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
## Loan Exception Documentation

- **Final Transmittal Summary (1008) FNMA (dated/signed by Underwriter)**
- **Credit Report Inquiry Explanation with Documentation - signed & dated**
- **Divorce Decree / Property Separation Agreements (if applicable)**
- **Academic Student Transcript - for full-time student (or pay stub) if DAP LN**
- **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)**

## CHFA LEAN LOAN

**DATE:** _______________

**CHFA - LOAN FILE SUBMISSION FORM**

**SERVICER:** IDAHO HOUSING AND FINANCE ASSOCIATION

**CONVENTIONAL MORTGAGES**

(Form for HFA Preferred™ / HFA Advantage® & Uninsured Only)

### 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>
</tr>
</thead>
</table>

### BORROWER INFORMATION

<table>
<thead>
<tr>
<th>CHFA Loan #</th>
<th>IHLA Loan #</th>
<th>Primary Borrower Name (Last, First)</th>
</tr>
</thead>
</table>

**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

- **Loan Exception Documentation**
- **Final Transmittal Summary (1008) FNMA (dated/signned by Underwriter)**

#### 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)**
- **Private Mortgage Insurance Certificate - Copy (if applicable)**

#### Credit & Fraud Checks

- **Credit Report Inquiry Explanation with Documentation - signed & dated**
- **Divorce Decree / Property Separation Agreements (if applicable)**
- **Child Support Verification (if applicable)**
- **Letter addressing Adverse Credit and/or Discrepancies - signed & dated**

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

- **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 - all schedules**
- **Fed. Tax Return-Personal**
- **Fed. Tax Return-Business**
- **Income Letter(s) of Explanation (if applicable)**

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

- **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)**

### FORMS & SUPPORTING DOCUMENTS

1. **CHFA LEAN LOAN**
2. **Housing Development Fund**, **Equity Builder**, **City of HTFD**, etc.
3. **DAPS: Document source of deposit & withdrawals >10% of monthly income**
### CHFA REQUIRED DOCUMENTS (if applicable)

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Recapture Tax Notice - Potential Tax</td>
<td>051-0597</td>
</tr>
<tr>
<td>Federal Recapture Tax Notice - Understanding Tax</td>
<td>050-0597</td>
</tr>
<tr>
<td>Federal Recapture Tax Notice - Method to Compute (LEAN Only)</td>
<td></td>
</tr>
<tr>
<td>IRS Form 4506-T</td>
<td>Copy (completed &amp; signed for each Borrower)</td>
</tr>
<tr>
<td>Borrower Eligibility Certificate</td>
<td>014-1107</td>
</tr>
<tr>
<td>DAP - Application for Downpayment Only</td>
<td>DAPappOnly</td>
</tr>
<tr>
<td>DAP - Borrower's Certificate</td>
<td>DAP 95-05</td>
</tr>
<tr>
<td>Loan Estimate (LE) Initial Disclosure</td>
<td>(1st Mtg &amp; DAP if applicable)</td>
</tr>
<tr>
<td>Landlord Verif. of Tenant Address</td>
<td>060-1005 or Lease, or Recertification</td>
</tr>
<tr>
<td>Financial Fitness Certificate</td>
<td></td>
</tr>
<tr>
<td>Landlord Certificate</td>
<td>(if multifamily)</td>
</tr>
</tbody>
</table>

### Homeownership Counseling

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

### CLOSING DOCUMENTS - IDAHO HOUSING AND FINANCE ASSOC.

- Final FNMA 1003 uploaded in *Lender Connection* Web Portal
- Documents Delivered Electronically in *Lender Connection*
- Original/Final Documents Mailed To: Idaho Housing and Finance Association - 565 W. Myrtle St. - Boise, ID 83702
- Participating Lender Certification - CHFA Form 019-1101

### CHFA DAP Closing Documents (if applicable)

- Original Executed Commitment Letter - (Copy to CHFA - DAP subord. financing)
- DAP Loan Estimate (LE)
- DAP Loand Closing Disclosure (CD)

### Miscellaneous Documents (if applicable)

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

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**Connecticut Housing Finance Authority C/O HomeLoanServ, ISADA/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

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

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<tr>
<th>First Mortgage Loan Approval &amp; Application</th>
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<td>Final/Verified Loan Application (1003)</td>
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<tr>
<td>Credit Supplements (if applicable)</td>
</tr>
<tr>
<td>Credit Report - RMC (Tri-Merge) (associated to AUS, if applicable)</td>
</tr>
<tr>
<td>Bankruptcy Report / Discharge (if applicable)</td>
</tr>
<tr>
<td>Letter addressing Adverse Credit and/or Discrepancies - signed &amp; dated</td>
</tr>
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<td>Credit Report Inquiry Explanation with Documentation - signed &amp; dated</td>
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<tr>
<th>Income / Employment</th>
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<tr>
<td>Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Repayment)</td>
</tr>
<tr>
<td>Academic Student Transcript - for full-time student (or pay stub) if DAP LN</td>
</tr>
<tr>
<td>IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area</td>
</tr>
<tr>
<td>~ OR ~ (Do Not Include Both - Delays File Review Process)</td>
</tr>
<tr>
<td>Fed. Tax Return-Personal Signed 2 most recent - 1 yr if target area - all schedules</td>
</tr>
<tr>
<td>Fed. Tax Return-Business Signed 3 most recent - 2 yrs if target area - all schedules</td>
</tr>
<tr>
<td>Income Letter(s) of Explanation (if applicable)</td>
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<thead>
<tr>
<th>Income / Employment - (Most recent Documentation on Top)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current paystubs (reflecting 30 days &amp; YTD income)</td>
</tr>
<tr>
<td>Fed. Tax Return-Personal Signed 3 most recent - 1 yr if target area - all schedules</td>
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<tr>
<td>Gift Documentation per FNMA guidelines</td>
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<td>Any Additional Supporting Asset Documentation (if applicable)</td>
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<td>Asset Statements (Bank name &amp; ownership) most recent 3 mths - all accounts</td>
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<td>Escrow Holdback Agreement (if applicable)</td>
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<th>203(K) Rehabilitation Loans</th>
</tr>
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<tr>
<td>HUD 92700 - Maximum Mfg Worksheet</td>
</tr>
<tr>
<td>HUD Consultant Report (if applicable)</td>
</tr>
<tr>
<td>Work Estimates - Fully Executed - Copy</td>
</tr>
<tr>
<td>Work Write-up and signed Contract - Copy</td>
</tr>
<tr>
<td>Contractor Licenses - Copy</td>
</tr>
<tr>
<td>Contractor Liability Insurance - Copy</td>
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<td>Telephone &amp; Ext.</td>
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</table>

**Certification:**

服

Date: ____________

**FILE SUBMISSION CHECKLIST:**

- CHFA Form 009-1107B - Gov - ID  
  Form #009-1107B Gov - ID Eff. 10-30-19
### 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
- Police Statement of Eligibility - 031-027
- Teacher Statement of Eligibility - 031-030

### 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 ASSOC.

#### FHA, VA, USDA-RD SPECIFIC DOCUMENTS

##### FHA Documents (if applicable)
- HUD 92900A - Addendum to Initial Loan Application
- FHA Connection Case # Assignment

##### VA Documents (if applicable)
- Form 26-1802a -VA Form 26-1802a
- VA Form 26-1866 - Cert of Commitment - if prior apprvd, must be unexpired

##### USDA-RD Documents (if applicable)
- Form 1980-19 Guaranteed Ln Closing Report - Proof Upfront Ln Fee Paid
- Form 3555-11 Guaranteed Rural Housing Lender Record Change

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

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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**