94,500.00
5 Person Household	\$ 102,100.00

ELIGIBLE PROPERTIES

- Newly constructed or existing single-family detached homes, 2-4 units, PUDs, attached townhouses, and condominiums within the incorporated limits of Atlanta.*
- Purchase Price limit is \$374,268.
- Existing homes must have a home inspection completed.

*Condominiums are eligible at a maximum 95% LTV. All other property types are eligible at a maximum 97% LTV.

"ATLANTA AFFORDABLE HOMEOWNERSHIP PROGRAM"

PROGRAM OFFERING:

"AAHOP" provides \$10,000 in mortgage assistance in the form of a 0% soft second mortgage (with 5 year affordability period).

ELIGIBILITY REQUIREMENTS:

- The Purchased Unit must be the Homebuyer's principal residence.
- No first time homebuyer requirement. Borrower may not have any ownership interest in other property at the time of closing.
- Homebuyer must attend an INVEST ATLANTA Question & Answer Session.
- Homebuyer must attend an 8 hour Homebuyer Education Class and receive a certificate from an INVEST ATLANTA/HUD approved Homebuyer Education provider.
- Homebuyer must use an INVEST ATLANTA Participating Lender.
- Homebuyer must use an INVEST ATLANTA Participating Closing Attorney.
- The Homebuyer must contribute a minimum of \$1,500 of their own funds into the transaction (fees paid outside of closing count towards this requirement i.e. earnest money, appraisal fee, inspection fee). POC fees must appear on the Closing Disclosure.
- Homebuyer may not have more than \$10,000 in liquid assets.
- Homebuyer must sign an Acknowledgment of the Deferred Payment Loan which will include certain covenants related to the Deferred Payment Loan.
- AAHOP requires HQS Inspection, Environmental Review and approval from City of Atlanta Office of Housing. These will be requested by INVEST ATLANTA upon receipt of the file.

MAXIMUM INCOME LIMITS:

The Homebuyer must have an annual gross household income that does not exceed 80% of the Atlanta Metropolitan Statistical Area median income level as defined by the U.S. Department of Housing and Urban Development, as adjusted for family size. The income limits for 2014 are as follows:

Atlanta Affordable Home Ownership Program (AAHOP)	
1 Person Household	\$ 37,800.00
2 Person Household	\$ 43,200.00
3 Person Household	\$ 48,600.00
4 Person Household	\$ 54,000.00
5 Person Household	\$ 58,350.00

ELIGIBLE PROPERTIES

- Includes newly constructed or existing single-family detached homes, attached townhouses and condominiums within the City of Atlanta.
- Maximum purchase price New Construction is \$238,000.00 (DeKalb) and \$228,000.00 (Fulton). Existing Construction is \$238,000.00 (DeKalb) and \$223,000.00 (Fulton).
- Properties are required to pass a home inspection which is ordered and paid for by the INVEST ATLANTA.

HOMEOWNERS INSURANCE/TITLE INSURANCE:

- All Insurance policies for AAHOP loans (Homeowners and Title) must list City of Atlanta.
- The following address should be used for the Mortgagee Clause:

**City of Atlanta
c/o Atlanta Development Authority
133 Peachtree Street, NE Suite 2900
Atlanta, GA 30303**

"VINE CITY RENAISSANCE INITIATIVE"

PROGRAM OFFERING:

"VCRI" provides purchase mortgage financing and refinances which can be used with an FHA 203K or Fannie Mae HomeStyle Renovation Loan. The incentive amount is \$10,000 in the form of a 0% soft second mortgage (with 5 year affordability period).

ELIGIBILITY REQUIREMENTS:

- The subject property must be the Homebuyer's principal residence.
- No first time homebuyer requirement. Borrower may not have any ownership interest in other property at the time of closing.
- Homebuyer must attend an INVEST ATLANTA Question & Answer Session.
- Homebuyer must attend an 8 hour Homebuyer Education Class and receive a certificate from an INVEST ATLANTA/HUD approved Homebuyer Education provider.
- Homebuyer must use an INVEST ATLANTA Participating Lender.
- Homebuyer must use an INVEST ATLANTA Participating Closing Attorney.
- The Homebuyer must contribute a minimum of \$1,500 of their own funds into the transaction (fees paid outside of closing count towards this requirement i.e. earnest money, appraisal fee, inspection fee). POC fees must appear on the Closing Disclosure.
- Homebuyer may not have more than \$10,000 in liquid assets.
- Homebuyer must sign an Acknowledgment of the Deferred Payment Loan which will include certain covenants related to the Deferred Payment Loan.
- \$1,000 program fee paid to INVEST ATLANTA at closing. (Can be paid by the buyer or seller)
- The funding received can be used in conjunction with a home renovation loan (but not required) including refinances.

MAXIMUM INCOME LIMITS:

The Homebuyer must have an annual gross household income that does not exceed 140% of the Atlanta Metropolitan Statistical Area median income level as defined by the U.S. Department of Housing and Urban Development, as adjusted for family size. The income limits for 2014 are as follows:

VINE CITY RENAISSANCE INITIATIVE	
1 Person Household	\$ 66,200.00
2 Person Household	\$ 75,600.00
3 Person Household	\$ 85,100.00
4 Person Household	\$ 94,500.00
5 Person Household	\$ 102,100.00

ELIGIBLE PROPERTIES

- Newly constructed or existing single-family detached homes, 2-4 units, PUDs, attached townhouses, and condominiums within the incorporated limits of Atlanta.*
- No Purchase Price Limit.
- Properties must be located within the Trust Fund Program boundaries: Joseph Lowery Blvd. on the west; Donald Hollowell Parkway on the north; Northside Drive on the east; Martin Luther King, Jr. Drive on the south.

HOMEOWNERS INSURANCE/TITLE INSURANCE:

- All Insurance policies for Vine City Trust Fund (HOAP) Loans (Homeowners and Title) must list INVEST ATLANTA/Urban Residential Finance Authority.

