
Bulletin #285
March 20, 2026

To: CHFA Participating Lenders
From: CHFA Homeownership Department
Subject: **Changes to CHFA Submission Requirements**

Effective with reservations on or after **April 1st**, CHFA will require the use of updated CHFA Submission Checklist and File Order forms along with an updated CHFA Limits and TTO Eligibility Income Worksheet for all submissions.

The Submission Checklists have been updated to add clarification to already requested documentation. The following changes have been made regarding income:

1. One current paystub (current = within 30 days of CHFA loan submission date)
2. Final paystub with current employer from previous year *required with all submissions*

The new CHFA Submission Checklist and File Order forms, as well as the CHFA Limits and TTO Eligibility Income Worksheets have been added to the Forms Directory of our website. Although not required with reservations prior to **April 1, 2026**, CHFA encourages the use of these forms immediately.

Files submitted with reservations after April 1st will not be accepted without the updated checklist and CHFA Limits and TTO Eligibility Worksheet.

[Click Here for CHFA Forms](#)

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All questions regarding this Bulletin should be directed to Lisa Hensley at lisa.hensley@chfa.org
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