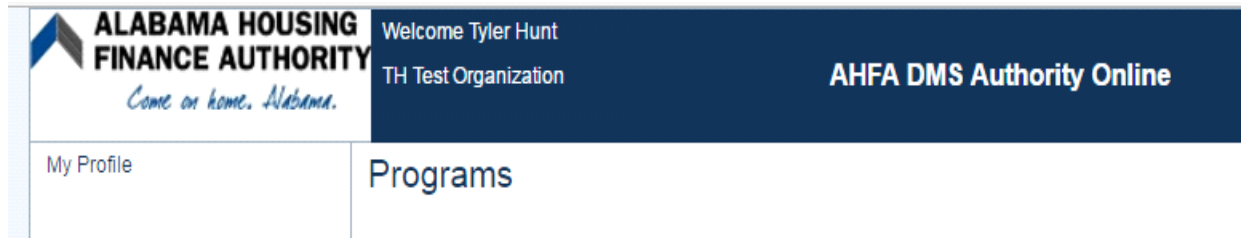


Steps to Request Access and Print Loan Statements & Indebtedness Forms for HOME and/or TCAP Loans

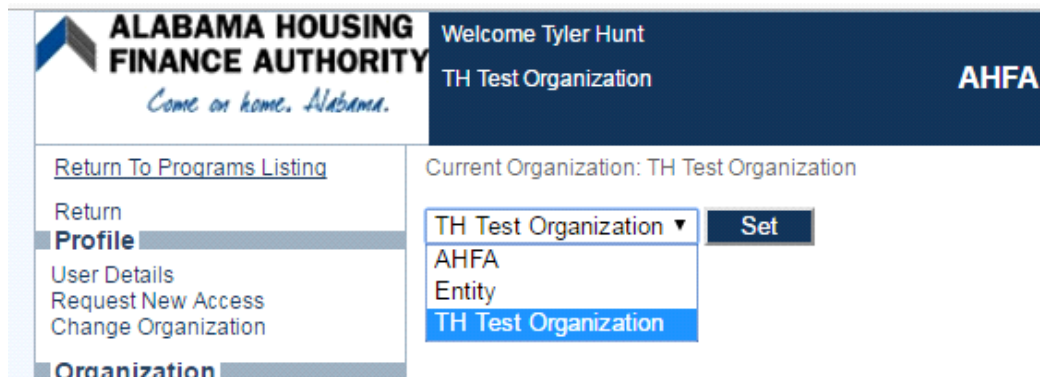
Step 1:

Once logged into DMS Online, select my profile to change your organization and/or request access.



Step 2:

Select My Profile and (if affiliated with multiple organizations) make sure the current organization is correct. If so, then select Request New Access under Profile.



Step 3:

Select the organization from the drop down that you wish to view the loan statement for.

[Request New Access](#)

Please select the organization you are requesting access to. You should *only* request access to the program involved with, you may find that your request is denied.

Organization: TH Test Organization ▼

Organization: AHFA

Organization: Entity

Organization: TH Test Organization

Organization: Unlisted...

Step 4:

If the correct organization is not listed within the dropdown, select Unlisted and enter the organization code in the Organization Details below. Then select Load and Next.

Request New Access

Please select the organization you are requesting access to and then check the box next to the type(s) of access you are requesting. You should *only* request access to the program(s) that you are *directly* involved in. If you request access for a program that you are not involved with, you may find that your request will be denied for all programs.

Organization: Unlisted...

Organization Code: 1A23B4567C0 Load

My Organization is not registered ☐

Cancel Next

Step 6:

Once the correct Organization has been selected and the Organization Details appear, check the box next to Loans in the Access Types and select Next.

Organization: TH Test Organization

Organization Details

Organization Code: 34DEC430C0

Name: TH Test Organization

Address: 123 Main Street

City: Montgomery

State: AL

Zip Code: 36106

Telephone: (334) 111-1111

Fax:

Access Types

Programs that you currently have an active request for will not appear in the list.

- ☐ Annual Owner Certification and Progress Report
- ☐ Manage your organizations information and users
- ☐ Online Application Access for Developers Only
- ☐ Project Costs Access
- ☐ Financial Reporting
- ☒ Loans

Cancel Next

Step 7:

Review the Registration Summary, if correct then select Submit to request access.

Registration Summary

Please Review the following information before submitting your registration request

User Information

First Name:

Tyler

Last Name:

Hunt

E-mail:

thunt@ahfa.com

Username:

thunt

Organization Details

Organization Code:

34DEC430C0

Name:

TH Test Organization

Address:

123 Main Street

City:

Montgomery

State:

AL

Zip Code:

36106

Telephone:

(334) 111-1111

Fax:

Loans

Yes

Cancel

Submit

Step 8:

Once you have been granted access, Loans will appear in the list of programs as shown below

Programs	
Owner Certification	This will allow a property manager to complete their Owner Certifications for the RHTC, CDBG, HOME, and Development Fund programs.
Progress Report	This will allow the owner or developer to enter the progress report.
Online Applications	Applicant organizations can submit an online application for any open rounds for programs.
My Organization	Manage the information about your organization such as contact information, users, partnerships, and partners.
Project Costs	This will allow for entering of ongoing project costs for project
Financial Reporting	This provides access to users to report their Financial Reporting information. This data will be reported on a regular basis for active projects.
Loans	This will allow an organization to view their loan statements for their awards.
My Profile	Manage your profile including your password, contact information, your organization information, and other information about your organization.

Step 9:

Select Loans and the project(s) which you have requested access to view the loan statements will appear.

Loan Statements

	Project Name	Award Number	Award Status	Loan Date	Loan Amount	Principal Balance	Loan Status
Loan Details	Test Development	HM-77-00001	Cancelled	08/01/2009	\$1,000,000.00	\$1,000,000.00	Active

Step 10:

Select Loan Details next to a specific project and the loan statement will appear.

Loan Statements

	Project Name	Award Number	Award Status	Loan Date	Loan Amount	Principal Balance	Loan Status
Loan Details	Test Development	HM-77-00001	Cancelled	08/01/2009	\$1,000,000.00	\$1,000,000.00	Active

Loan Details			
Project Name:	Test Development	Award Number:	HM-77-00001
Program:	HOME	Award Status:	Cancelled
Loan Date:	8/1/2009	Grantee Organization:	AHFA
Loan Status:	Active	Maturity Date:	8/1/2029
Interest Rate/Yr:	0.500	Term (Years):	20
Loan Amount:	\$1,000,000.00	Principal Balance:	\$1,000,000.00
Accrued Interest:	\$105,261.00	Total:	\$1,105,261.00
Loan Collateral:			
Total Units:	6	City:	Indianapolis
Occupancy Type:		County:	Marion

Payoff Information	
Payoff Date:	8/1/2029
Daily Interest:	\$15.14
Principal Balance:	\$1,000,000.00
Accrued Interest:	\$105,261.00
Total:	\$1,105,261.00

Verification of Indebtedness	
Year:	
Print	

Step 11:

Enter the applicable year in the field for the Verification of Indebtedness and select print. The project specific Verification of Indebtedness form will be available to download.


Verification of Indebtedness

Year:

Print

Step 12:

The project specific Verification of Indebtedness form is shown below. (Specific Forms for each Loan Type)

 **ALABAMA HOUSING
FINANCE AUTHORITY**

Verification of HOME Mortgage Indebtedness

Borrower's Name: AHFA

Project Number: HM-77-00001

Date of original loan: 08/01/2009

Original amount of loan: \$1,000,000.00

Principle loan balance as of 12/31/ 2016 \$1,000,000.00

Payment Terms: Principle and accrued interest is due and "payable in full twenty (20) years from the date of closing".

Interest rate: ½ of one percent (.50%)

Maturity Date: 08/01/2029

Interest incurred from inception to 12/31/ 2016 \$37,820.70

Accrued interest due at 12/31/ 2016 \$0.00

Description of Collateral: City: Indianapolis County: Marion

Occupancy Type: Total Units: 6

*No known defaults

*No escrow accounts are being held by AHFA

*No reserve accounts are being held by AHFA

*Reserve requirements are stated in the executed HOME Commitment and Loan Documents

The above loan terms are as stated and agreed upon in the HOME Loan Documents and the HOME Commitment executed by the above "borrower" and AHFA. The above "loan balance" and "accrued interest" is what is reflected in AHFA's current records.