

CHFA - LOAN FILE SUBMISSION FORM

SERVICER: AMERINAT - or - SERVICE RETAINED LENDER

GOVERNMENT MORTGAGES

(Form for FHA, USDA-RD, VA Only)



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

File Contact Name & Title	Telephone & Ext.	Contacts Email Address
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BORROWER INFORMATION

CHFA Loan #	Lender Loan #	Primary Borrower Name (Last, First)
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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 009-1108 - AM <input type="checkbox"/> 2 Other Subordinate Financing - Initial Financing Approval Document <input type="checkbox"/> 3 Loan Exception Documentation <input type="checkbox"/> 4 Final Transmtl Summary (1008) FNMA (USDA Lns ONLY - signed by UW & dated)	<input type="checkbox"/> 5 USDA-RD Form 3555-18 Conditional Commitment for S/Fam Ln Guarantee <input type="checkbox"/> 6 HUD 92900LT - Final Underwriting & Transmittal Summary (signed by UW & dated) <input type="checkbox"/> 7 VA Form 26-6393 Loan Analysis (signed by UW & dated)
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First Mortgage Loan Approval & Application

<input type="checkbox"/> 1 Final/Verified Loan Application (1003) signed by Mtg Loan Originator <input type="checkbox"/> 2 Initial Loan Application (1003) (signed by Borrower & Loan Originator)	<input type="checkbox"/> 3 AUS Findings - Final version (DU, LPA, GUS) <input type="checkbox"/> 4
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Credit & Fraud Checks

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

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

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

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

<input type="checkbox"/> 1 HUD 92700 - Maximum Mtg Worksheet <input type="checkbox"/> 2 HUD Consultant Report (if applicable) <input type="checkbox"/> 3 Work Estimates - Fully Executed - Copy <input type="checkbox"/> 4 Work Write-up and signed Contract - Copy <input type="checkbox"/> 5 Contractor Licenses - Copy <input type="checkbox"/> 6 Contractor Liability Insurance - Copy

AmeriNat 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="width: 20px; text-align: center;">2</td><td>Federal Recapture Tax Notice - Understanding Tax - 050-0597</td></tr> <tr><td style="width: 20px; text-align: center;">3</td><td>Federal Recapture Tax Notice - Method to Compute (LEAN Only)</td></tr> <tr><td style="width: 20px; text-align: center;">4</td><td>IRS Form 4506-C - Copy (completed & signed for each Borrower)</td></tr> <tr><td style="width: 20px; text-align: center;">5</td><td>Borrower Eligibility Certificate - 014-1107</td></tr> <tr><td style="width: 20px; text-align: center;">6</td><td>Down Payment Assistance Program/s Worksheet - DAPappcc</td></tr> <tr><td style="width: 20px; text-align: center;">7</td><td>DAP - Borrower's Certificate - DAP95-05</td></tr> <tr><td style="width: 20px; text-align: center;">8</td><td>DAP - Applicant Notice - DAPDiscl</td></tr> <tr><td style="width: 20px; text-align: center;">9</td><td>Time To Own - Borrower's Certificate - TT095-05 (if applicable)</td></tr> <tr><td style="width: 20px; text-align: center;">10</td><td>Time To Own - Applicant Notice - TT0Discl (if applicable)</td></tr> <tr><td style="width: 20px; text-align: center;">11</td><td>Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP Lns if applicable)</td></tr> <tr><td style="width: 20px; 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 - DAP95-05	8	DAP - Applicant Notice - DAPDiscl	9	Time To Own - Borrower's Certificate - TT095-05 (if applicable)	10	Time To Own - Applicant Notice - TT0Discl (if applicable)	11	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP Lns 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="width: 20px; text-align: center;">14</td><td>Teachers Statement of Eligibility - 031-030</td></tr> <tr><td style="width: 20px; text-align: center;">15</td><td>Veterans Statement - Due on Sale - 018-0296</td></tr> <tr><td style="width: 20px; text-align: center;">16</td><td>VA Eligibility Certificate - or - Automated Certificate of Eligibility</td></tr> <tr><td style="width: 20px; text-align: center;">17</td><td>Military Form DD214 Separation Documents (Honorable Discharge)</td></tr> <tr><td colspan="2" style="text-align: center;">Homeownership Counseling</td></tr> <tr><td style="width: 20px; text-align: center;">18</td><td>Pre-Closing Homebuyer Education Certificate</td></tr> <tr><td style="width: 20px; text-align: center;">18</td><td>Pre-Purchase Homebuyer Education Certificate</td></tr> <tr><td style="width: 20px; text-align: center;">18</td><td>Online Homebuyer Education (FinallyHome!®) Certificate</td></tr> <tr><td style="width: 20px; text-align: center;">19</td><td>Financial Fitness Certificate</td></tr> <tr><td style="width: 20px; text-align: center;">20</td><td>Landlord Certificate (if 2 - 4 unit residence)</td></tr> </table>	13	Police Statement of Eligibility - 031-027	14	Teachers 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)	Homeownership Counseling		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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CHFA FINANCE DEPARTMENT - CLOSED LOAN DOCUMENTS

Detail Purchase Advice Funding Sheet - CHFA Form 066-0408	Participating Lender Certification - (Original) CHFA Form 019-1101
(Copy) Assignment of Mortgage naming Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067	Mortgage Insurance Certificate (Copy) - (FHA,VA,USDA-RD, or PMI)

CLOSING DOCUMENTS - AMERINAT

AmeriNat - Loan Information Sheet - Completed	(Original/Recorded) Assignment of Mortgage naming Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067																																																						
AmeriNat - Escrow Information Sheet - Completed	Original/Final Documents Mailed To: AmeriNat Attn: Loan Setup Dept. - 217 S. Newton Ave. Albert Lea, MN 56007																																																						
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Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)</td></tr> <tr><td style="width: 20px; text-align: center;">21</td><td>Tax-Exempt Financing Rider - CHFA Form 053-1199</td></tr> <tr><td style="width: 20px; text-align: center;">22</td><td>Immigration & Naturalization Services (INS) Card - Copy</td></tr> <tr><td style="width: 20px; text-align: center;">23</td><td>Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.</td></tr> <tr><td style="width: 20px; text-align: center;">24</td><td>Borrower Signature Affidavit 014-0718</td></tr> <tr><td style="width: 20px; text-align: center;">25</td><td>Closing Discl. 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FHA, VA, USDA-RD SPECIFIC DOCUMENTS

FHA Documents (if applicable)

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VA Documents (if applicable)

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USDA-RD Documents (if applicable)

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

CHFA DOWN PAYMENT ASSISTANCE PROGRAM/S

SERVICER = CAPITAL FOR CHANGE, INC. - Refer To: CHFA Down Payment Assistance Program Servicing Guide Form DAP-AM-LNDR

Hazard Insurance Policies Mortgagee Clause: DAP Only N/A to Time To Own Program

Connecticut Housing Finance Authority, C/O Capital For Change, Inc., its successors and/or assigns, ATIMA -10 Alexander Dr.- Wallingford, CT 06492

Miscellaneous Documents (if applicable)

1	2
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