**Urban Residential Finance Authority
c/o Atlanta Development Authority
133 Peachtree Street, NE Suite 2900
Atlanta, GA 30303**

"ATL HOME RENOVATION ADVANTAGE"

PROGRAM OFFERING:

"ATL Home Renovation Advantage" is Invest Atlanta's only homebuyer incentive that can be used exclusively with an FHA 203K or Fannie Mae HomeStyle Renovation Loan across the city of Atlanta. The incentive amount is up to \$10,000 with a 10 year affordability period in the form of a 0% soft second mortgage.

ELIGIBILITY REQUIREMENTS:

- The subject property must be the Homebuyer's principal residence.
- No first time homebuyer requirement. Borrower may not have any ownership interest in other property at the time of closing.
- Homebuyer must attend an INVEST ATLANTA Question & Answer Session.
- Homebuyer must attend an 8 hour Homebuyer Education Class and receive a certificate from an INVEST ATLANTA/HUD approved Homebuyer Education provider.
- Homebuyer must attend an FHA 203K Renovation Loan course provided by an INVEST ATLANTA approved educator.
- Homebuyer must use an INVEST ATLANTA Participating Lender.
- Homebuyer must use an INVEST ATLANTA Participating Closing Attorney.
- The Homebuyer must contribute a minimum of \$1,500 of their own funds into the transaction (fees paid outside of closing count towards this requirement i.e. earnest money, appraisal fee, inspection fee). POC fees must appear on the Closing Disclosure.
- Homebuyer may not have more than \$10,000 in liquid assets.
- Homebuyer must sign an Acknowledgment of the Deferred Payment Loan which will include certain covenants related to the Deferred Payment Loan.
- \$1,500 program fee paid to INVEST ATLANTA at closing, which can be paid by the buyer or seller.
- The funding received can only be used in conjunction with a home renovation loan.
- First Mortgage must be approved by lender prior to submitting to INVEST ATLANTA. (DU/LP is acceptable).
- "ATL Home Renovation Advantage may not be layered with any other programs.

MAXIMUM INCOME LIMITS:

The Homebuyer must have an annual gross household income that does not exceed the Atlanta Metropolitan Statistical Area median income level as defined by the U.S. Department of Housing and Urban Development, as adjusted for family size. The income limits for 2016 are as follows:

ATL Home Renovation Advantage Program	
1 to 2 Person Household	\$ 67,500
3 or more Person Household	\$ 77,650

ELIGIBLE PROPERTIES

- Includes existing single-family detached homes, attached townhouses, condominiums and 2-4 unit properties.
- Maximum purchase price is \$342,700.

HOMEOWNERS INSURANCE/TITLE INSURANCE:

- All Insurance policies (Homeowners and Title) must list Atlanta Housing Opportunity, Inc. c/o Urban Residential Finance Authority of the City of Atlanta.
- The following address should be used for the Mortgagee Clause:

**ATL Home Renovation Advantage
Atlanta Housing Opportunity, Inc.
c/o Urban Residential Finance Authority of the City of Atlanta
133 Peachtree Street, NE Suite 2900
Atlanta, Georgia 30303**

"INTOWN MORTGAGE ASSISTANCE PROGRAM"

PROGRAM OFFERING:

"Intown Mortgage Assistance Program (IMAP)" is a hybrid program that provides the borrower with an INVEST ATLANTA 30-year fixed rate Government or Conventional 1ST mortgage AND \$10,000 in mortgage assistance in the form of a 0% soft second mortgage with a 10 year affordability period. (The first mortgage will be serviced by US Bank).

ELIGIBILITY REQUIREMENTS:

- The subject property must be the Homebuyer's principal residence.
- No first time homebuyer requirement. Borrower may not have any ownership interest in other property at the time of closing.
- Homebuyer must attend an INVEST ATLANTA Question & Answer Session.
- Homebuyer must attend an 8 hour Homebuyer Education Class and receive a certificate from an INVEST ATLANTA/HUD approved Homebuyer Education provider.
- Homebuyer must use an INVEST ATLANTA Participating Lender.
- Homebuyer must use an INVEST ATLANTA Participating Closing Attorney.
- The Homebuyer must contribute a minimum of \$1,500 of their own funds into the transaction (fees paid outside of closing count towards this requirement i.e. earnest money, appraisal fee, inspection fee). POC fees must appear on the Closing Disclosure.
- Homebuyer may not have more than \$10,000 in liquid assets.
- FHA: Minimum FICO score of 660.
- Conventional: Minimum FICO score of 680 with 97% LTV or 640 with 95% LTV or below.
- Conventional condo loans have a maximum LTV of 95%.
- Maximum DTI is 45%
- Maximum CLTV is 105%
- Homebuyer must sign an Acknowledgment of the Deferred Payment Loan which will include certain covenants related to the Deferred Payment Loan.
- First Mortgage must be approved by lender prior to submitting to INVEST ATLANTA (DU Approval is acceptable).
- IMAP may NOT be layered with grant funds, ATL Home Renovation Advantage or Vine City Renaissance Initiative.
- IMAP down payment assistance funds must be used in conjunction with the INVEST ATLANTA HOME Atlanta 4.0 or HFA Preferred first mortgage.
- Invest Atlanta will set the interest rate for the first mortgage.

\$1000 program fee paid to INVEST Atlanta at closing, paid by the buyer or seller.

MAXIMUM INCOME LIMITS:

Intown Mortgage Assistance Program	
1 Person Household	\$ 66,200.00
2 Person Household	\$ 67,500.00
3 or more Person Household	\$ 77,650.00

ELIGIBLE PROPERTIES

- Includes existing single-family detached homes, attached townhouses, condominiums and 2-4 unit properties.
- Maximum purchase price is \$342,700.

