

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** - its successors and/or assigns ATIMA: P.O. Box 7899 - Boise, ID 83707

Second Mortgagee Clause: *CHFA Downpayment Assistance Program (DAP) =* **Connecticut Housing Finance Authority**
C/O HomeLoanServ, its successors and/or assigns ATIMA: P.O. Box 7899 – Boise, ID 83707

CHFA - LOAN FILE SUBMISSION FORM

SERVICER: IDAHO HOUSING AND FINANCE ASSOCIATION

CONVENTIONAL MORTGAGES

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

- | | |
|---|--|
| <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"/> |

First Mortgage Loan Approval & Application

- | | |
|---|--|
| <input type="checkbox"/> 1 Final/Verified Loan Application (1003) | <input type="checkbox"/> 3 AUS Findings - Final version (DU, LP) |
| <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) | ~ or ~ |
| <input type="checkbox"/> 4 Current paystubs (reflecting 30 days & YTD income) | <input type="checkbox"/> 8 Fed. Tax Return- <i>Personal</i> 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- <i>Business</i> 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 Any Additional Supporting Asset Documentation (if applicable) |
| <input type="checkbox"/> 2 Gift Documentation per FNMA guidelines | <input type="checkbox"/> 5 Asset Statements (Bank name & ownership) most recent 3 mths - all accounts |
| <input type="checkbox"/> 3 DAPS: Document source of deposit & withdrawals >10% of mnthly income | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Property / Appraisal

