Idaho Housing and Finance Association
Reference Guide

Servicing CHFA Loan Types: FHA, VA and USDA – Service Released Lenders only
HFA Preferred™ - All Lenders / HFA Advantage® - Eligible Lenders
Conventional loans that are uninsured – All Lenders
(See CHFA DAP Servicing Guides)

Idaho Housing and Finance Association an Independent Body, Politic and Corporate
565 W. Myrtle Street, Boise, ID 83702
Toll Free #1-855-505-4700
Mon – Fri 8am – 5pm (mountain time) Closed on certain holidays
Tax ID#: 82-03023333 Branch 001 HUD ID #: 10101-09998

Lender Connection: https://www.lenderct.com
Contact Email: resloan@ihfa.org

Borrower Connection: https://www.borrowerct.com
Send Questions: resloan@HomeLoanServ.com

CONTACTS:

Mark Suderman
Loan Acquisition Lead
(208) 331-4870
marks@ihfa.org

Annie Smith
Business Development Specialist
(208) 331-4813
annies@ihfa.org

Note Endorsement: Pay To The Order of
Idaho Housing and Finance Association
(No Ampersand Sign)
Without Recourse
Lender Name
Signature
Signatory’s typed name/title

Assignment of Mortgage
Idaho Housing and Finance Association
P.O. Box 7899
Boise, ID 83707
Or MERS: IHFA #1009670

Loan Purchase within 15 Days of 1st Payment Due

- 1st pay netted out of purchase amount
- Lender retains 1st payment
- Purchase Statement will account for monthly escrow
- Transfer Flood Certificate to HomeLoanServ
- Transfer Hazard/Flood Insurance to HomeLoanServ

Original Note To:
Idaho Housing and Finance Association
565 W. Myrtle Street, Boise, ID 83702

Trailing Docs Delivered Within 90 Days of Loan Closing
(Upload thru Lender Connection)
*Original Recorded Mortgage & Assignment
* Final Title Insurance Policy
* FHA MIC/VA LGC/USDA-RD LNG

Borrower’s Payments/Servicing Questions
Idaho Housing and Finance Association
P.O. Box 7541, Boise, ID 83707-1899
Toll Free #: 1-800-526-7145
Email Servicing Questions: mortgageserv@ihfa.org

Customer can mail both the 1st and 2nd mortgage payments in the same envelope but there should be two separate checks – one for the 1st mortgage and one for the 2nd mortgage payment- If only one check is sent for both payments it will all be credited to the first mortgage as additional principle paydown.

First Mortgagee Clause: HomeLoanServ – ISAOA/ATIMA: P.O. Box 818007 – Cleveland, OH 44181
Fax: 888-218-9257 Email: insdocs8263@oscis.com

Second Mortgagee Clause: CHFA Downpayment Assistance Program (DAP) = Connecticut Housing Finance Authority C/O HomeLoanServ. - ISAOA/ATIMA: P.O. Box 818007 – Cleveland, OH 44181
Fax: 888-218-9257 Email: insdocs8263@oscis.com
CHFA - LOAN FILE SUBMISSION FORM

CONVENTIONAL MORTGAGES

(For Home Preferred™/HFA Advantage® & Uninsured Only)

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

<table>
<thead>
<tr>
<th>CHFA Loan #</th>
<th>HFA Loan #</th>
<th>Primary Borrower Name (Last, First)</th>
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CREDIT PACKAGE DOCUMENTS - CHECK ONLY ITEMS APPLICABLE

Commitment / Loan Exceptions / Transmittal

- Final Transmittal Summary (1008) FNMA (dated/signed by Underwriter)
- Credit Inquiry Explanation with Documentation - signed & dated
- Divorce Decree / Property Separation Agreements (if applicable)
- Academic Student Transcript - for full-time student
- Income Letter(s) of Explanation (if applicable)
- Verification of Property Census Tract - FFIEC Geocoding print-out or Other
- Purchase Agreement - All Addendums & Counter Offers (fully executed)

