



(Formerly known as AmeriNational Community Services, LLC)

Dear Mortgage Originator,

We would like to take this opportunity to introduce ourselves. We are AmeriNat (formerly known as AmeriNational Community Services, LLC), a Sub-Servicer for Connecticut Housing Finance Authority. To facilitate communications between our two companies please provide AmeriNat “New Loan Setup Dept.” with a list of personnel at your company to contact for questions relating to the servicing released files.

Below is a list of employees that will be able to help you with any questions or concerns you may have.

EMPLOYEE DIRECTORY & CONTACT LIST

Customer Service:

Toll Free: (800) 943-1988 • Fax: (562) 745-1281

Payment Correspondence Address:

AmeriNat
P.O. Box 52211
Phoenix, AZ 85072-2211

Loan File Submission Address:

AmeriNat
Attention: Loan Setup Dept.
217 S. Newton Ave
Albert Lea, MN 56007

New Loan Setup Email:

Loansetups@amerinatls.com

Tax and Insurance Email:

TaxInsMN@amerinatls.com

Employee Name	Ext.	Position/ Title	Email Address
Kasey Wolters	1316	Setup Supervisor	kwolters@amerinatls.com
Frank Camble	1912	Customer Service Manager	fcamble@amerinatls.com
Customer Service	7920	Group Email	CustomerService@amerinatls.com

(888) 263-7628 • (507) 377- 6030 • 217 S. Newton Avenue, Albert Lea, MN 56007 • www.amerinatls.com

Quality Through Innovation and Experience

Servicing Transfer Guidelines for CHFA Loans

I. SERVICING FILE / DOCUMENTS

- A. Loan files must be submitted to AmeriNat **within 10 days after purchase**.
Please deliver files to:

AmeriNat
Attention: Loan Setup Dept.
217 S. Newton Ave
Albert Lea, MN 56007

- B. Required Documentation in loan file: **SEE ATTACHED FILE DOCUMENT ORDER CHECK LIST.**
- C. All CHFA first mortgage loans delivered to AmeriNat **must include an assignment in the name of the Connecticut Housing Finance Authority (CHFA), 999 West Street, Rocky Hill, CT 06067.**

II. ESCROW

- A. The AmeriNat Escrow Information Sheet must be completed in its entirety.
- B. The originating lender/seller is responsible for preparing the notification to the insurance company/agent regarding the change of servicer and requesting a change of loss payee endorsement, as well as a new declaration page. The mortgagee clause should read as follows:

Connecticut Housing Finance Authority
C/O AmeriNat,
Its Successors and/or Assigns, ATIMA
217 S. Newton Ave
Albert Lea, MN 56007

1. Please forward copies of the mortgagee change letters to AmeriNat.
- C. **FHA**
1. An individual HUD form 92080 must be completed. Also, a copy of the screen-print from the FHA Connection showing Mortgage Record Change complete. **AmeriNat's HUD MTG ID is # 23422 and CHFA Holder # 06238-09998.**
- D. **USDA/RS (RHS)**
1. A copy of the LNG should be included in the loan file.
 2. The originating lender/seller should notify USDA/RD (RHS) of the servicing transfer and include a copy of the transfer notice in the file.
- E. **Optional Insurance**
1. Please provide a list of all loans that have optional insurance and the insurance company name, type of coverage (life, health, or disability), and whether the coverage is single or joint.
- F. **Real Estate Taxes**
1. Any bills received after the transfer date must be forwarded to AmeriNat prior to the delinquent date. Any penalties incurred due to the late arrival of servicing packages will be charged back to the originating lender/seller.

III. Customer Service

- A. Any pending research or customer inquiries should be completed prior to the transfer. Any problems outstanding as of transfer should be forwarded with a synopsis of what has been completed, and clearly marked in the file.
- B. All correspondence, insurance renewals/cancellations, customer inquiries, real estate tax bills, etc., received after the transfer date, should be identified with your loan number and forwarded to AmeriNat.