HOMEOWNERS INSURANCE/TITLE INSURANCE:

- All Insurance policies (Homeowners and Title) must list Atlanta Housing Opportunity, Inc. c/o Urban Residential Finance Authority of the City of Atlanta.
- The following address should be used for the Mortgagee Clause:

**Intown Mortgage Assistance Program
Atlanta Housing Opportunity, Inc.
c/o Urban Residential Finance Authority of the City of Atlanta
133 Peachtree Street, NE Suite 2900
Atlanta, Georgia 30303**

**INVEST ATLANTA
DOWNPAYMENT ASSISTANCE PROGRAM
SUBMISSION PACKAGE CHECKLIST**

SELECT REQUESTED PROGRAM(S) ENTER AMOUNT REQUESTED

<input type="checkbox"/> ATLANTA AFFORDABLE HOMEOWNERSHIP PROGRAM (AAHOP)	\$ _____
<input type="checkbox"/> VINE CITY RENAISSANCE INITIATIVE (VCRI)	\$ _____
<input type="checkbox"/> ATL HOME RENOVATION ADVANTAGE (AHRA)	\$ _____
<input type="checkbox"/> HOME ATLANTA 4.0	\$ _____
<input type="checkbox"/> HFA PREFERRED	\$ _____
<input type="checkbox"/> INTOWN MORTGAGE ASSISTANCE PROGRAM (IMAP)	\$ _____

HOMEBUYER NAME _____

CO- HOMEBUYER _____

PROPERTY ADDRESS _____

PHONE NUMBER _____

SIGNED LENDER APPROVAL LETTER (COPY ACCEPTABLE)

COPY OF SIGNED LOAN COMMITMENT LETTER/UW APPROVAL & LOAN ANALYSIS WORKSHEET (1008) OR DU/LP APPROVAL

COPY OF LOAN ESTIMATE (FORMERLY GOOD FAITH ESTIMATE)

COPY OF LOAN APPLICATION (1003) (SIGNED-ALL REQUIRED PAGES)

MORTGAGE ASSISTANCE CALCULATION WORKSHEET

WRITTEN VERIFICATION OF EMPLOYMENT CONSECUTIVE CURRENT PAY-STUBS (LAST 90 DAYS) 2 YEARS W-2'

LAST 3 YEARS FEDERAL TAX RETURN TRANSCRIPTS CHILD SUPPORT INCOME FORM (IF APPLICABLE) THREE MONTHS BANK STATEMENTS

SIGNED FORM 4506-T INCOME FROM BUSINESS FORM

HOMEOWNERSHIP ASSISTANCE PROGRAM ACKNOWLEDGEMENT (WITNESSED)

INVEST ATLANTA FAMILY INFORMATION FORM (WITNESSED)

HOMEBUYER'S TRAINING ACKNOWLEDGEMENT (WITNESSED)

HOMEBUYER'S SEMINAR CERTIFICATE

FIRST TIME HOMEBUYER'S AFFIDAVIT (WITNESSED)

MORTGAGE ASSISTANCE HOME INSPECTION ACKNOWLEDGEMENT (WITNESSED)

COPY OF EXECUTED SALES CONTRACT AND EXTENSIONS

COPY OF THE APPRAISAL REPORT AND FINAL APPRAISAL INSPECTION, IF APPLICABLE

COPY OF CERTIFICATE OF OCCUPANCY (NEW CONSTRUCTION)/HOME INSPECTION (EXISTING)

COPY OF HOMEOWNER INSURANCE (WITH APPROPRIATE MORTGAGEE CLAUSE)

LEAD BASED PAINT DISCLOSURE (WITNESSED)

PERSONAL INSPECTION ACKNOWLEDGMENT (WITNESSED)

SAVE AFFIDAVIT (**ORIGINAL**/NOTARIZED – AAHOP ONLY)

COPY OF SUBSIDY IDENTIFICATION FORM (AAHOP ONLY)

NEEDS ASSESSMENT WORKSHEET (AAHOP ONLY)

COPY OF PHOTO ID

**INVEST ATLANTA
DOWNPAYMENT ASSISTANCE PROGRAM
LENDER APPROVAL LETTER**

Homeownership Center Manager
INVEST ATLANTA
133 Peachtree Street, NE Suite 2900
Atlanta, Georgia 30303

Dear Homeownership Center Manager:

I, _____ do hereby certify that the Vital Information below is true/correct for
(Loan Officer)

_____ purchasing _____
(Homebuyer Name) (Property Address)

LOAN OFFICER'S SIGNATURE: _____ DATE: _____

LO EMAIL AND PHONE: _____

MORTGAGE COMPANY: _____

VITAL INFORMATION

FAMILY SIZE _____ **ANTICIPATED CLOSING DATE** _____

BORROWER'S ADDRESS _____

PHONE NUMBER _____

BORROWER'S EMAIL _____

PURCHASE PRICE _____

TOTAL DAP FUNDS REQUESTED _____

LENDER'S CLOSER _____

ADDRESS _____

PHONE _____ EMAIL _____

CLOSING ATTORNEY FIRM _____

LOCATION OF CLOSING (ADDRESS) _____

PHONE _____ EMAIL _____

WAS ATTORNEY NOTIFIED OF DPA LIEN?

