

ALABAMA – DOCUMENT DELIVERY PROCESSES

<p>1.) Reservation and Compliance (Step 1)</p> <ul style="list-style-type: none">• Reserve loan via AHFA Lender Online• Upload Step 1 to Lender Online - Reservation Package (# 1) https://lenders.ahfa.com/Bin/Display.exe/ShowSection	<p>2.) Compliance (Step 2)</p> <ul style="list-style-type: none">• Upload Step 2 to Lender Online - Request for Conditional Commitment (#2) https://lenders.ahfa.com/Bin/Display.exe/ShowSection
<p>3.) Closed Loan File</p> <ul style="list-style-type: none">• Upload closed loan file in 3 separate uploads to Lender Online - Request for Funding Package 3 https://lenders.ahfa.com/Bin/Display.exe/ShowSection (see Request for Funding Checklist for stacking order of each section) http://servsol.com/lenders/ahfa-documents<ul style="list-style-type: none">○ A. Closing Package○ B. Credit Application Package○ C. Disclosures Package	
<p>4.) Conditions</p> <ul style="list-style-type: none">• Upload conditions to Lender Online - Request for Funding Package 3 https://lenders.ahfa.com/Bin/Display.exe/ShowSection<ul style="list-style-type: none">○ UPLOADED FUNDING SUSPENSE ITEMS• Locate the email sent by ServiSolutions reviewer (with conditions attached), reply all to that email advising conditions are uploaded to eDocs	<p>5.) Final Documents</p> <ul style="list-style-type: none">• Mail original final documents to: Alabama Housing Finance Authority Attn: Final Document 7460 Halcyon Pointe Dr., Suite 200 Montgomery, AL 36117