



SPONSOR DEVELOPED HOMES

(Projects involving newly constructed or rehabilitated homes that were developed by the sponsor for sale to eligible purchasers)

SECTION A – FUNDING REQUEST

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

SECTION B – HOMEOWNERSHIP PROJECT WORKSHEET

- Insert a tab on the Homeownership Project Worksheet (AHP-132) to include an itemization of the costs associated with the development of each specific dwelling included in the drawdown request including the costs for site acquisition, hard costs, soft costs and the developer's fee, the project's development budget, or provide an itemized general ledger statement that accounts for all of the hard and soft costs that the Sponsor incurred in constructing or rehabilitating the dwelling.
- For each household purchasing a home the sponsor has developed, fill out one of the following worksheets depending on how the AHP subsidy will be used to assist the purchaser:
 - The "B 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
 - The "C Interest Write Down" tab on the Homeownership Project Worksheet (AHP-132) 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 (AHP-132)

SECTION C – HOUSEHOLD INFORMATION

- Furnish a copy of the Certificate of Occupancy or comparable documentation issued by the jurisdiction where the home is located (note that funds will not be disbursed for any home which has not been completed)
- 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)
- If the project is a Habitat project (or is similar because it involves seller financing and/or sweat equity by the purchasers) provide:
 - Evidence of when the household was approved for participation in the project
 - A copy of a duly executed Sponsor Note and Mortgage
 - Evidence regarding the chain of title as follows: A copy of a deed from a third-party to the Project sponsor as evidence that the Sponsor had valid title to the project site sold to this household; a copy of a closing statement that evidences the costs that the Sponsor incurred in taking title to the site; a copy of the deed from the Sponsor to the household; and a copy of the HUD-1 Settlement Statement executed by the household that summarizes the household's closing costs.

Note: 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 the closing (P.O.C.'s) related to the transaction

- If the project is not a Habitat-type project and the household has closed, provide a copy of the HUD-1 Settlement Statement executed by the household that summarizes the household's closing costs.
- 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)

Note: Anyone who is listed as an owner on the deed must execute the long term retention documents and that the Repayment Mortgage for Owner-Occupied Projects (AHP-111) must be recorded at the County Clerk's office in the jurisdiction where the home is located.