



Affordable Housing Program (AHP) or First Front Door (FFD) Repayment Form

This form must be completed in the case of a sale, transfer, assignment of title or deed, or refinance of an AHP- or FFD-assisted unit by a household during the AHP or FFD five-year retention period to determine what repayment, if any, is owed as a result of such case.

Generally speaking, repayment will not be due if (1) 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 B); or (2) if the total amount owed under the terms of the retention agreement is \$2,500 or less.

This form must be completed by the Federal Home Loan Bank of Pittsburgh (FHLBank) member institution that received the original grant.

Please complete applicable sections of this form and submit it and applicable documents to:

Affordable Housing Program requests: zinat.naderi@fhlb-pgh.com

First Front Door requests: firstfrontdoor@fhlb-pgh.com

SECTION A

Please mark the event that is triggering the repayment request and complete the applicable information for the program you are requesting repayment:

- Sale, transfer or assignment of title or deed Refinance Foreclosure or death of homeowner

Affordable Housing Program	
Homebuyer Full Name:	
AHP Project Name and Number:	
Original Lender:	

OR

First Front Door	
Homebuyer Full Name:	
FFD Reservation or Disbursement Number:	
Original Lender:	

If sale or refinance, date of new loan closing: _____

If sale or refinance, please provide copy of DRAFT Closing Disclosure/or other settlement statements, which needs to include the first mortgage payoff amount.

FHLBank will conduct an analysis using the original Closing Disclosure and the information/documentation provided below. If, after completing this calculation, FHLBank determines the repayment amount is \$2,500 or less, repayment will not be required.

SECTION B

Can you verify the current income of the new buyer? Yes No (If No, Move to Section C)

If yes, please indicate the following:

Household income: \$ _____ Household size (adults and children): _____

County and state the new buyer currently resides in: _____

Provide income documentation to support all members of the household who earn an income.

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. FHLBank will review the information provided in Section B and inform you if no repayment is due as a result of the purchaser's income.

SECTION C

Please indicate if the homeowner made any Capital Improvements* to the home. Yes No

If yes, please indicate the following:

Dollar amount of the Capital Improvements \$ _____.

Please provide documentation to support improvements such as invoices/receipts to verify amount.

*Capital 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 Capital 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 Capital 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.

This form must be completed by the Federal Home Loan Bank (FHLBank) member institution that received the original grant.

I hereby certify that I am an authorized officer, employee or agent of the FHLBank 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.

Name of Requestor

Member Institution of Requestor

Signature of Requestor

Date

Please call the Community Investment Department at 800-288-3400 Option 4 with questions.

Please submit executed form and applicable documents to:

Affordable Housing Program requests: zinat.naderi@fhlb-pgh.com

First Front Door requests: firstfrontdoor@fhlb-pgh.com