

---

**PROGRAM REVIEW**

To have a program reviewed for eligibility, please submit the documentation indicated below to [dpa@admortgage.com](mailto:dpa@admortgage.com).

**PROGRAM GUIDELINES**

- ☐ Guideline must be on letterhead or a brochure that identifies the agency providing the DPA funds. The documents must identify the lien holder or letterhead.

Guidelines must identify the specific program being submitted and must include:

- Who is eligible
- Applicable income restrictions
- Required borrower down payment
- First-time homebuyer requirement
- Lending area
- Eligible property types
- When/if funds are required to be repaid
- Maximum loan amount by dollar figure, or percentage of purchase price.

**SECURITY INSTRUMENTS**

- ☐ Sample Copy of Mortgage /Deed of Trust/Retention Agreement
- ☐ Sample Copy of Note/Loan Agreement/Deed Restriction
- ☐ Covenants, Conditions and Restrictions and any other document used to protect the lenders investment.
- For ALL documents the Borrower and property information should be blank, and the document must reflect the lien holder's name and address.
- ☐ Employer Identification Number (EIN) or Federal Identification Number (FIN) tax ID number for the lien holder
- The EIN must be the one that belongs to the holder of the Note and Mortgage/DOT, not the program administrator
- ☐ Contact Name & Phone number at the agency
- ☐ Website

---

**NONPROFIT ORGANIZATION**☐ HUD Approval Letter

- Copy of their HUD approval letter outlining their approval to lend secondary financing. If they are not HUD approved, they may still be eligible for conventional programs only. (Government agencies, city, county, state, Indian tribe, FHLB are not nonprofit agencies)

**OR**☐ Agreement between Non-Profit and Government Entity, if administering program and not HUD☐ VA Program Approval Letter

- For DPA programs offered by non-profit entities, lenders cannot themselves determine whether a DPA program is acceptable. All such programs must be submitted to the VA for review

☐ 501(c)3 – Nonprofit Organization**SUBORDINATIONS**

Community Seconds Programs require a copy of the Original Note and Subordination Agreement for review. Include the Borrower Name and Loan number with your request.

For PACE programs, please submit copies of the Assessment Agreement and the Subordination Agreement.