To: CHFA Lenders
From: CHFA Single Family Underwriting
Subject: Revision to Connecticut Housing Finance Authority (CHFA) Closed Loan Documentation Requirements

The Connecticut Housing Finance Authority (CHFA) will require a copy of the UNRECORDED LOAN ASSIGNMENT in the Closed Loan Document Package submitted to CHFA for all loans closed by CHFA - approved Lenders who retain servicing on or after JUNE 1, 2014.

Closed loan documentation must be submitted to CHFA’s Finance Department (in a SINGLE PACKAGE) within 120 days of the loan closing. The CHFA CLOSED LOAN DOCUMENTATION CHECKLIST has been updated to require a copy of Loan Assignment, (see Addendum A for a copy of the revised checklist). The closed loan package must be sent to:

Connecticut Housing Finance Authority
Attention: Finance Department
999 West Street
Rocky Hill, Connecticut 06067

For additional information or instructions, visit the CHFA website at www.chfa.org to view and print a copy of Section 7 – Loan Purchase of the CHFA Operating Manual (see Section 7.2.B.). (Note: Loans released for servicing follow the Submission of Loan Documentation as described in Section 7.3 “Release of Loan Servicing”).

All questions regarding this Bulletin may be directed to Claudia Rodrigues at 860-571-4329 or claudia.rodrigues@chfa.org or Valencia Taft-Jackson at (860) 571-4224 or valencia.taft-jackson@chfa.org.

Attachment: Addendum A