YES NO

THE FOLLOWING INDIVIDUAL IS TO BE CONTACTED WHEN THE CLOSING INSTRUCTIONS AND DOCUMENTS ARE READY:

DESIGNATED CONTACT PERSON _____ TITLE _____

PHONE _____ EMAIL _____

PLEASE EMAIL THE APPROVAL TO:

DESIGNATED CONTACT PERSON _____ TITLE _____

PHONE _____ EMAIL _____

**Lender's Approval or DU
Findings with
Approve/Eligible decision**

**(All loan documents must
have consistent amounts
throughout, i.e., Sales Price,
Loan Amount, Appraisal
Value)**

**Loan Underwriting &
Transmittal Summary
signed by Underwriter
(1008)**

**(All loan documents must
have consistent amounts
throughout, i.e., Sales Price,
Loan Amount, Appraisal
Value)**

Good Faith Estimate (GFE)

**(All loan documents must
have consistent amounts
throughout, i.e., Sales Price,
Loan Amount, Appraisal
Value)**

Signed Loan Application (1003)

- **"Details of Purchase" section must show DPA funds as a subordinate financing.**
- **Declaration section "H" must be marked as "Yes".**
- **Complete information for government monitoring purpose section.**
- **Include all pages to 1003.**

INVEST ATLANTA

MORTGAGE ASSISTANCE INCOME CALCULATION WORKSHEET

I understand that CURRENT ANNUAL FAMILY INCOME includes total income from all sources (before taxes or withholding) of all persons residing or intending to reside in the residence to be financed with the proceeds of the Mortgage Loan and be liable on the Mortgage, continuation of which is probable based on foreseeable economic conditions. The information contained in the following statements is true and correct, and accurately sets forth all information relevant to a determination of my family's Current Annual Family Income as of the date hereof and the continuation of which is probable based on foreseeable economic circumstances, to the best of my knowledge.

FAMILY MEMBER #	NAME				
Step 1	1a. Take Year-To-Date Income from Pay Period ending _____ including overtime				\$
	Annualize - Show calculation here: _____				\$
	1b. Annual amount of any bonus received during the year:				\$
	1c. Amount of outside Income (Interest, Dividends, Royalties, Tips, Net Rental, SSI, Part Time employment, Va compensation, Alimony, Child Support, Public Asst., Sick pay, Unemployment comp, Child Support, Retirement Income, Income from trust and Income received from business activities or investments etc.):List all below & calculate: _____				\$
	1d. Asset Test (If total amount of assets listed on 1003 exceeds \$5,000 multiply that total amount of assets listed by 2%): _____				\$
	1e. Total = Annual Income (Add 1a, 1b, 1c, and 1d for total annual income)				\$
Step 2	2a. Take Year-To-Date Income from VOE dated _____ including overtime				\$
	Annualize - Show calculation here: _____				\$
	2b. Annual amount of any bonus received during the year:				\$
	2c. Amount of outside Income (Interest, Dividends, Royalties, Tips, Net Rental, SSI, Part Time employment, Va compensation, Alimony, Child Support, Public Asst., Sick pay, Unemployment comp, Child Support, Retirement Income, Income from trust and Income received from business activities or investments etc.):List all below & calculate: _____				\$
	2d. Asset Test (If total amount of assets listed on 1003 exceeds \$5,000 multiply that total amount of assets listed by 2%): _____				\$
	2e. Total = Annual Income (Add 2a, 2b, 2c, and 2d for total annual income)				\$
Step 3 (Only use this if paystub or VOE does not cover at least a 90 day period (e.g. paystub dated 2/20/07))					
Step 3	3a. Take Year-To-Date Income from Paystub plus total income from previous year and annualize				\$
	Show calculation here: _____				\$
	3b. Total = Annual Income- ONLY place this figure in box 4 if YTD paystub is less than 90 days				\$
Step 4	4a. If self employed add net income from previous two years and P&L statement and average:				\$
Step 5	TAKE THE LARGER OF LINE 1e or 2e (or 3b or 4a if applicable) and place here- This is your total income for Family Member #				\$
Step 6	<i>Total Household Income compiled from all income worksheets</i>				\$
I have fully completed this worksheet to the best of my ability.					
Loan Officer Signature: _____			Date: _____		

Written Verification of Employment

(for all eligible household members)

- **Must include YTD breakdown of gross earnings.**

**Most recent consecutive 90
days pay stubs**
(for all eligible household members)

- **Borrower must provide pay stubs up until closing**

Last two years W-2 forms
(for all eligible household members)

**Last three years of Federal
Income Tax Return
Transcripts from IRS**
(for all eligible household members)

- **All homebuyers and eligible household members must file their income tax with IRS.**
- **If Tax Return Transcripts show dependents, business income or loss, capital gain or loss, borrower must provide signed explanation letter on 1010 form.**

**Signed copy of Form 4506-T
(for all eligible household members)**

**Three months banks statements
(for all eligible household members)**

**UNEMPLOYED AFFIDAVIT
(SIGNED BY ALL UNEMPLOYED PERSONS, AGE 17 AND UP)**

Before me this day personally appeared

_____ who, being duly sworn, deposes and says:

1. I understand that this Affidavit is given under oath as a part of the qualification for income for the Home Atlanta Downpayment Assistance Program.

_____ (a) I **am not** presently employed, and **do not receive** any income from any other sources as described on the attached Current Annual Family Income Worksheet

Household Member

STATE OF GEORGIA
COUNTY OF _____

Personally sworn to and subscribed before me _____
who acknowledged to me that the information set forth hereinabove is true and correct to the best of his/her knowledge, information, and belief. This _____ day of _____, 20____.

