

Bulletin # 118
March 27, 2017

To: CHFA Lenders
From: CHFA Finance Department
Subject: Finance Department Form Updates

Effective for loan closings on or after April 1, 2017, CHFA will require Lenders to submit executed and Recorded Assignment of Mortgage documents.

Please refer to the updated CHFA Operating Manual - Section 7 - Loan Purchase (7.2.B.4) shown below:

4. A copy of the executed and **Recorded** Assignment of Mortgage to CHFA
(CHFA Sample Form 036-1014-S).

The “**Closed Loan Document Checklist**” – CHFA Form 009-0810 Rev 3-17 has been updated to reflect this change.

Please note the following Finance Department form revision dates on the documents listed below:

- 007 - Assignment of Mortgage - Sample - 036-1014-S - Rev 7-16
- 022 - Closed Loan Documentation Checklist - 009-0810 - Rev 3-17
- 035 - Downpayment Assistance Program (DAP) Closing Procedures - DAPCHIF-C4C - Rev 2-17
- 038 - Downpayment Assistance Program (DAP) Second Mortgage Note - DAP07NOT - Rev 5-16
- 037 - Downpayment Assistance Program (DAP) Second Mortgage Deed - DAP08MD - Rev 9-15
- 080 - Loan Purchase Request Form - 066-0408 - Rev 3-17
- 105 - Participating Lender Certification - 019-1101 - Rev 7-16

All CHFA forms are available for review and download from the CHFA website under the Lender Document library located at chfa.org.

Only the current form versions should be submitted to CHFA as loan file documentation.

If you have any questions regarding this Bulletin or the CHFA Forms available for your use, please contact the CHFA Single Family staff for assistance by emailing sfaminquiry@chfa.org.