- | | |
|---|---|
| <input type="checkbox"/> 1 Appraisal Report (include Photos, Street View, Comparables) | <input type="checkbox"/> 6 Flood Hazard Notice |
| <input type="checkbox"/> 2 Final / Repair Inspection with 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)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Federal Recapture Tax Notice - Potential Tax - 051-0597</td></tr> <tr><td style="width: 20px; text-align: center;">2</td><td>Federal Recapture Tax Notice - Understanding Tax - 050-0597</td></tr> <tr><td style="width: 20px; text-align: center;">3</td><td>Federal Recapture Tax Notice - Method to Compute (LEAN Only)</td></tr> <tr><td style="width: 20px; text-align: center;">4</td><td>IRS Form 4506-T - Copy (completed & signed for each Borrower)</td></tr> <tr><td style="width: 20px; text-align: center;">5</td><td>Borrower Eligibility Certificate - 014-1107</td></tr> <tr><td style="width: 20px; text-align: center;">6</td><td>DAP - Application for Downpayment Only - DAPAppOnly</td></tr> <tr><td style="width: 20px; text-align: center;">7</td><td>DAP - Borrower's Certificate - DAP 95-05</td></tr> <tr><td style="width: 20px; text-align: center;">8</td><td>Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)</td></tr> <tr><td style="width: 20px; text-align: center;">9</td><td>Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification</td></tr> <tr><td style="width: 20px; text-align: center;"> </td><td> </td></tr> <tr><td style="width: 20px; text-align: center;"> </td><td> </td></tr> <tr><td style="width: 20px; text-align: center;"> </td><td> </td></tr> </table>	1	Federal Recapture Tax Notice - Potential Tax - 051-0597	2	Federal Recapture Tax Notice - Understanding Tax - 050-0597	3	Federal Recapture Tax Notice - Method to Compute (LEAN Only)	4	IRS Form 4506-T - Copy (completed & signed for each Borrower)	5	Borrower Eligibility Certificate - 014-1107	6	DAP - Application for Downpayment Only - DAPAppOnly	7	DAP - Borrower's Certificate - DAP 95-05	8	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)	9	Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification							<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">10</td><td>Police Statement of Eligibility - 031-027</td></tr> <tr><td style="width: 20px; text-align: center;">11</td><td>Teacher Statement of Eligibility - 031-030</td></tr> <tr><td style="width: 20px; text-align: center;">12</td><td>Military Form DD214 Separation Documents (Honorable Discharge)</td></tr> <tr><td style="width: 20px; text-align: center;"> </td><td> </td></tr> <tr><td colspan="2" style="text-align: center;">Homeownership Counseling</td></tr> <tr><td style="width: 20px; text-align: center;">13</td><td>Pre-Closing Homebuyer Education Certificate (3Hr)</td></tr> <tr><td style="width: 20px; text-align: center;">13</td><td>Pre-Purchase Homebuyer Education Certificate (8Hr)</td></tr> <tr><td style="width: 20px; text-align: center;">13</td><td>Online Homebuyer Education (e-Home America) Certificate</td></tr> <tr><td style="width: 20px; text-align: center;">14</td><td>Financial Fitness Certificate</td></tr> <tr><td style="width: 20px; text-align: center;">15</td><td>Landlord Certificate (if multifamily)</td></tr> <tr><td style="width: 20px; text-align: center;"> </td><td> </td></tr> <tr><td style="width: 20px; text-align: center;"> </td><td> </td></tr> </table>	10	Police Statement of Eligibility - 031-027	11	Teacher Statement of Eligibility - 031-030	12	Military Form DD214 Separation Documents (Honorable Discharge)			Homeownership Counseling		13	Pre-Closing Homebuyer Education Certificate (3Hr)	13	Pre-Purchase Homebuyer Education Certificate (8Hr)	13	Online Homebuyer Education (e-Home America) Certificate	14	Financial Fitness Certificate	15	Landlord Certificate (if multifamily)				
1	Federal Recapture Tax Notice - Potential Tax - 051-0597																																																
2	Federal Recapture Tax Notice - Understanding Tax - 050-0597																																																
3	Federal Recapture Tax Notice - Method to Compute (LEAN Only)																																																
4	IRS Form 4506-T - Copy (completed & signed for each Borrower)																																																
5	Borrower Eligibility Certificate - 014-1107																																																
6	DAP - Application for Downpayment Only - DAPAppOnly																																																
7	DAP - Borrower's Certificate - DAP 95-05																																																
8	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)																																																
