

## PROCESS FOR PARTICIPATION IN THE EASTSIDE TAD AFFORDABLE HOUSING PURCHASE PROGRAM

### Step 1: Initial Customer Contact-Describe Program and Eligibility Requirements (SEE FACT SHEET)

### Step 2: Loan Application and Processing

1. The Lender \* pre-qualifies the Qualified Buyer for the Loan.
2. Once Qualified Buyer has executed the sales contract for the Purchased Unit, the Primary Lender verifies the eligibility of the Purchased Unit for the Eastside TAD Affordable Housing Purchase Program by contacting **Tarnace Watkins, Program Manager, TAD, at (404) 614-8332**.
3. Qualified Buyer submits a formal loan application for the Loan. PLEASE NOTE: The Details of Purchase section of the loan application must show ADA and the requested Buy-Down amount on the subordinated financing line. Also, the question in the Declaration Section of the loan application "Is any part of the down-payment borrowed?" must be marked "**Yes**".
4. The Lender informs the Qualified Buyer that they are required to attend an ADA approved free Homebuyers Seminar and provide a certificate of attendance prior to the Lender submitting the loan to its Underwriting Department. Online courses are not permitted.

### Step 3: Submission

1. Lender submits the loan package for the Loan to the Primary Lender's Underwriting Department for review and approval.
2. Lender receives approval from of the Loan from its Underwriting Department.
3. Lender forwards Eastside TAD Affordable Housing Purchase Program Package (the "AHP Documents"), which will include the following documents, to ADA:
  - a. **COMPLETED** SUBMISSION PACKAGE CHECKLIST (Exhibit A)
  - b. Lender Approval Letter (signed by Underwriter) (Exhibit B)
  - c. Copy of Loan Application
  - d. Verification of Employment, last two pay-stubs, W-2's (for all eligible household members), copies of last two years federal tax returns, and profit and loss statements for self-employed Qualified Buyers.
  - e. Underwriter Approval Form
  - f. Loan Acknowledgement Form (Exhibit C)
  - g. Family Information Form (Exhibit D)
  - h. Homebuyers Training Seminar Acknowledgment (Exhibit E)
  - i. Copy of Homebuyers Training Certificate
  - j. First Time Homebuyer Affidavit (if applicable) (Exhibit F)
  - k. Copy of Executed Sales Contract
  - l. Copy of Appraisal Report
4. The ETAHPP Documents should be forwarded to:

**Atlanta Development Authority  
86 Pryor Street, S.W. Suite 300  
Atlanta, Georgia 30303  
Attn: Tarnace Watkins, Program Manager, TAD  
(404) 614-8332**

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\* See fact sheet for a description of capitalized terms.

5. The Primary Lender must allow ADA a minimum of 48 business hours to review the AHP Package.
6. ADA will review the AHP Documents and upon approval of the request for the Buy-Down, will forward to the Primary Lender a Buy-Down Approval Transmittal (Exhibit G) and copy of the Buy-Down Closing Instructions. (Exhibit I) (The Primary Lender contact to which these documents should be forwarded must be specified in the Lender Approval Letter).

#### **Step 4: Eastside TAD Affordable Housing Program Documents Issuance**

Tarnace Watkins will inform the Primary Lender and the closing attorney's office that the Eastside TAD Affordable Housing Purchase Program closing instructions and closing documents are ready to be picked up from ADA.

#### **Step 5: Loan Closing Procedures**

1. The Primary Lender's loan closer must coordinate with the closing attorney's office to have the Eastside TAD Affordable Housing Purchase Program closing instructions and documents picked up from ADA.
2. The closing attorney must forward a DRAFT Settlement Statement to ADA prior to closing of the Loan for review. ADA must verify Qualified Buyer's contribution in the amount of \$1,500.00.
3. Loan Closing -The closing attorney forwards post-closing package to ADA at the address below:

**Atlanta Development Authority  
86 Pryor Street, SW, Suite 300  
Atlanta, Georgia 30303  
Attn: Tarnace Watkins, Program Manager, TAD**

4. The Eastside TAD Affordable Housing Purchase Program post-closing package must include the following:
  - a. Final Settlement Statement
  - b. Original Second Mortgage Note
  - c. Certified Copy of Second Mortgage Deed (original to be sent for recording)
  - d. Title Insurance Policy (Second Mortgage)
  - e. Final Truth-In-Lending Statement
  - f. Copy of homebuyers insurance policy showing [ADA/Trust] as the second lien holder
  - g. Copy of the Note and Deed related to the Primary Loan

**The closing attorney must forward to the Primary Lender the first mortgage closing package, and a copy of the second mortgage closing package.**