

**CHFA - LOAN FILE SUBMISSION FORM**  
**SERVICER: IDAHO HOUSING AND FINANCE ASSOCIATION**

**GOVERNMENT MORTGAGES**  
*(Form for FHA, VA or USDA Only)*



CHFA LEAN LOAN

Date: \_\_\_\_\_

**All Files Submitted To CHFA Are Required To Be Scanned In Checklist Order**

**COMPLETE THE FOLLOWING TO SUBMIT LOANS IN CHFA LOS:**

- Update All Applicable Fields In LOS - Confirm Program Type & Interest Rate - Including DAP Worksheet (If applicable)
- Complete And Submit CHFA LOS Additional Data Screen
- Upload The Final Loan Application (1003) In CHFA LOS

**LENDER / SELLER CONTACT INFORMATION**

<b>File Contact Name &amp; Title</b>	<b>Telephone &amp; Ext.</b>	<b>Contacts Email Address</b>
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**BORROWER INFORMATION**

<b>CHFA Loan #</b>	<b>IHFA Loan #</b>	<b>Primary Borrower Name (Last, First)</b>
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*LOAN FILE SUBMISSION TO INCLUDE , but is not limited to the following documentation (as applicable). Documentation requirements may differ by program.*

**CREDIT PACKAGE DOCUMENTS - CHECK ONLY ITEMS APPLICABLE**

**Commitment / Loan Exceptions / Transmittal**

<input type="checkbox"/> 1 File Submission Checklist - CHFA Form 009-1107 - ID	<input type="checkbox"/> 5 USDA Form 3555-18 Conditional Commitment for S/Fam Ln Guarantee
<input type="checkbox"/> 2 Other Subordinate Financing - Initial Financing Approval Document	<input type="checkbox"/> 6 HUD 92900LT - Final Underwriting & Transmittal Summary (signed by UW & dated)
<input type="checkbox"/> 3 Loan Exception Documentation	<input type="checkbox"/> 7 VA Form 26-6393 Loan Analysis (signed by UW & dated)
<input type="checkbox"/> 4 Final Transmittal Summary (1008) FNMA (USDA Loans ONLY- UW signed & dated)	<input type="checkbox"/>

**First Mortgage Loan Approval & Application**

<input type="checkbox"/> 1 Final/Verified Loan Application (1003)	<input type="checkbox"/> 3 AUS Findings - Final version (DU, LPA, GUS)
<input type="checkbox"/> 2 Initial Loan Application (1003) (signed by Borrower & Ln Originator)	<input type="checkbox"/>

**Credit & Fraud Checks**

<input type="checkbox"/> 1 Credit Supplements (if applicable)	<input type="checkbox"/> 5 Credit Report Inquiry Explanation with Documentation - signed & dated
<input type="checkbox"/> 2 Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)	<input type="checkbox"/> 6 Divorce Decree / Property Separation Agreements (if applicable)
<input type="checkbox"/> 3 Bankruptcy Report / Discharge (if applicable)	<input type="checkbox"/> 7 Child Support Verification (if applicable)
<input type="checkbox"/> 4 Letter addressing Adverse Credit and/or Discrepancies - signed & dated	<input type="checkbox"/>

**Income / Employment - (Most recent Documentation on Top)**

**DOCUMENTATION MUST BE TENDERED SEPARATELY FOR EACH APPLICANT - IN THE ORDER LISTED BELOW**

<input type="checkbox"/> 1 Income Analysis Wrksheet - Lender or CHFA Form 064-0309 (Repayment)	<input type="checkbox"/> 7 Academic Student Transcript - for full-time student (or pay stub)
<input type="checkbox"/> 2 Income Analysis Wrksheet - Lender or CHFA Form 064-0309 (Income Limit)	<input type="checkbox"/> 8 IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area
<input type="checkbox"/> 3 Verification of Employment (past 2 yrs with start/end dates)	<b>~ OR ~ (Do Not Include Both - Delays File Review Process)</b>
<input type="checkbox"/> 4 Current paystubs (reflecting 30 days & YTD income)	<input type="checkbox"/> 8 Fed. Tax Return- <i>Personal</i> Signed 3 most recent - 1 yr if target area - all schedules
<input type="checkbox"/> 5 Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)	<input type="checkbox"/> 8 Fed. Tax Return- <i>Business</i> Signed 3 most recent - 2 yrs if target area - all schedules
<input type="checkbox"/> 6 W-2's, 1099's - Most recent 2 yrs	<input type="checkbox"/> 9 Income Letter(s) of Explanation (if applicable)