9	Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification																																																
10	Police Statement of Eligibility - 031-027																																																
11	Teacher Statement of Eligibility - 031-030																																																
12	Military Form DD214 Separation Documents (Honorable Discharge)																																																
Homeownership Counseling																																																	
13	Pre-Closing Homebuyer Education Certificate (3Hr)																																																
13	Pre-Purchase Homebuyer Education Certificate (8Hr)																																																
13	Online Homebuyer Education (e-Home America) Certificate																																																
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																																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>LEAN Lender Commitment Letter - Fully Executed</td></tr> <tr><td style="width: 20px; text-align: center;">2</td><td>Commitment Letter - (CHFA) - Fully Executed</td></tr> <tr><td style="width: 20px; text-align: center;">3</td><td>CHFA DAP (Subordinate Financing) - Copy Executed Commitment Letter Only</td></tr> <tr><td style="width: 20px; text-align: center;">4</td><td>Other Subordinate Financing - Copy Second Mortgage Note & Deed</td></tr> <tr><td style="width: 20px; text-align: center;">5</td><td>IHFA - Certif. of Accelerated Delivery Form 1040 (see Lender Connection)</td></tr> <tr><td style="width: 20px; text-align: center;">6</td><td>Flood Life of Loan Determination - Certificate Transferred to HomeLoanServ</td></tr> <tr><td style="width: 20px; text-align: center;">7</td><td>Flood Insurance Policy (if applicable) HomeLoanServ listed loss payee w/LN#</td></tr> <tr><td style="width: 20px; text-align: center;">8</td><td>Hazard Ins. Policy/Binder - HomeLoanServ listed loss payee with LN #</td></tr> <tr><td style="width: 20px; text-align: center;">9</td><td>Hazard Ins. - Condo Master Insurance Policy (if applicable)</td></tr> <tr><td style="width: 20px; text-align: center;">10</td><td>Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)</td></tr> <tr><td style="width: 20px; text-align: center;">11</td><td>Mortgage Assignment to IHFA - ISAOA ATIMA -Copy (if not utilizing MERS)</td></tr> <tr><td style="width: 20px; text-align: center;">12</td><td>Title Ins. Policy - Final with Chain of Title & Property Tax Info.</td></tr> <tr><td style="width: 20px; text-align: center;">13</td><td>Initial Escrow Account Disclosure</td></tr> <tr><td style="width: 20px; text-align: center;">14</td><td>Well, Septic Inspections (if applicable)</td></tr> <tr><td style="width: 20px; text-align: center;"> </td><td> </td></tr> </table>	1	LEAN Lender Commitment Letter - Fully Executed	2	Commitment Letter - (CHFA) - Fully Executed	3	CHFA DAP (Subordinate Financing) - Copy Executed Commitment Letter Only	4	Other Subordinate Financing - Copy Second Mortgage Note & Deed	5	IHFA - Certif. of Accelerated Delivery Form 1040 (see Lender Connection)	6	Flood Life of Loan Determination - Certificate Transferred to HomeLoanServ	7	Flood Insurance Policy (if applicable) HomeLoanServ listed loss payee w/LN#	8	Hazard Ins. Policy/Binder - HomeLoanServ listed loss payee with LN #	9	Hazard Ins. - Condo Master Insurance Policy (if applicable)	10	Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)	11	Mortgage Assignment to IHFA - ISAOA ATIMA -Copy (if not utilizing MERS)	12	Title Ins. Policy - Final with Chain of Title & Property Tax Info.	13	Initial Escrow Account Disclosure	14	Well, Septic Inspections (if applicable)			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">15</td><td>New Construction Exhibits (if applicable)</td></tr> <tr><td style="width: 20px; text-align: center;">16</td><td>UCDP - Submission Summary Report</td></tr> <tr><td style="width: 20px; text-align: center;">17</td><td>UCD - (Uniform Closing Dataset) - Final Submission Report - Eff. 9/25/2017</td></tr> <tr><td style="width: 20px; text-align: center;">18</td><td>Private Mtg Insurance Certificate</td></tr> <tr><td style="width: 20px; text-align: center;">19</td><td>Private Mtg Insurance Cancellation Disclosures - Assigned to HomeLoanServ</td></tr> <tr><td style="width: 20px; text-align: center;">20</td><td>Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.</td></tr> <tr><td style="width: 20px; text-align: center;">21</td><td>Original Note (First Mtg) - Endorsed to IHFA</td></tr> <tr><td style="width: 20px; text-align: center;">22</td><td>Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)</td></tr> <tr><td style="width: 20px; text-align: center;">23</td><td>Immigration & Naturalization Services (INS) Card - Copy</td></tr> <tr><td style="width: 20px; text-align: center;">24</td><td>Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.