



PURCHASE OF EXISTING HOMES

(Projects that assist households to purchase existing homes through closing cost assistance, by buying down the mortgage or writing down the interest rate)

SECTION A – FUNDING REQUEST

- Fully executed AHP Funding Application for Homeownership Projects form (AHP-128).

SECTION B – HOMEOWNERSHIP PROJECT WORKSHEET

- For each household in the drawdown request, fill out the “Home Purchase” tab on the Homeownership Project Worksheet (AHP-132) if AHP subsidy will be used to buy down the mortgage, for down payment assistance and/or closing cost assistance or b) the “C” Interest Write Down” tab on the Homeownership Project Worksheet if AHP subsidy will be used to write down the interest rate on a permanent loan to the purchaser.
- If AHP subsidy will be used to write down the interest rate on a permanent loan to the purchaser, provide a summary of the methodology that was used to determine the present value of the discounted rate.
- Provide a list of all purchasers assisted with AHP subsidy to date on the “D Income Verification Worksheet” tab on the Homeownership Project Worksheet.

SECTION C – HOUSEHOLD INFORMATION

- Furnish household income documentation from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family over the age of 18 years dated within two months of the household's approval for participation in the project pursuant to the Affordable Housing Program Guidelines for Determining Income Eligibility (Section YYY [hyperlink](#))
 - Once the household has closed, provide a copy of the HUD-1 Settlement Statement executed by the household that summarizes the household's closing costs. Note that the settlement statement should include a line item for the amount of the AHP subsidy and show that the household has received no more than \$250 in cash back plus any amounts paid outside of closing (P.O.C.)
- Furnish a copy of the AHP-Income Certification form
- Include the following executed long term retention documents
 - A copy of the Repayment Mortgage for Owner-Occupied Projects (AHP-111)
 - A copy of the Repayment Mortgage Note for Owner-Occupied Projects (AHP-112)