

# 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**

**Ph # 1-800-219-2285 Toll Free # 1-855-505-4700**

**Mon – Fri 8am – 5pm (mountain time) Closed on certain holidays**

**Tax ID#: 82-03023333 Branch 001 / MERS ID#: 1009670 / HUD ID#: 10101 / VA ID#: 925099000**

**USDA-RD ID#: 82-0302333 Branch 001 / Corelogic ID#: 2503177 / Service link ID#: 1000167877**

**Lender Connection:** <https://www.lenderct.com>

**Contact Email:** [resloan@ihfa.org](mailto:resloan@ihfa.org)

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

**Send Questions:** [resloan@HomeLoanServ.com](mailto:resloan@HomeLoanServ.com)

**COVID-19 IHFA UPDATES:** <https://www.idahohousing.com/covid-19/>

### **CONTACTS:**

#### **Mark Suderman**

Director, Loan Acquisition & Shipping  
(208) 331-4870  
[marks@ihfa.org](mailto:marks@ihfa.org)

#### **Rita Aafedt**

Assistant Manager – Loan Acquisition  
(208) 424-7048  
[ritaa@ihfa.org](mailto:ritaa@ihfa.org)

### **First Mortgage Note Endorsed: Pay To The Order of:**

Idaho Housing and Finance Association (*No Ampersand Sign - Spell out "and"*)

- ✓ Without Recourse
- ✓ Lender Name - *as appears on Note*
- ✓ Lender 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 1<sup>st</sup> Payment Due**

- 1<sup>st</sup> pay netted out of purchase amount
- Lender retains 1<sup>st</sup> payment
- Purchase Statement will account for monthly escrow
- Transfer LERETA Flood Certificate to **HomeLoanServ**  
(*\$10 charge to transfer other determination company to IHFA/ LERETA*)
- Transfer Hazard/Flood Insurance to **HomeLoanServ**

### **Original Note To: Attn: Doc Center**

Idaho Housing and Finance Association  
565 W. Myrtle Street - Boise, ID 83702  
**CHFA DAP 2<sup>nd</sup> Notes should not be endorsed**

### **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:** [support@homeloanserv.com](mailto:support@homeloanserv.com) **Online Banking:** [www.homeloanserv.com](http://www.homeloanserv.com)

**Document Center:** [doccenter@ihfa.org](mailto:doccenter@ihfa.org)

*Customer can mail both the 1<sup>st</sup> and 2<sup>nd</sup> mortgage payments in the same envelope but there should be two separate checks – one for the 1<sup>st</sup> mortgage and one for the 2<sup>nd</sup> 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](mailto:insdocs8263@oscis.com)

*Must include IHFA loan number*

**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](mailto:insdocs8263@oscis.com)

CHFA - LOAN FILE SUBMISSION FORM

SERVICER: IDAHO HOUSING AND FINANCE ASSOCIATION

CONVENTIONAL MORTGAGES

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



<input type="checkbox"/>	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:			
<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 #	IHFA 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"/>	1 File Submission Checklist - CHFA Form 009-1107 - ID	<input type="checkbox"/>	3 Loan Exception Documentation
<input type="checkbox"/>	2 Other Subordinate Financing - Initial Financing Approval Document <i>(i.e. Housing Dev. Fund, Equity Builder, City of HTFD, etc.)</i>	<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)	<input type="checkbox"/>	3 AUS Findings - Final version (DU, LPA)
<input type="checkbox"/>	2 Initial Loan Application (1003) (signed by Borrower & Ln Originator)	<input type="checkbox"/>	4 Private Mortgage Insurance Certificate - Copy (if applicable)
<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) if DAP LN
<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 target 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 target 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"/>	4 Asset Statements (Bank name & ownership) min. 1 mnth covering 30 day period
<input type="checkbox"/>	2 Gift Documentation per FNMA guidelines	<input type="checkbox"/>	
<input type="checkbox"/>	3 Any Additional Supporting Asset Documentation (if applicable)	<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"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

IHFA Conventional Mtg - Continued

CHFA REQUIRED DOCUMENTS (if applicable)			
1	Federal Recapture Tax Notice - Potential Tax - 051-0597	10	Police Statement of Eligibility - 031-027
2	Federal Recapture Tax Notice - Understanding Tax - 050-0597	11	Teacher Statement of Eligibility - 031-030
3	Federal Recapture Tax Notice - Method to Compute (LEAN Only)	12	Military Form DD214 Separation Documents (Honorable Discharge)
4	IRS Form 4506-C - Copy (completed & signed for each Borrower)		
5	Borrower Eligibility Certificate - 014-1107	Homeownership Counseling	
6	DAP - Application for Downpayment & Closing Costs - DAPappcc	13	Pre-Closing Homebuyer Education Certificate (3Hr)
7	DAP - Borrower's Certificate - DAP 95-05	13	Pre-Purchase Homebuyer Education Certificate (8Hr)
8	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)	13	Online Homebuyer Education (e-Home America) Certificate
9	Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification	14	Financial Fitness Certificate
		15	Landlord Certificate (if multifamily)
CLOSING DOCUMENTS - IDAHO HOUSING AND FINANCE ASSOC.			
	Final FNMA 1003 uploaded in "Lender Connection" Web Portal		Documents Delivered Electronically in "Lender Connection"
	"Lender Connection" Loan Information Completed Online		Original/Final Documents Mailed To: Idaho Housing and Finance Association - 565 W. Myrtle St. - Boise, ID 83702
	Detail Purchase Advice Funding Sheet - CHFA Form 066-0408		Participating Lender Certification - CHFA Form 019-1101
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) - Original Executed Commitment Letter	17	UCD - (Uniform Closing Dataset) - Final Submission Report - Eff. 9/25/2017
4	Other Subordinate Financing - Copy Second Mortgage Note & Deed	18	Private Mtg Insurance Certificate
5	IHFA - Certif. of Accelerated Delivery Form 1040 (see Lender Connection)	19	Private Mtg Insurance Cancellation Disclosures - Assigned to HomeLoanServ
6	Flood Life of Loan Determination - Certificate Transferred to HomeLoanServ	20	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.
7	Flood Insurance Policy (if applicable) HomeLoanServ listed loss payee w/LN#	21	Original Note (First Mtg) - Endorsed to IHFA
8	Hazard Ins. Policy/Binder - HomeLoanServ listed loss payee with LN #	22	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)
9	Hazard Ins. - Condo Master Insurance Policy (if applicable)	23	Tax-Exempt Financing Rider - CHFA Form 053-1199
10	Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)	24	Immigration & Naturalization Services (INS) Card - Copy
11	Mortgage Assignment to IHFA - ISAOA ATIMA -Copy (if not utilizing MERS)	25	Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.
12	Title Ins. Policy - Final with Chain of Title & Property Tax Info.	26	Borrower Signature Affidavit - 014-0718
13	Initial Escrow Account Disclosure	27	Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet
14	Well, Septic Inspections (if applicable)	28	Loan Estimate (LE) Revised - Change of Circumstance Form, 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)			
Homeowners Hazard insurance policys to include second mortgagee clause as follows: Connecticut Housing Finance Authority C/O HomeLoanServ, ISAOA/ATIMA: P.O. Box 818007 - Cleveland, OH 44181			
1	Original Executed Commitment Letter - (Copy to CHFA - DAP subord. financing)	4	DAP Loan Estimate (LE)
2	Original DAP Note (Copy to CHFA - Closed in the name of CHFA)	5	DAP Closing Disclosure (CD)
3	Original DAP Deed (within 90 days of closing)	6	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.
Miscellaneous Documents (if applicable)			
1		4	
2		5	
3		6	

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

File Contact Name & Title

Telephone & Ext.

Contacts Email Address

BORROWER INFORMATION

CHFA Loan #

IHFA 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 009-1107 - ID

5

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

2

Other Subordinate Financing - Initial Financing Approval Document

6

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

3

Loan Exception Documentation

7

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

4

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

First Mortgage Loan Approval &amp; Application

1

Final/Verified Loan Application (1003)

3

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

2

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

Credit &amp; Fraud Checks

1

Credit Supplements (if applicable)

5

Credit Report Inquiry Explanation with Documentation - signed & dated

2

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

6

Divorce Decree / Property Separation Agreements (if applicable)

3

Bankruptcy Report / Discharge (if applicable)

7

Child Support Verification (if applicable)

4

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

Income / Employment - (Most recent Documentation on Top)

1

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

7

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

2

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

8

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

3

Verification of Employment (past 2 yrs with start/end dates)~ OR ~ (Do Not Include Both - Delays File Review Process)

4

Current paystubs (reflecting 30 days & YTD income)

8

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

5

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

8

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

6

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

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)