**Assets - (Most recent Documentation on Top)**

<input type="checkbox"/> 1 Cleared Earnest Money Check (copy) with source of funds (if applicable)	<input type="checkbox"/> 3 Asset Statements (Bank name & ownership) min 1 mth within 30 day period
<input type="checkbox"/> 2 Gift Documentation per FNMA guidelines	<input type="checkbox"/> 4 Any Additional Supporting Asset Documentation (if applicable)

**Property / Appraisal**

<input type="checkbox"/> 1 Appraisal Report (include <b>Color</b> Photos, Street View, Comparables)	<input type="checkbox"/> 10 Escrow Holdback Agreement (if applicable)
<input type="checkbox"/> 2 Final / Repair Inspection with <b>Color</b> Photos - FNMA 1004D (if applicable)	<b>203(K) Rehabilitation Loans</b>
<input type="checkbox"/> 3 Certificate of Occupancy (if applicable)	<input type="checkbox"/> 1 HUD 92700 - Maximum Mtg Worksheet
<input type="checkbox"/> 4 Evidence Condo is VA / FHA approved	<input type="checkbox"/> 2 HUD Consultant Report (if applicable)
<input type="checkbox"/> 5 Flood Life of Loan Determination Certificate	<input type="checkbox"/> 3 Work Estimates - Fully Executed - Copy
<input type="checkbox"/> 6 Flood Hazard Notice	<input type="checkbox"/> 4 Work Write-up and signed Contract - Copy
<input type="checkbox"/> 7 Verification of Property Census Tract - FFIEC Geocoding print-out or Other	<input type="checkbox"/> 5 Contractor Licenses - Copy
<input type="checkbox"/> 8 Purchase Agreement - short sale agreement, probate approval...(fully executed)	<input type="checkbox"/> 6 Contractor Liability Insurance - Copy
<input type="checkbox"/> 9 Purchase Agreement - All Addendums & Counter Offers (fully executed)	<input type="checkbox"/>

## IHFA Government Mtg - Continued

### CHFA REQUIRED DOCUMENTS (if applicable)

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Federal Recapture Tax Notice - Potential Tax - 051-0597</td></tr> <tr><td style="text-align: center;">2</td><td>Federal Recapture Tax Notice - Understanding Tax - 050-0597</td></tr> <tr><td style="text-align: center;">3</td><td>Federal Recapture Tax Notice - Method to Compute (LEAN Only)</td></tr> <tr><td style="text-align: center;">4</td><td>IRS Form 4506-C - Copy (completed &amp; signed for each Borrower)</td></tr> <tr><td style="text-align: center;">5</td><td>Borrower Eligibility Certificate - 014-1107</td></tr> <tr><td style="text-align: center;">6</td><td>Down Payment Assistance Program/s Worksheet - DAPappcc</td></tr> <tr><td style="text-align: center;">7</td><td>DAP - Borrower's Certificate - DAP 95-05</td></tr> <tr><td style="text-align: center;">8</td><td>DAP - Applicant Notice - DAPDiscl</td></tr> <tr><td style="text-align: center;">9</td><td>Time To Own - Borrower's Certificate - TTO 95-05 (if applicable)</td></tr> <tr><td style="text-align: center;">10</td><td>Time To Own - Applicant Notice - TTDisc (if applicable)</td></tr> <tr><td style="text-align: center;">11</td><td>Loan Estimate (LE) (1st Mtg &amp; Down Payment Program/s, if applicable)</td></tr> <tr><td style="text-align: center;">12</td><td>Homeownership Program - Statement of Eligibility - 060-1005</td></tr> </table>	1	Federal Recapture Tax Notice - Potential Tax - 051-0597	2	Federal Recapture Tax Notice - Understanding Tax - 050-0597	3	Federal Recapture Tax Notice - Method to Compute (LEAN Only)	4	IRS Form 4506-C - Copy (completed & signed for each Borrower)	5	Borrower Eligibility Certificate - 014-1107	6	Down Payment Assistance Program/s Worksheet - DAPappcc	7	DAP - Borrower's Certificate - DAP 95-05	8	DAP - Applicant Notice - DAPDiscl	9	Time To Own - Borrower's Certificate - TTO 95-05 (if applicable)	10	Time To Own - Applicant Notice - TTDisc (if applicable)	11	Loan Estimate (LE) (1st Mtg & Down Payment Program/s, if applicable)	12	Homeownership Program - Statement of Eligibility - 060-1005	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">13</td><td>Police Statement of Eligibility - 031-027</td></tr> <tr><td style="text-align: center;">14</td><td>Teacher Statement of Eligibility - 031-030</td></tr> <tr><td style="text-align: center;">15</td><td>Veterans Statement - Due on Sale - 018-0296</td></tr> <tr><td style="text-align: center;">16</td><td>VA Eligibility Certificate - or - Automated Certificate of Eligibility</td></tr> <tr><td style="text-align: center;">17</td><td>Military Form DD214 Separation Documents (Honorable Discharge)</td></tr> <tr><td colspan="2" style="text-align: center;"><b>Homeownership Counseling</b></td></tr> <tr><td style="text-align: center;">18</td><td>Pre-Closing Homebuyer Education Certificate</td></tr> <tr><td style="text-align: center;">18</td><td>Pre-Purchase Homebuyer Education Certificate</td></tr> <tr><td style="text-align: center;">18</td><td>Online Homebuyer Education (FinallyHome!®) Certificate</td></tr> <tr><td style="text-align: center;">19</td><td>Financial Fitness Certificate</td></tr> <tr><td style="text-align: center;">20</td><td>Landlord Certificate (if 2 - 4 unit residence)</td></tr> </table>	13	Police Statement of Eligibility - 031-027	14	Teacher Statement of Eligibility - 031-030	15	Veterans Statement - Due on Sale - 018-0296	16	VA Eligibility Certificate - or - Automated Certificate of Eligibility	17	Military Form DD214 Separation Documents (Honorable Discharge)	<b>Homeownership Counseling</b>		18	Pre-Closing Homebuyer Education Certificate	18	Pre-Purchase Homebuyer Education Certificate	18	Online Homebuyer Education (FinallyHome!®) Certificate	19	Financial Fitness Certificate	20	Landlord Certificate (if 2 - 4 unit residence)
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### CLOSING DOCUMENTS - IDAHO HOUSING AND FINANCE ASSOC.