</td></tr> <tr><td style="width: 20px; text-align: center;">25</td><td>Borrower Signature Affidavit - 014-0718 - S</td></tr> <tr><td style="width: 20px; text-align: center;">26</td><td>Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet</td></tr> <tr><td style="width: 20px; text-align: center;">27</td><td>Loan Estimate (LE) Revised - Change of Circumstance Form, if applicable</td></tr> <tr><td style="width: 20px; text-align: center;"> </td><td> </td></tr> <tr><td style="width: 20px; text-align: center;"> </td><td> </td></tr> </table>	15	New Construction Exhibits (if applicable)	16	UCDP - Submission Summary Report	17	UCD - (Uniform Closing Dataset) - Final Submission Report - Eff. 9/25/2017	18	Private Mtg Insurance Certificate	19	Private Mtg Insurance Cancellation Disclosures - Assigned to HomeLoanServ	20	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.	21	Original Note (First Mtg) - Endorsed to IHFA	22	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)	23	Immigration & Naturalization Services (INS) Card - Copy	24	Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.	25	Borrower Signature Affidavit - 014-0718 - S	26	Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet	27	Loan Estimate (LE) Revised - Change of Circumstance Form, if applicable				
1	LEAN Lender Commitment Letter - Fully Executed																																																												
2	Commitment Letter - (CHFA) - Fully Executed																																																												
3	CHFA DAP (Subordinate Financing) - Copy Executed Commitment Letter Only																																																												
4	Other Subordinate Financing - Copy Second Mortgage Note & Deed																																																												
5	IHFA - Certif. of Accelerated Delivery Form 1040 (see Lender Connection)																																																												
6	Flood Life of Loan Determination - Certificate Transferred to HomeLoanServ																																																												
7	Flood Insurance Policy (if applicable) HomeLoanServ listed loss payee w/LN#																																																												
8	Hazard Ins. Policy/Binder - HomeLoanServ listed loss payee with LN #																																																												
9	Hazard Ins. - Condo Master Insurance Policy (if applicable)																																																												
10	Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)																																																												
11	Mortgage Assignment to IHFA - ISAOA ATIMA -Copy (if not utilizing MERS)																																																												
12	Title Ins. Policy - Final with Chain of Title & Property Tax Info.																																																												
13	Initial Escrow Account Disclosure																																																												
14	Well, Septic Inspections (if applicable)																																																												
15	New Construction Exhibits (if applicable)																																																												
16	UCDP - Submission Summary Report																																																												
17	UCD - (Uniform Closing Dataset) - Final Submission Report - Eff. 9/25/2017																																																												
18	Private Mtg Insurance Certificate																																																												
19	Private Mtg Insurance Cancellation Disclosures - Assigned to HomeLoanServ																																																												
20	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.																																																												
21	Original Note (First Mtg) - Endorsed to IHFA																																																												
22	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)																																																												
23	Immigration & Naturalization Services (INS) Card - Copy																																																												
24	Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.																																																												
25	Borrower Signature Affidavit - 014-0718 - S																																																												
26	Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet																																																												
27	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 insurance policy to include second mortgagee clause as follows:

