POST CLOSING - TRAINING -

ARKANSAS DEVELOPMENT FINANCE AUTHORITY
ARKANSAS DEVELOPMENT FINANCE AUTHORITY

SINGLE FAMILY

LENDER PROGRAM GUIDELINES (EFFECTIVE ON 06.01.2022)
LENDER PROGRAM GUIDELINES (EFFECTIVE UNTIL 06.30.2022)
NEW ADDI LENDER MATERIALS
TRAINING MATERIALS
MARKETING MATERIALS (FLYERS)
ADFA COMPLIANCE: Review Process

ADDI & MCC REQUIRE A COMPLIANCE REVIEW:
• Programs with household income limits
  ✓ Income must be verified and approved prior closing for all household members
• ADFA Pre-Closing Review
  ✓ Checklist & Checklist items must be review and approved
• Once Loan File has been approved, closing documents and award letters can be downloaded from Lender Portal

MOVE-UP & DPA REQUIRE A NON-COMPLIANCE REVIEW:
• Programs without household income limits
  ✓ Income verification documents do not have to submitted
  ✓ Each mortgage lender is responsible to ensure Borrower (s) meet program guidelines along with AUS – Approval, or Accept Recommendation
• Closing documents and award letters can be downloaded from Lender Portal
• Once Loan Closed, closing documents will be required to be submitted for review.
ADFA Daily Rate Email
Contact us to sign-up!

Send an email to one of our Compliance Team members to be added to the list:

Denise Wells
Single Family Assistant Manager
(501) 682-5466
Denise.Wells@arkansas.gov

Sharora Jones
Single Family Compliance
(501) 682-5923
Sharora.Jones@Arkansas.gov

Leslie Quisenberry
Single Family Compliance
(501) 682-5930
Leslie.Quisenberry@arkansas.gov

Candace Smith
Single Family Compliance
(501) 682-5935
Candance.Smith@Arkansas.gov

Whitney Barwick
Single Family Compliance
(501) 682-5860
Whitney.Barwick@arkansas.gov

1 Commerce Way, Suite 602
Little Rock, AR 72202
(501) 682-5900

Arkansas Development Finance Authority

Lock Date: April 13, 2022
Lock Expiration: June 12, 2022

ADFA MOVE-UP

<table>
<thead>
<tr>
<th></th>
<th>FHA, VA, RD</th>
<th>QUALIFYING INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>30YR FIXED RATE GOVERNMENT MORTGAGE</td>
<td>5.375%</td>
<td>$137,000</td>
</tr>
</tbody>
</table>

ADFA DPA

<table>
<thead>
<tr>
<th></th>
<th>FREDDIE MAC</th>
<th>FREDDIE MAC INCOME LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>30YR FIXED RATE CONVENTIONAL MORTGAGE</td>
<td>5.500%</td>
<td>FREDDIE MAC INCOME LIMITS</td>
</tr>
<tr>
<td>HFA CONVENTIONAL AT AND LESS THAN 80% AMI</td>
<td>SAME AS ADFA MOVE-UP INTEREST RATE</td>
<td></td>
</tr>
<tr>
<td>HFA CONVENTIONAL GREATER THAN 80% AMI</td>
<td>6.250%</td>
<td>$137,000</td>
</tr>
</tbody>
</table>

ADFA is currently working on submission files for
APRIL 12, 2022

CLICK HERE TO GO TO ADFA PROGRAM GUIDELINES

ARKANSAS DEVELOPMENT FINANCE AUTHORITY
LENDER PORTAL: Login-In Information
HTTPS://ADFA.MITAS.COM/LENDERPORTAL

Enter Credentials:
- Lender No. (ADFA assigned)
- Username (case sensitive)
- Password (case sensitive)

NEW Implementations:
- ADFA doesn’t have access to ID’s or Passwords
- CONTACT YOUR COMPANY’S Key Contact Person
- Click the "FORGOT PASSWORD"
MODIFICATIONS OPTIONS:

Modify Reservations or Lookup a Loan

Main Menu:
- New Reservation: Make a new loan reservation
- Loan Lookup: Find a loan to upload documents, clear conditions, etc.
- Manage Portal Users: Administrator's Only
- MCC 8329 Reports: Administrator's Only
- Lender Forms and Documents: Use “Loan Lookup” and find specific loan file in order to upload documents.
MODIFICATIONS OPTIONS:

How to find a Loan Reservation, two ways:

Look up by any of the following...

OR

All the loans under this “Status” will display based on the searching parameters...
RESERVATION SCREEN:
Always make sure all information entered is correct

- Reservation History
- Outstanding Conditions: ADFA
- Communication Window to the Lender
  - 1st Mortgage Reservation Confirmation
  - 2nd Mortgage Reservation Confirmation

Main Menu
RESERVATION OPTIONS:
Modify a Reservation & Print Forms

PRINT Required or Needed Forms

CAN'T CHANGE LOAN TYPE
PRE-CLOSING

FILLING OUT & PRINTING DOCUMENTS
# ADDI PRE-CLOSING CHECKLIST INFO

- ADDI: Most fields will auto-populate; entire form should be filled out!

## ADDI PRE-CLOSING CHECKLIST: LENDER INFORMATION—SECTION I

<table>
<thead>
<tr>
<th>LENDER’S NAME</th>
<th>PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLO’S NAME</td>
<td>ALT:</td>
</tr>
<tr>
<td>EMAIL CONTACTS</td>
<td></td>
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</tbody>
</table>

## BORROWER INFORMATION—SECTION II

<table>
<thead>
<tr>
<th>BORROWER</th>
<th>PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BORROWER (S) TOTAL HOUSEHOLD ANNUAL INCOME</td>
<td>$</td>
</tr>
<tr>
<td>MAXIMUM ADDI HOUSEHOLD INCOME LIMIT</td>
<td>$</td>
</tr>
<tr>
<td>MAXIMUM ADDI PURCHASE PRICE LIMIT</td>
<td>$</td>
</tr>
<tr>
<td>HOUSEHOLD SIZE:</td>
<td></td>
</tr>
</tbody>
</table>

## PROPERTY INFORMATION—SECTION III

<table>
<thead>
<tr>
<th>BUYER’S REALTOR</th>
<th>PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELLER’S REALTOR</td>
<td>PHONE:</td>
</tr>
<tr>
<td>PROPERTY ADDRESS</td>
<td></td>
</tr>
<tr>
<td>COUNTY:</td>
<td>ZIP CODE:</td>
</tr>
<tr>
<td>INSPECTOR REQUESTED*, IF ANY</td>
<td>*ONLY FROM ADDI INSPECTORS’ LIST</td>
</tr>
</tbody>
</table>

## ADDI LOAN INFORMATION—SECTION IV

| ADDI LOAN NUMBER: | TOTAL ADDI AMOUNT REQUESTED | $ |
ADDI PRE-CLOSING DOCUMENTS

• ADDI: All documents are required, please upload at the same time!

ALL THE FOLLOWING ITEMS MUST BE UPLOADED TO ADFA FOR A COMPLIANCE REVIEW & APPROVAL PRIOR SETTING UP A CLOSING DOCUMENTS

DATE:

- ADDI Lender Form A (Buyer Pre-Qualification Form) OPTIONAL, IF NEEDED <<RECOMMENDED>>
- ADDI Pre-Closing Checklist (Completed entirely)
- ADDI Homebuyer Agreement (signed by Borrowers, and notarized)
- Typed Final Uniform Residential Loan Application (Unsigned)
- AUS Findings (DU, LPA, GUS: Approve/Eligible OR Accepted Recommendation only)
- Borrower’s Forms (Must be signed by Borrowers):
  - ADDI Borrower Form A (one must be completed per household)
  - ADDI Borrower Form B (one must be completed by each household member 18yo +)
- Lender’s Forms (Must be completed entirely by MLO):
  - ADDI Lender Form B (Initial Buyer Underwriting Form)
- Income Verification (if applicable, one per each household member 18yo +):
  - Latest Federal Tax Returns & W-2’s (signed and dated by Borrowers)
  - Paystubs (two-months’ worth)
  - Bank Accounts Monthly Statements (two-months’ worth)
  - Any supporting documentation checked “yes” under ADDI Borrower Form B (Section A & B)
- Real Estate Contract
- ADDI Seller Notice (must be completed, initialed, and signed by Seller)
- Entire Home Appraisal
- Homebuyer Counseling Certificate: HUD-Approved Counseling Agency List

ADDI:
ADFA Compliance Approval is required prior closing the loan and printing closing Documents!
**MCC PRE-CLOSING CHECKLIST INFO**

- MCC: Most fields will auto-populate; entire form should be filled out!

**PRE-CLOSING CHECKLIST**

**LENDER INFORMATION—SECTION I**

<table>
<thead>
<tr>
<th>MCC RESERVATION #</th>
<th>STAND ALONE MCC:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>LENDER'S NAME</th>
<th>PHONE:</th>
<th>EMAIL:</th>
</tr>
</thead>
</table>

**BORROWER INFORMATION—SECTION II**

<table>
<thead>
<tr>
<th>BORROWER</th>
<th>PHONE:</th>
<th>EMAIL:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CO-BORROWER</th>
<th>PHONE:</th>
<th>EMAIL:</th>
</tr>
</thead>
</table>

Reservation is made **15 DAYS** from Closing Date
MCC PRE-CLOSING DOCUMENTS

- MCC: All documents are required, please upload at the same time!

MCC PRE-CLOSING CHECKLIST

Please upload the following items, along with this check list, into MITAS to ADFA for review/approval prior to setting a closing date:

- MCC Pre-Closing Checklist
- AUS Findings (DU, LPA, GUS: Approve/Eligible OR Accept Recommendation only)
- Copy of Completed Loan Application
- Copy of Real Estate Contract
- Most Recent One-Year Federal Tax Returns with all schedules and W-2’s for all occupants of home over 18 years of age (NON-TARGETED COUNTIES ONLY)
- Tri-Merge Credit Report (NON-TARGETED COUNTIES ONLY)
- Exhibit A—Executed Notice to Borrower(s) of Potential Recapture Tax
- Exhibit B—Executed MCC Application for Conditional Commitment, Certification & Affidavit
- Exhibit C—Executed MCC Disclosure
- Exhibit I—Executed Non-Borrower Occupant Income Affidavit, if applicable
- Exhibit K—Mobile Homes only

MCC: Most obtain and fill out all Exhibits!

***ADFA Must Receive a completed Commitment Package within 30-days of Reservation Date***
MCC PRE-CLOSING DOCUMENTS

• MCC: All Exhibits are required, please upload completed and at the same time!

• Exhibit A – Must be signed, dated by Borrower(s).
• Exhibit B – Must Check CORRECT BOXES, such as new or existing; targeted or non-targeted; filed Federal Tax or not; etc. Must be signed, dated by Borrower(s).
• Exhibit C – Must be signed and dated by Borrower(s), and notarized.
• Exhibit E – Must be signed and dated by Borrower(s), and notarized. Also, Check (a) or (b).
• Exhibit I – If applicable, form must be filled out on its entirely per household income earner member who are over 18 years old, other than the Borrower(s). Must be signed & dated by household member(s), and notarized.

EXHIBIT A
Notice To Borrower(s) of Potential Recapture

NOTE: This notice is to be reviewed and signed by all borrowers at time of application.

Because you are receiving a Mortgage Credit Certificate (MCC) with your mortgage loan, you are receiving the benefit of a dollar-for-dollar credit against your federal income tax liability. As a result, pursuant to Section 143 (m) of the Internal Revenue Code of 1986 (the “Code”), if you sell, exchange, or otherwise dispose of your home (Disposition) during the next nine years a portion of this benefit may be recaptured by the Internal Revenue Service. “Recapture tax” is the repayment of a mortgage subsidy to the Internal Revenue Service. (See IRS Pub. 523)

