

# ADFA LOAN PROCESS: MOVE-UP & DPA

## “No ADFA Compliance File Review Required”



ARKANSAS DEVELOPMENT  
FINANCE AUTHORITY  
HOMEOWNERSHIP DIVISION



### Make a Loan Reservation

Log-In into MITAS Portal

<https://adfa.mitas.com/mitas>

Reserve: 10-15  
Business Days before  
Closing Date

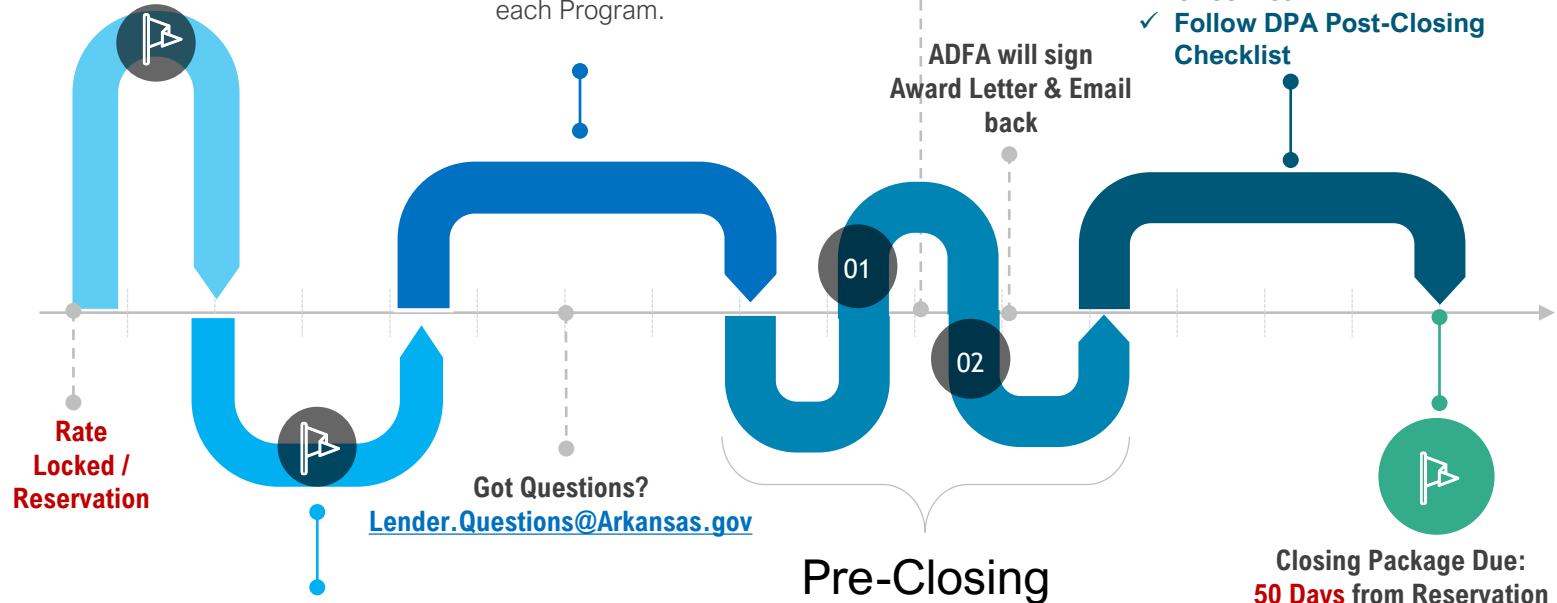
### Loan Status

Loan Officer must follow ADFA  
Compliance Guidelines for  
each Program.

Complete  
Award Letter &  
Upload to ADFA

### Post-Closing

- ✓ Follow Move-Up Post-Closing Checklist
- ✓ Follow DPA Post-Closing Checklist



### No Compliance Review

After making “Making a Reservation”  
(Rate Lock) a compliance review is no required  
by ADFA on Move-Up & DPA Loan Files.

- ✓ **DPA Awards Letter needed for Closing**

### Pre-Closing

Forms needed for Closing (Print & Complete):

- ✓ **MOVE-UP**
  - **No ADFA Documents**
- ✓ **DPA**
  - **DPA Promissory Note**
  - **DPA Mortgage**
  - **DPA Award Letter, email to: [Award.Letters@Arkansas.gov](mailto:Award.Letters@Arkansas.gov)**

Closing Package Due:  
**50 Days** from Reservation

### Done

Purchase Deadline is  
**60-Days** from Loan  
Reservation



### LOAN STATUS

#### Post-Closing

#### Closing File Received:

closing package being review  
by ADFA.

#### Closing Non-Compliance:

closing package has been  
reviewed, but additional  
conditions need review.

#### Closing Approval:

all  
conditions met, ADFA’s pre-  
purchase approval will be  
sent.

### MITAS LINK

All ADFA documents needed  
are accessible through MITAS.  
<https://adfa.mitas.com/mitas>

### RESOURCES

How to make a Reservation:

[https://adfa.arkansas.gov/media/file/ADFA\\_RESERVATION\\_PRE\\_POST-CLOSING\\_PRESENTATION\\_2020.pdf](https://adfa.arkansas.gov/media/file/ADFA_RESERVATION_PRE_POST-CLOSING_PRESENTATION_2020.pdf)

ADFA Program Guidelines:

[https://adfa.arkansas.gov/media/file/ADFA\\_PROGRAM\\_GUIDELINES\\_03.2020.pdf](https://adfa.arkansas.gov/media/file/ADFA_PROGRAM_GUIDELINES_03.2020.pdf)

\*\*This Timeline is an example for training purposes