
Bulletin # 90
July 14, 2015

To: CHFA Lenders
From: CHFA Single Family Underwriting
Subject: Revised Checklists for CHFA File Order Submissions

The CHFA Single Family Underwriting department is in the process of implementing a new document processing system that will allow Lenders to electronically submit files to CHFA for review.

When the electronic submission platform is launched, documentation will be immediately catalogued for processing and underwriting upon receipt. To achieve this functionality, all documentation must align with the system layout as designed. To help CHFA get ready for this enhancement, beginning on **TUESDAY, JULY 21, 2015**, Lenders will be required to submit all files uniformly organized following the new checklists format.

The new checklists will be published on the CHFA website at www.chfa.org in “**Lender Forms**” (on the CHFA homepage) and in the “**Lender Document Library**”. The old forms will be deleted and replaced with the revised forms as listed below:

OLD

Processing Checklist and File Submission, CHFA Form #009-1107 Rev. 1-29-15
Underwriting Limited Documentation Compliance Checklist, CHFA Form #009A-0808 Rev. 1-16-15

NEW *(must be used with all file submissions on or after July 20, 2015)*

Processing Checklist and File Submission Order, CHFA Form #009-1107 **Rev. 7-13-15**
Underwriting Limited Documentation Compliance Checklist, CHFA Form #009A-0808 **Rev. 7-13-15**

All questions regarding this Bulletin should be directed to Valencia Taft-Jackson at (860) 571-4224 or valencia.taft-jackson@chfa.org or Norbert J. Deslauriers at (860)571-4374 or norbert.deslauriers@chfa.org.