

MEMORANDUM

TO: 2009 HOME/Housing Credit Applicants

FROM: Barbara Wallace

DATE: January 9, 2009

SUBJECT: On-Line Application Testing

The on-line portion of the 2009 Multifamily Funding Application will be available for **testing** purposes only from Friday, January 9, through Friday, January 23. To access the on-line application, you must log into *rentals.ahfa.com*. You should initially sign on as a "New User", selecting a user name and password. It is of utmost importance that you remember or keep your user name and password in a safe place as it will be tied to all of your activities. AHFA will not be able to provide user names and passwords if you fail to remember them.

Project information that is input under a particular user name and password can only be accessed using the same name and password. Please review the information listed under the "Help" option prior to inputting any application information. We encourage you to select "Test Application Submission." This option provides a listing of missing or incomplete documentation that should be provided prior to selecting the option to "Print the Application".

The information input during this testing will be purged at the conclusion of the testing period. However, the user name and password will not be purged.

Alabama Housing Finance Authority (AHFA) will post the final version of the on-line application on its website at www.ahfa.com at the conclusion of the testing. Notices will be sent to those on the AHFA email distribution list when the final on-line application is available for actual input for the 2009 HOME/Housing Credit application cycle.

If you have any questions or incur any problems while testing the on-line application, please contact Earlene Hayden via email at Ehayden@ahfa.com. There is a direct link to her email under "Contact Us".