(Formerly known as AmeriNational Community Services, LLC)

LOAN INFORMATION SHEET

Borrower 1. _____ Soc Sec # _____

Borrower 2. _____ Soc Sec # _____

Property Address _____

Mailing Address _____

Home Phone _____

Work Phone 1. _____

Cell Phone _____

Work Phone 2. _____

Your Loan # _____

CHFA Loan # _____

Original Loan Amount _____

P & I Payment _____

Purchase Loan Amount _____

Escrow Payment _____

Interest Rate _____

Escrow Pymt Breakdown _____

Closing Date _____

County Tax _____

Interest Paid Thru Date _____

City Tax _____

Maturity Date _____

Hazard Insurance _____

Loan Type _____

Other _____

(1 - Conventional, 2- VA, 3- FHA, 4 Conventional Insured)

Total Payment _____

FHA / VA Case # _____

Mortgage Ins. Commitment # _____

ESCROW INFORMATION SHEET

Borrower/s _____ Loan # _____

County Taxes

County Name _____ Tax ID # _____

Address _____ Monthly Amount _____

_____ Paid Thru Date _____

Telephone # _____ Annual Tax Amount _____

Taxes Paid: _____ Annually _____ Semi-Annually _____ Quarterly _____ Other _____

City / Town / Borough Taxes

County Name _____ Tax ID # _____

Address _____ Monthly Amount _____

_____ Paid Thru Date _____

Telephone # _____ Annual Tax Amount _____

Taxes Paid: _____ Annually _____ Semi-Annually _____ Quarterly _____ Other _____

School Taxes

County Name _____ Tax ID # _____

Address _____ Monthly Amount _____

_____ Paid Thru Date _____

Telephone # _____ Annual Tax Amount _____

Taxes Paid: _____ Annually _____ Semi-Annually _____ Quarterly _____ Other _____

Mortgage Insurance

Name of PMI Company _____ Next Due Date _____

Annual Amount _____

Certificate # _____ Effective Date _____

FHA MIP

FHA Case # _____ Annual Amount _____

One Time MIP Amount _____ Monthly Premium _____

Date Last Paid _____ Next Due Date _____

Hazard Insurance

Attach a Copy of Policy

Name of Carrier _____ Policy Number _____

Dwelling Coverage Amount _____ Annual Premium _____

Effective Dates _____ Replacement Cost Coverage? _____

Flood Insurance

Attach a Copy of Policy

Name of Carrier _____ Policy Number _____

Dwelling Coverage Amount _____ Annual Premium _____

Effective Dates _____

SAMPLE LETTER - HAZARD INSURANCE COMPANY

Date

Name and Address
of Insurance
Company

Re: Policy number
 Effective (Policy start date to policy end date)
 Name of Insured: Joe Smith
 Sue Smith
 1 Main Street
 Downtown, MD 12345

The servicing of the above referenced loan has been transferred. Please forward all future renewal billing to the address listed below and issue an endorsement to correct the mortgagee clause to read:

**Connecticut Housing Finance Authority
C/O AmeriNat
Its successors and/or assigns, ATIMA
217 S. Newton Ave
Albert Lea, MN 56007**

Thank you for your immediate attention to this matter.

Sincerely
Service Release Administrator

CHFA - LOAN FILE SUBMISSION FORM

SERVICER: AMERINAT

CONVENTIONAL MORTGAGES



(Conventional AMI Loan Program (CALP) or HFA Preferred™ & HFA Advantage® - not IHFA eligible)
or Service Retained Lenders-Retain Servicing

Date: _____

All Files Submitted To CHFA Are Required To Be Scanned In Checklist Order

COMPLETE THE FOLLOWING TO SUBMIT LOANS IN CHFA LOS:

<input type="checkbox"/>	Update All Applicable Fields In LOS - Confirm Program Type & Interest Rate - Including DAP Worksheet (If applicable)
<input type="checkbox"/>	Complete And Submit CHFA LOS Additional Data Screens
<input type="checkbox"/>	Upload The Final Loan Application (1003) In CHFA LOS

LENDER / SELLER CONTACT INFORMATION

File Contact Name & Title	Telephone & Ext.	Contacts Email Address
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BORROWER INFORMATION

CHFA Loan #	Lender Loan #	Primary Borrower Name (Last, First)
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LOAN FILE SUBMISSION TO INCLUDE , but is not limited to the following documentation (as applicable). Documentation requirements may differ by program.

CREDIT PACKAGE DOCUMENTS - CHECK ONLY ITEMS APPLICABLE

Commitment / Loan Exceptions / Transmittal

<input type="checkbox"/>	1	File Submission Checklist - CHFA Form 009-1108 - AM	<input type="checkbox"/>	3	Loan Exception Documentation
<input type="checkbox"/>	2	Other Subordinate Financing - Initial Financing Approval Document (i.e. Housing Dev. Fund, Equity Builder, City of HTFD, etc.)	<input type="checkbox"/>	4	Final Transmittal Summary (1008) FNMA (dated/signed by Underwriter)
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

First Mortgage Loan Approval & Application

<input type="checkbox"/>	1	Final/Verified Loan Application (1003) signed by Mtg Loan Originator	<input type="checkbox"/>	3	AUS Findings - Final version (DU, LPA)
<input type="checkbox"/>	2	Initial Loan Application (1003) (signed by Borrower & Loan Originator)	<input type="checkbox"/>	4	Private Mortgage Insurance Certificate - Copy (if applicable)
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

Credit & Fraud Checks

<input type="checkbox"/>	1	Credit Supplements (if applicable)	<input type="checkbox"/>	5	Credit Report Inquiry Explanation with Documentation - signed & dated
<input type="checkbox"/>	2	Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)	<input type="checkbox"/>	6	Divorce Decree / Property Separation Agreements (if applicable)
<input type="checkbox"/>	3	Bankruptcy Report / Discharge (if applicable)	<input type="checkbox"/>	7	Child Support Verification (if applicable)
<input type="checkbox"/>	4	Letter addressing Adverse Credit and/or Discrepancies - signed & dated	<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

Income / Employment - (Most Recent Documentation on Top)

<input type="checkbox"/>	1	Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Repayment)	<input type="checkbox"/>	7	Academic Student Transcript - for full-time student (or pay stub)
<input type="checkbox"/>	2	Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Income Limit)	<input type="checkbox"/>	8	IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area
<input type="checkbox"/>	3	Verification of Employment (past 2 yrs with start/end dates)	<input type="checkbox"/>		~ OR ~ (Do Not Include Both - Delays File Review Process)
<input type="checkbox"/>	4	Current paystubs (reflecting 30 days & YTD income)	<input type="checkbox"/>	8	Fed. Tax Return-Personal Signed 3 most recent- 1 yr if targeted area -all schedules
<input type="checkbox"/>	5	Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)	<input type="checkbox"/>	8	Fed. Tax Return-Business Signed 3 most recent- 2 yrs if targeted area-all schedules
<input type="checkbox"/>	6	W-2's, 1099's - Most recent 2 yrs	<input type="checkbox"/>	9	Income Letter(s) of Explanation (if applicable)
<input type="checkbox"/>			<input type="checkbox"/>		

Assets - (Most Recent Documentation on Top)

<input type="checkbox"/>	1	Cleared Earnest Money Check (copy) with source of funds (if applicable)	<input type="checkbox"/>	3	Asset Statements (Bank name & ownership) min 1 mnth within 30 day period
<input type="checkbox"/>	2	Gift Documentation per FNMA guidelines	<input type="checkbox"/>	4	Any Additional Supporting Asset Documentation (if applicable)
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

Property / Appraisal

<input type="checkbox"/>	1	Appraisal Report (include Color Photos, Street View, Comparables)	<input type="checkbox"/>	6	Flood Hazard Notice
<input type="checkbox"/>	2	Final / Repair Inspection with Color Photos - FNMA 1004D (if applicable)	<input type="checkbox"/>	7	Verification of Property Census Tract - FFIEC Geocoding print-out or Other
<input type="checkbox"/>	3	Certificate of Occupancy (if applicable)	<input type="checkbox"/>	8	Purchase Agreement - short sale agreement, probate approval...(fully executed)
<input type="checkbox"/>	4	Evidence Condo is FNMA Eligible - CHFA Form 013-490 - or - Equivalent	<input type="checkbox"/>	9	Purchase Agreement - All Addendums & Counter Offers (fully executed)
<input type="checkbox"/>	5	Flood Life of Loan Determination Certificate	<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

AmeriNat - Conventional Mtg - Continued	
CHFA REQUIRED DOCUMENTS (if applicable)	
1Federal Recapture Tax Notice - Potential Tax - 051-0597	12Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification
2Federal Recapture Tax Notice - Understanding Tax - 050-0597	13Police Statement of Eligibility - 031-027
3Federal Recapture Tax Notice - Method to Compute (LEAN Only)	14Teacher Statement of Eligibility - 031-030
4IRS Form 4506-C - Copy (completed & signed for each Borrower)	15Military Form DD214 Separation Documents (Honorable Discharge)
5Borrower Eligibility Certificate - 014-1107 Rev 6-15-22	Homeownership Counseling
6Down Payment Assistance Program/s Worksheet - DAPappcc Rev 6-7-22	16Pre-Closing Homebuyer Education Certificate
7DAP - Borrower's Certificate - DAP 95-05 Rev 6-14-22	16Pre-Purchase Homebuyer Education Certificate
8DAP - Applicant Notice - DAPDiscl Eff. 5-23-22	16Online Homebuyer Education (FinallyHome!®) Certificate
9Time To Own - Borrower's Certificate - TT095-05 Eff 6-14-22 (if applicable)	17Financial Fitness Certificate
10Time To Own - Applicant Notice - TTODiscl Eff 6-7-22 (if applicable)	18Landlord Certificate (if 2 - 4 unit residence)
11Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)	
CHFA FINANCE DEPARTMENT - CLOSED LOAN DOCUMENTS	
Detail Purchase Advice Funding Sheet - CHFA Form 066-0408	Participating Lender Certification - (Original) CHFA Form 019-1101
Assignment of Mortgage (Copy) naming Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067	Mortgage Insurance Certificate (Copy) - (FHA,VA,USDA-RD, or PMI)
CLOSING DOCUMENTS - AMERINAT	
AmeriNat - Loan Information Sheet - Completed	(Original/Recorded) Assignment of Mortgage naming Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067
AmeriNat - Escrow Information Sheet - Completed	Original/Final Documents Mailed To: AmeriNat Attn: Loan Setup Dept. - 217 S. Newton Ave. Albert Lea, MN 56007
1Commitment Letter - (CHFA) Fully Executed	15UCDP - Submission Summary Report
2CHFA (subordinate financing) Copy Executed Commitment Letter/s Only	16UCD - (Uniform Closing Dataset) - Final Submission Report
3Other Subordinate Financing - Copy Second Mortgage Note & Deed	17Private Mtg Insurance Certificate
4Flood Life of Loan Determination Certificate - Transferred to AmeriNat	18Private Mtg Insurance Cancellation Disclosures - Assigned to AmeriNat
5Flood Insurance Policy (if applicable) List CHFA C/O AmeriNat as Mortgagee	19Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of AmeriNat info.
6Hazard Ins. Policy/Binder - List CHFA C/O AmeriNat as Mortgagee	20Original Note (First Mtg) - Endorsed to CHFA
7Hazard Ins. - Condo Master Insurance Policy (if applicable)	21Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)
8Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)	22Tax-Exempt Financing Rider - CHFA Form 053-1199
9Title Ins. Policy - Final with Chain of Title & Property Tax Info.	23Immigration & Naturalization Services (INS) Card - Copy
10Initial Escrow Account Disclosure	24Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.
11Engineers Certification of foundation, required on Manufactured Homes	25Borrower Signature Affidavit - 014-0718
12Copy - Deactivated Title for Manuf. Home showing Prop. as Real Property	26Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet
13Well, Septic Inspections (if applicable)	27Loan Estimate (LE) Revised - Change of Circumstance Form, if applicable
14New Construction Exhibits (if applicable)	28W9 Forms for all borrowers
Recorded Mtg & Assignment, Title Policy and FHA MIC/VA LGC/USDA-RD LNG must be delivered within 90 days of loan purchase	
CHFA DOWN PAYMENT ASSISTANCE PROGRAM/s	
SERVICER = CAPITAL FOR CHANGE, INC. - Refer To: CHFA Down Payment Assistance Program Servicing Guide Form DAP-AM-LNDR	
Hazard Insurance Policies Mortgagee Clause: DAP Only - N/A to Time To Own Program	
Connecticut Housing Finance Authority, C/O Capital For Change, Inc., its successors and/or assigns, ATIMA - 10 Alexander Dr.- Wallingford, CT 06492	
Miscellaneous Documents (if applicable)	
1	4
2	5
3	6

CHFA - LOAN FILE SUBMISSION FORM

SERVICER: AMERINAT - or - Service Retained Lender

GOVERNMENT MORTGAGES

(Form for FHA, USDA-RD, VA Only)



Date: _____

All Files Submitted To CHFA Are Required To Be Scanned In Checklist Order			
COMPLETE THE FOLLOWING TO SUBMIT LOANS IN CHFA LOS:			
<input type="checkbox"/>	Update All Applicable Fields In LOS - Confirm Program Type & Interest Rate - Including DAP Worksheet (If applicable)		
<input type="checkbox"/>	Complete And Submit CHFA LOS Additional Data Screen		
<input type="checkbox"/>	Upload The Final Loan Application (1003) In CHFA LOS		
LENDER / SELLER CONTACT INFORMATION			
File Contact Name & Title		Telephone & Ext.	
Contacts Email Address			
BORROWER INFORMATION			
CHFA Loan #	Lender Loan #	Primary Borrower Name (Last, First)	
LOAN FILE SUBMISSION TO INCLUDE , but is not limited to the following documentation (as applicable). Documentation requirements may differ by program.			
CREDIT PACKAGE DOCUMENTS - CHECK ONLY ITEMS APPLICABLE			
Commitment / Loan Exceptions / Transmittal			
<input type="checkbox"/>	File Submission Checklist - CHFA Form 009-1108 - AM	<input type="checkbox"/>	USDA-RD Form 3555-18 Conditional Commitment for S/Fam Ln Guarantee
<input type="checkbox"/>	Other Subordinate Financing - Initial Financing Approval Document	<input type="checkbox"/>	HUD 92900LT - Final Underwriting & Transmittal Summary (signed by UW & dated)
<input type="checkbox"/>	Loan Exception Documentation	<input type="checkbox"/>	VA Form 26-6393 Loan Analysis (signed by UW & dated)
<input type="checkbox"/>	Final Transmittal Summary (1008) FNMA (USDA Loans ONLY - signed by UW & dated)	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
First Mortgage Loan Approval & Application			
<input type="checkbox"/>	Final/Verified Loan Application (1003) signed by Mtg Loan Originator	<input type="checkbox"/>	AUS Findings - Final version (DU, LPA, GUS)
<input type="checkbox"/>	Initial Loan Application (1003) (signed by Borrower & Loan Originator)	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
Credit & Fraud Checks			
<input type="checkbox"/>	Credit Supplements (if applicable)	<input type="checkbox"/>	Credit Report Inquiry Explanation with Documentation - signed & dated
<input type="checkbox"/>	Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)	<input type="checkbox"/>	Divorce Decree / Property Separation Agreements (if applicable)
<input type="checkbox"/>	Bankruptcy Report / Discharge (if applicable)	<input type="checkbox"/>	Child Support Verification (if applicable)
<input type="checkbox"/>	Letter addressing Adverse Credit and/or Discrepancies - signed & dated	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
Income / Employment - (Most Recent Documentation on Top)			
<input type="checkbox"/>	Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Repayment)	<input type="checkbox"/>	Academic Student Transcript - for full-time student (or pay stub)
<input type="checkbox"/>	Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Income Limit)	<input type="checkbox"/>	IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area
<input type="checkbox"/>	Verification of Employment (past 2 yrs with start/end dates)	<input type="checkbox"/>	~ or ~ (Do Not Include Both - Delays File Review Process)
<input type="checkbox"/>	Current paystubs (reflecting 30 days & YTD income)	<input type="checkbox"/>	Fed. Tax Return-Personal Signed 3 most recent - 1 yr if target area - all schedules
<input type="checkbox"/>	Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)	<input type="checkbox"/>	Fed. Tax Return-Business Signed 3 most recent - 2 yrs if target area - all schedules
<input type="checkbox"/>	W-2's, 1099's - Most recent 2 yrs	<input type="checkbox"/>	Income Letter(s) of Explanation (if applicable)
<input type="checkbox"/>		<input type="checkbox"/>	
Assets - (Most Recent Documentation on Top)			
<input type="checkbox"/>	Cleared Earnest Money Check (copy) with source of funds (if applicable)	<input type="checkbox"/>	Asset Statements (Bank name & ownership) min 1 mnth within 30 day period
<input type="checkbox"/>	Gift Documentation per FNMA guidelines	<input type="checkbox"/>	Any Additional Supporting Asset Documentation (if applicable)
<input type="checkbox"/>		<input type="checkbox"/>	
Property / Appraisal			
<input type="checkbox"/>	Appraisal Report (include Color Photos, Street View, Comparables)	<input type="checkbox"/>	Escrow Holdback Agreement (if applicable)
<input type="checkbox"/>	Final / Repair Inspection with Color Photos - FNMA 1004D (if applicable)	203(K) Rehabilitation Loans	
<input type="checkbox"/>	Certificate of Occupancy (if applicable)	<input type="checkbox"/>	HUD 92700 - Maximum Mtg Worksheet
<input type="checkbox"/>	Evidence Condo is VA / FHA approved	<input type="checkbox"/>	HUD Consultant Report (if applicable)
<input type="checkbox"/>	Flood Life of Loan Determination Certificate	<input type="checkbox"/>	Work Estimates - Fully Executed - Copy
<input type="checkbox"/>	Flood Hazard Notice	<input type="checkbox"/>	Work Write-up and signed Contract - Copy
<input type="checkbox"/>	Verification of Property Census Tract - FFIEC Geocoding print-out or Other	<input type="checkbox"/>	Contractor Licenses - Copy
<input type="checkbox"/>	Purchase Agreement - short sale agreement, probate approval...(fully executed)	<input type="checkbox"/>	Contractor Liability Insurance - Copy
<input type="checkbox"/>	Purchase Agreement - All Addendums & Counter Offers (fully executed)	<input type="checkbox"/>	

AmeriNat Government Mtg - Continued

CHFA REQUIRED DOCUMENTS (if applicable)

1	Federal Recapture Tax Notice - Potential Tax - 051-0597	13	Police Statement of Eligibility - 031-027
2	Federal Recapture Tax Notice - Understanding Tax - 050-0597	14	Teachers Statement of Eligibility - 031-030
3	Federal Recapture Tax Notice - Method to Compute (LEAN Only)	15	Veterans Statement - Due on Sale - 018-0296
4	IRS Form 4506-C - Copy (completed & signed for each Borrower)	16	VA Eligibility Certificate - or - Automated Certificate of Eligibility
5	Borrower Eligibility Certificate - 014-1107 Rev. 6-15-22	17	Military Form DD214 Separation Documents (Honorable Discharge)
6	Down Payment Assistance Program/s Worksheet - DAPappcc Rev 6-7-22	Homeownership Counseling	
7	DAP - Borrower's Certificate - DAP95-05 Rev. 6-14-22	18	Pre-Closing Homebuyer Education Certificate
8	DAP - Applicant Notice - DAPDiscl Eff. 5-23-22	18	Pre-Purchase Homebuyer Education Certificate
9	Time To Own - Borrower's Certificate - TT095-05 Eff. 6-14-22 (if applicable)	18	Online Homebuyer Education (FinallyHome!®) Certificate
10	Time To Own - Applicant Notice - TTODiscl Eff. 6-7-22 (if applicable)	19	Financial Fitness Certificate
11	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)	20	Landlord Certificate (if 2 - 4 unit residence)
12	Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification		