Notary Public, State of Georgia at Large

(NOTARY SEAL)
My Commission Expires:

**INVEST ATLANTA
DOWNPAYMENT ASSISTANCE PROGRAM
VERIFICATION OF RECEIPT OF CHILD SUPPORT PAYMENTS FORM**

<p style="text-align: center;">DOWNPAYMENT ASSISTANCE PROGRAM</p> <p>AUTHORIZATION: FEDERAL REGULATIONS REQUIRE US TO VERIFY CHILD SUPPORT PAYMENTS MADE TO ALL MEMBERS OF THE HOUSEHOLD APPLYING FOR PARTICIPATION IN THE</p> <ul style="list-style-type: none"> • ___ HOME ATLANTA 4.0 • ___ HFA PREFERRED • ___ ATLANTA AFFORDABLE HOMEOWNERSHIP PROGRAM (AAHOP) • ___ VINE CITY RENAISSANCE INITIATIVE • ___ ATL HOME RENOVATION ADVANTAGE • INTOWN MORTGAGE ASST PROGRAM <p>WHICH WE OPERATE AND TO RE-EXAMINE THIS INCOME PERIODICALLY. WE ASK YOUR COOPERATION IN SUPPLYING THIS INFORMATION. THIS INFORMATION WILL BE USED ONLY TO DETERMINE THE ELIGIBILITY STATUS AND LEVEL OF BENEFIT OF THE HOUSEHOLD.</p>	<p>NAME OF PERSON PAYING CHILD SUPPORT:</p> <p>_____</p> <p>ADDRESS OF PERSON PAYING CHILD SUPPORT:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>SUPPORT IS FOR ___ HIS ___ HER CHILDREN. NAME(S) OF CHILDREN BEING SUPPORTED:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>AMOUNT OF SUPPORT:</p> <p>\$ _____ WEEK MONTH YEAR</p>
<p>RELEASE: I HEREBY AUTHORIZE THE RELEASE OF THE REQUESTED INFORMATION.</p>	<p>Signature of _____ or Authorized Representative</p> <p>_____</p>
<p>(SIGNATURE OF APPLICANT)</p> <p>DATE: _____</p>	<p>TITLE: _____</p> <p>DATE: _____</p> <p>TELEPHONE: _____</p>
<p>WARNING: TITLE 18, SECTION 1001 OF THE U.S. CODE STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OF THE UNITED STATES GOVERNMENT.</p>	

**INVEST ATLANTA
DOWNPAYMENT ASSISTANCE PROGRAM
VERIFICATION OF INCOME FROM BUSINESS FORM**

DOWNPAYMENT ASSISTANCE PROGRAM	BASED ON BUSINESS TRANSACTED FROM _____ TO _____																																						
<p>AUTHORIZATION: FEDERAL REGULATIONS REQUIRE US TO VERIFY CHILD SUPPORT PAYMENTS MADE TO ALL MEMBERS OF THE HOUSEHOLD APPLYING FOR PARTICIPATION IN THE:</p> <ul style="list-style-type: none"> • ___ HOME ATLANTA 4.0 • ___ HFA PREFERRED • ___ ATLANTA AFFORDABLE HOMEOWNERSHIP PROGRAM (AAHOP) • ___ VINE CITY RENAISSANCE INITIATIVE • ___ ATL HOME RENOVATION ADVANTAGE • INTOWN MORTGAGE ASST PROGRAM <p>WHICH WE OPERATE AND TO RE-EXAMINE THIS INCOME PERIODICALLY. WE ASK YOUR COOPERATION IN SUPPLYING THIS INFORMATION. THIS INFORMATION WILL BE USED ONLY TO DETERMINE THE ELIGIBILITY STATUS AND LEVEL OF BENEFIT OF THE HOUSEHOLD.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. GROSS INCOME</td> <td style="width: 20%; text-align: right;">\$ _____</td> </tr> <tr> <td>2. EXPENSES</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">a) INTEREST ON LOANS</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">b) COST OF GOODS</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">c) RENT</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">d) UTILITIES</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">e) WAGES/SALARIES</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">f) EMPLOYEE CONTRIBUTIONS</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">g) FEDERAL WITHHOLDING</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">h) STATE WITHHOLDING TAX</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">i) FICA</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">j) SALES TAX</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">k) OTHER:</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">l) STRAIGHT LINE DEPRECIATION</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 40px;">TOTAL EXPENSES</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>3. NET INCOME</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	1. GROSS INCOME	\$ _____	2. EXPENSES		a) INTEREST ON LOANS	\$ _____	b) COST OF GOODS	\$ _____	c) RENT	\$ _____	d) UTILITIES	\$ _____	e) WAGES/SALARIES	\$ _____	f) EMPLOYEE CONTRIBUTIONS	\$ _____	g) FEDERAL WITHHOLDING	\$ _____	h) STATE WITHHOLDING TAX	\$ _____	i) FICA	\$ _____	j) SALES TAX	\$ _____	k) OTHER:	\$ _____	_____	\$ _____	_____	\$ _____	_____	\$ _____	l) STRAIGHT LINE DEPRECIATION	\$ _____	TOTAL EXPENSES	\$ _____	3. NET INCOME	\$ _____
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INVEST ATLANTA PROGRAM ACKNOWLEDGMENT

I HEREBY ACKNOWLEDGE THAT I AM REQUESTING HOME OWNERSHIP ASSISTANCE TO PURCHASE A PROPERTY LOCATED AT:

ADDRESS:

	HFA Preferred
	Home Atlanta 4.0
	Atlanta Affordable Homeownership Program (AAHOP)
	Intown Mortgage Assistance Program (IMAP)
	Vine City Renaissance Initiative (VCRI)
	ATL Home Renovation Advantage (AHRA)

I AM AWARE THAT I AM APPLYING FOR THE PROGRAM(S) LISTED ABOVE (CHECK ALL THAT APPLY):

I AM AWARE THAT I MUST OCCUPY THE PROPERTY AS MY PRINCIPAL RESIDENCE.

I AM AWARE THAT I MAY LAYER TWO OR MORE OF INVEST ATLANTA'S DOWNPAYMENT ASSISTANCE PROGRAMS IF I MEET THE INCOME AND PROPERTY GUIDELINES FOR THOSE PROGRAMS.

I AM AWARE THAT THERE IS A \$1000 PROGRAM FEE (VINE CITY RENAISSANCE INITIATIVE).

I AM AWARE THAT THERE IS A \$1500 PROGRAM FEE (ATL HOME RENOVATION ADVANTAGE).

I AM AWARE THAT I MUST CONTRIBUTE A MINIMUM OF \$1500 OF MY OWN FUNDS TOWARDS CLOSING COSTS.

