

**Bogman, Inc.**  
**Servicing Transfer Guidelines for**  
**CHFA Loans**

**I. SERVICING FILE / DOCUMENTS**

- A. Loan files must be submitted to Bogman, Inc., within **15 days after purchase.**

Please deliver files to:

**Bogman, Inc.**  
**Attention: David Wolf**  
**12301 Old Columbia Pike, Suite 200**  
**Silver Spring, MD 20904-1656**

- B. Required Documentation in loan file:

**SEE FILE DOCUMENT ORDER CHECK LIST**  
**(ATTACHED)**

**II. ESCROW**

- A. The Bogman, Inc. Escrow Information Sheet must be completed in its entirety.
- B. The originating lender/seller is responsible for preparing the notification to the insurance company/agent regarding the change of servicer and requesting a change of loss payee endorsement, as well as a new declaration page. The mortgagee clause should read as follows:

**Connecticut Housing Finance Authority**  
**C/O Bogman, Inc.**  
**Its Successors and/or Assigns, ATIMA**  
**12301 Old Columbia Pike, Suite 200**  
**Silver Spring, MD 20904-1656**

1. Please forward copies of the mortgagee change letters to Bogman, Inc.
- C. FHA
1. An individual HUD form 92080 must be completed. Also, a copy of the screen-print from the FHA Connection showing Mortgage Record Change complete. Bogman's HUD MTG ID# is 19472-0999-2 **and CHFA Holder # 06238-09998**
- D. USDA/RS (RHS)
1. A copy of the LNG should be included in the loan file.
2. The originating lender/seller should notify USDA/RD (RHS) of the servicing transfer and include a copy of the transfer notice in the file.
- E. Optional Insurance
1. Please provide a list of all loans that have optional insurance and the insurance company name, type of coverage (life, health, or disability), and whether the coverage is single or joint.

- F. Real Estate Taxes
  - 1. Any bills received after the transfer date must be forwarded to Bogman, Inc. prior to the delinquent date. Any penalties incurred due to the late arrival of servicing packages will be charged back to the originating lender/seller.

#### **IV Customer Service**

- A. Any pending research or customer inquiries should be completed prior to the transfer. Any problems outstanding as of transfer should be forwarded with a synopsis of what has been completed, and clearly marked in the file.
- B. All correspondence, insurance renewals/cancellations, customer inquiries, real estate tax bills, etc., received after the transfer date, should be identified with your loan number and forwarded to Bogman Inc.

If you have any questions or concerns, regarding the loan transfer, please contact David Wolf at 240-482-1076. We look forward to working with you and would like to take this opportunity to thank you in advance for your cooperation.