



(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's Operations Manager 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: (888) 263-7628 • Fax: (562) 745-1281

Payment Correspondence Address: (Effective 2/1/2020)

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

Loan File Submission Address:

AmeriNat
Attention: Wanda Attig
217 S. Newton Ave
Albert Lea, MN 56007

New Loan Setup Email:

newloansmn@amerinatls.com

Debbie Vranesh, Operations Manager - dvranesh@amerinatls.com

(800) 943-1988 Ext. 1242

Employee Name	Ext.	Position/ Title	Email Address
Wanda Attig	1340	Customer Service Supervisor	wattig@amerinatls.com
Jane Youngkrantz	1328	Tax & Insurance Representative	jyoungkrantz@amerinatls.com
Group Email	1381	Customer Service Dept.	CustomerService_MN@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: Wanda Attig
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)

FHA / VA Case # _____

Total Payment _____

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)

☐ CHFA LEAN LOAN

Date:

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

COMPLETE THE FOLLOWING TO SUBMIT LOANS IN CHFA LOS:

☐ Update All Applicable Fields In LOS - Confirm Program Type & Interest Rate - Including DAP Worksheet (If applicable)

☐ Complete And Submit CHFA LOS Additional Data Screens

☐ 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

1

File Submission Checklist - CHFA Form 009-1108 - AM

2

Other Subordinate Financing - Initial Financing Approval Document
(i.e. Housing Dev. Fund, Equity Builder, City of HTFD, etc.)

3

Loan Exception Documentation

4

Final Transmittal Summary (1008) FNMA (dated/signed by Underwriter)

First Mortgage Loan Approval & Application

1

Final/Verified Loan Application (1003) signed by Mtg Loan Originator

2

Initial Loan Application (1003) (signed by Borrower & Loan Originator)

3

AUS Findings - Final version (DU, LPA)

4

Private Mortgage Insurance Certificate - Copy (if applicable)

Credit & Fraud Checks

1

Credit Supplements (if applicable)

2

Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)

3

Bankruptcy Report / Discharge (if applicable)

4

Letter addressing Adverse Credit and/or Discrepancies - signed & dated

5

Credit Report Inquiry Explanation with Documentation - signed & dated

6

Divorce Decree / Property Separation Agreements (if applicable)

7

Child Support Verification (if applicable)

Income / Employment - (Most Recent Documentation on Top)

1

Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Repayment)

2

Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Income Limit)

3

Verification of Employment (past 2 yrs with start/end dates)

4

Current paystubs (reflecting 30 days & YTD income)

5

Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)

6

W-2's, 1099's - Most recent 2 yrs

7

Academic Student Transcript - for full-time student (or pay stub) if DAP LN

8

IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area

~ OR ~ (Do Not Include Both - Delays File Review Process)

8

Fed. Tax Return-*Personal* Signed 3 most recent- 1 yr if targeted area -all schedules

8

Fed. Tax Return-*Business* Signed 3 most recent- 2 yrs if targeted area-all schedules

9

Income Letter(s) of Explanation (if applicable)

Assets - (Most Recent Documentation on Top)

1

Cleared Earnest Money Check (copy) with source of funds (if applicable)

2

Gift Documentation per FNMA guidelines

3

Any Additional Supporting Asset Documentation (if applicable)

4

Asset Statements (Bank name & ownership) min 1 mnth within 30 day period

Property / Appraisal

1

Appraisal Report (include **Color** Photos, Street View, Comparables)

2

Final / Repair Inspection with **Color** Photos - FNMA 1004D (if applicable)

3

Certificate of Occupancy (if applicable)

4

Evidence Condo is FNMA Eligible - CHFA Form 013-490 - **or** - Equivalent

5

Flood Life of Loan Determination Certificate

6

Flood Hazard Notice

7

Verification of Property Census Tract - FFIEC Geocoding print-out or Other

8

Purchase Agreement - short sale agreement, probate approval...(fully executed)

9

Purchase Agreement - All Addendums & Counter Offers (fully executed)

AmeriNat - Conventional Mtg - Continued	
CHFA REQUIRED DOCUMENTS (if applicable)	
<div><div>1</div>Federal Recapture Tax Notice - Potential Tax - 051-0597</div>	<div><div>10</div>Police Statement of Eligibility - 031-027</div>
<div><div>2</div>Federal Recapture Tax Notice - Understanding Tax - 050-0597</div>	<div><div>11</div>Teacher Statement of Eligibility - 031-030</div>
<div><div>3</div>Federal Recapture Tax Notice - Method to Compute (LEAN Only)</div>	<div><div>12</div>Military Form DD214 Separation Documents (Honorable Discharge)</div>
<div><div>4</div>IRS Form 4506-C - Copy (completed & signed for each Borrower)</div>	
<div><div>5</div>Borrower Eligibility Certificate - 014-1107</div>	Homeownership Counseling
<div><div>6</div>DAP - Application for Downpayment & Closing Costs - DAPappcc</div>	<div><div>13</div>Pre-Closing Homebuyer Education Certificate</div>
<div><div>7</div>DAP - Borrower's Certificate - DAP 95-05</div>	<div><div>13</div>Pre-Purchase Homebuyer Education Certificate</div>
<div><div>8</div>Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)</div>	<div><div>13</div>Online Homebuyer Education (FinallyHome!®) Certificate</div>
<div><div>9</div>Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification</div>	<div><div>14</div>Financial Fitness Certificate</div>
	<div><div>15</div>Landlord Certificate (if multifamily)</div>
CLOSING DOCUMENTS - AMERINAT	
<div><div></div>AmeriNat - Loan Information Sheet - Completed</div>	<div><div></div>AmeriNat - Escrow Information Sheet - Completed</div>
<div><div></div>Detail Purchase Advice Funding Sheet - CHFA Form 066-0408</div>	<div><div></div>Participating Lender Certification - CHFA Form 019-1101</div>
<div><div></div>Copy - Assignment of Mortgage To: Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067</div>	<div><div></div>Original/Final Documents Mailed To: AmeriNat Attn: Wanda Attig - 217 S. Newton Ave. Albert Lea, MN 56007</div>
<div><div>1</div>LEAN Lender Commitment Letter - Fully Executed</div>	<div><div>15</div>New Construction Exhibits (if applicable)</div>
<div><div>2</div>Commitment Letter - (CHFA) Fully Executed</div>	<div><div>16</div>UCDP - Submission Summary Report</div>
<div><div>3</div>CHFA DAP (subordinate financing) Copy Executed Commitment Letter Only</div>	<div><div>17</div>UCD - (Uniform Closing Dataset) - Final Submission Report - Eff. 9/25/2017</div>
<div><div>4</div>Other Subordinate Financing - Copy Second Mortgage Note & Deed</div>	<div><div>18</div>Private Mtg Insurance Certificate</div>
<div><div>5</div>Flood Life of Loan Determination Certificate - Transferred to AmeriNat</div>	<div><div>19</div>Private Mtg Insurance Cancellation Disclosures - Assigned to AmeriNat</div>
<div><div>6</div>Flood Insurance Policy (if applicable) List CHFA C/O AmeriNat as Mortgagee</div>	<div><div>20</div>Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of AmeriNat info.</div>
<div><div>7</div>Hazard Ins. Policy/Binder - List CHFA C/O AmeriNat as Mortgagee</div>	<div><div>21</div>Original Note (First Mtg) - Endorsed to CHFA</div>
<div><div>8</div>Hazard Ins. - Condo Master Insurance Policy (if applicable)</div>	<div><div>22</div>Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)</div>
<div><div>9</div>Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)</div>	<div><div>23</div>Tax-Exempt Financing Rider - CHFA Form 053-1199</div>
<div><div>10</div>Title Ins. Policy - Final with Chain of Title & Property Tax Info.</div>	<div><div>24</div>Immigration & Naturalization Services (INS) Card - Copy</div>
<div><div>11</div>Initial Escrow Account Disclosure</div>	<div><div>25</div>Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.</div>
<div><div>12</div>Engineers Certification of foundation, required on Manufactured Homes</div>	<div><div>26</div>Borrower Signature Affidavit - 014-0718</div>
<div><div>13</div>Copy - Deactivated Title for Manuf. Home showing Prop. as Real Property</div>	<div><div>27</div>Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet</div>
<div><div>14</div>Well, Septic Inspections (if applicable)</div>	<div><div>28</div>Loan Estimate (LE) Revised - Change of Circumstance Form, if applicable</div>
	<div><div>29</div>W9 Forms for all borrowers</div>
Recorded Mtg & Assignment, Title Policy and FHA MIC/VA LGC/USDA-RD LNG must be delivered within 90 days of loan purchase	
CHFA DOWNPAYMENT ASSISTANCE PROGRAM (DAP)	
SERVICER = CAPITAL FOR CHANGE, INC. - Refer To: CHFA Downpayment Assistance Program Servicing Guide Form DAP-AM-LNDR	
Hazard Insurance Policies Mortgagee Clause: 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)	
<div><div>1</div></div>	<div><div>4</div></div>
<div><div>2</div></div>	<div><div>5</div></div>
<div><div>3</div></div>	<div><div>6</div></div>

CHFA - LOAN FILE SUBMISSION FORM

SERVICER: AMERINAT - or - Service Retained Lender

GOVERNMENT MORTGAGES

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



☐ CHFA LEAN LOAN

Date: _____

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

COMPLETE THE FOLLOWING TO SUBMIT LOANS IN CHFA LOS:

☐ Update All Applicable Fields In LOS - Confirm Program Type & Interest Rate - Including DAP Worksheet (If applicable)

☐ Complete And Submit CHFA LOS Additional Data Screen

☐ 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

1

File Submission Checklist - CHFA Form 009-1108 - AM

2

Other Subordinate Financing - Initial Financing Approval Document

3

Loan Exception Documentation

4

Final Transmittal Summary (1008) FNMA (USDA Loans ONLY - signed by UW & dated)

5

USDA-RD Form 3555-18 Conditional Commitment for S/Fam Ln Guarantee

6

HUD 92900LT - Final Underwriting & Transmittal Summary (signed by UW & dated)

7

VA Form 26-6393 Loan Analysis (signed by UW & dated)

First Mortgage Loan Approval & Application

1

Final/Verified Loan Application (1003) signed by Mtg Loan Originator

2

Initial Loan Application (1003) (signed by Borrower & Loan Originator)

3

AUS Findings - Final version (DU, LPA, GUS)

4

Credit & Fraud Checks

1

Credit Supplements (if applicable)

2

Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)

3

Bankruptcy Report / Discharge (if applicable)

4

Letter addressing Adverse Credit and/or Discrepancies - signed & dated

5

Credit Report Inquiry Explanation with Documentation - signed & dated

6

Divorce Decree / Property Separation Agreements (if applicable)

7

Child Support Verification (if applicable)

Income / Employment - (Most Recent Documentation on Top)

1

Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Repayment)

2

Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Income Limit)

3

Verification of Employment (past 2 yrs with start/end dates)

4

Current paystubs (reflecting 30 days & YTD income)

5

Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)

6

W-2's, 1099's - Most recent 2 yrs

7

Academic Student Transcript - for full-time student (or pay stub) if DAP Loan

8

IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area

~ or ~ (Do Not Include Both - Delays File Review Process)

8

Fed. Tax Return-Personal Signed 3 most recent - 1 yr if target area - all schedules

8

Fed. Tax Return-Business Signed 3 most recent - 2 yrs if target area - all schedules

9

Income Letter(s) of Explanation (if applicable)

Assets - (Most Recent Documentation on Top)

1

Cleared Earnest Money Check (copy) with source of funds (if applicable)

2

Gift Documentation per FNMA guidelines

3

Any Additional Supporting Asset Documentation (if applicable)

4

Asset Statements (Bank name & ownership) min 1 mnth within 30 day period

Property / Appraisal

1

Appraisal Report (include Color Photos, Street View, Comparables)

2

Final / Repair Inspection with Color Photos - FNMA 1004D (if applicable)

3

Certificate of Occupancy (if applicable)

4

Evidence Condo is VA / FHA approved

5

Flood Life of Loan Determination Certificate

6

Flood Hazard Notice

7

Verification of Property Census Tract - FFIEC Geocoding print-out or Other

8

Purchase Agreement - short sale agreement, probate approval...(fully executed)

9

Purchase Agreement - All Addendums & Counter Offers (fully executed)

10

Escrow Holdback Agreement (if applicable)

203(K) Rehabilitation Loans

1

HUD 92700 - Maximum Mtg Worksheet

2

HUD Consultant Report (if applicable)

3

Work Estimates - Fully Executed - Copy

4

Work Write-up and signed Contract - Copy

5

Contractor Licenses - Copy

6

Contractor Liability Insurance - Copy

AmeriNat Government Mtg - Continued

CHFA REQUIRED DOCUMENTS (if applicable)

1	Federal Recapture Tax Notice - Potential Tax - 051-0597	12	Veterans Statement - Due on Sale - 018-0296
2	Federal Recapture Tax Notice - Understanding Tax - 050-0597	13	VA Eligibility Certificate - or - Automated Certificate of Eligibility
3	Federal Recapture Tax Notice - Method to Compute (LEAN Only)	14	Military Form DD214 Separation Documents (Honorable Discharge)
4	IRS Form 4506-C - Copy (completed & signed for each Borrower)		
5	Borrower Eligibility Certificate - 014-1107		
6	DAP - Application for Downpayment & Closing Costs - DAPappcc	Homeownership Counseling	
7	DAP - Borrower's Certificate - DAP 95-05	15	Pre-Closing Homebuyer Education Certificate
8	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)	15	Pre-Purchase Homebuyer Education Certificate
9	Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification	15	Online Homebuyer Education (FinallyHome!®) Certificate
10	Police Statement of Eligibility - 031-027	16	Financial Fitness Certificate
11	Teacher Statement of Eligibility - 031-030	17	Landlord Certificate (if multifamily)

CLOSING DOCUMENTS - AMERINAT

	AmeriNat - Loan Information Sheet - Completed		AmeriNat - Escrow Information Sheet - Completed
	Detail Purchase Advice Funding Sheet - CHFA Form 066-0408		Participating Lender Certification - CHFA Form 019-1101
	Assignment of Mortgage To: Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067		Original/Final Documents Mailed To: AmeriNat Attn: Wanda Attig - 217 S. Newton Ave. Albert Lea, MN 56007
1	LEAN Lender Commitment Letter - Fully Executed	15	New Construction Exhibits (if applicable)
2	Commitment Letter - (CHFA) Fully Executed	16	UCDP - Submission Summary Report
3	CHFA DAP (subordinate financing) Copy Executed Commitment Letter Only	17	Private Mtg Insurance Certificate
4	Other Subordinate Financing - Copy Second Mortgage Note & Deed	18	Private Mtg Insurance Cancellation Disclosures - Assigned to AmeriNat
5	Flood Life of Loan Determination Certificate - Transferred to AmeriNat	19	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of AmeriNat info.
6	Flood Insurance Policy (if applicable) List CHFA C/O AmeriNat as Mortgagee	20	Original Note (First Mtg) - Endorsed to CHFA
7	Hazard Ins. Policy/Binder - List CHFA C/O AmeriNat as Mortgagee	21	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)
8	Hazard Ins. - Condo Master Insurance Policy (if applicable)	22	Tax-Exempt Financing Rider - CHFA Form 053-1199
9	Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)	23	Immigration & Naturalization Services (INS) Card - Copy
10	Title Ins. Policy - Final with Chain of Title & Property Tax Info.	24	Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.
11	Initial Escrow Account Disclosure	25	Borrower Signature Affidavit 014-0718
12	Engineers Certification of foundation, required on Manufactured Homes	26	Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet
13	Copy - Deactivated Title for Manuf. Home showing Prop. as Real Property	27	Loan Estimate (LE) Revised - Change of Circumstance Form (if applicable)
14	Well, Septic Inspections (if applicable)	28	W9 Forms for all borrowers

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		

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 DOWNPAYMENT ASSISTANCE PROGRAM (DAP)

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

Hazard Insurance Policies Mortgagee Clause:

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		3	
2		4	