<b>Final FNMA 1003 uploaded in "Lender Connection" Portal</b>	<b>Documents Delivered Electronically in "Lender Connection"</b>																																																										
<b>"Lender Connection" Loan Information Completed Online</b>	<b>Original/Final Documents Mailed To: Idaho Housing and Finance Association - 565 W. Myrtle St. - Boise, ID 83702</b>																																																										
<b>Detail Purchase Advice Funding Sheet - CHFA Form 066-0408</b>	<b>Participating Lender Certification - CHFA Form 019-1101</b>																																																										
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### CHFA Down Payment Assistance Program/s Closing Documents (if applicable)

#### CHFA SUBORDINATE MORTGAGE SERVICER: Capital for Change, Inc. (C4C) (See Capital For Change, Inc. Servicing Guide)

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<b>First Mortgagee Clause: HomeLoanServ – ISAOA/ATIMA: P.O. Box 818007 – Cleveland, OH 44181 (Must include IHFA Ln #)</b>													
<b>Second Mortgagee Clause: Connecticut Housing Finance Authority, C/O Capital For Change, Inc. (C4C) (DAP only N/A to TTO)</b> <b>ISAOA/ATIMA: 10 Alexander Drive, Wallingford, CT 06492.</b>													

### FHA, VA, USDA SPECIFIC DOCUMENTS

#### FHA Documents (if applicable)

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>HUD 92900A - Addendum to Initial Loan Application</td></tr> <tr><td style="text-align: center;">2</td><td>FHA Connection Case # Assignment</td></tr> </table>	1	HUD 92900A - Addendum to Initial Loan Application	2	FHA Connection Case # Assignment	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">3</td><td>FHA Amendatory Clause/ RE Certification - signed &amp; dated by all parties</td></tr> <tr><td style="text-align: center;">4</td><td>HUD 92800.5B - Conditional Commitment Stmtnt of Appraised Value</td></tr> </table>	3	FHA Amendatory Clause/ RE Certification - signed & dated by all parties	4	HUD 92800.5B - Conditional Commitment Stmtnt of Appraised Value
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#### VA Documents (if applicable)

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#### USDA Documents (if applicable)

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**\*\*Recorded Mtg & Assignment, Title Policy and FHA MIC/VA LGC/USDA LNG must be delivered within 90 days of loan purchase\*\***