



# Rural Homeownership Fund (RHF) Certification & Draw Request

This form is not complete unless it is signed by the borrower and the member's authorized representative and required documentation is attached. **Please fax the completed form to the Bank at 515-699-1270.** Members will be reimbursed for Rural Homeownership Funds disbursed at closing when all required documentation is received by the Bank. Please allow 3 business days for processing following receipt of all required information. Call 1-800-544-3452, ext. 1173 with any questions.

If this is the **first disbursement** for this project number, please attach the following documentation:

- (1) Signed HUD-1 settlement statement or equivalent document for the sale of a single family home that documents the address of the property, date of disbursement of funds (closing date), purchase price, closing costs including costs paid outside of closing, rehabilitation costs paid or escrowed (if applicable), dollar amount of first and second mortgage loans, AHP subsidy, borrower deposits and earnest money, and seller or other credits to the borrower;
- (2) Calculation of Income Worksheet;
- (3) For each income earning household member, third-party documentation verifying income;
- (4) Copy of the retention document filed for the transaction;
- (5) Signed Final Truth-In-Lending Disclosure statement (TIL).

**If applicable,** always attach documentation of rehabilitation if complete (see **Grant Information** below);

**For all other disbursements,** provide only the Certification & Draw Request, HUD-1 settlement statement or equivalent document, and TIL unless additional documentation is requested by the Bank.

To complete this form on-line use the **TAB** key to move to data entry points, then type data or click on check box. Use **DELETE** or again click on checkbox to delete data. Use **SHIFT** and **TAB** keys together to move backwards. Do not use **ENTER** key.

## Project Information

Project Number: <b>Enter the project number assigned at the time of the award.</b>
---

## Member Information

Member Name:	Member #:
Contact Person:	Contact Person Phone Number:
Contact Person Email Address:	Contact Person Fax Number:
<input type="checkbox"/> Check if there have been changes to the member contact information since the original reservation (contact person, address, phone, and fax). Please indicate change:	



## Rural Homeownership Fund (RHF) Certification & Draw Request

### Grant Information

<p>Type of Assistance: (please check all that apply)</p> <p> <input type="checkbox"/> Downpayment              <input type="checkbox"/> Closing Costs              <input type="checkbox"/> Financial Literacy Counseling         </p> <p> <input type="checkbox"/> Rehabilitation as part of a purchase (please indicate if):  <input type="checkbox"/> rehabilitation is complete and all required documentation is attached  <input type="checkbox"/> rehabilitation is not complete at this time         </p>
<p>Type of Retention Agreement:</p> <p> <input type="checkbox"/> Federal Home Loan Bank sample Retention Document  <input type="checkbox"/> Other Retention Documents (<b>must be pre-approved by the FHLBDM</b>)         </p> <p>A sample Retention Document is available at: <a href="http://www.fhlbdm.com/ci_ahp_home.htm">http://www.fhlbdm.com/ci_ahp_home.htm</a></p>

### Borrower Information

Borrower Name:	Co-Borrower Name (if applicable):	
Property Address (Street, City, State, Zip Code):	Census Tract:	County:
<p>A census tract can be found on the website <a href="http://www.ffiec.gov">www.ffiec.gov</a> by going to Geocoding/Mapping System section. Input the specific address and a search for the census tract is completed.</p>		

### Borrower Income Information

Borrower Annual <u>Household</u> Income as verified for the RHF Program:  \$	Household Size:	Income Limit Used for Qualification: MRB <input type="checkbox"/> 80% limit, \$ or HUD <input type="checkbox"/> 80% limit, \$ or NAHASDA <input type="checkbox"/> 80% limit, \$
<p>Income Target: (check the targeting of the borrower's annual household income; must be at or below 80%)</p> <p> <input type="checkbox"/> 50% or less                                <input type="checkbox"/> 51-60%                                                <input type="checkbox"/> 61-80%         </p> <p>Please be sure to use the current Income Limits. These are available on the Community Investment Website page at: <a href="http://www.fhlbdm.com/ci_ahp_rhf.htm">http://www.fhlbdm.com/ci_ahp_rhf.htm</a></p>		



## Rural Homeownership Fund (RHF) Certification & Draw Request

### Borrower Income Information, cont.

A Calculation of Income Worksheet must be completed for each household member for your files and included with the first disbursement. The worksheet can be found on the Community Investment Website at: [http://www.fhlbdm.com/ci\\_ahp\\_rhf.htm](http://www.fhlbdm.com/ci_ahp_rhf.htm)

Please list below each household member included in the household size by name and his/her annual income; if a household member has no income, please indicate as "No Income."

