

# AHP Pre-approval Request

## Effective January 1, 2025

Homebuyer/Owner Name:	
Address of Subject Property:	
County/State for Address:	
Member Name:	
Sponsor Name:	
Project Number:	

Refer to the AHP Pre-approval Manual for acceptable forms of required documentation.

Required Documents:	Enclosed	N/A
1. The Sponsor certifies they have completed pre-approval training Yes      No		
2. Homebuyer/owner information (all documentation must be dated in the same year as the signed application/intake form): a. Executed and dated intake form or loan application b. Documentation of AHP-assisted household size and marital status, if not already stated on the intake form or loan application c. Third-party verification for all income sources for all household members		
3. Completed FHLB Income and Affordability workbook: General Information page AND Income Calculation page		
4. Evidence that household meets the following commitments made in the approved AHP application; all documentation must be dated in the same year as the signed application/intake form, if applicable: a. First-time homebuyer b. Homeless household c. Household with persons aged 60+ d. Household with special needs		
5. Anticipated mortgage information for all hard debt: a. Loan principal(s) b. Loan term(s) c. Interest rate(s) d. Amounts for other predetermined housing costs (insurance, taxes, HOA fees, etc.)		
6. FFIEC printout detailing the location and demographic information for the AHP-assisted unit		



**Authorized Signatures and Contact Information:**

The individual signing this request certifies that they are authorized to make such requests and representations contained herein on behalf of the project Sponsor identified and have read and understand the requirements for the program mentioned in the AHP Pre-Approval Manual. The Sponsor further certifies they have taken the steps necessary to determine that the information provided is true and accurate, they are not requesting reimbursement for costs that FHLB deems ineligible, and they understand that the FHLB of Cincinnati has a duty to invoke sanctions pursuant to the Federal Housing Finance Agency’s Affordable Housing Program regulation in the event of non-compliance with the terms of the approved AHP application and any subsequent modifications as approved by the FHLB of Cincinnati. Any changes to the project that may affect scoring criteria or feasibility must be reported to and approved by the FHLB.

As the project Sponsor, I hereby certify that our organization meets the project sponsor qualifications criteria established by the FHLB and has not engaged in, and is not engaging in, fraud, embezzlement, theft, conversion, forgery, bribery, perjury, making false statements or claims, tax evasion, obstruction of justice, or any similar offense, in each case in connection with a mortgage, mortgage business, mortgage securities or other lending product.(FHFA’s Suspended Counterparty Program regulation 12 CFR part 1227).

**SPONSOR CONTACT:**

Printed Name:	Phone Number:
Title:	E-mail:
Signature:	Date: