

Bulletin # 65
April 28, 2014

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