To: CHFA Lenders  
From: CHFA Single Family Underwriting  
Subject: SFAM Temporary Guidelines for Appraisal and Employment Verifications

In response to the coronavirus disease (COVID-19) pandemic national emergency, FHFA has authorized new temporary guidelines for employment verifications and appraisals.

Effective immediately, CHFA lenders may submit conventional loan files for review and/or purchase with the types of documentation and exterior appraisals described in Fannie Mae Lender Letter (LL-2020-03); Fannie Mae Lender Letter (LL-2020-04) and Freddie Mac Bulletin 2020-5.

Allowable documentation to satisfy the 10 day pre-closing requirement for verifications of employment will include:

- An email directly from the employer’s work email address that identifies the name and title of the verifier and the Borrower’s name and current employment status, or
- Year-To-Date (YTD) paystub from the pay period that immediately precedes the Note Date, or
- An asset account statement evidencing the payroll deposit from the pay period that immediately precedes the Note Date.
- For self-employed borrowers, lenders must attempt to verify the business is operational within 15 days of the Note Date.

Additionally, in instances where the lender cannot obtain a full appraisal, alternative acceptable documentation will include:

- A desktop appraisal or
- An exterior-only appraisal

For complete details of the temporary guidelines, consult the FNMA and FHLMC Selling Guides or cut and paste the links below in your browser to access.

https://singlefamily.fanniemae.com/media/22316/display

https://singlefamily.fanniemae.com/media/22321/display


CHFA will closely monitor the impact of COVID-19 on loan processing and production; acceptance of the temporary documentation will remain in effect through May 17, 2020. Lenders will be notified if an extension or any other changes are warranted.

All questions regarding this Bulletin should be directed to Valencia Taft-Jackson at (860) 571-4224 or valencia.taft-jackson@chfa.org or Hazim Taib at (860)571-4250 or hazim.taib@chfa.org