4

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

2

Gift Documentation per FNMA guidelines

3

Any Additional Supporting Asset Documentation (if applicable)

Property / Appraisal

1

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

10

Escrow Holdback Agreement (if applicable)

2

Final / Repair Inspection with Color Photos - FNMA 1004D (if applicable)203(K) Rehabilitation Loans

3

Certificate of Occupancy (if applicable)

1

HUD 92700 - Maximum Mtg Worksheet

4

Evidence Condo is VA / FHA approved

2

HUD Consultant Report (if applicable)

5

Flood Life of Loan Determination Certificate

3

Work Estimates - Fully Executed - Copy

6

Flood Hazard Notice

4

Work Write-up and signed Contract - Copy

7

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

5

Contractor Licenses - Copy

8

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

6

Contractor Liability Insurance - Copy

9

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

IHFA Government Mtg - Continued

CHFA REQUIRED DOCUMENTS (if applicable)

<div>1</div>	Federal Recapture Tax Notice - Potential Tax - 051-0597	<div>12</div>	Veterans Statement - Due on Sale - 018-0296
<div>2</div>	Federal Recapture Tax Notice - Understanding Tax - 050-0597	<div>13</div>	VA Eligibility Certificate - or - Automated Certificate of Eligibility
<div>3</div>	Federal Recapture Tax Notice - Method to Compute (LEAN Only)	<div>14</div>	Military Form DD214 Separation Documents (Honorable Discharge)
<div>4</div>	IRS Form 4506-C - Copy (completed & signed for each Borrower)		
<div>5</div>	Borrower Eligibility Certificate - 014-1107		
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<div>10</div>	Police Statement of Eligibility - 031-027	<div>16</div>	Financial Fitness Certificate
<div>11</div>	Teacher Statement of Eligibility - 031-030	<div>17</div>	Landlord Certificate (if multifamily)

CLOSING DOCUMENTS - IDAHO HOUSING AND FINANCE ASSOC.

	Final FNMA 1003 uploaded in "Lender Connection" Web Portal		Documents Delivered Electronically in "Lender Connection"
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<div>1</div>	LEAN Lender Commitment Letter - Fully Executed	<div>15</div>	Copy - Deactivated Title for Manuf. Home showing Property as Real Property
<div>2</div>	Commitment Letter - (CHFA)	<div>16</div>	Well, Septic Inspections (if applicable)
<div>3</div>	CHFA DAP (Subordinate Financing) - Original Executed Commitment Letter	<div>17</div>	New Construction Exhibits (if applicable)
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<div>9</div>	Hazard Ins. - Condo Master Insurance Policy (if applicable)	<div>23</div>	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)
<div>10</div>	Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)	<div>24</div>	Tax-Exempt Financing Rider - CHFA Form 053-1199
<div>11</div>	Mortgage Assignment to IHFA - ISAOA ATIMA -Copy (if not utilizing MERS)	<div>25</div>	Immigration & Naturalization Services (INS) Card - Copy
<div>12</div>	Title Ins. Policy - Final with Chain of Title & Property Tax Info.	<div>26</div>	Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.
<div>13</div>	Initial Escrow Account Disclosure	<div>27</div>	Borrower Signature Affidavit - 014-0718
<div>14</div>	Engineers Certification of foundation, required on Manufactured Homes	<div>28</div>	Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet
		<div>29</div>	Loan Estimate (LE) Revised - Change of Circumstance Form (if applicable)

CHFA DAP CLOSING DOCUMENTS (if applicable)

Homeowners Hazard insurance policys to include second mortgagee clause as follows:

Connecticut Housing Finance Authority C/O HomeLoanServ, ISAOA/ATIMA - P.O. Box 818007 - Cleveland, OH 44181

<div>1</div>	Original Executed Commitment Letter - (Copy to CHFA - DAP subord. financing)	<div>4</div>	DAP Loan Estimate (LE)
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<div>3</div>	Original DAP Deed (within 90 days of closing)	<div>6</div>	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.

FHA, VA, USDA-RD SPECIFIC DOCUMENTS

FHA Documents (if applicable)

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

VA Documents (if applicable)

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

USDA-RD Documents (if applicable)

<div>1</div>	Form 1980-19 Guaranteed Ln Closing Report - Proof Upfront Ln Fee Paid	<div>3</div>	Form 3555-17 Loan Note Guarantee
<div>2</div>	Form 3555-11 Guaranteed Rural Housing Lender Record Change	<div>4</div>	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\*\*