

Below is a more detailed step by step process for YouWayHomeAZ transactions:

The Consumer goes to the website to complete the following:

1. Determine if they are income eligible (based on household size, household income and the County they plan to live in)
2. Provided they are income eligible they need to locate a lender from the list of participating lenders
3. They need to meet with the lender who will walk them through the rest of the process (this is the lender's responsibility)

The Lender meets with a consumer:

1. They determine if the consumer is eligible for the program (check income, assets, ratios, credit worthiness)
2. Provided they are eligible issue Eligibility Letter, LSR and Approved/Eligible AUS Findings with the proper loan structure (75/22/3) this is the 1st, 2nd and the consumer's down payment
3. Help the consumer select a housing counselor and register the consumer on the website
4. Make contact with the housing counseling agency and provide them all file documents (they should support the Eligibility Letter, LSR and Findings) this is the paper/PDF file
5. Send the consumer to meet with the counselor

The Counselor:

1. Complete the intake (program application, file documentation and evaluation)
2. Schedule the consumer for homebuyer education (HBE)
3. Provided all checks out, wait for a contract

The Realtor:

1. Help the consumer locate an acceptable property
2. Write and secure a contract for an acceptable property
3. Have Seller sign the Certificate of Seller or provide a Fannie Mae Real Estate Purchase Addendum

The Lender:

1. Update the file with the contract information
2. Upload the 3.2 format file into the consumer's record on the website (this is a data file only)
3. Order ALTA Policy for the 2nd mortgage list 'Arizona Department of Housing' as the Proposed Insured
4. Provide updated file information to the housing counselor (contract, title, appraisal, homeowners insurance and so forth as it becomes available)
5. Complete the 1st mortgage file underwriting and ensure the requirements of the 2nd continue to be met

The Counselor:

1. Contact the Lender to insure the Borrower is registered and the 3.2 format file is on the website
2. Send a Commitment Request to reserve funds to ADOH
Commitment Request Packet to Include:
 - ✓ Commitment Request
 - ✓ Environmental Review Record Forms (ERR1, ERR2)
 - ✓ Preliminary and Closing Information Sheet

The ADOH:

1. Check the website for the 3.2 format file attached to the consumer's online registration
2. Review the request to reserve funds in comparison to the data file
3. Issue a 60 day commitment

The Counselor:

1. Review the ADOH commitment
2. Complete the Housing Quality Standards inspection (HQS)
3. Complete the appraisal review process and other required paperwork
4. Wait for the lender to provide a clear to close on the 1st and request closing
5. Request closing doc's for ADOH

The ADOH:

1. Complete loan doc request
2. Post loan docs on website for counselor
3. Notify counselor the loan docs are posted

The Counselor:

1. Reviews the loan docs
2. Forwards loan docs and funds for closing to title
3. Review signed loan docs from Title for accuracy
4. Send legal docs with the RFP to ADOH

The Lender:

1. Complete 1st mortgage loan docs
2. Forwards loan docs and funds for closing to title

Title:

1. Closes the transaction
2. Request funding authorization (from lender and counselor)
3. Funds the transaction
4. Completes the funding process
5. Send signed ADOH closing docs and the Final Hud-1 to the housing counseling agency

Please keep in mind while this is a detailed account, it is not exhaustive. Plus it does not account for any issues in the loan file or hang-ups in the process. There may be some steps in between steps that are not accounted for. Remember the overall process is designed to stay true to standard lending practices. Therefore, do not assume because it wasn't mentioned it's not needed (whatever that may be.)