

Bulletin # 136
February 13, 2018

To: CHFA Lenders
From: CHFA Single Family Underwriting
Subject: CHFA Downpayment Assistance Program (DAP) Loan Servicer Reference Guide

For CHFA loans committed on and after January 1, 2018, when the CHFA designated first mortgage loan servicer is Idaho Housing and Finance Association (IHFA), the designated loan servicer for the CHFA Downpayment Assistance Program (DAP) loan is also IHFA.

When **IHFA** is the Loan Servicer, all loan documents, including the DAP closing package must be delivered to IHFA **not** Capital for Change (C4C).

When **AmeriNat** is the first mortgage Loan Servicer, the first mortgage loan documents must be delivered to AmeriNat; the DAP loan documents and closing package must be delivered to Capital for Change (C4C), **not** IHFA.

When the **CHFA Service Retained Lender** is the Loan Servicer, the first mortgage loan documents remain with the Lender; the DAP loan documents and closing package must be delivered to Capital for Change (C4C), **not** IHFA.

The following “NEW” CHFA Downpayment Assistance Program Servicing Guides have been published on the CHFA website at www.chfa.org in the Lender Document Library to assist Lenders in submitting the DAP documentation to the correct loan servicer after closing.

036A Downpayment Assistance Program (DAP) Closing Checklist Procedures - DAP- ID 2-1-2018

This checklist is for CHFA DAP loans with first mortgage serviced by, Idaho Housing and Finance Assoc. See page (1) of 2.

036B Downpayment Assistance Program (DAP) Closing Checklist Procedures - DAP- AM-LNDR 2-1-2018

This checklist is for CHFA DAP loans with first mortgage serviced by, AmeriNat or Service Retained Lenders. See page (2) of 2.

The document headers provide instructions based on the loan servicer, see excerpts below:

CHFA DOWNPAYMENT ASSISTANCE PROGRAM SERVICING GUIDES	CHFA DOWNPAYMENT ASSISTANCE PROGRAM SERVICING GUIDES - <i>Continued</i>
<p>Loans (DAP) must be closed in the name of the Connecticut Housing Finance Authority 999 West Street - Rocky Hill, CT 06067 <i>The closing of the CHFA first mortgage and the DAP second mortgage will be scheduled concurrently.</i></p>	<p>Loans (DAP) must be closed in the name of the Connecticut Housing Finance Authority 999 West Street - Rocky Hill, CT 06067 <i>The closing of the CHFA first mortgage and the DAP second mortgage will be scheduled concurrently.</i></p>
<p>FIRST MORTGAGE SERVICED BY: IDAHO HOUSING AND FINANCE ASSOCIATION <small>(Servicer Assignment is noted on each CHFA Commitment For Mortgage Purchase)</small></p>	<p>FIRST MORTGAGE SERVICED BY: CHFA LENDER – OR – AMERINAT <small>(Servicer Assignment is noted on each CHFA Commitment For Mortgage Purchase)</small></p>
<p>Second Mortgage DAP Loan Servicer = Idaho Housing and Finance Association (IHFA) Attn: Loan Servicing Dept. 565 W. Myrtle Street - Boise, ID 83702</p>	<p>Second Mortgage DAP Loan Servicer = Capital For Change, Inc. (C4C) Attn: Loan Servicing Dept. 121 Tremont Street - Hartford, CT 06105</p>

The new DAP Servicing Guide/checklists will replace 035 - CHFA DAP Form DAPCHIF – C4C Rev. 8-17.

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