You may wish to consult with a tax advisor or the local office of the Internal Revenue Service at the time of disposition of your home to determine the amount, if any, of the “recapture tax” you owe to the IRS. At this point in time, there is no way to predict the amount of “recapture tax” borrowers may be required to pay. Also, ADFA will not calculate the amount of “recapture tax” you may owe upon disposition of your home.

| Year One | 1.25% |
| Year Two | 2.50% |
| Year Three | 3.75% |
| Year Four | 5.00% |
| Year Five | 6.25% |
| Year Six | 5.00% |
| Year Seven | 3.75% |
| Year Eight | 2.50% |
| Year Nine | 1.25% |

The maximum Recapture Tax amount is adjusted to reflect the holding period of the home that is financed. Other special rules may apply in particular circumstances, including, if you refinance your home. Again, we urge you to consult with a tax advisor or an office of the Internal Revenue Service if you refinance, sell or otherwise dispose of your home.

The Recapture Tax amount may also be reduced or eliminated based on a comparison of the Mortgagor’s “modified adjusted gross household income” for the year in which the sale of the house takes place. The modified adjusted gross household income is equal to the federal adjusted gross household income increased by any earned tax-exempt interest and decreased by the gain on the sale of the house. At closing, borrowers sign MCC Exhibit – P.

I understand and acknowledge the potential for Recapture Tax to apply to my Mortgage Credit Certificate as explained above.

Borrower: ___________________________ Date: ___________________________
Co-Borrower: ___________________________ Date: ___________________________
Arkansas Development Finance Authority
Mortgage Credit Certificate (MCC) Program

Exhibit I
Non-Borrower Occupant Income Affidavit

The undersigned, George Washington, hereby states under oath that:

1. I intend to be an occupant of the residence located at: 1 Happy Road, Little Rock, AR 72205

2. My gross monthly income is $25,000. (Gross monthly income is the sum of monthly gross pay, any additional income from over-time, part-time employment, bonuses, commissions, dividends, income from assets, interest, royalties, shift differential, pensions, VA compensation, net rental income and other income such as alimony, child support, military allowance, public assistance, sick pay, social security benefits, unemployment compensation, income received from trusts and income received from businesses or investments).

3. The latest year Federal Income Tax Return is required.

   I am providing tax return with W-2’s attached for the following year: 2020.

   I have not filed, and was under no obligation to file, the following tax year: blank.

4. (Check Appropriate Response). [ ] I have [ ] I have not had a present ownership interest in a principal residence at any time during the three-year period prior to the date of executing the mortgage on the residence listed in paragraph 1 above.

Arkansas Development Finance Authority
Mortgage Credit Certificate Program

Exhibit E
Borrower’s Closing Affidavit

STATE OF ARKANSAS
COUNTY OF PULASKI

I, the undersigned, as part of my application for a Mortgage Credit Certificate (“MCC”) from the Arkansas Development Finance Authority (“ADFA”), the issuer of such certificates under the Mortgage Credit Certificate Program, and as a material inducement to ADFA to issue an MCC to the undersigned in connection with the financing of the mortgage loan, through a lender of the undersigned’s choosing for the purchase of a single-family residence being duly sworn state the following:

I executed an Application For Conditional Commitment, Certifications & Affidavit (Exhibit B) as part of my application for a Mortgage Credit Certificate on 07/08/2021.

(Check and complete Section (a) or (b), whichever applies.)

(a) [ ] I have reviewed the aforementioned Application For Conditional Commitment, Certifications & Affidavit and declare there has been no change in the statements therein and said statements remain true and accurate as of the date hereof.

(b) [ ] I have reviewed the aforementioned Application For Conditional Commitment, Certifications & Affidavit and declare that the following changes have occurred from the statements therein.

In a Non-Targeted County all household members need to be first-time homebuyers, unless a Veteran or Spouse of one.

Make sure to select (a) or (b) accordingly to the Borrower(s) application.
GETTING READ TO CLOSE
ADFA AND OTHER FEES
**ADFA FEES**

- **ServiSolutions Fees**
  - $200 Loan Funding Fee, *follow ServiSolutions Guidelines*
  - $71.50 Tax Servicing Fee, *follow ServiSolutions Guidelines* ($76.00 effective 07.01.2022)

- **MOVE-UP Fees**
  - Lenders can charge up to 1% Origination Fee + Regular Standard Fees

- **ADDI Fees**
  - ADFA does not allow any fees on ADDI.

