

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
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BORROWER INFORMATION

CHFA Loan #	IHFA Loan #	Primary Borrower Name (Last, First)
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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

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 1 File Submission Checklist - CHFA Form 009-1107 - ID <input type="checkbox"/> 2 Other Subordinate Financing - Initial Financing Approval Document
<i>(i.e. Housing Dev. Fund, Equity Builder, City of HTFD, etc.)</i> | <ul style="list-style-type: none"> <input type="checkbox"/> 3 Loan Exception Documentation <input type="checkbox"/> 4 Final Transmittal Summary (1008) FNMA (dated/signed by Underwriter) |
|--|---|

First Mortgage Loan Approval & Application

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 1 Final/Verified Loan Application (1003) <input type="checkbox"/> 2 Initial Loan Application (1003) (signed by Borrower & Ln Originator) | <ul style="list-style-type: none"> <input type="checkbox"/> 3 AUS Findings - Final version (DU, LPA) <input type="checkbox"/> 4 Private Mortgage Insurance Certificate - Copy (if applicable) |
|--|---|

Credit & Fraud Checks

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 1 Credit Supplements (if applicable) <input type="checkbox"/> 2 Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable) <input type="checkbox"/> 3 Bankruptcy Report / Discharge (if applicable) <input type="checkbox"/> 4 Letter addressing Adverse Credit and/or Discrepancies - signed & dated | <ul style="list-style-type: none"> <input type="checkbox"/> 5 Credit Report Inquiry Explanation with Documentation - signed & dated <input type="checkbox"/> 6 Divorce Decree / Property Separation Agreements (if applicable) <input type="checkbox"/> 7 Child Support Verification (if applicable) |
|--|---|

Income / Employment - (Most recent Documentation on Top)

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 1 Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Repayment) <input type="checkbox"/> 2 Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Income Limit) <input type="checkbox"/> 3 Verification of Employment (past 2 yrs with start/end dates) <input type="checkbox"/> 4 Current paystubs (reflecting 30 days & YTD income) <input type="checkbox"/> 5 Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS) <input type="checkbox"/> 6 W-2's, 1099's - Most recent 2 yrs | <ul style="list-style-type: none"> <input type="checkbox"/> 7 Academic Student Transcript - for full-time student (or pay stub) if DAP LN <input type="checkbox"/> 8 IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area
~ OR ~ (Do Not Include Both - Delays File Review Process) <input type="checkbox"/> 8 Fed. Tax Return-<i>Personal</i> Signed 3 most recent - 1 yr if target area - all schedules <input type="checkbox"/> 8 Fed. Tax Return-<i>Business</i> Signed 3 most recent - 2 yrs if target area - all schedules <input type="checkbox"/> 9 Income Letter(s) of Explanation (if applicable) |
|---|---|

Assets - (Most recent Documentation on Top)

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 1 Cleared Earnest Money Check (copy) with source of funds (if applicable) <input type="checkbox"/> 2 Gift Documentation per FNMA guidelines <input type="checkbox"/> 3 DAPS: Document source of deposit & withdrawals ≥10% of mnthly income | <ul style="list-style-type: none"> <input type="checkbox"/> 4 Any Additional Supporting Asset Documentation (if applicable) <input type="checkbox"/> 5 Asset Statements (Bank name & ownership) most recent 3 mths - all accounts |
|--|---|

Property / Appraisal

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 1 Appraisal Report (include Color Photos, Street View, Comparables) <input type="checkbox"/> 2 Final / Repair Inspection with Color Photos - FNMA 1004D (if applicable) <input type="checkbox"/> 3 Certificate of Occupancy (if applicable) <input type="checkbox"/> 4 Evidence Condo is FNMA Eligible - CHFA Form 013-490 - or - Equivalent <input type="checkbox"/> 5 Flood Life of Loan Determination Certificate | <ul style="list-style-type: none"> <input type="checkbox"/> 6 Flood Hazard Notice <input type="checkbox"/> 7 Verification of Property Census Tract - FFIEC Geocoding print-out or Other <input type="checkbox"/> 8 Purchase Agreement - short sale agreement, probate approval...(fully executed) <input type="checkbox"/> 9 Purchase Agreement - All Addendums & Counter Offers (fully executed) |
|--|---|

IHFA Conventional Mtg - Continued

CHFA REQUIRED DOCUMENTS (if applicable)

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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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****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, its successors and/or assigns as their interests may appear: P.O. Box 7899-Boise, ID 83707

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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
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BORROWER INFORMATION

CHFA Loan #	IHFA Loan #	Primary Borrower Name (Last, First)
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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"/> 5 USDA-RD Form 3555-18 Conditional Commitment for S/Fam Ln Guarantee |
| <input type="checkbox"/> 2 Other Subordinate Financing - Initial Financing Approval Document | <input type="checkbox"/> 6 HUD 92900LT - Final Underwriting & Transmittal Summary (signed by UW & dated) |
| <input type="checkbox"/> 3 Loan Exception Documentation | <input type="checkbox"/> 7 VA Form 26-6393 Loan Analysis (signed by UW & dated) |
| <input type="checkbox"/> 4 Final Transmittal Summary (1008) FNMA (USDA Loans ONLY - signed by UW & dated) | <input type="checkbox"/> |

First Mortgage Loan Approval & Application

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

Income / Employment - (Most recent Documentation on Top)

- | | |
|--|---|
| <input type="checkbox"/> 4 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 ~ (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) |

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"/> |

Property / Appraisal

- | | |
|--|---|
| <input type="checkbox"/> 1 Appraisal Report (include Color Photos, Street View, Comparables) | <input type="checkbox"/> 10 Escrow Holdback Agreement (if applicable) |
| <input type="checkbox"/> 2 Final / Repair Inspection with Color Photos - FNMA 1004D (if applicable) | |
| <input type="checkbox"/> 3 Certificate of Occupancy (if applicable) | |
| <input type="checkbox"/> 4 Evidence Condo is VA / FHA approved | |
| <input type="checkbox"/> 5 Flood Life of Loan Determination Certificate | |
| <input type="checkbox"/> 6 Flood Hazard Notice | |
| <input type="checkbox"/> 7 Verification of Property Census Tract - FFIEC Geocoding print-out or Other | |
| <input type="checkbox"/> 8 Purchase Agreement - short sale agreement, probate approval...(fully executed) | |
| <input type="checkbox"/> 9 Purchase Agreement - All Addendums & Counter Offers (fully executed) | |

203(K) Rehabilitation Loans

- | |
|---|
| <input type="checkbox"/> 1 HUD 92700 - Maximum Mtg Worksheet |
| <input type="checkbox"/> 2 HUD Consultant Report (if applicable) |
| <input type="checkbox"/> 3 Work Estimates - Fully Executed - Copy |
| <input type="checkbox"/> 4 Work Write-up and signed Contract - Copy |
| <input type="checkbox"/> 5 Contractor Licenses - Copy |
| <input type="checkbox"/> 6 Contractor Liability Insurance - Copy |

IHFA Government Mtg - Continued

CHFA REQUIRED DOCUMENTS (if applicable)

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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

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CHFA DAP CLOSING DOCUMENTS (if applicable)

Homeowners Hazard insurance policys 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

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FHA, VA, USDA-RD SPECIFIC DOCUMENTS

FHA Documents (if applicable)

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VA Documents (if applicable)

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USDA-RD Documents (if applicable)

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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****