



Come on home, Alabama.

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)