

**Bulletin #81
February 26, 2015**

To: CHFA Lenders

From: CHFA Single Family Underwriting

Subject: Connecticut Housing Finance Authority (CHFA) Loan Origination System (LOS)
New Release – Loan Reservation Screen Updates

On Monday, March 2, 2015, the CHFA LOS “Submit New Loan Reservation” screen will be updated with the following changes:

TRACKING REALTOR INFORMATION

CHFA will begin tracking realtor agency and sales agent information on all CHFA loans. Lenders will now be required to complete the **“Selling Real Estate Agency/Agent Information”** section of the screen when submitting a new loan reservation.

SELLING REAL ESTATE AGENCY/ AGENT INFORMATION

*Agency Name:

*Agency City:

*Agent Name:

ENTERING MEMBER OF HOUSEHOLD INFORMATION

The additional members of the household data must now be completed at the time of reservation. If the number of members in the household include more than the borrower and co-borrower(s), Lenders will be required to complete the **“Enter Proposed Members of the Household Other Than Borrower & Co-Borrower”** section of the screen when submitting a new loan reservation. (*Borrower and Co-Borrower(s) information will be automatically populated and do not require additional data entry.*)

Prior Home Owner: Yes No

Number Of Units:

Household Size:

ENTER PROPOSED MEMBERS OF THE HOUSEHOLD OTHER THAN BORROWER & COBORROWER

Name	Relationship	*Age	Action
PHILLIP J FRY	Borrower	35	
Bill	Son	7	
jack	Son	8	

Completing both sections will be mandatory; LOS will not allow the reservation to be successfully submitted if any of the required information is blank.

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