I AM AWARE THAT THE FUNDS WILL BE SECURED BY A SECOND MORTGAGE AGAINST THE ABOVE REFERENCED PROPERTY (EXCEPT HOME ATLANTA 4.0 AND HFA PREFERRED).

I AM AWARE THAT THE LOAN IS NON-INTEREST BEARING AND FORGIVABLE AT THE END OF THE FIVE YEAR AFFORDABILITY PERIOD (AAHOP AND VINE CITY RENAISSANCE INITIATIVE). THE ENTIRE PRINCIPAL BALANCE DUE IS REPAYABLE IF THE PROPERTY IS SOLD, REFINANCED, OR TRANSFER OFF TITLE OR FORECLOSURE OCCURS WITHIN THE FIRST FIVE YEARS, DEPENDENT ON ASSISTANCE AMOUNT. THE ONLY EXCEPTION IS THE REFINANCE OF THE FIRST MORTGAGE TO OBTAIN A LOWER INTEREST RATE. NO CASH OUT TO THE BORROWER IS ALLOWED.

I AM AWARE THAT THE LOAN IS NON-INTEREST BEARING AND FORGIVABLE AT THE END OF THE TEN YEAR AFFORDABILITY PERIOD (ATL HOME RENOVATION ADVANTAGE). THE ENTIRE PRINCIPAL BALANCE DUE IS REPAYABLE IF THE PROPERTY IS SOLD, REFINANCED, OR TRANSFER OFF TITLE OR FORECLOSURE OCCURS WITHIN THE FIRST TEN YEARS, DEPENDENT ON ASSISTANCE AMOUNT. THE ONLY EXCEPTION IS THE REFINANCE OF THE FIRST MORTGAGE TO OBTAIN A LOWER INTEREST RATE. NO CASH OUT TO THE BORROWER IS ALLOWED.

I AM AWARE THAT THE FUNDS ARE TO BE USED FOR CLOSING COSTS (INCLUDING ESCROWS), DOWN-PAYMENT ASSISTANCE, AND PRINCIPAL REDUCTION FOR THE PURCHASE OF AN ELIGIBLE PROPERTY. PROCEEDS MAY NOT BE USED TO PAY OFF BORROWER'S DEBT.

I AM AWARE THAT IF OWNERSHIP OF THE PROPERTY IS TRANSFERRED DURING THE AFFORDABILITY PERIOD, I AGREE TO PAY A PERCENTAGE OF ANY GAINS FROM THE SALE OF THE PROPERTY AS OUTLINED IN THE NOTE AND SECURITY DEED.

WITH REGARDS TO THE ATL HOME RENOVATION ADVANTAGE PROGRAM AND INTOWN MORTGAGE ASSISTANCE PROGRAM, I FURTHER AGREE TO PAY INVEST ATLANTA THE ORIGINAL PRINCIPAL AMOUNT OF THE MORTGAGE PLUS THE FOLLOWING PERCENTAGE OF ANY GAIN (AS HEREINAFTER DEFINED) FROM THE SALE OF THE PROPERTY, WHICH PERCENTAGE IS BASED UPON THE NUMBER OF FULL YEARS I HAVE OWNED THE PROPERTY:

NUMBER OF YEARS OF OWNERSHIP	PERCENTAGE OF GAIN PAID TO LENDER
1	80%
2	50
3	50
4	50
5	40
6	30
7	20
8	10
9 OR MORE	0

"GAIN" IS DEFINED AS THE SALES PRICE OF THE PROPERTY LESS THE SUM OF THE TRANSACTION COSTS OF THE SALE, THE AMOUNT REQUIRED TO REPAY ALL LOANS SECURED BY LIENS ON THE PROPERTY, AND THE AMOUNT BORROWER CAN DOCUMENT IN A MANNER SATISFACTORY TO LENDER THAT HE OR SHE EXPANDED ON CAPITAL IMPROVEMENTS TO THE PROPERTY FROM SOURCES OF FUNDS OTHER THAN THE LOAN PROVIDED USING INVEST ATLANTA 2ND MORTGAGE DOWN PAYMENT ASSISTANCE PROGRAM. I UNDERSTAND THAT THE HOME OWNERSHIP ASSISTANCE I WILL RECEIVE MAY HAVE FEDERAL INCOME TAX CONSEQUENCES TO ME AND I ACKNOWLEDGE THAT IT IS MY OBLIGATION TO CONTACT MY TAX ADVISOR TO DETERMINE THE EXACT METHOD OF TREATMENT OF SUCH HOME OWNERSHIP ASSISTANCE ON MY FEDERAL INCOME TAX RETURNS.

HOME BUYER'S SIGNATURE: _____ DATE _____

PRINT NAME:

HOME BUYER'S SIGNATURE: _____ DATE _____

PRINT NAME:

WITNESS SIGNATURE: _____ DATE _____

WITNESS NAME:

**INVEST ATLANTA
DOWNPAYMENT ASSISTANCE PROGRAM
FAMILY INFORMATION**

Homebuyer Name _____

Social Security Number _____

Property Address _____

NAME	RELATIONSHIP TO APPLICANT	BIRTH DATE	SEX	EMPLOYER/ SCHOOL ATTENDING	MONTHLY INCOME	ANNUAL INCOME
_____	(self)	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Total Annual Income						_____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT ANY FICTITIOUS OR FRAUDULENT STATEMENTS ARE SUBJECT TO LEGAL ACTION.