- **DPA Fees**
  - ADFA allows a $50 Lender Application Fee to borrower, not required.
  - Borrowers can receive cash back at closing to cover POC items, and up to $100 cash back.

- **MCC Fees**
  - Half One Percent Issuance Fee (.5%)—*on Stand Alone MCCs only*
    - Waived Fee when:
      - Use Move-up as First Mortgage
      - Veterans & Spouse of a Veteran (DD214 Form)
  - Lender Fee per Certificate $150 – goes to Lender
  - MCC Reissue Certificate Fee (Refinance) $150 – goes to ADFA
1. Fill out the proper fields:
   • Date: ADFA fills in the date
   • Borrower & Property Address
   • Second Mgt. Amount: Finalized Amount
   • Interest Rate: Auto populates

2. Email back:
   • Award.Letters@Arkansas.gov
   • ADFA Underwriter signs Awards Letter and sends back to sender for closing.

3. Letter must be sign by Borrower (s) at closing.

Must request Award Letters 48-24hrs prior closing date.
### OUTSTANDING CONDITIONS

#### PRE & POST-CLOSING

<table>
<thead>
<tr>
<th>Type</th>
<th>No.</th>
<th>Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Closing Conditions</td>
<td>3</td>
<td>Title field on loan application is incorrect Please correct the &quot;Title to be held in&quot; field on loan application to match the borrower's name(s) and upload corrected copy.</td>
<td></td>
</tr>
<tr>
<td>Post Closing Conditions</td>
<td>4</td>
<td>Debt to Income Ratio is above 45% ADFA does not allow for debt to income ratio above 45%. Please upload AUS findings with a debt to income ratio of 45% or below.</td>
<td>3/3/2021  3/8/2021</td>
</tr>
<tr>
<td>Post Closing Conditions</td>
<td>5</td>
<td>ADFA numbers are not correct on Post Closing Checklist DPA number not listed</td>
<td>3/3/2021  3/8/2021</td>
</tr>
<tr>
<td>Post Closing Conditions</td>
<td>6</td>
<td>Need DPA Note The DPA Note was missing from the uploaded package. Please upload the DPA Note for review.</td>
<td>3/3/2021  3/8/2021</td>
</tr>
</tbody>
</table>
RESERVATION SCREEN:
Main Menu Screen: Go to Loan Look up

Outstanding Conditions: ADFA
Communication Window to the Lender
MANAGE DOCUMENTS:
Clearing Outstanding Conditions!

DO NOT FORGET:
- Make sure to check your Outstanding Conditions box.
- Our Compliance Team will no longer send out emails with outstanding conditions***

You can download the Conditions List

<table>
<thead>
<tr>
<th>Type</th>
<th>No.</th>
<th>Created</th>
<th>Due By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need Move Up Closing Disclosure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Missing Closing Disclosure from upload. Please upload final Move Up Closing Disclosure for review.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title field on loan application is incorrect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please correct the &quot;Title to be held in&quot; filed on loan application to match the borrower's name(s) and upload corrected copy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt to Income Ratio is above 45%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please upload AUS findings with a debt to income ratio of 45% or below.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADFA numbers are not correct on Post Closing Checklist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPA number not listed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Need DPA Note</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The DPA Note was missing from the uploaded package. Please upload the DPA Note for review.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MANAGE DOCUMENTS:
Uploading Documents

Look up what was uploaded previously

Look for the Checkmark

Once done, click: Back
MANAGE DOCUMENTS: Uploading Documents

ALSO, You will be able to drag files to and drop them on top of the “UPLOAD” box to get them upload.

Once done, click:
MANAGE DOCUMENTS: Uploading Documents

Once all the documents have been uploaded, make sure to click SUBMIT, under the “Loan Details” screen, in order to complete the process and your file will be assigned to one of ADFA Underwriters.