Connecticut Housing Finance Authority C/O HomeLoanServ, its successors and/or assigns as their interests may appear: P.O. Box 7899-Boise, ID 83707

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Executed Commitment Letter - Copy (CHFA DAP subordinate financing)</td></tr> <tr><td style="width: 20px; text-align: center;">2</td><td>Original DAP Note (closed in the name of CHFA)</td></tr> <tr><td style="width: 20px; text-align: center;">3</td><td>Original DAP Deed</td></tr> <tr><td style="width: 20px; text-align: center;"> </td><td> </td></tr> </table>	1	Executed Commitment Letter - Copy (CHFA DAP subordinate financing)	2	Original DAP Note (closed in the name of CHFA)	3	Original DAP Deed			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">4</td><td>DAP Loan Estimate (LE)</td></tr> <tr><td style="width: 20px; text-align: center;">5</td><td>DAP Closing Disclosure (CD)</td></tr> <tr><td style="width: 20px; text-align: center;"> </td><td> </td></tr> <tr><td style="width: 20px; text-align: center;"> </td><td> </td></tr> </table>	4	DAP Loan Estimate (LE)	5	DAP Closing Disclosure (CD)				
1	Executed Commitment Letter - Copy (CHFA DAP subordinate financing)																
2	Original DAP Note (closed in the name of CHFA)																
3	Original DAP Deed																
4	DAP Loan Estimate (LE)																
5	DAP Closing Disclosure (CD)																

Miscellaneous Documents (if applicable)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td> </td></tr> <tr><td style="width: 20px; text-align: center;">2</td><td> </td></tr> <tr><td style="width: 20px; text-align: center;">3</td><td> </td></tr> <tr><td style="width: 20px; text-align: center;"> </td><td> </td></tr> </table>	1		2		3				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">4</td><td> </td></tr> <tr><td style="width: 20px; text-align: center;">5</td><td> </td></tr> <tr><td style="width: 20px; text-align: center;">6</td><td> </td></tr> <tr><td style="width: 20px; text-align: center;"> </td><td> </td></tr> </table>	4		5		6			
1																	
2																	
3																	
4																	
5																	
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 & Application

1	Final/Verified Loan Application (1003)	3	AUS Findings - Final version (DU, LP, GUS)
2	Initial Loan Application (1003) (signed by Borrower & Ln Originator)		

Credit & 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 ~
4	Current paystubs (reflecting 30 days & YTD income)	8	Fed. Tax Return- <i>Personal</i> 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- <i>Business</i> 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)

