



Manufactured Home Assistance Program (MHAP)

TRANSMITTAL OF LOAN DOCUMENTATION

Borrower Name: _____

Co-borrower Name: _____

Homeowner Address: _____

City State ZIP: _____

Counseling Agency: _____

- Original signed Application
- Hardship Letter – Must include month and year hardship began
- MHAP Required Document – Prequalification Checklist & Supporting Documentation
- Authorization for Release of Information
- IRS Form 4506T
- Copy of DMV Title to Home (Original must provide original to DSHA at closing)
- If there is already a lien on the property, provide copy Request for Authorization to Place Subordinate Lien Letter signed by the first lien holder
- Copy of Current Hazard Insurance Policy

Upon verification that the application package is complete, the Counseling Agency must create a Reservation through the Mitas Online System. Then, upload the complete package to DSHA as soon as possible for review.

Reservations will be cancelled in 10 days of the Reservation date if the loan file is not received by DSHA.

A full review of the loan application will occur only when all required documents have been received in the DSHA Housing Finance.

DO NOT SUBMIT INCOMPLETE PACKAGES.