2008 Homeownership Pool (HOP) Program
Step-by-Step Guide

Step 1 - Membership Application

Apply to become a Member by completing the HOP Membership Application - HOPMBR101 (5/1/08), located at: http://www.floridahousing.org/Home/Developers/HomeownershipPrograms/HOP/AdditionalInformation.htm

Step 2 - Member Registration Process

Register on Florida Housing’s Extranet in order to submit homebuyer reservations through our online reservation system at: https://www.floridahousing.org/extranet/apps/navigator/HOP/HOPMemberRegistration.aspx

Step 3 - Homebuyer Reservation Process

Once construction of a home for an Eligible Homebuyer has begun, submit a HOP Homebuyer Reservation - HOPRES201 (5/1/08) at: https://www.floridahousing.org/extranet

*Please note, Reservations can be made only when funding is available

Within 14 days of making the HOP Reservation, Florida Housing must receive a copy of the building permit and approve the completed Environmental Checklist - HOPENV301 (5/1/08) or the reservation will be cancelled.

Step 4 - HOP Loan / Draw Process

- At least 4 weeks prior to the HOP Loan Closing, Members must submit the borrower analysis package ("HOP Homebuyer Forms"), which includes:

  - Borrower Analysis Worksheet
  - Certification of Homebuyer Education
  - Home Cost Analysis
  - Compliance Analysis Worksheet

Additional HOP Forms include:
- Homebuyer Application for Housing Assistance
- Privacy Statement and Notification / Acknowledgement of Receipt Form
- Contractor Certification
- Notice to Seller

Documentation to be provided by an outside source:
- Asset & Income from Assets Verification
- Third-party Documentation of Household Income
- Employment Certification
- Copy of Purchase Contract and any addendums
- Copy of “As-built Appraisal” (pre-construction)
- Copy of First Mortgage Lender’s Approval Letter
- Uniform Loan Application Form (Form 1003)
- Good Faith Estimate
• At least 5 days prior to the HOP Loan Closing, Members must provide the loan closing package which includes:

  - Requisition of Funds / Loan Detail Report Form
  - Mortgagor’s Affidavit / Lender’s Affidavit
  - Amenities / Required Features Verification Form

  Documentation to be provided by an outside source:

  - Certification of as-built appraisal
  - Proof of Property Insurance
  - Title Insurance commitment

  - HUD 1 / Settlement Statement  *(may be provided 3 days prior to closing)*
  - Copy of Certificate of Occupancy (“CO”)  *(may be provided at closing)*

• Upon satisfactory review of the homebuyer file, the Servicer will submit approval of the draw request. Funds will be sent via “ACH” and the Closing Agent will receive them within 5 days (Florida Housing processes ACH’s on Mondays and Thursdays each week).

**Self Help Members:** Members using Self Help under USDA-RD Section 502 financing can make reservations four (4) weeks prior to the homebuyer closing. After making the reservation, the borrower analysis package, must be sent to Loan Servicing for review and approval. In addition, the HOP SELF-HELP / CHDO CHECKLIST - HOPSELFHELPCHDO302 (5/01/08) or other acceptable documentation must be sent to the Corporation within fourteen (14) days of the reservation date. Upon approval, the closing can occur and funds will be held in escrow by the Corporation.

**CHDO Members:** Members that have been certified as a CHDO are able to make reservations in the name of the homebuyer prior to starting construction on a new home. After making the reservation, the HOP SELF-HELP / CHDO CHECKLIST - HOPSELFHELPCHDO302 (5/01/08) must be sent to the Corporation within fourteen (14) days of the reservation date accompanied by a copy of the construction contract which covers the building of the Unit.

**NOTE: Individual Homebuyer Forms are located on our Website at:**
http://www.floridahousing.org/Home/Developers/HomeownershipPrograms/HOP/AdditionalInformation.htm

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