4	Cleared Earnest Money Check (copy) with source of funds (if applicable)	4	Any Additional Supporting Asset Documentation (if applicable)
2	Gift Documentation per FNMA guidelines	5	Asset Statements (Bank name & ownership) most recent 3 mths - all accounts
3	DAPS: Document source of deposit & withdrawals >10% of mnthly income		

Property / Appraisal

1	Appraisal Report (include Photos, Street View, Comparables)	10	Escrow Holdback Agreement (if applicable)
2	Final / Repair Inspection with Photos - FNMA 1004D (if applicable)	203(K) Rehabilitation Loans	
3	Certificate of Occupancy (if applicable)	4	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)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Federal Recapture Tax Notice - Potential Tax - 051-0597</td></tr> <tr><td style="text-align: center;">2</td><td>Federal Recapture Tax Notice - Understanding Tax - 050-0597</td></tr> <tr><td style="text-align: center;">3</td><td>Federal Recapture Tax Notice - Method to Compute (LEAN Only)</td></tr> <tr><td style="text-align: center;">4</td><td>IRS Form 4506-T - Copy (completed & signed for each Borrower)</td></tr> <tr><td style="text-align: center;">5</td><td>Borrower Eligibility Certificate - 014-1107</td></tr> <tr><td style="text-align: center;">6</td><td>DAP - Application for Downpayment Only - DAPappONLY</td></tr> <tr><td style="text-align: center;">7</td><td>DAP - Borrower's Certificate - DAP 95-05</td></tr> <tr><td style="text-align: center;">8</td><td>Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)</td></tr> <tr><td style="text-align: center;">9</td><td>Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification</td></tr> <tr><td style="text-align: center;">10</td><td>Police Statement of Eligibility - 031-027</td></tr> <tr><td style="text-align: center;">11</td><td>Teacher Statement of Eligibility - 031-030</td></tr> </table>	1	Federal Recapture Tax Notice - Potential Tax - 051-0597	2	Federal Recapture Tax Notice - Understanding Tax - 050-0597	3	Federal Recapture Tax Notice - Method to Compute (LEAN Only)	4	IRS Form 4506-T - Copy (completed & signed for each Borrower)	5	Borrower Eligibility Certificate - 014-1107	6	DAP - Application for Downpayment Only - DAPappONLY	7	DAP - Borrower's Certificate - DAP 95-05	8	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)	9	Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification	10	Police Statement of Eligibility - 031-027	11	Teacher Statement of Eligibility - 031-030	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">12</td><td>Veterans Statement - Due on Sale - 018-0296</td></tr> <tr><td style="text-align: center;">13</td><td>VA Eligibility Certificate - or - Automated Certificate of Eligibility</td></tr> <tr><td style="text-align: center;">14</td><td>Military Form DD214 Separation Documents (Honorable Discharge)</td></tr> <tr><td style="text-align: center;">15</td><td>Pre-Closing Homebuyer Education Certificate (3Hr)</td></tr> <tr><td style="text-align: center;">15</td><td>Pre-Purchase Homebuyer Education Certificate (8Hr)</td></tr> <tr><td style="text-align: center;">15</td><td>Online Homebuyer Education (e-Home America) Certificate</td></tr> <tr><td style="text-align: center;">16</td><td>Financial Fitness Certificate</td></tr> <tr><td style="text-align: center;">17</td><td>Landlord Certificate (if multifamily)</td></tr> </table>	12	Veterans Statement - Due on Sale - 018-0296	13	VA Eligibility Certificate - or - Automated Certificate of Eligibility	14	Military Form DD214 Separation Documents (Honorable Discharge)	15	Pre-Closing Homebuyer Education Certificate (3Hr)	15	Pre-Purchase Homebuyer Education Certificate (8Hr)	15	Online Homebuyer Education (e-Home America) Certificate	16	Financial Fitness Certificate	17	Landlord Certificate (if multifamily)
1	Federal Recapture Tax Notice - Potential Tax - 051-0597																																						
2	Federal Recapture Tax Notice - Understanding Tax - 050-0597																																						
3	Federal Recapture Tax Notice - Method to Compute (LEAN Only)																																						
4	IRS Form 4506-T - Copy (completed & signed for each Borrower)																																						
5	Borrower Eligibility Certificate - 014-1107																																						
6	DAP - Application for Downpayment Only - DAPappONLY																																						
7	DAP - Borrower's Certificate - DAP 95-05																																						
8	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)																																						
9	Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification																																						
10	Police Statement of Eligibility - 031-027																																						
11	Teacher Statement of Eligibility - 031-030																																						
12	Veterans Statement - Due on Sale - 018-0296																																						
13	VA Eligibility Certificate - or - Automated Certificate of Eligibility																																						
14	Military Form DD214 Separation Documents (Honorable Discharge)																																						
15	Pre-Closing Homebuyer Education Certificate (3Hr)																																						
15	Pre-Purchase Homebuyer Education Certificate (8Hr)																																						
15	Online Homebuyer Education (e-Home America) Certificate																																						
16	Financial Fitness Certificate																																						
17	Landlord Certificate (if multifamily)																																						

