

# AHP Ownership Disbursement Request

## Effective January 1, 2025

Homebuyer Name:			
Address of Subject Property:			
Member Name:			
Sponsor Name:			
Project Number:			
Total Initially Awarded:	\$	Final Amount Requested:	\$

Refer to AHP Ownership Disbursement Manual for acceptable forms of required documentation. Habitat for Humanity affiliates that will not be providing their own mortgage products to the homebuyers and instead utilizing a third-party lender should also use this AHP Ownership Disbursement Manual and Request Form.

Has the closing occurred within 12 months of submission to FHLB? Yes No

If "Yes," enter closing date: \_\_\_\_\_ If "No," the unit is not eligible.

Required Documents:	Already on file	Enclosed	N/A
1. The Sponsor certifies they have completed disbursement training: Yes No			
2. Has this household already been pre-approved by FHLB? Yes No If "Yes," skip to #6. If "No," go to #3.			
3. Completed FHLB Income and Affordability Workbook: General Information page AND Income Calculation page			
4. Homebuyer 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 stated on the intake form or loan application c. Third-party verification for all income sources for all household members			
5. Evidence dated from the application year showing the household meets the commitments made in the approved AHP application, if applicable: a. First-time homebuyer b. Homeless household c. Household with persons aged 60+ d. Household with special needs			
6. Evidence of completion (Certificate of Occupancy et al.)			
7. Type of work completed for this home: New construction Rehabilitation Acquisition only			
8. Evidence the household attended homeownership counseling.			

Required Documents:	Already on file	Enclosed	N/A
9. Verification the services committed in the approved AHP application were completed, if applicable: <ul style="list-style-type: none"> <li>a. Donation of goods/professional services</li> <li>b. Fee waiver from the local government</li> <li>c. Energy-efficient new construction</li> <li>d. Creation of climate-resilient housing</li> </ul>			
10. Evidence the following Sponsor commitments were met as indicated in the approved AHP application, if applicable: <ul style="list-style-type: none"> <li>a. Completed and executed AHP Sponsor Commitment Verification Form</li> <li>b. Sponsor cash contribution</li> </ul>			
11. Did the project involve construction or rehabilitation activities? Yes      No <ul style="list-style-type: none"> <li>a. If “Yes,” submit the AHP Ownership Final Development Budget executed by the Sponsor detailing all the costs (including developer fee) and permanent funding sources for the unit and their amounts.</li> <li>b. If “No,” submit a current appraisal or Property Value Assessment to document the value of the property acquired by the homebuyer.</li> </ul>			
12. Fully executed construction contract with all executed change orders IF an outside contractor completed the construction/rehabilitation on the unit.			
13. Property acquisition information: <ul style="list-style-type: none"> <li>a. Verification of property acquisition cost paid by the Sponsor/owner</li> <li>b. Verification that the property was donated to the Sponsor/owner</li> <li>c. Verification that the acquisition price paid by the Sponsor/owner is at least 50% below market value</li> <li>d. Appraisal or Property Value Assessment to document the value of the property acquired by the Sponsor/owner</li> </ul>			
14. FFIEC printout detailing the location and demographic information for the AHP-assisted unit.			
15. Executed Notes and Mortgages (Deeds of Trust) for all loans made to the homebuyer, even if forgivable.			

Required Documents:	Already on file	Enclosed	N/A
16. Evidence of ALL outside funding sources shown in the approved AHP application, permanent funding sources listed on the AHP Ownership Development Budget (submitted for item #11a above) is provided, including copies of all executed grant agreements.			
17. Deed showing the property is in the name of the homebuyer and that the FHLB retention language is inserted, attached, or in a separate restrictive covenant.			
18. Evidence the project meets the following Member commitments as indicated in the approved AHP application, if applicable: a. Permanent loan b. Bridge or construction loan c. Below-market rate on the permanent, construction, or bridge loan d. Cash contribution e. Servicing of homebuyers' loans originated by Sponsor at no cost			
19. Completed Verification of Project Loan Information Form. <i>(for projects approved in 2023 and forward)</i>			

**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 Ownership Disbursement 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:	Telephone Number:
Title:	E-mail:
Signature:	Date: