
**Servicing Bulletin 2023-01
January 3, 2023**

To: CHFA Participating Lenders
From: CHFA Finance Department
Subject: Loan Purchase Request – Required Documents

As a reminder, the following documents are required to be included with your loan purchase submission:

1. Copy of the fully executed 1st mortgage note endorsed to CHFA (**non-MBS loans only**)
2. Copy of the fully executed DAP note closed in the name of CHFA (if applicable)
3. Copy of the fully executed TTO note closed in the name of CHFA (if applicable)
4. Copy of DAP commitment letter signed by borrower/s (electronic signatures **are not** acceptable)
5. Copy of TTO commitment letter signed by borrower/s (electronic signatures **are not** acceptable)
6. Fully completed Loan Purchase Request form 066-0408 Rev. 7-18-22 signed by an authorized signatory as assigned by your institution (outdated forms/electronic signatures **are not** acceptable)

As of the date of this bulletin, all required documents **MUST** be included at time of submission. Incomplete submissions **will not be reviewed, processed, or archived**. Lenders will instead receive an “incomplete submission” response. Please review your documents before submitting to avoid purchasing delays.

Please see the Operating Manual/Lender Guide at www.chfa.org and refer to Section 7.0 Loan Purchase for additional information.

*All questions regarding this Bulletin should be directed to Claudia Rodrigues 860-571-4239;
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