

**Bulletin # 135**  
January 22, 2018

To: CHFA Lenders  
From: Single Family Underwriting  
Subject: CHFA LOS Screen Updates - Enter Borrowers Email and Loan Officers NMLS.

**Beginning on Friday, January 26, 2018, CHFA will require data entry of the Borrowers email address and the Loan Officers assigned NMLS (Nationwide Mortgage Licensing System) number.**

**BORROWER EMAIL ADDRESS - ADDITIONAL DATA SCREEN**

The email address will be entered on the CHFA LOS “Additional Data” screen below the CHFA DAP information. The primary borrowers email address is mandatory and must be completed; co-borrower field is optional and will not be visible on single borrower transactions. The “Additional Data” screen will not update for submission if the primary borrowers email address is blank.

Est. DAP 2nd Mortgage(CHFA):

Borrower is a Veteran Make DAP Rate Zero:

Down Payment Description:

\*Borrower Email:

Coborrower Email:

**LOAN OFFICER NMLS – SUBMIT NEW RESERVATION SCREEN**

The NMLS number will be entered on the CHFA LOS “Submit New Reservation” screen in the “LOAN INFORMATION” section. This is a mandatory field and must be completed; reservations will not update for submission if the field is blank.

**LOAN INFORMATION**

\*Annual Income: (For Income Limits Only)

\*Annual Qualifying Income: (For Underwriting Purposes)

\*Sales Price:

LEAN Loan:

\*Loan Officer NMLS#:

Income Limit / Sale Price Limits:

\*Est. 1st Mortgage:

Est. DAP 2nd Mortgage (CHFA):

DAP Rate(CHFA):

Borrower is a Veteran Make DAP Rate Zero

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