Homeownership Counseling

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

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>LEAN Lender Commitment Letter - Fully Executed</td></tr> <tr><td style="text-align: center;">2</td><td>Commitment Letter - (CHFA)</td></tr> <tr><td style="text-align: center;">3</td><td>CHFA DAP (Subordinate Financing) - Copy Executed Commitment Letter Only</td></tr> <tr><td style="text-align: center;">4</td><td>Other Subordinate Financing - Copy Second Mortgage Note & Deed</td></tr> <tr><td style="text-align: center;">5</td><td>IHFA - Certif. of Accelerated Delivery Form 1040 (see Lender Connection)</td></tr> <tr><td style="text-align: center;">6</td><td>Flood Life of Loan Determination - Certificate Transferred to HomeLoanServ</td></tr> <tr><td style="text-align: center;">7</td><td>Flood Insurance Policy (if applicable) HomeLoanServ listed loss payee w/LN#</td></tr> <tr><td style="text-align: center;">8</td><td>Hazard Ins. Policy/Binder - HomeLoanServ listed loss payee with LN #</td></tr> <tr><td style="text-align: center;">9</td><td>Hazard Ins. - Condo Master Insurance Policy (if applicable)</td></tr> <tr><td style="text-align: center;">10</td><td>Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)</td></tr> <tr><td style="text-align: center;">11</td><td>Mortgage Assignment to IHFA - ISAOA ATIMA -Copy (if not utilizing MERS)</td></tr> <tr><td style="text-align: center;">12</td><td>Title Ins. Policy - Final with Chain of Title & Property Tax Info.</td></tr> <tr><td style="text-align: center;">13</td><td>Initial Escrow Account Disclosure</td></tr> <tr><td style="text-align: center;">14</td><td>Engineers Certification of foundation, required on Manufactured Homes</td></tr> </table>	1	LEAN Lender Commitment Letter - Fully Executed	2	Commitment Letter - (CHFA)	3	CHFA DAP (Subordinate Financing) - Copy Executed Commitment Letter Only	4	Other Subordinate Financing - Copy Second Mortgage Note & Deed	5	IHFA - Certif. of Accelerated Delivery Form 1040 (see Lender Connection)	6	Flood Life of Loan Determination - Certificate Transferred to HomeLoanServ	7	Flood Insurance Policy (if applicable) HomeLoanServ listed loss payee w/LN#	8	Hazard Ins. Policy/Binder - HomeLoanServ listed loss payee with LN #	9	Hazard Ins. - Condo Master Insurance Policy (if applicable)	10	Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)	11	Mortgage Assignment to IHFA - ISAOA ATIMA -Copy (if not utilizing MERS)	12	Title Ins. Policy - Final with Chain of Title & Property Tax Info.	13	Initial Escrow Account Disclosure	14	Engineers Certification of foundation, required on Manufactured Homes	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">15</td><td>Copy - Deactivated Title for Manuf. Home showing Property as Real Property</td></tr> <tr><td style="text-align: center;">16</td><td>Well, Septic Inspections (if applicable)</td></tr> <tr><td style="text-align: center;">17</td><td>New Construction Exhibits (if applicable)</td></tr> <tr><td style="text-align: center;">18</td><td>UCDP - Submission Summary Report</td></tr> <tr><td style="text-align: center;">19</td><td>Private Mtg Insurance Certificate</td></tr> <tr><td style="text-align: center;">20</td><td>Private Mtg Insurance Cancellation Disclosures - Assigned to HomeLoanServ</td></tr> <tr><td style="text-align: center;">21</td><td>Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.</td></tr> <tr><td style="text-align: center;">22</td><td>Original Note (First Mtg) - Endorsed to IHFA</td></tr> <tr><td style="text-align: center;">23</td><td>Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)</td></tr> <tr><td style="text-align: center;">24</td><td>Immigration & Naturalization Services (INS) Card - Copy</td></tr> <tr><td style="text-align: center;">25</td><td>Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.</td></tr> <tr><td style="text-align: center;">26</td><td>Borrower Signature Affidavit - 014-0718 - S</td></tr> <tr><td style="text-align: center;">27</td><td>Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet</td></tr> <tr><td style="text-align: center;">28</td><td>Loan Estimate (LE) Revised - Change of Circumstance Form (if applicable)</td></tr> </table>	15	Copy - Deactivated Title for Manuf. Home showing Property as Real Property	16	Well, Septic Inspections (if applicable)	17	New Construction Exhibits (if applicable)	18	UCDP - Submission Summary Report	19	Private Mtg Insurance Certificate	20	Private Mtg Insurance Cancellation Disclosures - Assigned to HomeLoanServ	21	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.	22	Original Note (First Mtg) - Endorsed to IHFA	23	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)	24	Immigration & Naturalization Services (INS) Card - Copy	25	Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.	26	Borrower Signature Affidavit - 014-0718 - S	27	Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet	28	Loan Estimate (LE) Revised - Change of Circumstance Form (if applicable)
1	LEAN Lender Commitment Letter - Fully Executed																																																								
2	Commitment Letter - (CHFA)																																																								
3	CHFA DAP (Subordinate Financing) - Copy Executed Commitment Letter Only																																																								
4	Other Subordinate Financing - Copy Second Mortgage Note & Deed																																																								
5	IHFA - Certif. of Accelerated Delivery Form 1040 (see Lender Connection)																																																								
6	Flood Life of Loan Determination - Certificate Transferred to HomeLoanServ																																																								
7	Flood Insurance Policy (if applicable) HomeLoanServ listed loss payee w/LN#																																																								
8	Hazard Ins. Policy/Binder - HomeLoanServ listed loss payee with LN #																																																								
9	Hazard Ins. - Condo Master Insurance Policy (if applicable)																																																								
10	Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)																																																								
11	Mortgage Assignment to IHFA - ISAOA ATIMA -Copy (if not utilizing MERS)																																																								
12	Title Ins. Policy - Final with Chain of Title & Property Tax Info.																																																								
13	Initial Escrow Account Disclosure																																																								
14	Engineers Certification of foundation, required on Manufactured Homes																																																								
15	Copy - Deactivated Title for Manuf. Home showing Property as Real Property																																																								
16	Well, Septic Inspections (if applicable)																																																								
17	New Construction Exhibits (if applicable)																																																								
18	UCDP - Submission Summary Report																																																								
19	Private Mtg Insurance Certificate																																																								
20	Private Mtg Insurance Cancellation Disclosures - Assigned to HomeLoanServ																																																								
21	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.																																																								
22	Original Note (First Mtg) - Endorsed to IHFA																																																								
23	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)																																																								
24	Immigration & Naturalization Services (INS) Card - Copy																																																								
25	Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.																																																								
26	Borrower Signature Affidavit - 014-0718 - S																																																								
27	Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet																																																								
28	Loan Estimate (LE) Revised - Change of Circumstance Form (if applicable)																																																								

CHFA DAP CLOSING DOCUMENTS (if applicable)

