

Bulletin # 109
July 22, 2016

To: CHFA Lenders
From: CHFA Single Family Underwriting
Subject: CHFA LOS Missing Exhibits Status Report for Lenders

On July 22, 2016, CHFA will begin publishing a new Outstanding Missing Exhibits Status Report for Lenders.

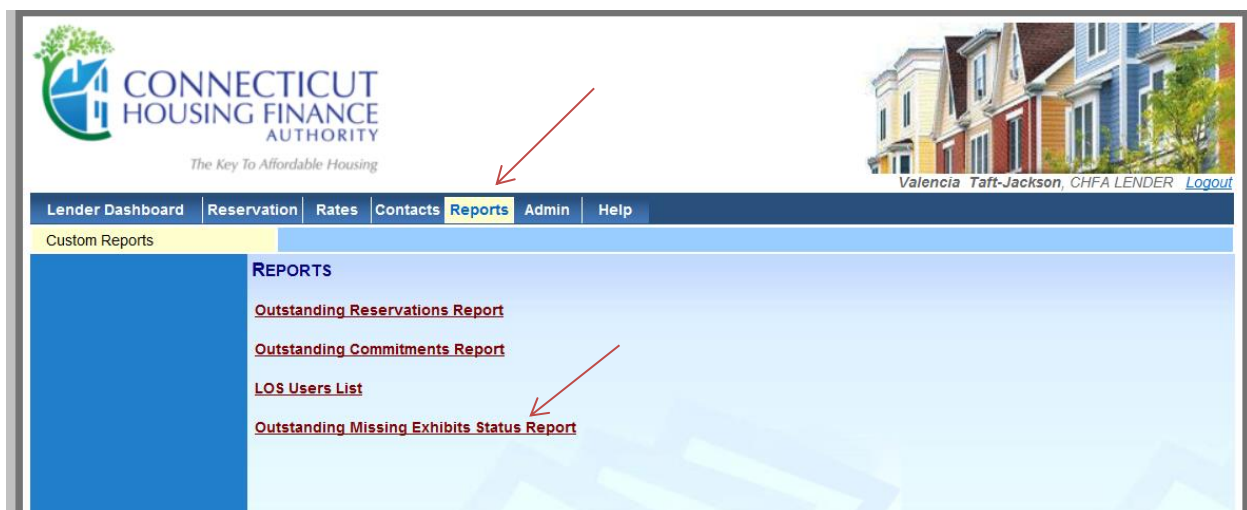
The report will include data for files that receive two or more Missing Exhibits Letters (MEL's) prior to receiving final disposition, i.e. approval or decline.

Loans that receive one MEL and are cleared for approval or decline after the first review will not be reflected on this report.

Lenders are reminded that files submitted incomplete or missing documentation slow down the CHFA work flow process and create a new backlog of files for review. To better manage the MEL pipeline (and the impact on our turn time), CHFA staff will review MEL documentation based on the date of receipt. In some instances, conditions may not be reviewed on the same day they are received.

The Outstanding Missing Exhibits Status Report can be found in the CHFA Loan Origination System (LOS) under Reports:

To view the report, click on the [Outstanding Missing Exhibits Status Report](#) link