First Mortgage Loan Approval & Application

- Final/Verified Loan Application (1003)
- Initial Loan Application (1003) (signed by Borrower & Ln Originator)
- Private Mortgage Insurance Certificate - Copy (if applicable)

Credit & Fraud Checks

- Credit Supplements (if applicable)
- Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)
- Bankruptcy Report / Discharge (if applicable)
- Letter addressing Adverse Credit and/or Discrepancies - signed & dated
- Credit Report Inquiry Explanation with Documentation - signed & dated
- Divorce Decree / Property Separation Agreements (if applicable)
- Child Support Verification (if applicable)

Income / Employment - (Most recent Documentation on Top)

- Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Repayment)
- Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Income Limit)
- Verification of Employment (past 2 yrs with start/end dates)
- Current paystubs (reflecting 30 days & YTD income)
- Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)
- W-2’s, 1099’s - Most recent 2 yrs
- Academic Student Transcript - for full-time student (or pay stub) if DAP LN
- IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area
- Fed. Tax Return-Personal Signed 3 most recent - 1 yr if target area - all schedules
- Fed. Tax Return-Business Signed 3 most recent - 2 yrs if target area - all schedules
- Income Letter(s) of Explanation (if applicable)

Assets - (Most recent Documentation on Top)

- Cleared Earnest Money Check (copy) with source of funds (if applicable)
- Gift Documentation per FNMA guidelines
- DAPS: Document source of deposit & withdrawals ≥10% of monthly income
- Any Additional Supporting Asset Documentation (if applicable)
- Asset Statements (Bank name & ownership) most recent 3 mths - all accounts

Property / Appraisal

- Appraisal Report (include Color Photos, Street View, Comparables)
- Final / Repair Inspection with Color Photos - FNMA 1004D (if applicable)
- Certificate of Occupancy (if applicable)
- Evidence Condo is FNMA Eligible - CHFA Form 013-490 - or - Equivalent
- Flood Life of Loan Determination Certificate
- Flood Hazard Notice
- Verification of Property Census Tract - FFIEC Geocoding print-out or Other
- Purchase Agreement - short sale agreement, probate approval...(fully executed)
- Purchase Agreement - All Addendums & Counter Offers (fully executed)
### CHFA REQUIRED DOCUMENTS (if applicable)

- **Federal Recapture Tax Notice - Potential Tax** - 051-0597
- **Federal Recapture Tax Notice - Understanding Tax** - 050-0597
- **Federal Recapture Tax Notice - Method to Compute (LEAN Only)**
- **IRS Form 4506-T - Copy (completed & signed for each Borrower)**
- **Borrower Eligibility Certificate** - 014-1107
- **DAP - Application for Downpayment Only** - DAPappOnly
- **DAP - Borrower's Certificate** - DAP 95-05
- **Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)**
- **Landlord Verif. of Tenant Address** - 060-1005 or Lease, or Recertification

### Homeownership Counseling

- **Pre-Closing Homebuyer Education Certificate** (3Hr)
- **Pre-Purchase Homebuyer Education Certificate** (8Hr)
- **Online Homebuyer Education** (e-Home America) Certificate
- **Financial Fitness Certificate**
- **Landlord Certificate** (if multifamily)

