

AHP Instructions for Completing Part 1

AHP Checklist – Part 1

- This form must be completed by the AHP and submitted with Part 1 along with the application and supporting document
 - The AHP must check off each item of the checklist which pertains to the applicant's file

Application

- The applicant (Head of Household) must complete each section
 - Applicant's information
 - Household composition, characteristics, and familial status
 - Household income information
 - Household assets
 - Special Needs, if applicable, check one or both boxes
 - Essential Service Personal, if applicable, check the appropriate box
 - Household Demographics check the appropriate box
 - Signature page to be signed by all household members 18 years or older where indicated

Release of Information form

- All household members 18 years or older, including the applicant, must sign this form
 - Household members age 17 who will be 18 within 12 months from application submittal, must also sign this form
 - Form used to conduct third party verification for each household member in reference to income, assets and mortgage(s)

Declaration of Child Support form

- This form is only required if there are minor children with an absent or non-biological parent in the household
 - There should be one (1) form for **each** minor child with an absent or non-biological parent
 - The custodial parent or guardian must complete and sign the form

Verification of Employment (VOE)

- The form must be completed by the AHP and Employer
 - Part 1 of the form is completed by the AHP and submitted to the employer for third party verification
 - Part 1:
 - Section 1: To Employer: Employer contact information is inputted here

- Section 2: From (Requestor): AHP's information is inputted here
- Section 3: Signature of Requestor: AHP representative signs here
- Section 4: Date: Date AHP completed form
- Section 5: Phone: AHP's contact information
- Section 6. Applicant Name & Address: Applicant's information here
- Section 7: Applicant Signature: Applicant signs here
- Parts 2 and 3 of the form are completed by the employer and returned to the AHP

Verification of Deposit (VOD)

- The form must be completed by the AHP and Financial Institution
 - Part 1 of the form is completed by the AHP and submitted to the to the account holders financial institution for third party verification.
 - Part 1:
 - Section 1: To (Depository): Financial institution contact information is inputted here
 - Section 2: From (Requestor): AHP's information is inputted here
 - Section 3: Signature of Requestor: AHP representative signs here
 - Section 4: Date: Date AHP completed form
 - Section 5: Phone: AHP's contact information
 - Section 6. Account holder Name & Address: Account holder's information here
 - Section 7: Account numbers: Account numbers are inputted here
 - Parts 2 and 3 of the form are completed by the financial institution and returned to the AHP

Disclosure Statement

- The form must be completed and signed by the applicant and, when applicable, the co-applicant(s)

AHP Instructions for Completing Part 2

AHP Checklist – Part 2

- This form must be completed by the AHP and submitted with Part 2 along with the supporting documents
 - The AHP must check off each item of the checklist which pertains to the applicant's file.
 - The AHP must input all relevant information as listed
 - Property Information: Sales price and appraised value
 - Financial Information: First mortgage loan information (should match the Lender Certification form)
 - Title Company Information: Agent contact information
 - County Mortgage fees – Costs/fees that will be charged to close the County's mortgage
 - AHP Information – Name and signature of AHP representative

Lender Certification

- This form must be provided by the AHP to the applicant's lender for completion and return to the AHP

Debt to Income Worksheet

- This form must be completed by the applicant based on the anticipated monthly debt for the new home

UPCS Inspection request or Certificate of Occupancy

- For the purchase of an existing home: the UPCS inspection request form is completed by the AHP, who ensures that the Contact Person is aware that their information is being provided to the County for access into home
 - All utilities must be on in order for the home to be inspected.
- For the purchase of a new construction home: the certificate of occupancy, no more than 12 months old, must be provided

Voluntary Acquisition/Non-Displacement Letter – Existing HBA Only

- This form must be completed and signed by the applicant and, when applicable, the co-applicant(s)

Seller's Certification – Existing HBA Only

- This form must be provided by the AHP to the seller(s) for completion and return to the AHP

Home Improvement/Repair Form – Existing HBA Only

- This form must be provided by the AHP to the seller(s)/seller's agent if there

were any documented repairs or improvements completed by the seller within 12 months prior to closing