DO NOT FORGET TO CLICK “SUBMIT” after uploading documents

This will complete the uploading process, and it will place your loan file on the queue. Once submitted the message will disappear, and the “Submit” button.
POST-CLOSING CHECKLIST: MOVE-UP

Automatically Fillable Checklist, but must:
- Make sure all information is correct
- Fill out what’s missing
- Make sure to have all items in list while submitting all at once and submit checklist also!

1. Move-Up Post-Closing Checklist
2. Lender Loan Approval (AUS: LPA, DU, GUS)
3. Final Loan Application, signed & dated by Borrower(s) and Lender
4. Closing Disclosure, signed at closing for 1ST Mortgage
5. Homebuyer Education Certificate (if Conventional or a First Time Homebuyer)
6. Freddie Mac, Less than 80% AMI: Home Possible Income & Property Eligibility Tool- First Page
MOVE-UP POST-CLOSING DOCUMENTS

Freddie Mac Conventional Income Limits

A copy of this screen will need to be included in the post-closing checklist, including:

- Property Address
- Income Limits

Home Possible Income and Property Eligibility Tool

2019 Home Possible Income Limits by Census Tract

900 W Capitol Ave, Little Rock, AR, 72201, USA

See if this property qualifies for Down Payment Assistance

County: Pulaski
FIPS Code 05119004400
Home Possible Income Limit: $55,840
100% Median Income: $69,800
80% Area Median Income: $55,840
50% Area Median Income: $34,900
High Needs Rural Tract: No
POST-CLOSING CHECKLIST:
ADDI

Automatically Fillable Checklist information, but must:
- Make sure all information is correct
- Fill out what’s missing
- Make sure to have all items in list while submitting all at once and submit checklist also!

1. ADDI Post-Closing Checklist
2. ADDI Lender Form C
3. ADDI Promissory Note (Signed by Borrowers, and Lender must endorse to ADFA)
4. Recorded ADDI Subordinate Mortgage
5. Insurance Binder to show ADFA as 2nd Mortgage

Mortgagee Clause:
ADFA, ISAOA / ATIMA
1 Commerce Way, Suite 603, Little Rock, AR 72202
POST-CLOSING CHECKLIST:

Automatically Fillable Checklist information, but must:
- Make sure all information is correct
- Fill out what’s missing
- Make sure to have all items in list while submitting all at once and submit checklist also!

1. DPA Post-Closing Checklist
2. Final DPA Loan Application, signed
3. Final DPA Closing Disclosure, signed
4. DPA Note, endorsed to ADFA
5. DPA Subordinate Mortgage, notarized
6. Insurance Binder to show ADFA as 2\textsuperscript{nd} Mortgage

ADFA, ISAOA / ATIMA
1 Commerce Way, Suite 603, Little Rock, AR 72202
POST-CLOSING CHECKLIST:

Automatically Fillable Checklist information, but must:
- Make sure all information is correct
- Fill out what’s missing
- Make sure to have all items in list while submitting all at once and submit checklist also!

1. MCC Post-Closing Checklist
2. Stand Alone MCC, check payable to ADFA for .5% (Issuance Fee) of Loan Amount
3. DD214, if applicable on Stand Alone MCC
4. Exhibit E—Executed Borrower’s Closing Affidavit, signed by Borrower(s)
5. Exhibit F—Executed Seller’s Affidavit, signed by the Seller
6. Exhibit G—Executed Lender’s Closing Certificate, signed by Lender
7. Exhibit P—Executed Notice to Mortgagor For Determining If Recapture Tax Is Owned, with
8. County Income Limit Page
9. Copy of Closing Disclosure
ADDI & DPA POST-CLOSING DOCUMENTS

• ADDI: ALL Borrower(s) must SIGN, must be NOTORIZED (if applicable)
  • ADDI Promissory Note: *filled out* (Non-Borrowing Co-Signer, must sign)
  • ADDI Mortgage (Non-Borrowing Spouse, must sign)
  • ADDI Mortgage Subsidy Agreement (Non-Borrowing Spouse, must sign)
  • ADDI Award Letter

• DPA: ALL Borrower(s) must SIGN, must be NOTORIZED (if applicable)
  • DPA Promissory Note: *filled out* (Non-Borrowing Co-Signer, must sign)
  • DPA Mortgage (Non-Borrowing Spouse, must sign)
  • DPA Award Letter

• MCC…

50 DAYS
Closing Package Due from Reservation/Locked Date
MCC POST-CLOSING DOCUMENTS

- MCC: All Exhibits are required, please upload completed and at the same time!
  
  - Exhibit E – Must be signed and dated by Borrower (s), and notarized.
  - Exhibit F – Must be signed and dated by Seller (s), and notarized.
  - Exhibit G – Must be signed and dated by Lender. Must enter ALL information!
  - Exhibit P – Must enter ALL information! See next slide.
  - MCC County Income Limit Sheet – Must be filled out, and scan back to ADFA. A copy must be given to the Borrower (s).

- Exhibit K – Must be signed and dated by Borrower (s), and notarized. Must enter ALL information! If the property type is a Manufactured Home.
• Exhibit P Notice to Mortgagor for Determining Recapture Tax

**PAGE 1**

**AUTO-POPULATED FIELDS:**
1. Mortgagor Name
2. Co-Mortgagor Name
3. Closing Date
4. Address
6. Loan Amount
7. Recapture Tax Calculation

**MANUAL FIELDS:**
5. Target or Non-Targeted
MCC POST-CLOSING EXHIBITS

• Exhibit P Notice to Mortgagor for Determining Recapture Tax

PAGE 2

AUTO-POPULATED FIELDS:
• Recapture Tax Amount entered/calculated on Page 1 Number 7.
• Same number on both sections; Section B and Section C Number (i).

PAGE 3

MANUAL FIELDS:
• Collect Signatures
Complete all applicable Exhibits:
- Make sure all information is correct
- Exhibit P & County Income Limit Sheet go together. (A copy must be given to the borrower).
MOVE-UP: Most Avoidable Mistakes

• MOVE-UP: First Mortgage
  • ADFA MOVE-UP CHECKLIST - missing
  • 1003
    • DPA goes on
      "SECTION 4. LOAN AND PROPERTY INFORMATION" AND answer “YES” under “SECTION 5. Declarations”, “Question C”
    • ADDI goes on
      "SECTION 4. LOAN AND PROPERTY INFORMATION" with a payment of “zero”, OR answer “YES” under “SECTION 5. Declarations”, “Question C” (filling out both sections is fine, also).
  • Not submitting Final Lender Loan Approval
ADDI & DPA: Most Avoidable Mistakes

• ADDI: Forgivable/Soft Second Mortgage
  • ADFA ADDI CHECKLIST - missing
    • How many will be in the household
    • Phone numbers for the inspectors to contact for HQS Inspection
    • Processor Contact Information

• DPA: Repayable Second Mortgage
  • ADFA DPA CHECKLIST - missing
  • Not signing and dating the final 1003
MCC: Most Avoidable Mistakes

• MCC: Mortgage Credit Certificate
  • ADFA MCC CHECKLIST
  • Missing Exhibits A, B, C, etc. Incomplete Files are not review!
  • Exhibit E: make sure date on 2nd paragraph is the same date as on Exhibit B
  • Not signing Exhibit G—Lender Signature Required
  • Exhibit P: not including closing date, County Income Limit Sheet, and entering wrong loan amounts or Recapture Tax amounts.

• Income Verification
  • ADFA Only needs VOE and current Pay-Stubs (within 30 days) no past employers.
  • Borrowers no signing Federal Tax Returns (ADFA does not need Arkansas State Taxes)

• Signatures
  • ADFA will accept a Wet-Signature or DocuSign with eSignature Page for ADFA Documents

Prior PRINTING any documents from the “Lender Portal” all information MUST be verified. Borrower(s) Name(s) MUST match on all documents as they appear on the CD, otherwise a Name Affidavits MUST be provided.
OUTREACH TEAM

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