



**Homeloans.
Arkansas.gov**

RESERVATION SYSTEM

- LENDER TRAINING -

ARKANSAS DEVELOPMENT FINANCE AUTHORITY



IMPORTANT ANNOUNCEMENT

SAVE THE DATE

**MITAS WILL NOT BE
AVAILABLE FOR
RESERVATIONS ON
APRIL 2ND, 2021.**



**Homeloans.
Arkansas.gov**

NEW WEB-BASED RESERVATION SYSTEM

ADFA.MITAS.COM/LENDERPORTAL

- ✓ All new loan reservation will be made through the new website, the older website will no longer be available.
- ✓ All document uploading, and outstanding conditions will be done through the new website, also.



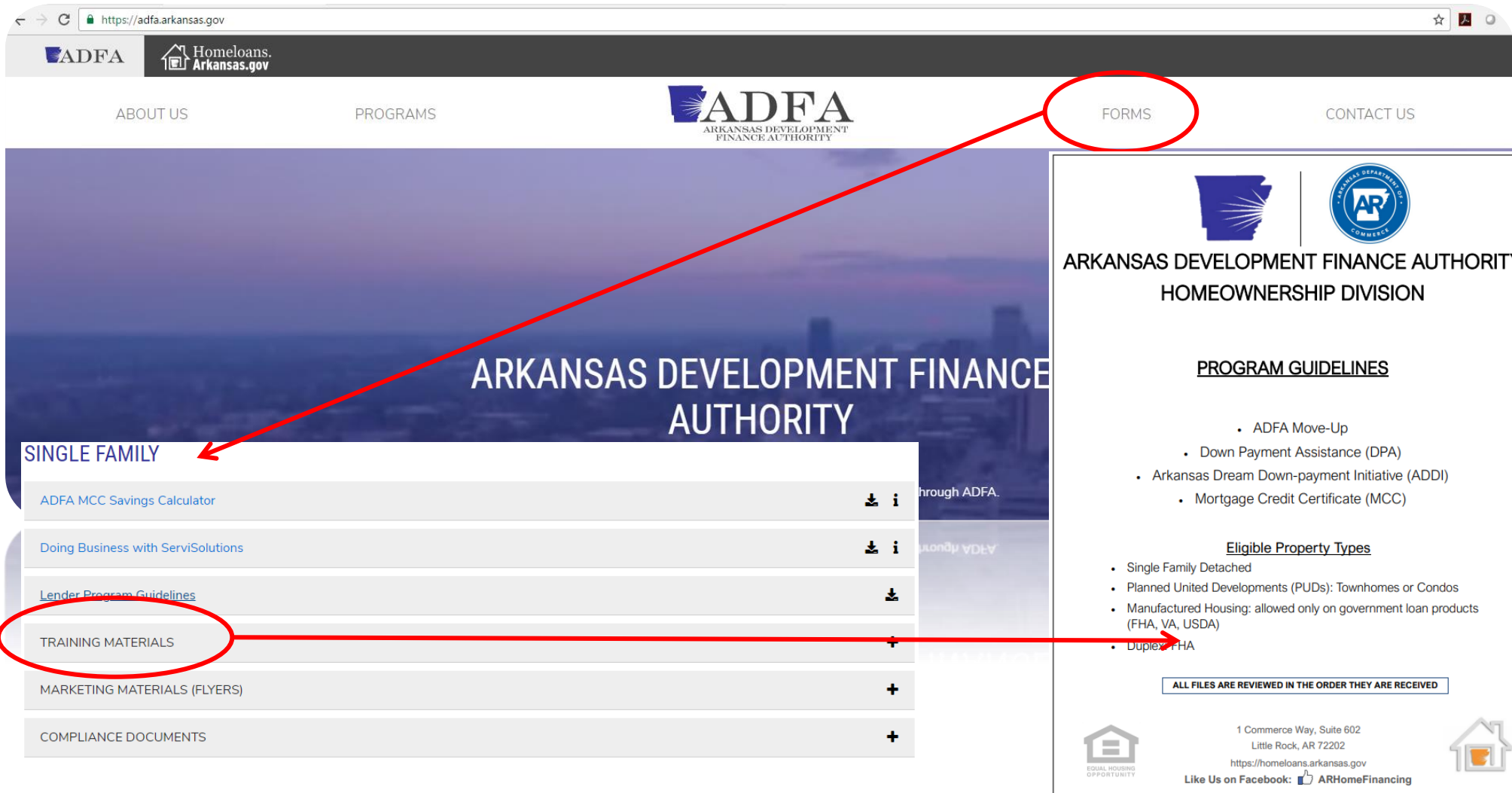
- RELEASE DATE -

APRIL 5TH, 2021



Homeloans.
Arkansas.gov

WWW.ADFA.ARKANSAS.GOV

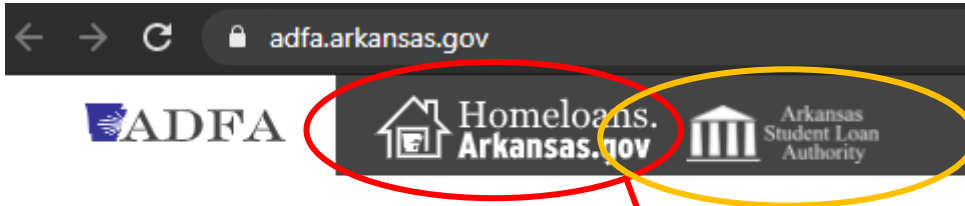


The screenshot shows the website interface for the Arkansas Development Finance Authority. At the top, there is a navigation bar with links for 'ABOUT US', 'PROGRAMS', 'FORMS', and 'CONTACT US'. The 'FORMS' link is circled in red. Below the navigation bar is a large banner with the text 'ARKANSAS DEVELOPMENT FINANCE AUTHORITY'. On the left side, there is a 'SINGLE FAMILY' dropdown menu with several options: 'ADFA MCC Savings Calculator', 'Doing Business with ServiSolutions', 'Lender Program Guidelines', 'TRAINING MATERIALS' (circled in red), 'MARKETING MATERIALS (FLYERS)', and 'COMPLIANCE DOCUMENTS'. On the right side, there is a 'PROGRAM GUIDELINES' section with a list of programs: 'ADFA Move-Up', 'Down Payment Assistance (DPA)', 'Arkansas Dream Down-payment Initiative (ADDI)', and 'Mortgage Credit Certificate (MCC)'. Below this, there is a section for 'Eligible Property Types' with a list: 'Single Family Detached', 'Planned United Developments (PUDs): Townhomes or Condos', 'Manufactured Housing: allowed only on government loan products (FHA, VA, USDA)', and 'Duplex/FHA'. At the bottom of the page, there is contact information for the Arkansas Development Finance Authority, including the address '1 Commerce Way, Suite 602, Little Rock, AR 72202', the website 'https://homeloans.arkansas.gov', and a Facebook link 'Like Us on Facebook: ARHomeFinancing'. The page is dated 'REVISED 7/22/2020'.

