MAKE IT YOURS (BOND)
CHFA COMPLIANCE Submission Checklist and File Order
Credit Score ≥ 620

File must be submitted with seven (7) individual sections and in order of the checklist

Lender:_______________________________ Date:_______________________

Contact:______________________________ Phone/Email:__________________

Borrower:_____________________________ CHFA Loan Number:______________

Underwriter Phone/Email:___________________ Loan Program: ☐ HFA Preferred ☐ HFA Advantage ☐ Govt. Insured Credit Score______

SUBMISSIONS* ***(Only final approved documents from the list below should be uploaded):***

Section 1 – Lender Commitment

- ☐ Submission Checklist
- ☐ 1008 or 92900 LT or VA Loan Analysis 26-6393 Signed by Lender's Underwriter with comment as to why TTO was not utilized, when applicable
- ☐ FHA with LTV ≤80% requires LOX as to why Conventional Financing was not obtained
- ☐ Terms of additional Community Subordinate Financing to be noted on Transmittal

Section 2 - Lender Application

- ☐ 1003 – Final/Verified Uniform Residential Loan Application (unsigned acceptable)
- ☐ FINAL AUS Findings (LP/DU/GUS) - Must match program listed in LOS

Section 3 - Credit

- ☐ Credit Report*
- ☐ Fraud Report/DRIVE/Data Verify or any other industry acceptable report*. The Property Ownership Section begins on Page #_____
  *All references to residency outside of CT within the past 3 years must be explained by the borrower with supporting documentation for TTO loans

Section 4A – Income/Employment

Income Documents to be separated in order by Borrower then Co-Borrower:

- ☐ Lender's Income Worksheet for Repayment/Qualifying Income
- ☐ One current paystub (current = within 30 days of CHFA loan submission date)
- ☐ Final paystub with current employer from previous year required with all submissions
- ☐ Other income documentation- retirement, pension, child support, etc.- follow AUS requirements. *Documentation of other/additional income not used for repayment/qualifying must be included in upload for CHFA Limits and TTO Eligibility Calculation*
- ☐ Tax Returns, Signed Federal or IRS transcripts – most recent year filed (Only when required per Agency/Investor Guidelines).
- ☐ **For Time to Own only –** most recent 3 years signed Federal Tax Returns or IRS tax return transcripts

Section 4B – Income

- ☐ CHFA Limits and TTO Eligibility Income Worksheet- Excel File: Required with every loan submission
  Please follow the CHFA Limits and TTO Eligibility Income Guide
  Use the current version of the worksheet directly from the CHFA website

Section 5 – Assets – Not Applicable

No Upload Required

Section 6 – Property/Appraisal

- ☐ Appraisal (full report with interior/exterior color photos – no waivers permitted)
- ☐ FFIEC.gov printout verifying property Census Tract
- ☐ Complete Sales Contract-Fully executed, including all addendums
- ☐ CHFA Acquisition Worksheet – CHFA Form017-0694

Section 7 – CHFA Required Documents

- ☐ Federal Recapture Tax Notice – Potential Tax
- ☐ CHFA Borrower Eligibility Certificate
- ☐ Veterans Statement – Due on Sale Clause (all VA loans)
- ☐ Down Payment Assistance Program/s Worksheet (DAP/TTO)
- ☐ Loan Estimate(s) or Final Closing Disclosure(s): First Mortgage, DAP, TTO loans, if applicable
- ☐ Homebuyer Education Counseling Certificate
- ☐ Landlord Counseling Certificate (2-4 unit properties)

WITH DAP:

- ☐ DAP – Applicant Notice
- ☐ DAP – Borrower Certificate

WITH TTO:

- ☐ TTO – Applicant Notice
- ☐ TTO – Borrower Certificate

Special Programs, as applicable:

- ☐ Teacher Statement of Eligibility
- ☐ Homeownership Program Statement of Eligibility
- ☐ Home of your Own – Provide evidence of disability
- ☐ Military Homeownership Program- provide evidence of eligibility

CHFA WILL PERFORM A "COMPLIANCE ONLY" REVIEW PRIOR TO CLOSING TO ENSURE FILES MEET THE ELIGIBILITY REQUIREMENTS OF ITS PROGRAMS.

Lender Remains Responsible for Ensuring Loan Meets All Insurer/Investor/CHFA Requirements at the Time of Purchase.

****CHFA reserves the right to request additional documentation as deemed necessary.***