Homeowners insurance policy to include second mortgagee clause as follows:											
Connecticut Housing Finance Authority C/O HomeLoanServ, its successors and/or assigns as their interests may appear: P.O. Box 7899-Boise, ID 83707											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Executed Commitment Letter - Copy (CHFA DAP subordinate financing)</td></tr> <tr><td style="text-align: center;">2</td><td>Original DAP Note (closed in the name of CHFA)</td></tr> <tr><td style="text-align: center;">3</td><td>Original DAP Deed</td></tr> </table>	1	Executed Commitment Letter - Copy (CHFA DAP subordinate financing)	2	Original DAP Note (closed in the name of CHFA)	3	Original DAP Deed	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">4</td><td>DAP Loan Estimate (LE)</td></tr> <tr><td style="text-align: center;">5</td><td>DAP Closing Disclosure (CD)</td></tr> </table>	4	DAP Loan Estimate (LE)	5	DAP Closing Disclosure (CD)
1	Executed Commitment Letter - Copy (CHFA DAP subordinate financing)										
2	Original DAP Note (closed in the name of CHFA)										
3	Original DAP Deed										
4	DAP Loan Estimate (LE)										
5	DAP Closing Disclosure (CD)										

FHA, VA, USDA-RD SPECIFIC DOCUMENTS

FHA Documents (if applicable)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>HUD 92900A - Addendum to Initial Loan Application</td></tr> <tr><td style="text-align: center;">2</td><td>FHA Connection Case # Assignment</td></tr> </table>	1	HUD 92900A - Addendum to Initial Loan Application	2	FHA Connection Case # Assignment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">3</td><td>FHA Amendatory Clause/ RE Certification - signed & dated by all parties</td></tr> <tr><td style="text-align: center;">4</td><td>HUD 92800.5B - Conditional Commitment Stmtnt of Appraised Value</td></tr> </table>	3	FHA Amendatory Clause/ RE Certification - signed & dated by all parties	4	HUD 92800.5B - Conditional Commitment Stmtnt of Appraised Value
1	HUD 92900A - Addendum to Initial Loan Application								
2	FHA Connection Case # Assignment								
3	FHA Amendatory Clause/ RE Certification - signed & dated by all parties								
4	HUD 92800.5B - Conditional Commitment Stmtnt of Appraised Value								

VA Documents (if applicable)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Form 26-1802a /HUD Form 92900A - Addendum to Initial Ln Application</td></tr> <tr><td style="text-align: center;">2</td><td>VA Form 26-1866 Cert. of Commitment - if prior apprvd, must be unexpired</td></tr> </table>	1	Form 26-1802a /HUD Form 92900A - Addendum to Initial Ln Application	2	VA Form 26-1866 Cert. of Commitment - if prior apprvd, must be unexpired	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">3</td><td>Notice of Value (NOV) or Master Certificate of Eligibility</td></tr> </table>	3	Notice of Value (NOV) or Master Certificate of Eligibility
1	Form 26-1802a /HUD Form 92900A - Addendum to Initial Ln Application						
2	VA Form 26-1866 Cert. of Commitment - if prior apprvd, must be unexpired						
3	Notice of Value (NOV) or Master Certificate of Eligibility						

USDA-RD Documents (if applicable)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Form 1980-19 Guaranteed Ln Closing Report - Proof Upfront Ln Fee Paid</td></tr> <tr><td style="text-align: center;">2</td><td>Form 3555-11 Guaranteed Rural Housing Lender Record Change</td></tr> </table>	1	Form 1980-19 Guaranteed Ln Closing Report - Proof Upfront Ln Fee Paid	2	Form 3555-11 Guaranteed Rural Housing Lender Record Change	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">3</td><td>Form 3555-17 Loan Note Guarantee</td></tr> <tr><td style="text-align: center;">4</td><td>Form 3555-21 Request for S/Fam Housing Loan Guarantee</td></tr> </table>	3	Form 3555-17 Loan Note Guarantee	4	Form 3555-21 Request for S/Fam Housing Loan Guarantee
1	Form 1980-19 Guaranteed Ln Closing Report - Proof Upfront Ln Fee Paid								
2	Form 3555-11 Guaranteed Rural Housing Lender Record Change								
3	Form 3555-17 Loan Note Guarantee								
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****