You will find:

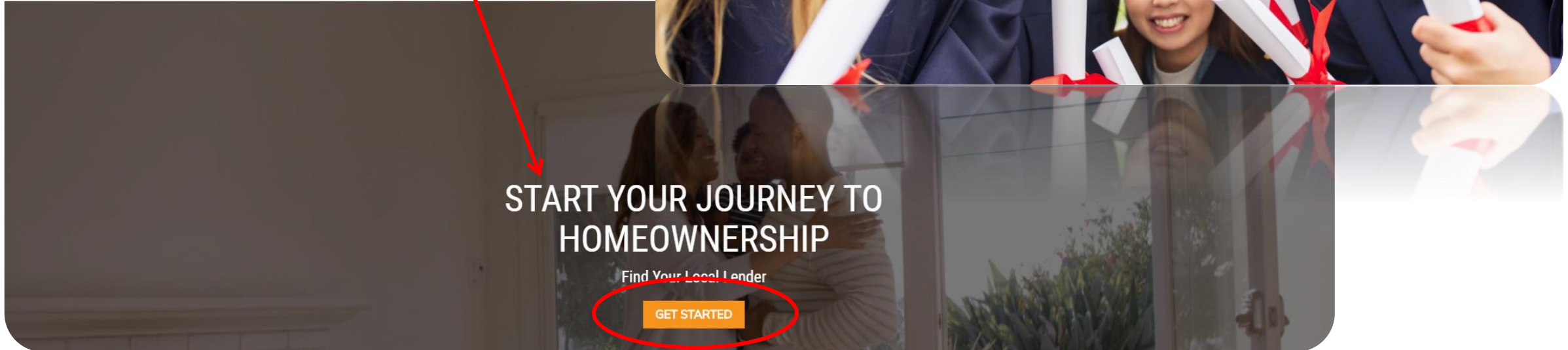
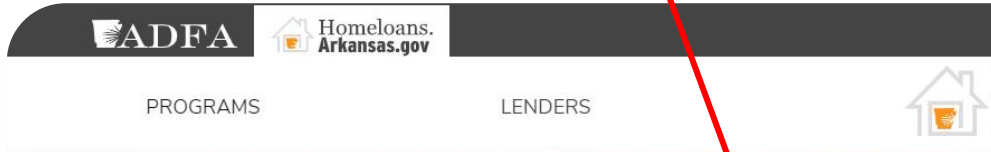
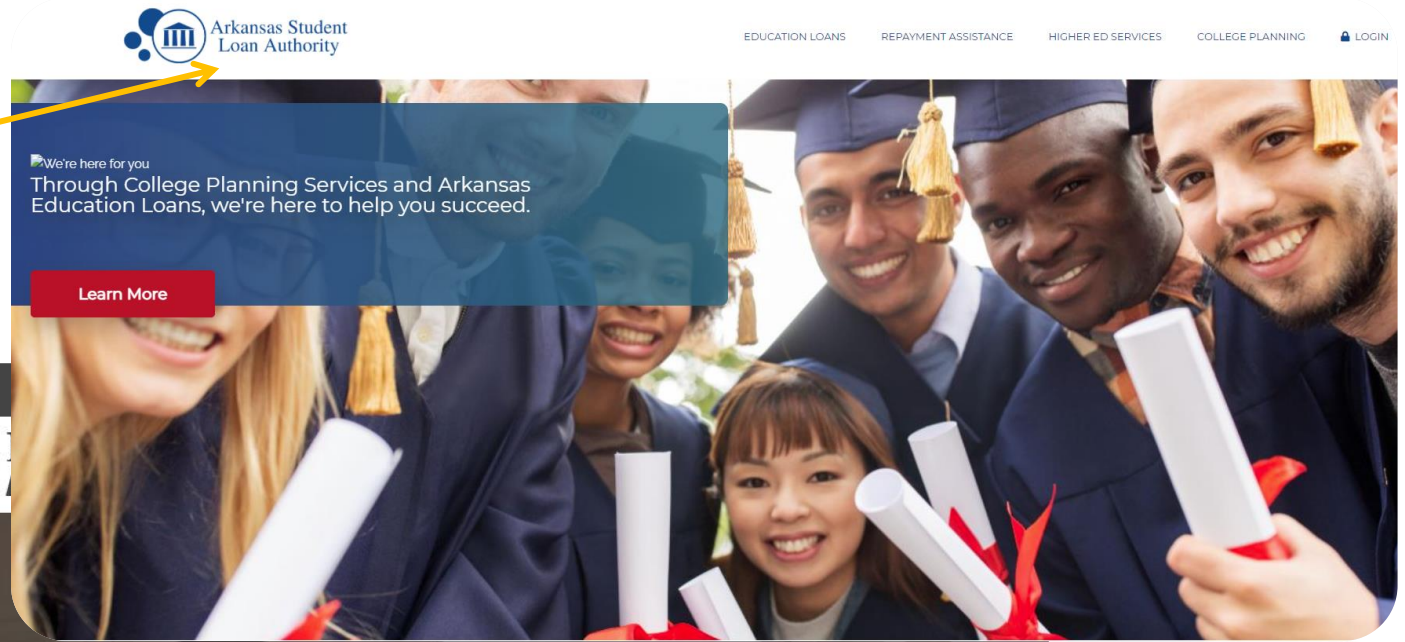
- Lender Guidelines
- Trainings
- Marketing Materials
- ADDI Inspection
- Income Limits
- Etc.

WWW.HOMELOANS.ARKANSAS.GOV



ABOUT US

PROG



ADFA Daily Rate Email & Log In Credentials

Send an email to one of our Compliance Team members:

Denise Wells

Single Family Assistant Manager
(501) 682-5466

Denise.Wells@arkansas.gov

Dean Norman

Single Family Compliance
(501) 682-5935

Dean.Norman@arkansas.gov

Leslie Quisenberry

Single Family Compliance
(501) 682-5930

Leslie.Quisenberry@arkansas.gov

NEW! Whitney Barwick

Single Family Compliance
(501) 682-5860

Whitney.Barwick@arkansas.gov



1 Commerce Way, Suite 602
Little Rock, AR 72202
(501) 682-5900

LENDER PORTAL

ADFA Lender Portal

Login to your account

Lender No:

Username:

Password:

LENDER PORTAL: *Login-In Information*

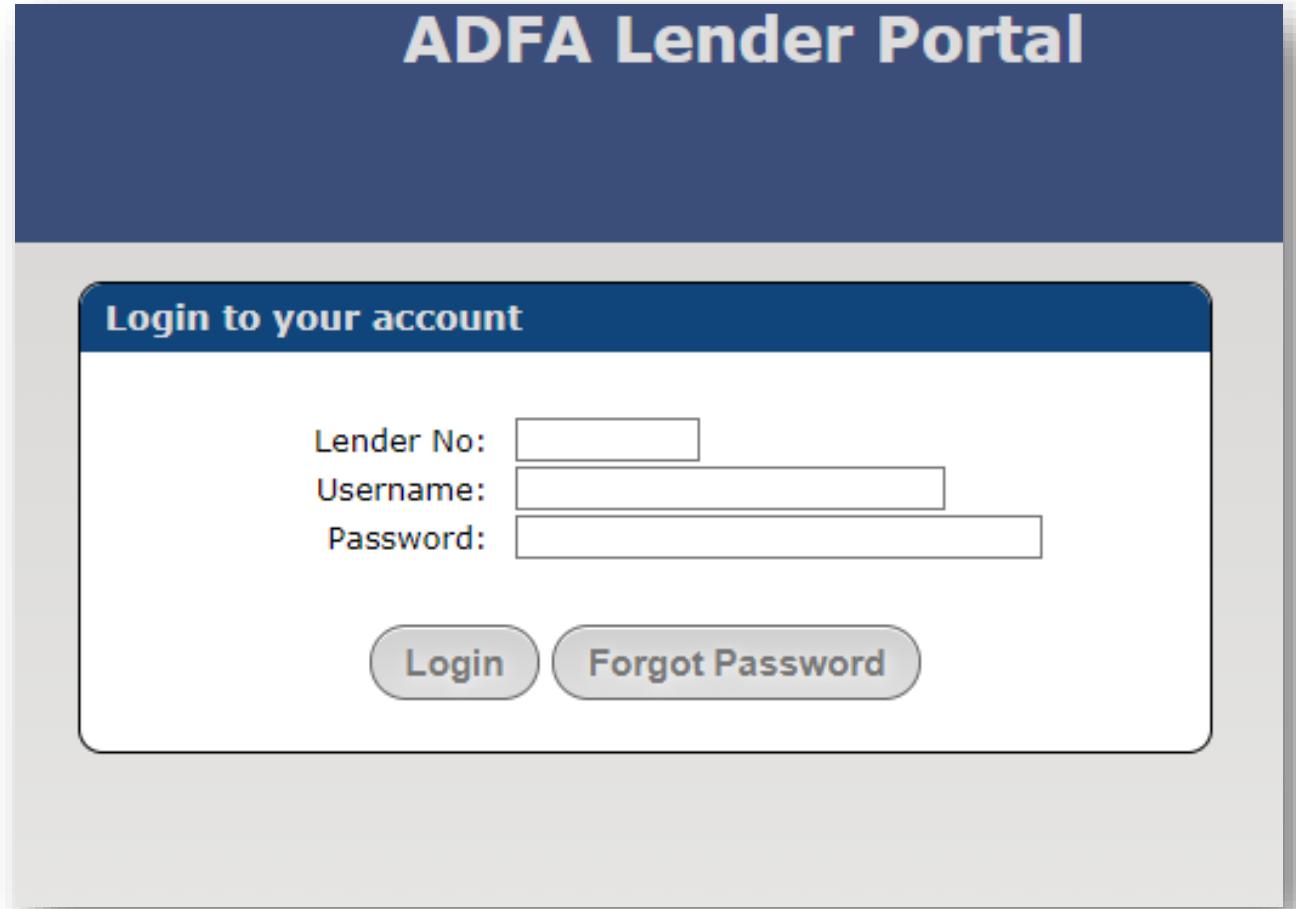
WWW.ADFA.MITAS.COM/LENDERPORTAL

Enter Credentials:

- Lender No. (ADFA assigned)
- Username (case sensitive)
- Password (case sensitive)

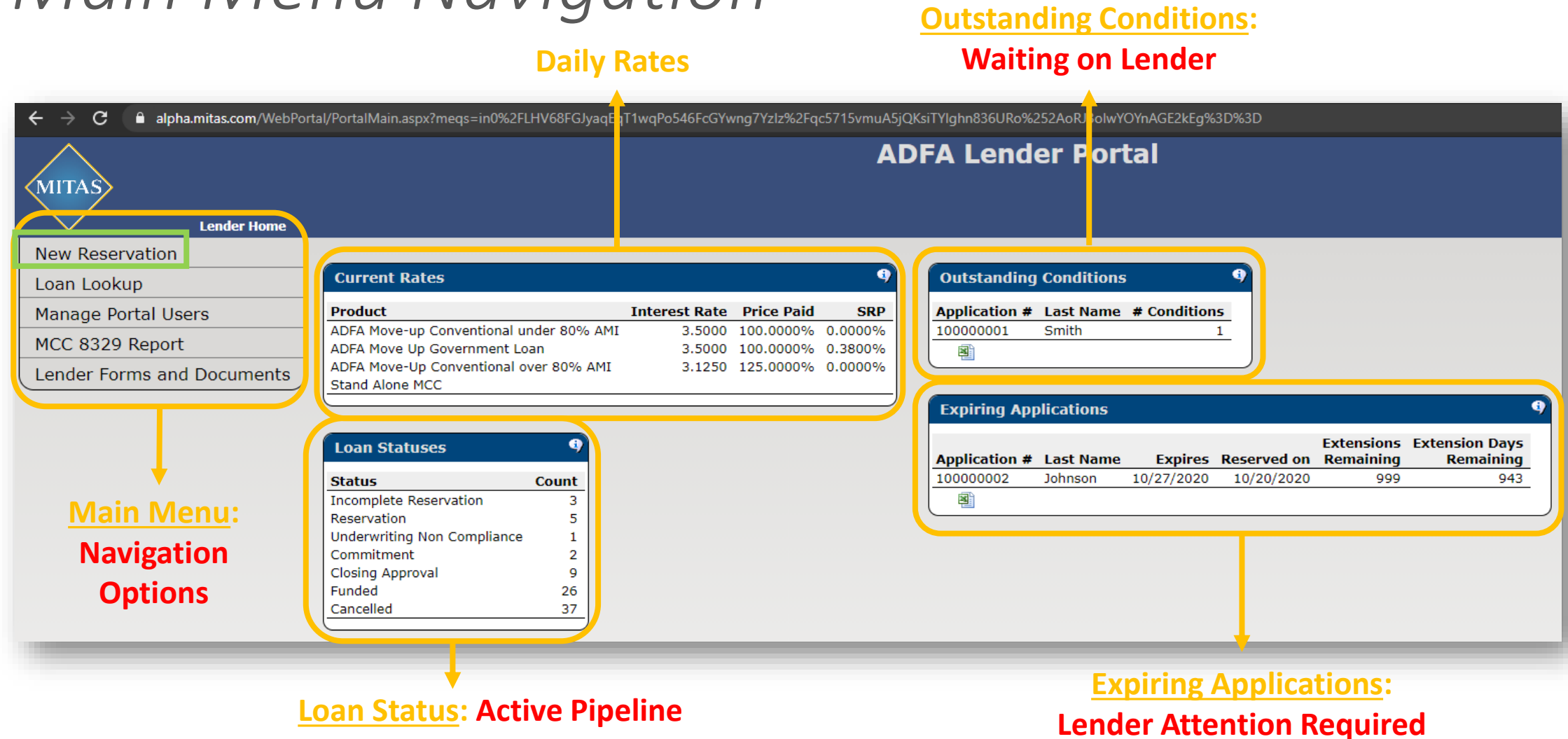
NEW Implementations:

- ADFA doesn't have access to ID's or Passwords
- There is a Key Contact Person assigned per company!
- Click the "FORGOT PASSWORD"



The screenshot shows the ADFA Lender Portal login interface. At the top, there is a dark blue header with the text "ADFA Lender Portal" in white. Below this is a white box with a dark blue header that says "Login to your account". Inside this box, there are three input fields: "Lender No:" with a small rectangular box, "Username:" with a longer rectangular box, and "Password:" with a rectangular box. Below the input fields are two buttons: "Login" and "Forgot Password", both in rounded rectangular shapes.

MAKING A RESERVATION: *Main Menu Navigation*



ADFA Lender Portal

Current Rates

Product	Interest Rate	Price Paid	SRP
ADFA Move-up Conventional under 80% AMI	3.5000	100.0000%	0.0000%
ADFA Move Up Government Loan	3.5000	100.0000%	0.3800%
ADFA Move-Up Conventional over 80% AMI	3.1250	125.0000%	0.0000%
Stand Alone MCC			

Outstanding Conditions

Application #	Last Name	# Conditions
100000001	Smith	1

Expiring Applications

Application #	Last Name	Expires	Reserved on	Extensions Remaining	Extension Days Remaining
100000002	Johnson	10/27/2020	10/20/2020	999	943

Loan Statuses

Status	Count
Incomplete Reservation	3
Reservation	5
Underwriting Non Compliance	1
Commitment	2
Closing Approval	9
Funded	26
Cancelled	37

Main Menu: Navigation Options

- New Reservation
- Loan Lookup
- Manage Portal Users
- MCC 8329 Report
- Lender Forms and Documents

Daily Rates

Waiting on Lender

Loan Status: Active Pipeline

Expiring Applications: Lender Attention Required

HOW TO LOG IN:

MITAS Reservation System

1

Mortgagor First Name:

Mortgagor Last Name:

Social Security Number:

Enter Mortgagor Information & SSN

Main Navigation Menu:

Property Information:

Must enter ALL applicable fields

Reservation Number: 100000037

Lender Reference Number:

Purchase Price: \$205,000.00

Street Number: 51

Street Name: Constitution Road

Additional Street Info:

Unit Number:

City: Little Rock

State: Arkansas Zip: 72201

County: PULASKI (60)

Census Tract: 0.0

Home in Targeted Area: Yes No

Year Built: 2020

Number of Units: One Two Three Four

Property Type: Single Family Attach

Construction: New Construction (1)

Number in Household: 3

Check if any household member that is not on the mortgage had homeownership interest in last 3 years?