HOMEBUYER SIGNATURE _____ **DATE** _____

PRINT NAME _____

HOMEBUYER SIGNATURE _____ **DATE** _____

PRINT NAME _____

WITNESS SIGNATURE _____ **DATE** _____

PRINT NAME _____

**INVEST ATLANTA
DOWNPAYMENT ASSISTANCE PROGRAM
TRAINING SEMINAR
HOMEBUYER'S ACKNOWLEDGMENT**

I HEREBY ACKNOWLEDGE THAT I AM REQUIRED TO ATTEND AN INVEST ATLANTA APPROVED HOMEBUYERS TRAINING SEMINAR. I ALSO UNDERSTAND THAT PRIOR TO LOAN APPROVAL, I MUST SUCCESSFULLY COMPLETE THE HOMEBUYER TRAINING AND SUBMIT THE CERTIFICATE OF COMPLETION TO THE BELOW MENTIONED LENDER. I UNDERSTAND THE LENDER WILL GIVE ME ADDITIONAL INFORMATION ON UPCOMING SEMINARS.

HOMEBUYER'S SIGNATURE: _____ DATE _____

PRINT NAME: _____

HOMEBUYER'S SIGNATURE: _____ DATE _____

PRINT NAME: _____

WITNESS SIGNATURE: _____ DATE _____

WITNESS NAME: _____

Copy of Homebuyers Training Certificate

- **Borrower must attend 8 hours of training.**
- **Borrower must take the class with one of INVEST ATLANTA's participating Homebuyer Education Agencies. (see list on www.investatlanta.com).**
- **Borrower must take a Renovation Training Class if receiving ATL Home Renovation Advantage funds.**

**INVEST ATLANTA
DOWNPAYMENT ASSISTANCE PROGRAM
FIRST TIME HOMEBUYER'S AFFIDAVIT**

_____ I HEREBY AFFIRM THAT I AM A FIRST TIME HOMEBUYER OR HAVE NOT OWNED A HOME THAT WAS MY PRINCIPAL RESIDENCE WITHIN THE PAST THREE YEARS.

_____ I HEREBY AFFIRM THAT I AM NOT A FIRST TIME HOMEBUYER, BUT HAVE SOLD MY CURRENT RESIDENCE AS OF _____, AND WILL BE PURCHASING A HOME IN THE INCORPORATED CITY LIMITS OF ATLANTA.

HOMEBUYER'S SIGNATURE: _____ DATE _____

PRINT NAME: _____

HOMEBUYER'S SIGNATURE: _____ DATE _____

PRINT NAME: _____

WITNESS SIGNATURE: _____ DATE _____

WITNESS NAME: _____

**INVEST ATLANTA
DOWNPAYMENT ASSISTANCE PROGRAM
HOME INSPECTION
HOMEBUYER'S ACKNOWLEDGMENT**

____ I HEREBY ACKNOWLEDGE THAT I AM PURCHASING AN EXISTING PROPERTY; THEREFORE INVEST ATLANTA IS REQUIRED TO HAVE A HQS (HOME QUALITY STANDARD) INSPECTION COMPLETED AT NO ADDITIONAL COST TO ME, THE BORROWER. THE PROPERTY THAT I'M PURCHASING MUST PASS THE INSPECTION IN ORDER TO BE ELIGIBLE TO RECEIVE THE FUNDS FROM THE AAHOP DOWN PAYMENT ASSISTANCE PROGRAM.

____ I HEREBY ACKNOWLEDGE THAT I AM PURCHASING AN EXISTING PROPERTY, THEREFORE WILL BE REQUIRED TO OBTAIN A HOME INSPECTION FROM A PROPERTY INSPECTOR.

____ I HEREBY ACKNOWLEDGE THAT I AM PURCHASING A NEWLY CONSTRUCTED PROPERTY, THEREFORE MY CERTIFICATE OF OCCUPANCY WILL SERVE AS MY INSPECTION.*

HOMEBUYER'S SIGNATURE: _____ DATE _____

PRINT NAME: _____

HOMEBUYER'S SIGNATURE: _____ DATE _____

PRINT NAME: _____

WITNESS SIGNATURE: _____ DATE _____

WITNESS NAME: _____

*This is in no way to serve as a replacement for a home inspection. Even though home inspections are not required for newly contracted homes we do recommended one be performed. Certificate of Occupancy must be provided prior to closing.

☞ **AAHOP only:** If property does not pass the HQS inspection, items identified as problems must be repaired prior to the loan being approved and the property must be re-inspected until it is deemed in satisfactory condition.

Sales Contract

Copy of fully executed Sales Contract with all applicable amendments, extension and approved closing attorney

**Copy of Appraisal Report &
Final Appraisal Inspection,
if applicable**

**Copy of Home Inspection for
all (Existing) properties or
Certificate of Occupancy for
all (New Construction)**

***New Construction properties
vacant for more than 12
months require both Home
Inspection and Certificate of
Occupancy***

Copy of Homeowner's Insurance Policy with Appropriate Mortgagee Clause

For AAHOP loans

City of Atlanta
c/o Atlanta Development Authority
133 Peachtree Street, NE Suite 2900
Atlanta, GA 30303

For Vine City Renaissance Initiative

Urban Residential Finance Authority
c/o Atlanta Development Authority
133 Peachtree Street, NE Suite 2900
Atlanta, GA 30303

For ATL Home Renovation Advantage

ATL Home Renovation Advantage
Atlanta Housing Opportunity, Inc.
c/o Urban Residential Finance Authority of the City of Atlanta
133 Peachtree Street, NE Suite 2900
Atlanta, GA 30303

For Intown Mortgage Assistance Program

Intown Mortgage Assistance Program
Atlanta Housing Opportunity, Inc.
c/o Urban Residential Finance Authority of the City of Atlanta
133 Peachtree Street, NE Suite 2900
Atlanta, GA 30303

**INVEST ATLANTA
DOWNPAYMENT ASSISTANCE PROGRAM
DISCLOSURE OF INFORMATION ON
LEAD-BASED PAINT AND/OR LEAD-BASED PAINT
HAZARDS**

LEAD WARNING STATEMENT

EVERY PURCHASER OF ANY INTEREST IN RESIDENTIAL REAL PROPERTY ON WHICH A RESIDENTIAL DWELLING WAS BUILT PRIOR TO 1978 IS NOTIFIED THAT SUCH PROPERTY MAY PRESENT EXPOSURE TO LEAD FROM LEAD-BASED PAINT THAT MAY PLACE YOUNG CHILDREN AT RISK OF DEVELOPING LEAD POISONING. LEAD POISONING IN YOUNG CHILDREN MAY PRODUCE PERMANENT NEUROLOGICAL DAMAGE, INCLUDING LEARNING DISABILITIES, REDUCED INTELLIGENCE QUOTIENT, BEHAVIORAL PROBLEMS, AND IMPAIRED MEMORY. LEAD POISONING ALSO POSES A PARTICULAR RISK IN PREGNANT WOMEN.