CHFA FINANCE DEPARTMENT - CLOSED LOAN DOCUMENTS

	Detail Purchase Advice Funding Sheet - CHFA Form 066-0408		Participating Lender Certification - (Original) CHFA Form 019-1101
	(Copy) Assignment of Mortgage naming Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067		Mortgage Insurance Certificate (Copy) - (FHA,VA,USDA-RD, or PMI)

CLOSING DOCUMENTS - AMERINAT

	AmeriNat - Loan Information Sheet - Completed		(Original/Recorded) Assignment of Mortgage naming Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067
	AmeriNat - Escrow Information Sheet - Completed		Original/Final Documents Mailed To: AmeriNat Attn: Loan Setup Dept. - 217 S. Newton Ave. Albert Lea, MN 56007
1	Commitment Letter - (CHFA) Fully Executed	15	UCDP - Submission Summary Report
2	CHFA (subordinate financing) Copy Executed Commitment Letter/s Only	16	Private Mtg Insurance Certificate
3	Other Subordinate Financing - Copy Second Mortgage Note & Deed	17	Private Mtg Insurance Cancellation Disclosures - Assigned to AmeriNat
4	Flood Life of Loan Determination Certificate - Transferred to AmeriNat	18	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of AmeriNat info.
5	Flood Insurance Policy (if applicable) List CHFA C/O AmeriNat as Mortgagee	19	Original Note (First Mtg) - Endorsed to CHFA
6	Hazard Ins. Policy/Binder - List CHFA C/O AmeriNat as Mortgagee	20	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)
7	Hazard Ins. - Condo Master Insurance Policy (if applicable)	21	Tax-Exempt Financing Rider - CHFA Form 053-1199
8	Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)	22	Immigration & Naturalization Services (INS) Card - Copy
9	Title Ins. Policy - Final with Chain of Title & Property Tax Info.	23	Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.
10	Initial Escrow Account Disclosure	24	Borrower Signature Affidavit 014-0718
11	Engineers Certification of foundation, required on Manufactured Homes	25	Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet
12	Copy - Deactivated Title for Manuf. Home showing Prop. as Real Property	26	Loan Estimate (LE) Revised - Change of Circumstance Form (if applicable)
13	Well, Septic Inspections (if applicable)	27	W9 Forms for all borrowers
14	New Construction Exhibits (if applicable)		

FHA, VA, USDA-RD SPECIFIC DOCUMENTS

FHA Documents (if applicable)

1	HUD 92900A - Addendum to Initial Loan Application	3	FHA Amendatory Clause/ RE Certification - signed & dated by all parties
2	FHA Connection Case # Assignment	4	HUD 92800.5B - Conditional Commitment Stmtnt of Appraised Value

VA Documents (if applicable)

1	Form 26-1802a /HUD Form 92900A - Addendum to Initial Ln Application	3	Notice of Value (NOV) or Master Certificate of Eligibility
2	VA Form 26-1866 Certif. of Commitment - if prior apprvd,must be unexpired	4	

USDA-RD Documents (if applicable)

1	Form 1980-19 Guaranteed Ln Closing Report - Proof Upfront Ln Fee Paid	3	Form 3555-17 Loan Note Guarantee
2	Form 3555-11 Guaranteed Rural Housing Lender Record Change	4	Form 3555-21 Request for S/Fam Housing Loan Guarantee

****Recorded Mtg & Assignment, Title Policy and FHA MIC/VA LGC/USDA-RD LNG must be delivered within 90 days of loan purchase****

CHFA DOWN PAYMENT ASSISTANCE PROGRAM/s

SERVICER = CAPITAL FOR CHANGE, INC. - Refer To: CHFA Down Payment Assistance Program Servicing Guide Form DAP-AM-LNDR

Hazard Insurance Policies Mortgagee Clause: DAP Only N/A to Time To Own Program

Connecticut Housing Finance Authority, C/O Capital For Change, Inc., its successors and/or assigns, ATIMA -10 Alexander Dr.- Wallingford, CT 06492

Miscellaneous Documents (if applicable)

1	2
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