

NORTH CAROLINA – DOCUMENT DELIVERY PROCESSES

1.) Reservation and Compliance

- Reserve loan via North Carolina Housing Finance Agency Online Lender Services
- Upload compliance package to North Carolina Housing Finance Agency Online Lender Services

2.) Closed Loan File

- Upload closed loan file in 1 upload to North Carolina Housing Finance Agency Online Lender Services
<https://lenders.ahfa.com/Bin/Display.exe/ShowSection>
(see ServiSolutions NCHFA Request for Funding Checklist for stacking order) <http://servsol.com/lenders/nchfa-documents>
 - A. Closing Package
 - B. Credit Application Package
 - C. Disclosures Package

3.) Conditions

- Upload conditions to AHFA Lender Online - Request for Funding Package 3
<https://lenders.ahfa.com/Bin/Display.exe/ShowSection>
 - 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

4.) Final Documents

- Mail original final documents to:
Alabama Housing Finance Authority
Attn: Final Document
7460 Halcyon Pointe Dr., Suite 200
Montgomery, AL 36117