Name	Annual Income
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Borrower Annual Household Income Total should equal the Borrower Annual Household Income as stated above.</b>	<b>\$</b>

### Loan Information

Loan Application Date:	Sales Price:  \$  <b>Sales price can not exceed the maximum purchase price limit for the locality established by the applicable State Housing Finance Agency*.</b>	RHF Grant Amount:  \$  <b>RHF grant can not exceed \$5,000.</b>	Type of Loan:  <input type="checkbox"/> Conventional <input type="checkbox"/> FHA <input type="checkbox"/> VHA <input type="checkbox"/> USDA <input type="checkbox"/> HUD 184
Loan Closed Date:			
Closing Costs:  \$	Dollar Amount of 1 <sup>st</sup> Mortgage Loan  \$	Loan APR:  %  <b>Annual Percentage Rate from Truth in Lending Statement</b>	Term of Loan (months):
Dollar Amount of 2 <sup>nd</sup> Mortgage (if applicable): \$  <b>Please enter the dollar amount of any second mortgage financing that assisted with down payment, costs, or rehabilitation. The retention document filed for the RHF grant amount is not a second mortgage for this purpose.</b>		Loan APR: %  <b>Annual Percentage Rate from Truth in Lending Statement</b>	



## Rural Homeownership Fund (RHF) Certification & Draw Request

Is this a HOEPA covered loan? Yes  No

A loan is covered by HOEPA if it meets the following tests:

- (1) for a first mortgage loan, one where the annual percentage rate (APR) of the first mortgage loan exceeds by more than eight percentage points the rates on Treasury securities of comparable maturity;
- (2) for a second mortgage loan, one where the annual percentage rate (APR) of the second mortgage loan exceeds by more than 10 percentage points the rates in Treasury securities of comparable maturity; or
- (3) the total fees and points payable by the consumer at or before closing exceed the larger of \$561 or eight percent of the total loan amount. (The \$561 figure is for 2008. This amount is adjusted annually by the Federal Reserve Board, based on changes in the Consumer Price Index.) Credit insurance premiums for insurance written in connection with the credit transaction are counted as fees.

The Home Ownership and Equity Protection Act of 1994 (HOEPA) primarily affects refinancing and home equity installment loans. The rules do not cover loans to buy or build a home, reverse mortgages or home equity lines of credit (similar to revolving credit accounts). **Be advised that the Bank may not provide assistance to a project in which a loan exceeds the annual percentage rate or points and fees threshold in HOEPA and its implementing regulations.**

**\*Maximum purchase price limits established by State Housing Finance Agencies in Iowa, Minnesota, Missouri, North Dakota, and South Dakota are available on the Community Investment website at: [http://www.fhlbdm.com/ci\\_ahp\\_rhf.htm](http://www.fhlbdm.com/ci_ahp_rhf.htm). The member is responsible for obtaining maximum purchase price limits for any other state and for requesting approval of the limits from the Bank prior to disbursing any grant funds.**

Loan to be sold?  Yes  No

If yes, sold to:

- Fannie Mae  Freddie Mac  MPF  
 State Housing Finance Agency  Other

Check, if applicable:

- Originated for portfolio  
 Native American Reservation  
 Refinance of contract  
 Property located in unincorporated Area