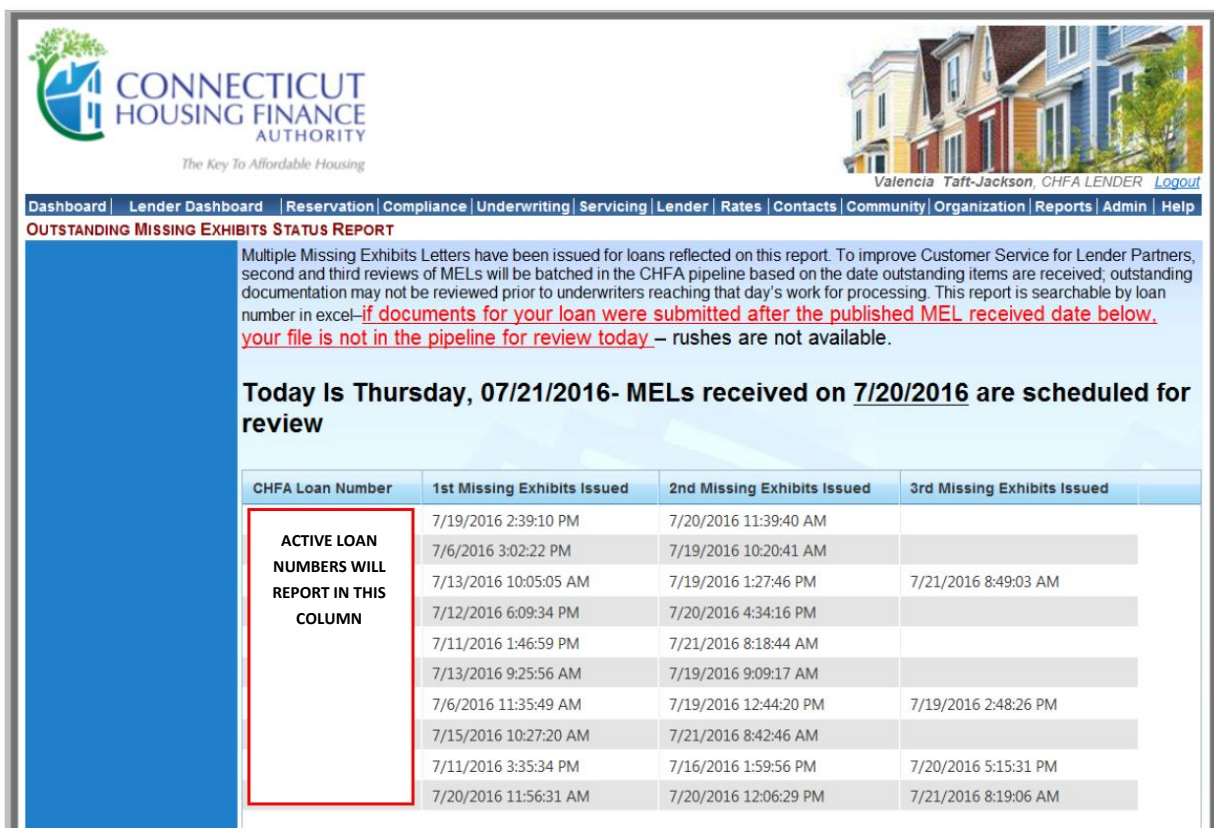


All questions regarding this Bulletin should be directed to Valencia Taft-Jackson at (860) 571-4224 or valencia.taft-jackson@chfa.org or Norbert J. Deslauriers at (860)571-4374 at norbert.deslauriers@chfa.org.

The following message will be displayed in the header of the report:

Multiple Missing Exhibits Letters have been issued for loans reflected on this report. To improve Customer Service for Lender Partners, second and third reviews of MELs will be batched in the pipeline based on the date outstanding items are received; outstanding documentation may not be reviewed prior to the underwriters reaching that day’s work for processing. This report is searchable by loan number in Excel – if documents for your loan were submitted after the published MEL received date below, your file is not in the pipeline for review today – rushes are not available.

Today is Thursday, 7/21/2016 – MELs received on 7/20/2016 are scheduled for review



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OUTSTANDING MISSING EXHIBITS STATUS REPORT

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Today Is Thursday, 07/21/2016- MELs received on 7/20/2016 are scheduled for review

CHFA Loan Number	1st Missing Exhibits Issued	2nd Missing Exhibits Issued	3rd Missing Exhibits Issued
ACTIVE LOAN NUMBERS WILL REPORT IN THIS COLUMN	7/19/2016 2:39:10 PM	7/20/2016 11:39:40 AM	
	7/6/2016 3:02:22 PM	7/19/2016 10:20:41 AM	
	7/13/2016 10:05:05 AM	7/19/2016 1:27:46 PM	7/21/2016 8:49:03 AM
	7/12/2016 6:09:34 PM	7/20/2016 4:34:16 PM	
	7/11/2016 1:46:59 PM	7/21/2016 8:18:44 AM	
	7/13/2016 9:25:56 AM	7/19/2016 9:09:17 AM	
	7/6/2016 11:35:49 AM	7/19/2016 12:44:20 PM	7/19/2016 2:48:26 PM
	7/15/2016 10:27:20 AM	7/21/2016 8:42:46 AM	
	7/11/2016 3:35:34 PM	7/16/2016 1:59:56 PM	7/20/2016 5:15:31 PM
	7/20/2016 11:56:31 AM	7/20/2016 12:06:29 PM	7/21/2016 8:19:06 AM

This report is updated daily, files are identified by the CHFA loan number and most recent date a MEL has been issued.

To check for a specific loan, the report may be exported to EXCEL and is searchable by the loan number using the EXCEL Sort & Find Filter feature.

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