**ANDP/FHLBank Atlanta DPA Program
Closing Attorney Checklist**

**Send to:** **dpa@andpi.org**

Closing Attorney: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buyer 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Buyer 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions To Closing Attorney:** In order to be compliant with FHLBank Atlanta requirements, we will need the following documentation from the closing attorney after closing - **no more than 5 business days after closing**. Failure to provide this information in the stated timeframe results in FHLBank Atlanta freezing our program – with no applications or funding continuing until all required post-closing documents have been submitted.

 **The following information should be forwarded to dpa@andpi.org:
\_\_** The Final Closing Disclosure (CD) with all borrowers on title that include the following.

\_\_ AHP homeowner assistance funds clearly identified as FHLBank Atlanta.
\_\_ Counseling fee of $275 with name of Credit.org or
 Money Management International reflected as payee.
\_\_ Minimum homebuyer contribution of $1,000.
\_\_ Homebuyer’s maximum cash back at closing not to exceed $250.

|  |  |
| --- | --- |
| \_\_ Seller CD\_\_ FHLB DPA Note\_\_ Deed to Secure Debt. | \_\_ Proof of payment for counseling \_\_ Final 1003 Form signed by borrower. |

**Please submit the counseling fee to the following that apply: Please include Clients Name, Client Address, Invoice Number, Reservation Number**

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| --- | --- |
| ***Credit.org*** (ACH, bank transfer, mail.) US Bank 25642 Crown Valley Parkway, D-5 Ladera Ranch, California 92694 Routing Number: 122235821 Account Number: 153496833838  | ***Money Management International:*** **Wire transfer:** Bank Routing Number:021000021 Swift Code: CHASUS33 General Bank Reference Address: JPMorgan Chase New York, NY 10017 Account Number: 257585217 Account Name: Money Management International, Inc- FHLB Payments **ACH Delivery:** Bank Routing Number: 111000614 Account Number: 257585217 Account Name: Money Management International, Inc. – FHLB payments |

 **Please follow these instructions for Fed Ex’ing the following documents:**

**Special Instructions:**

Be sure to INCLUDE Exhibit A in the Subordinate Deed.

\_\_ *Please Fed Ex the original FHLB DPA note and recorded deed to:*

 Community Redev Loan and Invt Fund, Inc.
 233 Peachtree St NE, STE 800
 Atlanta, GA 30303
 Attn: Downpayment Assistance Programs

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Authorized Signature Date