Assets Information

Mortgagors Information:
Must enter ALL applicable fields

First Name	Last Name	SSN	First Name	Middle Name	Last Name	Suffix
Elizabeth	Hamilton	111-16-6667	Alexander		Hamilton	
Alexander	Hamilton	111-16-6666				

SSN: 111-16-6666 Relationship: Primary Mortgagor

Has had ownership interest in property in last 3 years

Present Residence: No. Years:

Prior Residence: No. Years:

Credit Score: 0

Marital Status:

Date of Birth:

Gender: Male Female Not Provided Not Applicable

Female Head of Household

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Do not wish to provide this information

Hispanic Latino Not Hispanic Latino Refused To Disclose

Completed Homebuyer Education in with last 12 months

Completed Housing Counseling in with last 12 months

Income Information:

Monthly

Borrower	Income Type	Monthly Amount
No records to display.		

Borrower	Asset Type	Financial Institution	Account Number	Cash or Market Value
No records to display.				

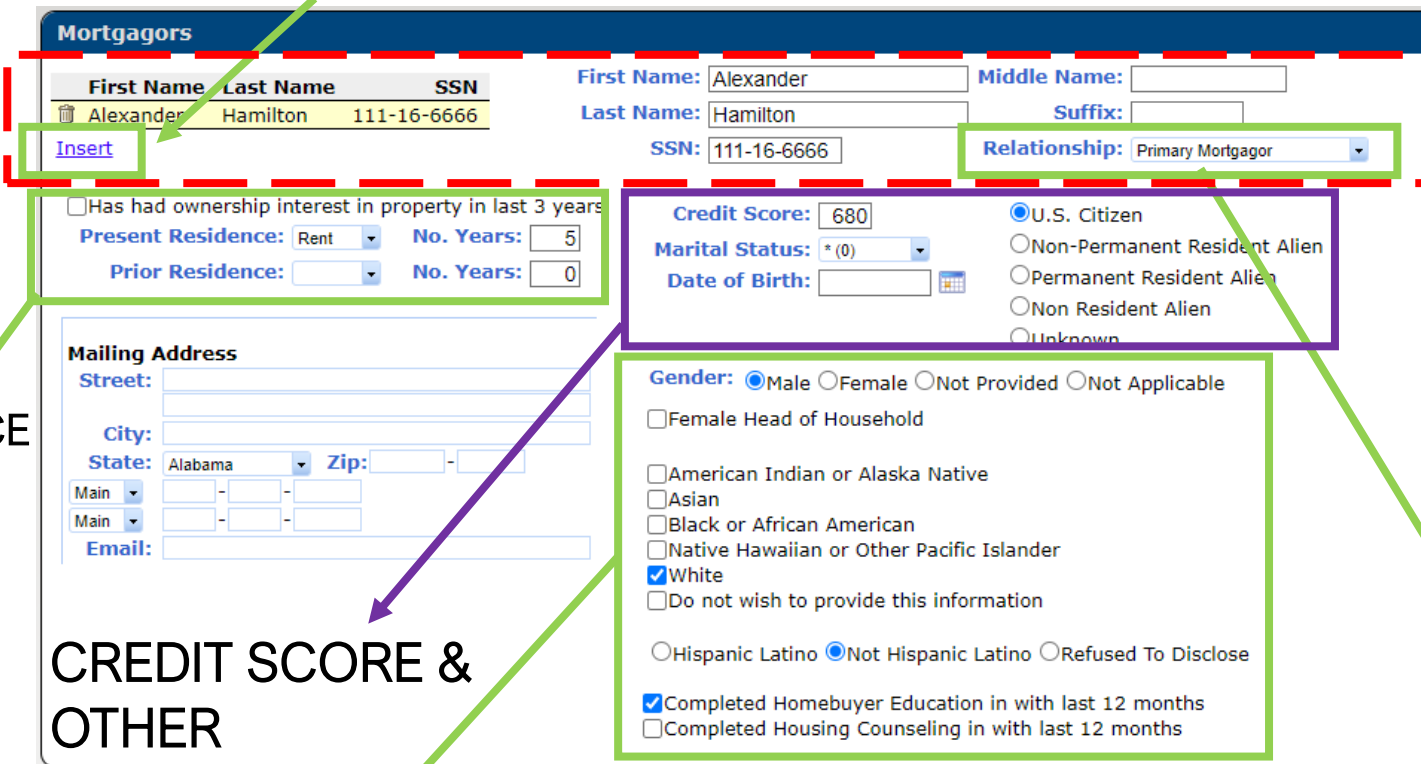
2


Property, Mortgagor, Income, and Assets

HOW TO MAKE A RESERVATION:

Mortgagor(s) Information Section

1 CLICK on **“Insert”** to add a Co-Mortgagor & ENTER all the Primary Mortgagor Information first!



2  CLICK the green arrow

First Name	Last Name	SSN
Elizabeth	Hamilton	111-16-6667
Alexander	Hamilton	111-16-6666

3

First Name	Last Name	SSN
Elizabeth	Hamilton	111-16-6667
Alexander	Hamilton	111-16-6666

YELLOW BAR indicates what borrower's information is being selected, and enter **ALL**, including **phone & email!** Don't forget to select:

Relationship:

RESIDENCE

CREDIT SCORE & OTHER

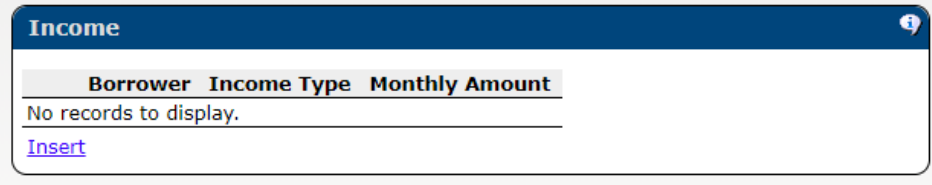
DEMOGRAPHICS INFORMATION SECTION

HOW TO MAKE A RESERVATION:

Mortgagor(s) Income Section

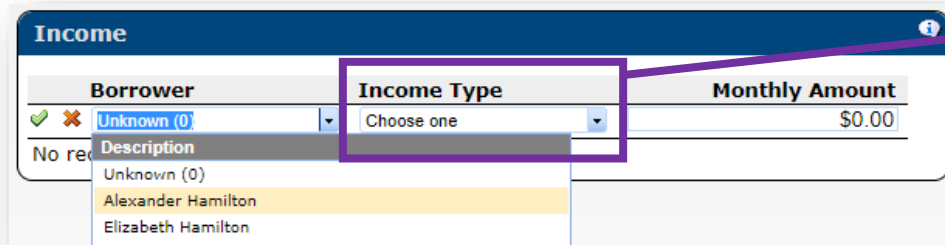
4 Enter MONTHLY Income, by CLICKING “Insert”

Please create any additional mortgagors before attempting to enter income, assets or liabilities.

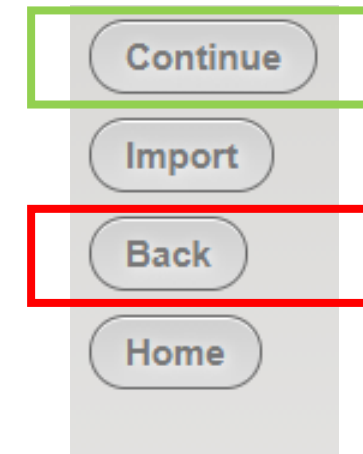


6 Answer ALL fields to ensure a **COMPLETE RESERVATION.** Once completed CLICK “Continue” on the MAIN MENU on the left, this step will save all the information entered.

5 SELECT Borrower Name to enter INCOME TYPE and MONTHLY AMOUNT, CLICK green arrow when done.



- Base Income
- Bonus
- Overtime
- Commissions
- Other

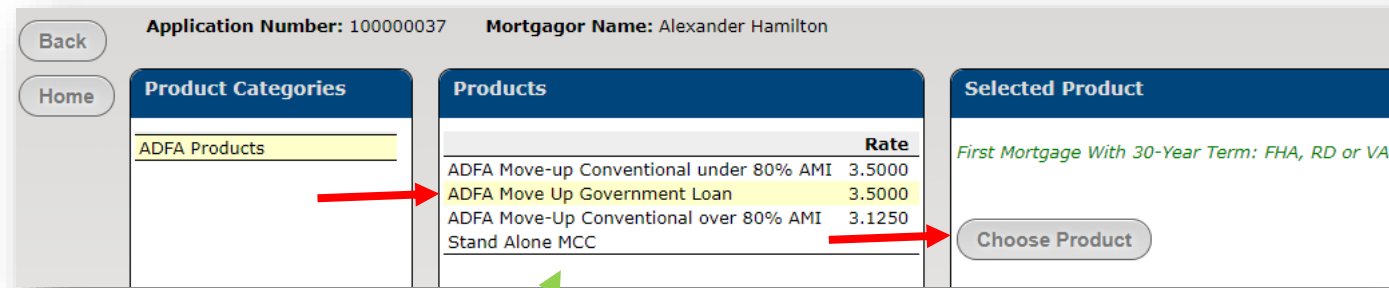


Go Back

HOW TO MAKE A RESERVATION:

ADFA Program(s) Selection

7 CLICK on **“ADFA Products”**, then **SELECT** one program under **“Products”** from **LEFT** to **RIGHT**...



Application Number: 100000037 Mortgagor Name: Alexander Hamilton

Product Categories	Products	Rate
ADFA Products	ADFA Move-up Conventional under 80% AMI	3.5000
	ADFA Move Up Government Loan	3.5000
	ADFA Move-Up Conventional over 80% AMI	3.1250
	Stand Alone MCC	

Selected Product: First Mortgage With 30-Year Term: FHA, RD or VA.

Choose Product

8 Once a program is selected by the **YELLOW BAR**, CLICK on **“Choose Product”**

- FHA
- VA
- RD
- Conventional

HOW TO MAKE A RESERVATION:

ADFA Program(s) Selection

8 Enter ALL information, then **CLICK** on “[Calc](#)” obtain “P&I Payment”

Government loan to be security securitized

Lien Position:

Interest Rate: 3.5000%

Base Loan Amount:

Funding Fee Financed:

Loan Amount:

Term: Payments

P&I Payment: [Calc](#)

Loan Type: ▾

*First Lien (Purchase Only) - 30-Year Fixed-Rate Mortgage Program.
Maximum Borrower(s) Qualifying Income Limit is \$137,000.*

9 SELECT ADDI or DPA

You may optionally select a program from the list.

Program	Rate
DPA	
ADDI	

10 SELECT MCC

You may optionally select a program from the list.

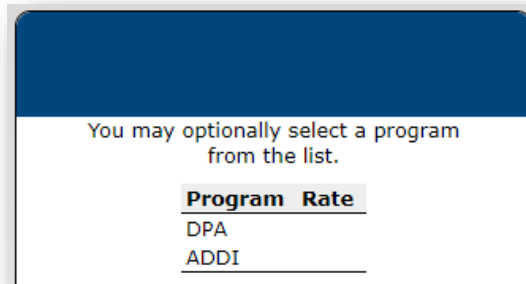
Program	Rate
Mortgage Credit Certificate	

HOW TO MAKE A RESERVATION:

ADFA Down Payment Assistance Selection

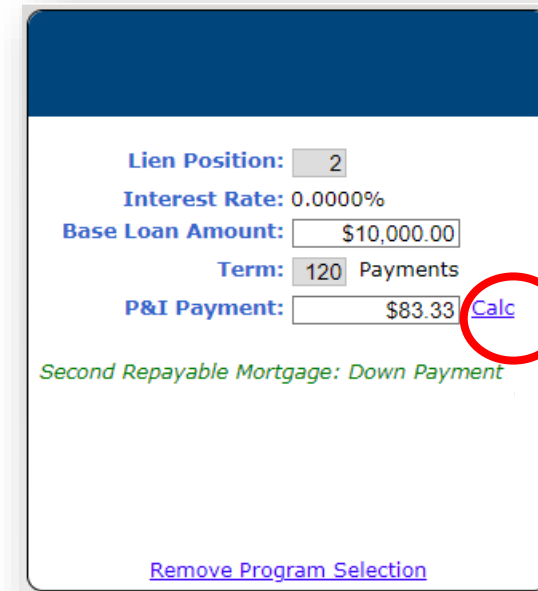
9 SELECT ADDI and DPA

Enter DPA or ADDI Information, then **CLICK** on **“Calc”** obtain “P&I Payment”



You may optionally select a program from the list.

Program	Rate
DPA	
ADDI	



Lien Position:

Interest Rate: 0.0000%

Base Loan Amount:

Term: Payments

P&I Payment: [Calc](#)

Second Repayable Mortgage: Down Payment

[Remove Program Selection](#)

HOW TO MAKE A RESERVATION:

ADFA Mortgage Credit Certificate

10

SELECT MCC

CLICK on “Mortgage Credit Certificate” to make this reservation

You may optionally select a program from the list.

Program	Rate
Mortgage Credit Certificate	



MCC Percent: %
Amount:

Mortgage Certificate Program provides a dollar for dollar tax credit.

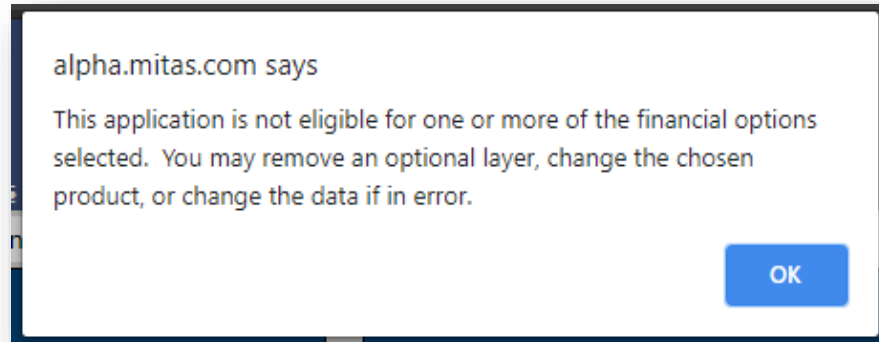
[Remove Program Selection](#)

RESERVATION ERRORS:

"Not Currently Eligible" Message

"Warning Window" will appear cautioning of a non eligible reservation:

- Exceeding Program Income Limits
- Exceeding Maximum Loan To Value
- Exceeding Assistance Limits
- No Meeting Credit Score Minimum
- Etc.



Government loan to be security securitized

Lien Position:

Interest Rate: 3.5000%

Base Loan Amount:

Funding Fee Financed:

Loan Amount:

Term: Payments

P&I Payment: Calc

Loan Type: SF-FHA INSURED-EXI

First Lien (Purchase Only) - 30-Year Fixed-Rate Mortgage Program.
Maximum Borrower(s) Qualifying Income Limit is \$137,000.

Not Currently Eligible		
Description	Data	Restriction
Max LTV	98.56	97

MCC Percent: %

Amount:

Mortgage Certificate Program provides a dollar for dollar tax credit.

Not Currently Eligible		
Description	Data	Restriction
County Federal Income Limit	\$63,600.00	\$52,500.00

[Remove Program Selection](#)

RESERVATION SCREEN:

Main Menu Screen

Lender Home > Loan Lookup > Loan Details Generic Agency User for T

- Modify Reservation
- Print Forms
- Manage Documents
- Cancel Reservation
- Request Extension

Loan Information

Application Number: 100000037
Reservation Expires on: 2/20/2021
Mortgagor Last Name: Hamilton
Lender:
Loan Officer: Generic Agency User for Testin
Lender Reference Number: 90012345
Product Group: ADFA Products
Product Type: ADFA Move Up Government Loan
Program Type: ADFA Move-Up
Loan Amount: \$182,050.00
Interest Rate: 3.5000%
Term: 360 Payments

Property Address
Street Address: 51 Constitution Road
Unit Number:
City: Little Rock
State: AR **Zip:** 72201-

First Name	Last Name	
Alexander	Hamilton	Primary Mortgagor
Elizabeth	Hamilton	Spouse

Loan Status History

12/21/2020	Incomplete Reservation
12/22/2020	Reservation

Outstanding Conditions

Type	No.	Created	Due By
Compliance Conditions	1	12/22/2020	2/5/2021

Upload all required Program Documents
In the "Manage Documents" menu, upload all required program documents, and then submit from this screen.

Reservation History

Outstanding Conditions: ADFA Communication Window to the Lender

1st Mortgage Reservation Confirmation

2nd Mortgage Reservation Confirmation

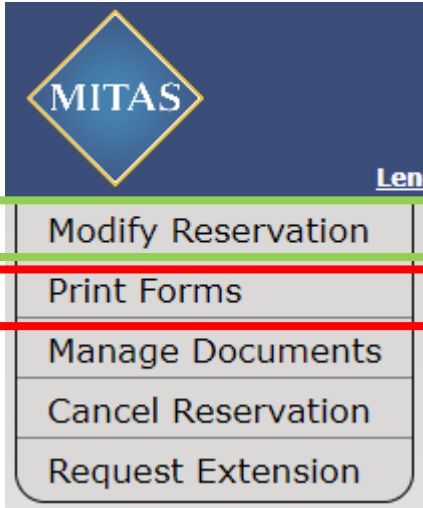
Additional Finance Layers

Program Type	Amount	Rate
DPA	\$8,000.00	0.0000%

Main Menu

RESERVATION OPTIONS:

Modify Reservation & Print Forms



- Modify Reservation
- Print Forms
- Manage Documents
- Cancel Reservation
- Request Extension

Property

Reservation Number: 100000040
 Lender Reference Number: 20202021

Purchase Price: \$200,000.00
 Street Number: 2
 Street Name: Arkansas Road
 Additional Street Info:
 Unit Number:
 City: Little Rock
 State: Arkansas Zip: 72201
 County: PULASKI (60)
 Census Tract: 0.0
 Home in Targeted Area: Yes No
 Year Built: 2020
 Number of Units: One Two Three Four
 Property Type: Single Family Attach
 Construction: New Construction (1)
 Number in Household: 1

Check if any household member that is not on the mortgage had homeownership interest in last 3 years?

Mortgagors

First Name	Last Name	SSN
Philip	Ray	100-20-3000

First Name: Philip Middle Name:
 Last Name: Ray Suffix:
 SSN: 100-20-3000 Relationship: Primary Mortgagor

Has had ownership interest in property in last 3 years
 Present Residence: Rent No. Years: 6
 Prior Residence: No. Years: 0

Credit Score: 740
 Marital Status: * (0)
 Date of Birth:

Gender: Male Female Not Provided Not Applicable
 Female Head of Household

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White
 Do not wish to provide this information

Hispanic/Latino
 Non-Permanent Resident Alien
 Permanent Resident Alien
 Non Resident Alien
 Unknown

Completed Homebuyers Education in with last 12 months
 Completed Housing Counseling in with last 12 months

Mailing Address
 Street:
 City:
 State: Alabama Zip:
 Main 501 - 501 - 5000
 Main 0 - 0 - 0
 Email: Philip.Ray@gmail.com

CAN'T CHANGE LOAN TYPE

Back

ADFA Move-Up

Form Name

MOVE UP - Post Closing Checklist [Download](#)

Reservation Confirmation [Download](#)

DPA

Form Name

Reservation Confirmation [Download](#)

DPA - Post Closing Checklist [Download](#)

DPA Award Letter [Download](#)

DPA Subordinate Mortgage [Download](#)

DPA Note [Download](#)

Mortgage Credit Certificate

Form Name

Reservation Confirmation [Download](#)

MCC Conditional Commitment Checklist [Download](#)

MCC Exhibit A [Download](#)

MCC Exhibit B [Download](#)

MCC Exhibit C [Download](#)

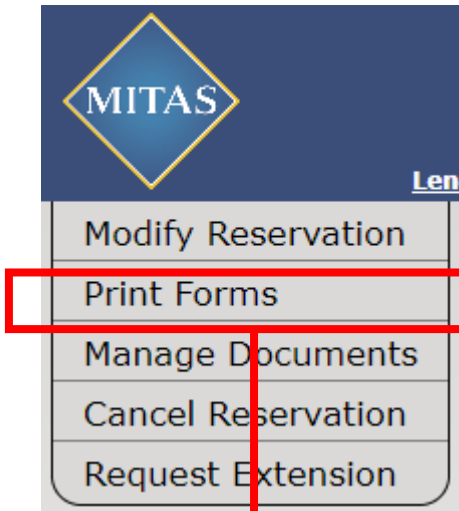
MCC Exhibit I [Download](#)

MCC Exhibit K [Download](#)

PRINT
 Reservation Confirmation

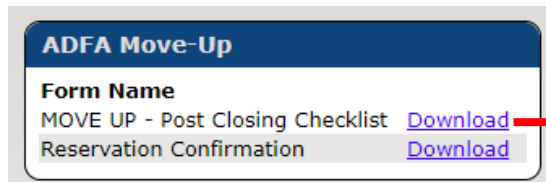
RESERVATION OPTIONS:

Printing Forms: *Checklist*



MITAS Lender

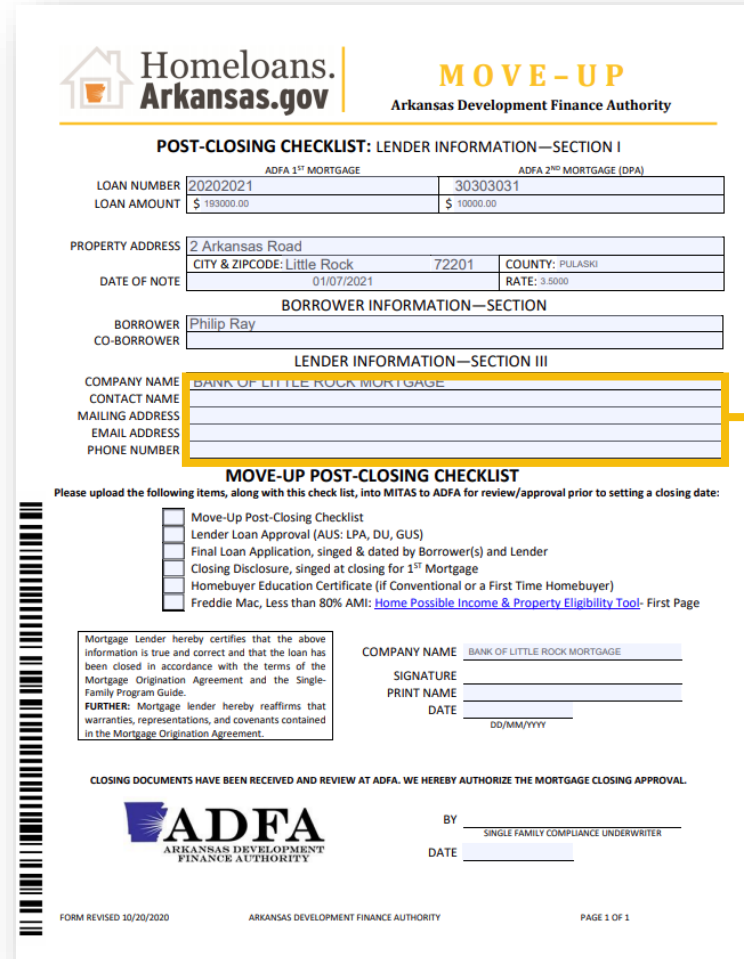
- Modify Reservation
- Print Forms**
- Manage Documents
- Cancel Reservation
- Request Extension



ADFA Move-Up

Form Name

- MOVE UP - Post Closing Checklist [Download](#)
- Reservation Confirmation [Download](#)



Homeloans. Arkansas.gov | **MOVE-UP**
Arkansas Development Finance Authority

POST-CLOSING CHECKLIST: LENDER INFORMATION—SECTION I

ADFA 1ST MORTGAGE ADFA 2ND MORTGAGE (DPA)

LOAN NUMBER: 20202021 30303031
 LOAN AMOUNT: \$ 193000.00 \$ 10000.00

PROPERTY ADDRESS: 2 Arkansas Road
 CITY & ZIPCODE: Little Rock 72201 COUNTY: PULASKI
 DATE OF NOTE: 01/07/2021 RATE: 3.5000

BORROWER INFORMATION—SECTION

BORROWER: Philip Ray
 CO-BORROWER:

LENDER INFORMATION—SECTION III

COMPANY NAME: BANK OF LITTLE ROCK MORTGAGE
 CONTACT NAME:
 MAILING ADDRESS:
 EMAIL ADDRESS:
 PHONE NUMBER:

MOVE-UP POST-CLOSING CHECKLIST

Please upload the following items, along with this check list, into MITAS to ADFA for review/approval prior to setting a closing date:

- Move-Up Post-Closing Checklist
- Lender Loan Approval (AUS: LPA, DU, GUS)
- Final Loan Application, signed & dated by Borrower(s) and Lender
- Closing Disclosure, signed at closing for 1st Mortgage
- Homebuyer Education Certificate (if Conventional or a First Time Homebuyer)
- Freddie Mac, Less than 80% AMI: [Home Possible Income & Property Eligibility Tool- First Page](#)

Mortgage Lender hereby certifies that the above information is true and correct and that the loan has been closed in accordance with the terms of the Mortgage Origination Agreement and the Single-Family Program Guide.
 FURTHER: Mortgage lender hereby reaffirms that warranties, representations, and covenants contained in the Mortgage Origination Agreement.

COMPANY NAME: BANK OF LITTLE ROCK MORTGAGE
 SIGNATURE: _____
 PRINT NAME: _____
 DATE: _____ (DD/MM/YYYY)

CLOSING DOCUMENTS HAVE BEEN RECEIVED AND REVIEW AT ADFA. WE HEREBY AUTHORIZE THE MORTGAGE CLOSING APPROVAL.

ADFA
ARKANSAS DEVELOPMENT FINANCE AUTHORITY

BY: _____ (SINGLE FAMILY COMPLIANCE UNDERWRITER)
 DATE: _____


FORM REVISED 10/20/2020 ARKANSAS DEVELOPMENT FINANCE AUTHORITY PAGE 1 OF 1

Make sure to complete all **CHECKLIST** *entirely for all programs.*

- Any missing information could trigger an Outstanding Condition
- All items on CHECKLIST should be uploaded at the same time
- Before UPLOADING an item make sure that the reservation information is all correct

MANAGE DOCUMENTS:

Uploading Documents



- Modify Reservation
- Print Forms
- Manage Documents
- Cancel Reservation
- Request Extension

ADFA Move-Up		
Document Name	Download	Upload
Move Up Post-Closing Checklist	[No Documents]	<input type="button" value="Upload"/>
Final Loan Application	[No Documents]	<input type="button" value="Upload"/>
Final Closing Disclosure	[No Documents]	<input type="button" value="Upload"/>
Home Possible Eligibility Tool - Less than 80%AMI Conventional	[No Documents]	<input type="button" value="Upload"/>

DPA		
Document Name	Download	Upload
DPA Post-Closing Checklist	[No Documents]	<input type="button" value="Upload"/>
DPA Final Loan Application	[No Documents]	<input type="button" value="Upload"/>
DPA Final Closing Disclosure	[No Documents]	<input type="button" value="Upload"/>
DPA Note	[No Documents]	<input type="button" value="Upload"/>
DPA Subordinate Mortgage	[No Documents]	<input type="button" value="Upload"/>
Homeowners Insurance	[No Documents]	<input type="button" value="Upload"/>

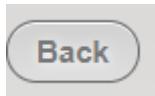
Mortgage Credit Certificate		
Document Name	Download	Upload
MCC Pre-Closing Checklist	[No Documents]	<input type="button" value="Upload"/>
Lender Loan Approval	[No Documents]	<input type="button" value="Upload"/>
Initial Typed Application	[No Documents]	<input type="button" value="Upload"/>
Credit Report	[No Documents]	<input type="button" value="Upload"/>
Real Estate Contract	[No Documents]	<input type="button" value="Upload"/>
Exhibit A	[No Documents]	<input type="button" value="Upload"/>
Employment and Income	[No Documents]	<input type="button" value="Upload"/>
Exhibit B	[No Documents]	<input type="button" value="Upload"/>
Exhibit I-If applicable	[No Documents]	<input type="button" value="Upload"/>
Exhibit C	[No Documents]	<input type="button" value="Upload"/>
Latest Federal Tax Return	[No Documents]	<input type="button" value="Upload"/>
MCC Post-Closing Checklist	[No Documents]	<input type="button" value="Upload"/>
Exhibit E	[No Documents]	<input type="button" value="Upload"/>
Exhibit F	[No Documents]	<input type="button" value="Upload"/>
Exhibit G	[No Documents]	<input type="button" value="Upload"/>
Exhibit P	[No Documents]	<input type="button" value="Upload"/>
County Income Limit Page	[No Documents]	<input type="button" value="Upload"/>

Look up what was uploaded previously

ADFA Move-Up			
Document Name	Download	Upload	
Move Up Post-Closing Checklist	Latest	<input checked="" type="checkbox"/> Upload	<input type="button" value="Add Page"/>
Final Loan Application	[No Documents]	<input type="button" value="Upload"/>	
Final Closing Disclosure	[No Documents]	<input type="button" value="Upload"/>	
Home Possible Eligibility Tool - Less than 80%AMI Conventional	[No Documents]	<input type="button" value="Upload"/>	

Look for the Checkmark

Once done, click:



MANAGE DOCUMENTS:

Uploading Documents

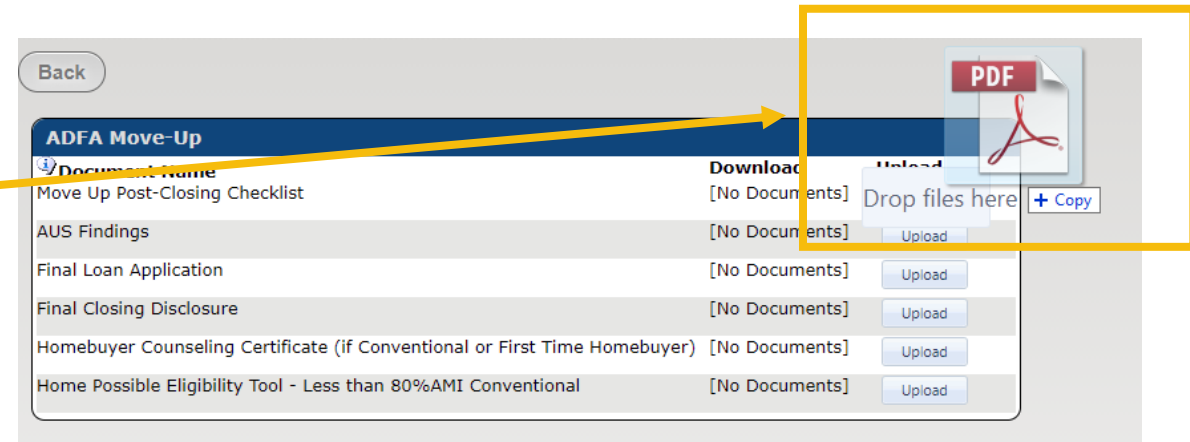


MITAS

- Modify Reservation
- Print Forms
- Manage Documents**
- Cancel Reservation
- Request Extension

ADFA Move-Up		
Document Name	Download	Upload
Move Up Post-Closing Checklist	Latest	<input checked="" type="checkbox"/> Upload <input type="button" value="Add Page"/>
Final Loan Application	[No Documents]	<input type="button" value="Upload"/>
Final Closing Disclosure	[No Documents]	<input type="button" value="Upload"/>
Home Possible Eligibility Tool - Less than 80%AMI Conventional	[No Documents]	<input type="button" value="Upload"/>

ALSO, You will be able to drag files to and drop them on top of the “UPLOAD” box to get them upload.

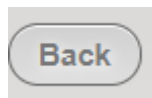


Back

ADFA Move-Up		
Document Name	Download	Upload
Move Up Post-Closing Checklist	[No Documents]	<input type="button" value="Upload"/> <input type="button" value="Add Page"/>
AUS Findings	[No Documents]	<input type="button" value="Upload"/>
Final Loan Application	[No Documents]	<input type="button" value="Upload"/>
Final Closing Disclosure	[No Documents]	<input type="button" value="Upload"/>
Homebuyer Counseling Certificate (if Conventional or First Time Homebuyer)	[No Documents]	<input type="button" value="Upload"/>
Home Possible Eligibility Tool - Less than 80%AMI Conventional	[No Documents]	<input type="button" value="Upload"/>


Drop files here

Once done, click:



MANAGE DOCUMENTS:

Clearing Outstanding Conditions!



Len

- Modify Reservation
- Print Forms
- Manage Documents
- Cancel Reservation
- Request Extension

ADEA Lender Portal


Generic Agency User for Testin Logout

Outstanding Conditions

Type	No.		Created	Due By
Post Closing Conditions	2	Need Move Up Closing Disclosure <i>Missing Closing Disclosure from upload. Please upload final Move Up Closing Disclosure for review.</i>	3/3/2021	3/8/2021
Post Closing Conditions	3	Title field on loan application is incorrect <i>Please correct the "Title to be held in" filed on loan application to match the borrower's name(s) and upload corrected copy</i>	3/3/2021	3/8/2021
Post Closing Conditions	4	Debt to Income Ratio is above 45% <i>ADFA does not allow for debt to income ratio above 45%. Please upload AUS findings with a debt to income ratio of 45% or below.</i>	3/3/2021	3/8/2021
Post Closing Conditions	5	ADFA numbers are not correct on Post Closing Checklist <i>DPA number not listed</i>	3/3/2021	3/8/2021
Post Closing Conditions	6	Need DPA Note <i>The DPA Note was missing from the uploaded package. Please upload the DPA Note for review.</i>	3/3/2021	3/8/2021

Created	Due By
3/3/2021	3/8/2021

Please upload final Move



Program Type	Amount	Rate
DPA	\$5,490.00	3.5000%

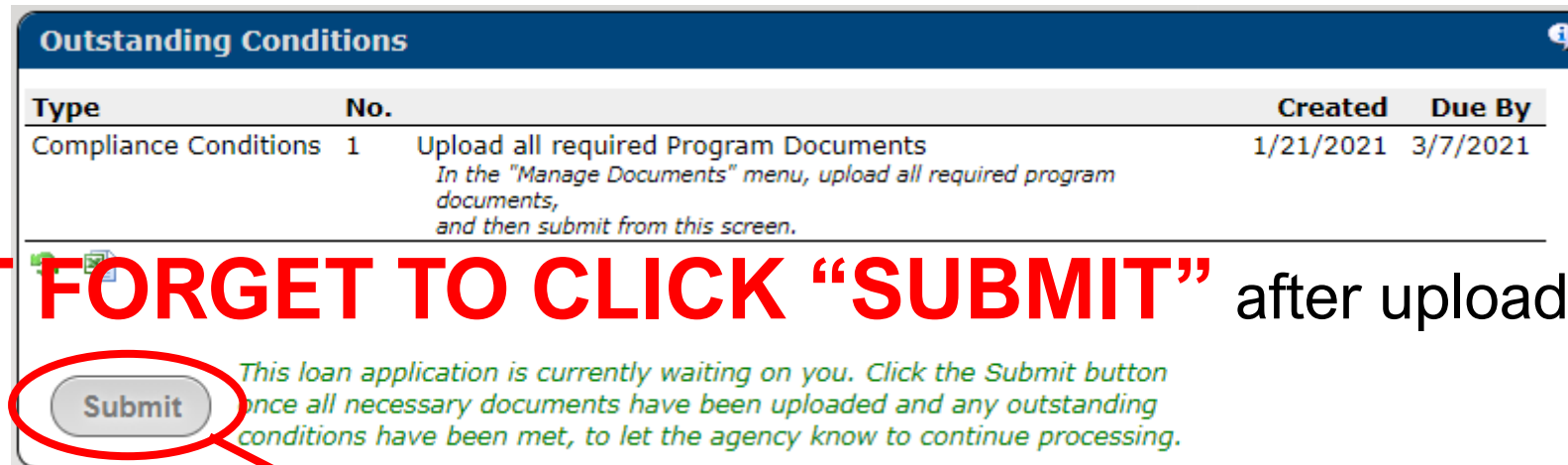
DO NOT FORGET:

- Make sure to check your Outstanding Conditions box.
- Our Compliance Team will no longer send out emails with outstanding conditions***

MANAGE DOCUMENTS:

Uploading Documents

Once *all the documents* have been uploaded, make sure to click SUBMIT, under the “Loan Details” screen, in order to complete the process and your file will be assigned to one of ADFA Underwriters.



The screenshot shows a table titled "Outstanding Conditions" with the following data:

Type	No.	Created	Due By
Compliance Conditions	1	1/21/2021	3/7/2021

Below the table, there is a text box with a "Submit" button circled in red. The text in the box reads: "This loan application is currently waiting on you. Click the Submit button once all necessary documents have been uploaded and any outstanding conditions have been met, to let the agency know to continue processing."

DO NOT FORGET TO CLICK “SUBMIT” after uploading documents

This will complete the uploading process, and it will place your loan file on the queue. Once submitted the message will disappear, and the “Submit” button.

ADFA FEES:

- **ServiSolutions Fees**

- \$200 Loan Funding Fee, *follow ServiSolutions Guidelines*
- \$71.50 Tax Servicing Fee, *follow ServiSolutions Guidelines*

- **MOVE-UP Fees**

- Lenders can charge up to 1% Origination Fee

- **ADDI Fees**

- ADFA allows a \$50 Lender Application Fee to borrower, not required.
- Borrowers can receive cash back at closing to cover POC items only.

- **DPA Fees**

- ADFA allows a \$50 Lender Application Fee to borrower, not required.
- Borrowers can receive cash back at closing to cover POC items, and up to \$100 cash back.

- **MCC Fees**

- Half One Percent Issuance Fee (.5%)– **on Stand Alone MCCs only**
 - Waived Fee when:
 - Use Move-up as First Mortgage
 - Veterans & Spouse of a Veteran (DD214 Form)
 - Lender Fee per Certificate \$150
 - MCC Reissue Certificate Fee \$150

CONDITIONS: Most Avoidable Mistakes

• **Move-Up: First Mortgage**

- ADFA MOVE-UP CHECKLIST
- Not signing and dating the final 1003
- **EITHER:**
 - Filling out “SECTION 4. LOAN AND PROPERTY INFORMATION” , OR
 - Not checking “YES” on 1003, under “SECTION 5. Declarations”, “Question C”
 - *Is any part of the down payment borrowed?* (Enter Amount for ADDI or DPA)
- Not submitting Final Lender Loan Approval

• **ADDI: Forgivable/Soft Second Mortgage**

- ADFA ADDI CHECKLIST
 - How many will be in the household
 - Realtor's phone numbers
 - **Processor Contact Information**

• **DPA: Repayable Second Mortgage**

- ADFA DPA CHECKLIST
- Not signing and dating the final 1003

CONDITIONS: Most Avoidable Mistakes

- **MCC: Mortgage Credit Certificate**

- ADFA MCC CHECKLIST
- Missing Exhibits A, B, C, etc. **Incomplete Files are not reviewed!**
- Exhibit E: make sure date on 2nd paragraph is the same date as on Exhibit B
- Not signing Exhibit G—Lender Signature Required
- Exhibit P: not including closing date, County Income Limit Sheet, and entering **wrong loan amounts** or Recapture Tax amounts.

- **Income Verification**

- ADFA Only needs VOE and current Pay-Stubs (within 30 days) no past employers.
- Borrowers not signing Federal Tax Returns (ADFA does not need Arkansas State Taxes)

When something changes on the Loan, it needs to be corrected on MITAS before printing out documents

 **ADFA** CONTACT INFORMATION**OUTREACH TEAM**

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