I, _____ HERBY ACKNOWLEDGE THAT I HAVE RECEIVED, REVIEWED AND UNDERSTAND THE LEAD-BASED PAINT INFORMATION PAMPHLET "*PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME*" PROVIDED BY THE INVEST ATLANTA AS IT RELATES TO THE PROPERTY THEY ARE PURCHASING LOCATED AT:

Address:

HOME BUYER'S SIGNATURE: _____ DATE _____

PRINT NAME: _____

HOME BUYER'S SIGNATURE: _____ DATE _____

PRINT NAME: _____

WITNESS SIGNATURE: _____ DATE _____

WITNESS NAME: _____

AAHOP SUBSIDY IDENTIFICATION FORM

Borrower Name	Co-Borrower Name	Household Income / Number in Household
Property Address	# Bedrooms	\$ Appraisal Amount
Closing Date	Date Received (URFA)	Date Submitted (Office of Housing)

SOURCES OF FUNDING

USES OF FUNDS

FIRST MORTGAGE SOURCE

LOAN AMOUNT

Bank Loan: _____ \$ _____
 (Lender Name)

Conventional FHA
 VA HOME Atlanta
 Department of Community Affairs

Purchase Price \$ _____

Closing Costs \$ _____

Pre-Paid Items \$ _____

Discount \$ _____

MIP Funding Fee \$ _____

MORTGAGE ASSISTANCE

AAHOP (URFA/INVEST ATLANTA) \$ _____

VCRI (URFA/INVEST ATLANTA) \$ _____

ATLANTA NSP \$ _____

AHRA (URFA/INVEST ATLANTA) \$ _____

AHA (ATLANTA HOUSING AUTH.) \$ _____

TAD \$ _____

IMAP(URFA/INVEST ATLANTA) \$ _____

BAHTF (ATLANTA BELTLINE) \$ _____

Seller-Paid Closing Costs \$ _____

Lender Credit \$ _____

Other Source: _____ \$ _____

HOMEBUYER CONTRIBUTION

DEPOSIT/EARNEST MONEY \$ _____

CASH DUE AT CLOSING \$ _____

TOTAL SOURCES \$ _____ **TOTAL USES** \$ _____

If Total Sources do not equal Total Uses, please provide explanation. _____

LENDER CONFIRMATION

With my signature, I _____, hereby confirm the above funding amounts are accurate

Print Name

and approved to the best of my knowledge.

Signature _____ Title: _____

URFA VERIFICATION

With my signature, I _____, hereby confirm that I have verified that the above

Print Name

information is accurate and that this homebuyer has been conditionally approved.

Signature _____
 Date Approved: _____

INTERNAL USE ONLY

Date Received: _____ Date Returned: _____

HOME SUBSIDY APPROVED HOME SUBSIDY DECLINED

HOME SUBSIDY AMOUNT DECLINED DUE TO: _____

Reviewed By: _____ Date: _____

Exhibit 1: SAVE Program Affidavit

AFFIDAVIT VERIFYING STATUS FOR RECEIPT OF PUBLIC BENEFIT FROM
THE INVEST ATLANTA,
THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF ATLANTA OR
URBAN RESIDENTIAL FINANCE AUTHORITY OF THE CITY OF ATLANTA, GEORGIA

Personally appeared before the undersigned, _____, who, after being duly sworn, states and deposes under oath as follows :

1.

I am of legal age, suffer under no legal disabilities and make this Affidavit based on facts within my own personal knowledge.

2.

I am an applicant for a grant or loan, which grant or loan is referenced in O.C.G.A. Section 50-36-1, *et seq.*

3.

I am either an applicant or the natural person applying on behalf of an individual, corporation, partnership or other private entity for a grant or loan, which grant or loan is referenced in O.C.G.A. Section 50-36-1, *et seq.*

4.

I am one of the following (please check which applies):

_____ (1) a United States citizen

OR

_____ (2) a legal permanent resident or otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act and lawfully present in the United States. **All non-citizens must provide their Alien Registration Number below.**

5.

By executing this Affidavit, I understand that any person who knowingly and willfully makes a false, fictitious or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. Section 16-10-20.

APPLICANT

Signature

Printed Name

Alien Registration Number for Non-Citizens*

Sworn to and subscribed before me
this ____ day of _____, 20 ____.

Notary Public

My commission expires _____

*Note: O.C.G.A. Section 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, U.S.C. Title 8, as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

**INVEST ATLANTA
HOMEOWNERSHIP ASSISTANCE PROGRAM
HOME INSPECTION
HOMEBUYER'S PERSONAL INSPECTION
ACKNOWLEDGEMENT**

___ I hereby acknowledge that I am purchasing an existing property and have obtained an inspection on my own from a State of Georgia licensed property inspector. I have reviewed and accepted the inspection and am aware of the condition of the home.

HOMEBUYER'S SIGNATURE: _____
PRINT NAME: _____
DATE: _____

HOMEBUYER'S SIGNATURE: _____
PRINT NAME: _____
DATE: _____

WITNESS SIGNATURE: _____
PRINT NAME: _____
DATE: _____