
Bulletin 101
March 29, 2016

To: CHFA Lenders
From: CHFA Single Family Underwriting
Subject: **IHFA Authorization to Fund CHFA First Mortgage Loans with CHFA DAP**

The following procedures are required for ***All Lenders*** submitting Connecticut Housing Finance Authority (CHFA) first mortgage loans to Idaho Housing Finance Association (IHFA), for servicing and funding, when the loan includes CHFA Down Payment Assistance (DAP), second mortgage loan financing as part of the transaction:

At the time of file submission to IHFA the following two steps are required:

1. Lenders must upload required documentation to IHFA in Lender Connection
2. Lenders must fax the completed [CHFA Loan Purchase Request – Form 066](#) to CHFA Finance for processing

IHFA is not authorized by CHFA to fund any first mortgage loan transactions that includes a DAP, prior to confirming CHFA's Finance Department is in receipt of the completed CHFA Form 066.

Delays in submitting the completed CHFA Form 066 to CHFA's Finance Department will subsequently delay Lender receipt of funding from IHFA on the first mortgage loan transaction when it is cleared for purchase.

To avoid delays in receipt of funding be sure to submit the CHFA Form 066 to CHFA's Finance Department on the same day the first mortgage loan is uploaded to IHFA in Lender Connection

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.