### Closing Documents - Idaho Housing and Finance Association

- **Final FNMA 1003 uploaded in "Lender Connection" Web Portal**
- **"Lender Connection" Loan Information Completed Online**
- **Original/ Final Documents Mailed To: Idaho Housing and Finance Association - 565 W. Myrtle St. - Boise, ID 83702**
- **Participating Lender Certification - CHFA Form 019-1101**
- **New Construction Exhibits** (if applicable)
- **UCDP - Submission Summary Report**
- **UCD - (Uniform Closing Dataset) - Final Submission Report - Eff. 9/25/2017**
- **Private Mtg Insurance Certificate**
- **Private Mtg Insurance Cancellation Disclosures - Assigned to HomeLoanServ**
- **Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.**
- **Original Note (First Mtg) - Endorsed to IHFA**
- **Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy  (First Mtg)**
- **IHFA - Certif. of Accelerated Delivery Form**
- **1040 (see Lender Connection)**
- **LE - Initial Disclosure (1st Mtg & DAP if applicable)**
- **Hazard Ins. Policy/Binder - HomeLoanServ listed loss payee with LN #**
- **Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.**
- **Initial Escrow Account Disclosure**
- **Well, Septic Inspections** (if applicable)

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

### CHFA DAP Closing Documents (if applicable)

- **Original Executed Commitment Letter - (Copy to CHFA - DAP subord. financing)**
- **Original DAP Note** (Copy to CHFA - Closed in the name of CHFA)
- **Original DAP Deed** (within 90 days of closing)
- **DAP Loan Estimate** (LE)
- **DAP Closing Disclosure (CD)**
- **Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.**

### Miscellaneous Documents (if applicable)

- **Beneficiary Receipt**
- **Tax-Exempt Financing Rider** - CHFA Form 053-1199
- **Immigration & Naturalization Services (INS) Card - Copy**
- **Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet**
- **Loan Estimate (LE) Revised - Change of Circumstance Form, if applicable**
- **Hazard Ins. - Condo Master Insurance Policy** (if applicable)
- **Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)**
- **Mortgage Assignment to IHFA - ISAOA ATIMA - Copy (if not utilizing MERS)**
- **Title Ins. Policy - Final with Chain of Title & Property Tax Info.**
- **Initial Escrow Account Disclosure**
- **Well, Septic Inspections** (if applicable)

**Connecticut Housing Finance Authority C/O HomeLoanServ, ISAOA/ATIMA: P.O. Box 818007 - Cleveland, OH 44181**
# CHFA - LOAN FILE SUBMISSION FORM

**SERVICER:** IDAHO HOUSING AND FINANCE ASSOCIATION

**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

<table>
<thead>
<tr>
<th>File Contact Name &amp; Title</th>
<th>Telephone &amp; Ext.</th>
<th>Contacts Email Address</th>
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### BORROWER INFORMATION

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**CHFA - LOAN FILE SUBMISSION FORM**

Note: CHFA LOS submission requires CHFA Form 009-1107B Gov - ID   Eff. 10-30-19

**CREDIT PACKAGE DOCUMENTS - CHECK ONLY ITEMS APPLICABLE**

| Commitment / Loan Exceptions / Transmittal |  |
|------------------------------------------|  |

- File Submission Checklist - CHFA Form 009-1107 - ID
- USDA-RD Form 3555-LB Conditional Commitment for S/Fam Ln Guarantee
- HUD 92900LT - Final Underwriting & Transmittal Summary (signed by UW & dated)
- VA Form 26-6393 Loan Analysis (signed by UW & dated)

### First Mortgage Loan Approval & Application

- Final/Verified Loan Application (1003)
- Initial Loan Application (1003) (signed by Borrower & Ln Originator)
- AUS Findings - Final version (DU, LPA, GUS)

### Credit & Fraud Checks

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- Credit Supplements (if applicable)
- Credit Report - RMCRI / Tri-Merge (associated to AUS, if applicable)
- Bankruptcy Report / Discharge (if applicable)
- Letter addressing Adverse Credit and/or Discrepancies - signed & dated
- Credit Report Inquiry Explanation with Documentation - signed & dated
- Divorce Decree / Property Separation Agreements (if applicable)
- Child Support Verification (if applicable)

### Income / Employment - (Most recent Documentation on Top)

- Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Repayment)
- IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area
- ~ QT ~ (Do Not Include Both - Delays File Review Process)
- Fed. Tax Return-Personal Signed 3 most recent - 1 yr if target area - all schedules
- Fed. Tax Return-Business Signed 3 most recent - 2 yrs if target area - all schedules
- Income Letter(s) of Explanation (if applicable)

