



## Instructions for Submitting the Certification and Draw Request Form

1. For **each** Disbursement:

- The Certification & Draw Request Form must include the Project Number which can be found on your agreement.
- Make sure the Certification & Draw Request Form is completely filled out. This includes checking the status of rehabilitation, if applicable.
- The Certification & Draw Request Form must be signed by borrowers and co-borrowers, and by a representative from your institution who is authorized to borrow funds from the Bank or your institution's designated AHP Representative as noted on the Authorized Personnel Form on file with the Bank.

2. For your **first** Disbursement you will need to provide the following information:

- Signed Certification & Draw Request Form.
- Signed HUD-1 or closing documents for the home sale that includes purchase price, loan amount, and any other costs associated with the transaction. The grant must be noted correctly under the section "Amount Paid For Or In Behalf Of The Borrower;"
- Copy of the retention agreement (deed restriction) to be filed for the transaction;
- A Calculation of Income Worksheet for each household member;
- Third-party verification of income for all household members;
- If assistance included rehabilitation:
  - If rehabilitation is complete, copies of paid receipts/lien waivers totaling the amount of rehabilitation.
  - If rehabilitation is not complete, the Certification and Draw request must be received by October 30, 2009 along with the HUD-1 demonstrating that funds are in escrow for rehab. Ensure that all paid receipts/lien waivers or other documentation of payout of escrow is received at the Bank no later than October 29, 2010. Any balance remaining in escrow September 30, 2010 must be applied to the principal of the first mortgage or as a credit towards the household's monthly payment on the mortgage.

3. **For all subsequent Disbursements you only need to provide the following information, unless additional information is requested by the Bank :**

- Signed Certification & Draw Request Form.
- **Only if assistance included rehabilitation,** a signed HUD-1 or closing documents for the home sale that includes purchase price, loan amount, and any other costs associated with the transaction. The grant must be noted correctly under the section “Amount Paid For Or In Behalf Of The Borrower.”  
Rehabilitation funds should be shown as paid at closing, or escrowed.
  - If rehabilitation is complete, copies of paid receipts/lien waivers totaling the amount of rehabilitation.
  - If rehabilitation is not complete, the Certification and Draw request must be received by October 30, 2009 along with the HUD-1 demonstrating that funds are in escrow for rehab. Ensure that all paid receipts/lien waivers or other documentation of payout of escrow is received at the Bank no later than October 29, 2010. Any balance remaining in escrow September 30, 2010 must be applied to the principal of the first mortgage or as a credit towards the household’s monthly payment on the mortgage.

4. The completed Certification & Draw Request Form and attachments can be faxed to the Community Investment Department at (515) 699-1270. Please allow three business days to process draw requests following the receipt of all required paperwork.

5. **The Bank, in its sole discretion, may request and review additional information on any Disbursement. It is important that you have all information as might be required for a first Disbursement in all of your files.**