

CHFA DOWNPAYMENT ASSISTANCE PROGRAM

SERVICING GUIDES

Loans (DAP) must be closed in the name of the Connecticut Housing Finance Authority
 999 West Street - Rocky Hill, CT 06067
The closing of the CHFA first mortgage and the DAP second mortgage will be scheduled concurrently.

FIRST MORTGAGE SERVICED BY: [IDAHO HOUSING AND FINANCE ASSOCIATION](#)

(Servicer Assignment is noted on each CHFA Commitment For Mortgage Purchase)

Second Mortgage DAP Loan Servicer =

Idaho Housing and Finance Association (IHFA)
Attn: Loan Servicing Dept.
565 W. Myrtle Street - Boise, ID 83702

Upon DAP loan disbursement, the following documentation is required to be uploaded thru Idaho Housing and Finance Association - Lender Connection portal within 24 hours of loan closing:

(Payments received by Lenders prior to CHFA purchase & funding must be sent to IHFA to hold in escrow)

DAP Commitment Letter - (Form 024-0995-ALOS) loans with DAP - *fully executed (Original to IHFA - Copy to CHFA)*

DAP Note – CHFA Named (Form DAP07NOT) *(Original to IHFA - Copy to CHFA)*

DAP Deed – CHFA Named (Form DAP08MD) *(Original/Recorded Deed to IHFA within 90 days of loan closing)*

TRID – Loan Estimate (LE) - *(Copy – fully executed)*

TRID – Closing Disclosure (CD) - *(Copy – fully executed)*

Hazard & Flood Insurance Policies - *(Copies only)*

*Second Mortgagee Clause should read: **Connecticut Housing Finance Authority, C/O HomeLoanServ, its successors and/or assigns, as their interests may appear – P.O. Box 818007 – Cleveland, OH 44181***

FAX: 1-888-218-9257 EMAIL: insdocs8263@oscis.com

Correspondence Delivery:

Lender Connection: <https://www.lenderct.com>
 Toll Free Phone: 1-855-505-4700
 Mon – Fri 8am – 5pm (mountain time)
 Send Questions: resloan@HomeLoanServ.com
 Contact Email: resloan@ihfa.org

Borrower/s Payments Mailing Address:

Idaho Housing and Finance Association
P.O. Box 7541
Boise, ID 83707-1899

Borrower Connection: <https://www.borrowerct.com>

Customer Service For Existing Loans:

Toll Free Phone: 1-800-526-7145
Servicing Questions Email: mortgageserv@ihfa.org

Release of Mortgage:

Idaho Housing and Finance Association, the servicer of DAP loans will prepare and execute the release of mortgage on behalf of CHFA for DAP loans.

CHFA DOWNPAYMENT ASSISTANCE PROGRAM

SERVICING GUIDES - *Continued*

Loans (DAP) must be closed in the name of the Connecticut Housing Finance Authority
999 West Street - Rocky Hill, CT 06067

The closing of the CHFA first mortgage and the DAP second mortgage will be scheduled concurrently.

FIRST MORTGAGE SERVICED BY: SERVICE RETAINED – OR – AMERINAT

(Servicer Assignment is noted on each CHFA Commitment For Mortgage Purchase)

Second Mortgage DAP Loan Servicer =

Capital For Change, Inc. (C4C)

Attn: Loan Servicing Dept.

10 Alexander Drive – Wallingford, CT 06492

Upon DAP loan disbursement, the following documentation is required to be faxed or delivered to Capital For Change, Inc. (C4C) within 24 hours of the loan closing:

(Payments received by Lenders prior to CHFA purchase & funding must be sent to C4C to hold in escrow)

DAP Commitment Letter - (Form 024-0995-ALOS) loans with DAP - *fully executed (Original to C4C - Copy to CHFA)*

DAP Note – CHFA Named (Form DAP07NOT) *(Original to C4C - Copy to CHFA)*

DAP Deed – CHFA Named (Form DAP08MD) *(Original/Recorded Deed to C4C within 90 days of loan closing)*

TRID – Closing Disclosure (CD) - *(Copy – fully executed)*

Uniform Residential Loan Application - *(Copy of first page only)*

W-9 Form/s - for all borrowers - *(Copies only)*

Borrower Signature Affidavit - (Form 041-0718) for all borrowers - *(Copies only – fully executed)*

Hazard & Flood Insurance Policies - *(Copies only)*

Second Mortgagee Clause should read: Connecticut Housing Finance Authority, C/O Capital For Change, Inc., its successors and/or assigns, as their interests may appear – 10 Alexander Drive - Wallingford, CT 06492

Please Note: Copies of the Title Insurance policy is not required.

Correspondence and Overnight Delivery:

Borrower/s Payments Mailing Address:

Capital For Change, Inc. (C4C)
Attn: Clara Hernandez
10 Alexander Drive – Wallingford, CT 06492

Capital For Change, Inc. (C4C)
P.O. Box 844553
Boston, MA 02284 – 4553

Phone: (860) 233 - 5165 Ext. 2041
Toll Free: (800) 992 - 3665
Loan Servicing Fax: (860) 920 - 2041
Email: clarahernandez@capitalforchange.org
loanservicing@capitalforchange.org

Pay thru Capital For Change, Inc. website:
<https://myloanaccess.capitalforchange.org>

Pay By Phone: 1-860-233-5165

General Information: info@capitalforchange.org

Customer Service For Existing Loans:

Coupon Books, Making Payments, or Automated Payment Setup

Email: customerservice@capitalforchange.org

Release of Mortgage:

Capital For Change, Inc. (C4C), the servicer of DAP loans will prepare and execute the release of mortgage on behalf of CHFA for DAP loans.

DAP-AM-LNDR Rev 6-2-2020