

ADFA LOAN PROCESS: MOVE-UP & DPA

“No ADFA Compliance File Review Required”



ARKANSAS DEVELOPMENT
FINANCE AUTHORITY
HOMEOWNERSHIP DIVISION



Make a Loan Reservation

Log-In into MITAS Portal

<https://adfa.mitas.com/mitas>

Reserve: 10-15
Business Days before
Closing Date

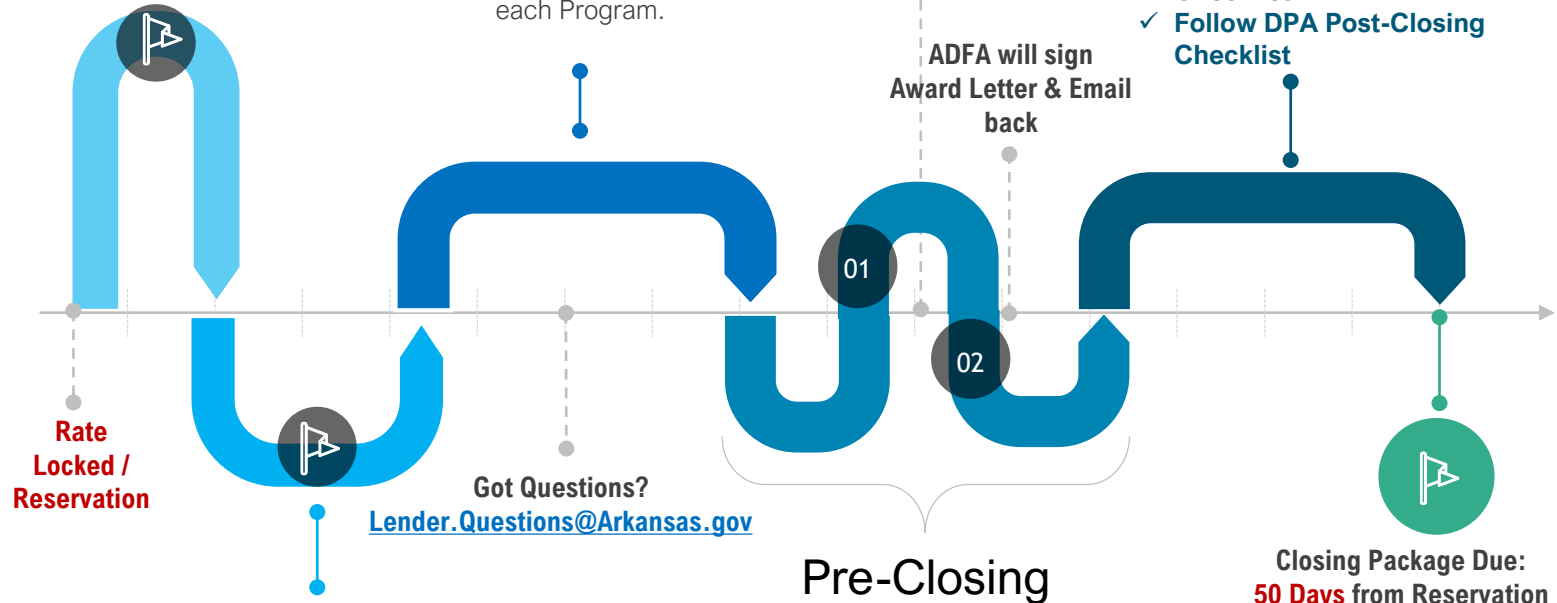
Loan Status

Loan Officer must follow ADFA
Compliance Guidelines for
each Program.

Complete
Award Letter &
Upload to ADFA

Post-Closing

- ✓ Follow Move-Up Post-Closing Checklist
- ✓ Follow DPA Post-Closing Checklist



No Compliance Review

After making “Making a Reservation”
(Rate Lock) a compliance review is no required
by ADFA on Move-Up & DPA Loan Files.

- ✓ **DPA Awards Letter needed for Closing**

Pre-Closing

Forms needed for Closing (Print & Complete):

- ✓ **MOVE-UP**
 - **No ADFA Documents**
- ✓ **DPA**
 - **DPA Promissory Note**
 - **DPA Mortgage**
 - **DPA Award Letter, email to: Award.Letters@Arkansas.gov**

Closing Package Due:
50 Days from Reservation

Done

Purchase Deadline is
60-Days from Loan
Reservation



LOAN STATUS

Post-Closing

Closing File Received:

closing package being review
by ADFA.

Closing Non-Compliance:

closing package has been
reviewed, but additional
conditions need review.

Closing Approval:

all
conditions met, ADFA’s pre-
purchase approval will be
sent.

MITAS LINK

All ADFA documents needed
are accessible through MITAS.
<https://adfa.mitas.com/mitas>

RESOURCES

How to make a Reservation:

https://adfa.arkansas.gov/media/file/ADFA_RESERVATION_PRE_POST-CLOSING_PRESENTATION_2020.pdf

ADFA Program Guidelines:

https://adfa.arkansas.gov/media/file/ADFA_PROGRAM_GUIDELINES_03.2020.pdf

**This Timeline is an example for training purposes