### Assets - (Most recent Documentation on Top)

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- Cleared Earnest Money Check (copy) with source of funds (if applicable)
- Gift Documentation per FNMA guidelines
- Any Additional Supporting Asset Documentation (if applicable)
- Asset Statements (Bank name & ownership) most recent 3 mths - all accounts

### Property / Appraisal

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- Appraisal Report (include Color Photos, Street View, Comparables)
- Final / Repair Inspection with Color Photos - FNMA 1004D (if applicable)
- Escrow Holdback Agreement (if applicable)
- HUD 92700 - Maximum Mtg Worksheet
- HUD Consultant Report (if applicable)
- Work Estimates - Fully Executed - Copy
- Work Write-up and signed Contract - Copy
- Contractor Licenses - Copy
- Contractor Liability Insurance - Copy
### CHA REQUIRED DOCUMENTS (if applicable)
- Federal Recapture Tax Notice - Potential Tax - 051-0597
- Federal Recapture Tax Notice - Understanding Tax - 050-0597
- Federal Recapture Tax Notice - Method to Compute (LEAN Only)
- IRS Form 4506-T - Copy (completed & signed for each Borrower)
- Borrower Eligibility Certificate - 014-1107
- DAP - Application for Downpayment Only - DAPappONLY
- DAP - Borrower's Certificate - DAP 95-05
- Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)
- Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification
- Police Statement of Eligibility - 031-027
- Teacher Statement of Eligibility - 031-030
- Veterans Statement - Due on Sale - 018-0296
- VA Eligibility Certificate - or - Automated Certificate of Eligibility
- Military Form DD214 Separation Documents (Honorable Discharge)
- Pre-Closing Homebuyer Education Certificate (3Hr)
- Pre-Purchase Homebuyer Education Certificate (6Hr)
- FHA Documents (if applicable)
- FHA, VA, USDA-RD SPECIFIC DOCUMENTS
- VA Documents (if applicable)
- USDA-RD Documents (if applicable)
- Pre-Approval Loan Estimate (LE)
- Servicing Transfer Disc. - *Goodbye Letter* Borrower notified of HmLnServ info.
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- Pre-Approval Loan Estimate (LE)
- Servicing Transfer Disc. - *Goodbye Letter* Borrower notified of HmLnServ info.

### CLOSING DOCUMENTS - IDAHO HOUSING AND FINANCE ASSOC.
- Final FNMA 1003 uploaded in "Lender Connection" Web Portal
- CHFA DAP CLOSING DOCUMENTS (if applicable)
- Participating Lender Certification - CHFA Form 019-1101

### CHFA DAP CLOSING DOCUMENTS (if applicable)
- Original Executed Commitment Letter - (CHFA)
- Original DAP Note (Copy to CHFA - Close in the name of CHFA)
- Original DAP Deed (within 90 days of closing)
- FHA Connectiion Case # Assignment
- Form 26-1802a /HUD Form 92900A - Addendum to Initial Ln Application
- VA Form 26-1866. Cert. of Commitment - if prior apprvd, must be unexpired
- HUD 92900A - Addendum to Initial Loan Application
- HUD 92800.5B - Conditional Commitment Stmt of Appraised Value
- Notice of Value (NOV) or Master Certificate of Eligibility
- FHA Amendments Clause/ RE Certification - signed & dated by all parties
- HUD 92900A - Addendum to Initial Ln Application
- HUD 92800.5B - Conditional Commitment Stmt of Appraised Value
- Notice of Value (NOV) or Master Certificate of Eligibility
- FHA Amendments Clause/ RE Certification - signed & dated by all parties
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### **Recorded Mtg & Assignment, Title Policy and FHA Mic/VA LGC/USDA-RD LNG must be delivered within 90 days of loan purchase**