

Bulletin # 114B
February 6, 2017

To: CHFA Lenders
From: Single Family Underwriting
Subject: Lender Authorization to Submit Electronic Files to CHFA

In 2017, CHFA will implement an electronic file submission process for all Lenders. This new process will be rolled out in two phases, refer to CHFA Bulletin 114A and Bulletin 114B for details.

Phase II – Lender Authorization to Submit Electronic Files to CHFA

To ensure a smooth transition from hardcopy to electronic file submissions, CHFA will select and train lenders individually on the process. Files will be submitted via ShareFile, a secure, cloud-based file sharing and storage solution specifically built for business. CHFA will assign Lenders a single, confidential Login for access to ShareFile when they are set-up for electronic delivery.

All Lenders are required to begin using the new Processing Checklists and File Order Submission forms for loans delivered on and after February 13, 2017.

(CHFA Approved Delegated LEAN Lenders are also required to submit files following this format)
Refer to Bulletin 114A for Processing Checklist overview.

Links to the “NEW” Checklist forms on the CHFA Website are included in this announcement:

- Form # 009-1107A Conv - ID – Processing Checklist & Loan File Submission Form - Idaho Conv Mtg
- Form # 009-1107B Gov - ID – Processing Checklist & Loan File Submission Form - Idaho Gov Mtg

- Form # 009-1108A Conv - AM – Processing Checklist & Loan File Submission Form - AmeriNat Conv Mtg
- Form # 009-1108B Gov - AM – Processing Checklist & Loan File Submission Form - AmeriNat Gov Mtg

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