



STEP UP TRANSMITTAL CHECKLIST

Lender: _____ AHFA Commitment #: _____
Processor's Name _____
Email Address: _____
Phone # _____ Fax # _____
Mortgagor(s): _____

STEP 2 — Request for Step Up Conditional Commitment (Submit to AHFA)

- ☐ Step Up Transmittal Checklist
- ☐ Copy of the executed loan application
- ☐ Copy of the executed sales contract
- ☐ Copy of credit underwriter's Income Calculation Worksheet
- ☐ Copy of all income documents used by credit underwriter, as per findings, to make credit decision
- ☐ Copy of borrower(s) most recent year's IRS tax transcript
- ☐ Copy of DPAP Application (if applicable)
- ☐ Copy of underwriter's executed 92900-LT (FHA); 1008 (Conventional)
- ☐ Automated Underwriting Findings (DU/FHA Total Scorecard for FHA; DU only for conventional)
- ☐ Copy of credit report for all occupying borrowers
- ☐ Copy of Homebuyers' Education Certificate
- ☐ Copy of borrower(s) driver's license (Note: AHFA will be reviewing for signature consistency throughout the file.)
- ☐ Copy of case # assignment (FHA loans)
- ☐ Copy of PMI certificate (conventional loans)