

# AHP Homeownership Set-aside Program Intake Certification



These instructions are being provided to assist with the accurate completion of the Intake Certification.

**PLEASE READ THOROUGHLY AND CAREFULLY.**

Any changes to household income must be communicated to the Bank as soon as it is discovered so that a second review of household income can be completed to confirm income eligibility.

## **Section I: Applicant Information**

- List the name of the applicant that is requesting AHP funds

## **Section II: Household Member(s) Information**

- List the name(s) of all persons who will occupy the residence at closing, or will be moving in within 12 months of purchase (The list should include children of all ages, including students away at college).

## **Section III: Household Income Information**

- List all current and future sources of household income (e.g. anticipated rental income) for household members age 18 and over. This includes but is not limited to child support, alimony, part-time or seasonal income, SSI for minor children, increase due to anticipated raise, income for dependent college or university student, etc. Supplemental documentation is required for all other income not documented by paystubs (i.e. court documents, asset statements, etc.) Specific documentation can be found on FHLBank Atlanta's website: <http://corp.fhlbatl.com/files/documents/ahp-incomedocumentation-requirement.pdf>
- Household members age 18 and over that do not have income must complete a Zero Income Certification, or signed statement indicating the non-existence of income.

## **Section IV: Property Information**

- Complete this section for property-type information and whether any portion of the property being purchased will be rented to other occupants.

## **Section V: Homebuyer/Homeowner Certification**

- This section must be initialed and signed by the applicant(s) making application for AHP funds. Applicant must physically initial where indicated (this can be accomplished via electronic signature or wet signature).

## **Section VI: Non-Occupant (Co-Borrower and/or Co-Owner) Certification**

- This section must be initialed and signed by the non-occupant co-borrower or co-owner on the first mortgage, if applicable. If any monthly assistance is being provided to the household, the amount of that assistance must be disclosed where indicated. The certification must be physically initialed and signed.

# AHP Homeownership Set-aside Program – Intake Certification

Note: Providing incorrect and/or false information could result in the application being rejected



## Section I: Applicant Information

(FOR ASSISTANCE WITH COMPLETING THIS DOCUMENT, PLEASE SEE INSTRUCTION PAGE)

<b>Applicant Name:</b>	
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## Section II: Household Member(s) Information

List all persons who will occupy the residence at closing, or will be moving in within 12 months of purchase. Include children of all ages, including students away at college.

Household Member #	Name (First and Last)	Borrower Type	Relationship to Borrower	18 and Over?	Full-time student?	First-time Homebuyer?	Veteran?
1							
2							
3							
4							
5							
6							
7							
8							
<b>Enter Total</b>							

## Section III: Household Income Information

List all current and future sources of household income (e.g., anticipated rental including) for household members age 18 and over. This includes but is not limited to wages, self-employment, child support, alimony, part-time or seasonal income, SSI for minor children, increases due to anticipated raises, income for dependent college or university students, unemployment earnings, etc.

Household Member	Income Source	Amount	Verified Start Date	Avg Hours Weekly	Raise Date/Amount

## Section IV: Property Information

1 unit     2 to 4 units

Will any of the units be used for rental purposes? If Yes, rental lease information/rental income must be included in the Household Income section, and applicable documentation provided to the lender.

Yes     No

## Section V: Homebuyer/Homeowner Certification

- Initial(s): \_\_\_\_\_ / \_\_\_\_\_    1. I/We must complete, prior to funding, the required counseling program provided by the Bank's prescribed debt management and default prevention program provider.
- Initial(s): \_\_\_\_\_ / \_\_\_\_\_    2. I/We agree to execute the AHP Homeownership Set-aside Program security agreement that will be recorded, which defines the five year retention.
- Initial(s): \_\_\_\_\_ / \_\_\_\_\_    3. The property does not include any rental income other than as may be disclosed above.
- Initial(s): \_\_\_\_\_ / \_\_\_\_\_    4. I/We intend to occupy the property as my/our primary residence.
- Initial(s): \_\_\_\_\_ / \_\_\_\_\_    5. I/We understand that failure to occupy the property for a period of five years will result in the enforcement of the repayment of awarded funds to the Bank.
- Initial(s): \_\_\_\_\_ / \_\_\_\_\_    6. All information contained herein, including but not limited to the number of household members and income for household members age 18 and over, is true and correct.

**WARNING: I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1001, et. seq.**

<b>Homebuyer/Homeowner (Print Name)</b>	<b>Homebuyer/Homeowner Signature</b>	<b>Date</b>
<b>Homebuyer/Homeowner (Print Name)</b>	<b>Homebuyer/Homeowner Signature</b>	<b>Date</b>

**Section VI: Non-Occupant (Co-Borrower and/or Co-Owner) Certification**

(IF APPLICABLE)

- Initial(s): \_\_\_\_\_ / \_\_\_\_\_ 1. I / We are the non-occupying co-borrower(s) of the Promissory Note associated with the first mortgage loan that is being made to the above homebuyer(s) / homeowner(s)
- Initial(s): \_\_\_\_\_ / \_\_\_\_\_ 2. I / We certify that my/our contribution each month will be \$ \_\_\_\_\_ to assist the homebuyer(s) in making regular monthly loan payments, or any other assistance.

**WARNING: I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1001, et seq.**

Co-Borrower/Non-occupant (Print Name)	Signature	Date
Co-Borrower/Non-occupant (Print Name)	Signature	Date