



Repayment of Affordable Housing Program (AHP) or First Front Door (FFD) Grant Documentation Requirements

Sale of a Home/Removal of Retention with FHLBank Subsidy

If a home purchased with FHLBank grant funds is sold OR the homeowner wishes to remove the retention agreement on the property before the five year retention period expires, repayment will be due from any net gain on the transaction unless the home is being sold to a household at or below 80 percent of the Department of Housing and Urban Development (HUD) area median income.

SECTION A

Participant Name: _____

Reservation or Project ID: _____

SECTION B

If the new purchaser of the property has a total household income that is 80 percent or less of the HUD area median income the subsidy does not need to be repaid.

Can you verify the income of the new purchaser? Yes No (No/Move to Section C)

- If yes, indicate household income \$ _____ household size (adults and children) _____.
• If yes, what county does the new purchaser live in currently _____?
o Provide income documentation to support all members of the household.

SECTION C

To determine repayment, the FHLBank will conduct an analysis using the original closing disclosure and the draft closing disclosure of the new transaction. Repayments of all subsidy made to the member must be returned to the FHLBank.

Please provide the following so that the calculation can be completed:

- Provide copy of original HUD settlement sheet/Closing Disclosure and subsidy agreement (mortgage, rider, real estate retention agreement).
• Date of new loan closing: _____
• Provide copy of draft Closing Disclosure Statements of the proposed sale.
• Please indicate if the homeowner made any substantial improvements to the home? Yes No

Substantive Improvements, which add to the property's basis, include any reconstruction, rehabilitation, addition, or other improvement that increases the value of the property or prolongs the home's useful life. Examples of substantive improvements include putting a recreation room in an unfinished basement, adding another bathroom or bedroom, installing central air conditioning, putting in new plumbing or wiring, installing a new roof, or paving a driveway. General maintenance and repairs are not considered substantive improvements. Though they maintain the home and keep it in good condition, they do not add to its value or prolong its life. Repainting the house inside or outside, fixing gutters or floors, repairing leaks or plastering, and replacing broken window panes are examples of repairs.

- o If yes, indicate dollar amount of improvement \$ _____. Please provide documentation to support improvements such as invoices/receipts to verify amount.

I hereby certify that I am an authorized officer, employee, or agent of the FHLB member on whose behalf this pay-off request is being submitted, that all the information included herein is true, complete and accurate, and that appropriate steps were taken to ensure its accuracy. I further certify that I have informed the participating household of the program's repayment options and that refinancing does not warrant repayment if the retention agreement remains in place.

Signature of Financial Institution

Date

Complete applicable and return this form with required documentation to lori.graham@fhlb-pgh.com

Once the pay-off amount is determined by the FHLBank, checks should be remitted to the order of **FHLBank Pittsburgh** and sent to the below address:

FHLBank Pittsburgh
Attn: Amanda Frikker
Community Investment Department
601 Grant Street
Pittsburgh, PA 15219