## Rural Homeownership Fund (RHF) Certification & Draw Request

### Member Concession

<input type="checkbox"/> Our institution originated the loan and provided one or more of the following concessions:	
<input type="checkbox"/> Lower or foregone origination fee (minimum \$50 reduction)	<input type="checkbox"/> Lower down payment requirements (can be used only if you do not normally originate loans at this LTV)
<input type="checkbox"/> Reduced interest rate Market rate for this loan        % Rate of this loan                %	<input type="checkbox"/> State Housing Finance Agency loan
<input type="checkbox"/> USDA guaranteed or direct loan	<input type="checkbox"/> Other discounted fees Explain:
<input type="checkbox"/> HUD 184 loan	<input type="checkbox"/> Other Concession <b>(must be pre-approved by the FHLBDM)</b> Explain:
<input type="checkbox"/> Reduced closing costs (minimum \$50 reduction) Explain:	
<input type="checkbox"/> The loan was not originated in our institution's name or a by subsidiary of our institution.	
<b>You originated the loan if you or a subsidiary of your institution is the Lender on the HUD-1 or other closing document.</b>	

### Borrower Certification

1) I/We certify that the annual household income as stated on this Certification & Draw Request and on the Income Calculation Worksheets is true and accurate for all household members.	
2) If applicable, I/We certify that I/we have completed a financial literacy program.	
Borrower's Signature	Co-Borrower's Signature



# Rural Homeownership Fund (RHF) Certification & Draw Request

## Member Certification

Member certifies/warrants that:

- 1) the household is a low-or moderate-income household; meaning a household which, at the time it is qualified for participation in the Program, had an income of 80 percent or less of the median income for the area;
- 2) the member has determined, pursuant to the member’s mortgage loan underwriting guidelines, that the household qualifies for the mortgage loan based on the household’s current income and if the member has used future anticipated income in the underwriting of this mortgage loan, that the member also used future anticipated income in determining the household’s eligibility for RHF;
- 3) if applicable, the first-time homebuyer has completed a financial literacy program provided by, or based on one provided by, an organization recognized as experienced in financial literacy education, respectively;
- 4) funds received from the Home Loan Bank for financial literacy program costs will be only be used if:
  - a. such costs are incurred in connection with the counseling of homebuyers who actually purchase an AHP-assisted unit;
  - b. the cost of counseling has not been covered by another funding source, including the member;
- 5) if the member is providing mortgage financing to the household, the member will provide financial or other incentives in connection with such mortgage financing, the member certifies that it will comply with all applicable Anti-Predatory Lending Laws as defined in the AHP Implementation Plan, and the rate of interest, points, fees, and any other charges by the member will not exceed a reasonable market rate of interest, points, fees, and other charges for a loan of similar maturity, terms, and risk;
- 6) if the member is not providing mortgage financing to the household, the member certifies that the rate of interest, points, fees, and any other charges will not exceed a reasonable market rate of interest, points, fees, and other charges for a loan of similar maturity, terms, and risk;
- 7) the property is in a rural location as defined by the AHP Implementation Plan and the RHF Guidelines;
- 8) borrower is a  first-time homebuyer  non first-time homebuyer;
- 9) homebuyer received no more than \$5,000.00;
- 10) the housing unit purchased or rehabilitated using Rural Homeownership Funds is subject to a legally enforceable retention document recorded in the member’s name;
- 11) the household will use Rural Homeownership Funds to pay for down payment, closing cost, counseling or rehabilitation assistance in connection with the eligible household’s purchase of an owner-occupied unit, including a condominium or cooperative housing unit or manufactured housing to be used as the household’s primary residence.
- 12) Excluding reimbursement for eligible items paid outside of closing, member did not provide cash back to a household at closing on the mortgage loan in an amount exceeding \$250. Down payment and earnest money do not qualify as eligible items paid outside of closing. The Bank, in its sole discretion, will determine eligible items paid outside of closing. Member used any RHF subsidy exceeding \$250 that is beyond what is needed at closing for closing costs and the approved mortgage amount as a credit to reduce the principal of the mortgage loan or as a credit towards the household’s monthly payment on the mortgage loan.
- 13) Rural Homeownership Funds are not being used in conjunction with other competitive AHP funds.

Authorized signature is a member representative authorized to borrow funds from the Home Loan Bank or your institution’s designated AHP representative as noted on the Authorized Personnel Form on file with the Home Loan Bank:

Authorized Signature:	Title:
Printed or Typed Name of Authorized Representative:	Date: