Idaho Housing and Finance Association
Reference Guide

Servicing CHFA Loan Types: FHA, VA and USDA - Service Released Lenders only. HFA Preferred™ - All Lenders.

Idaho Housing and Finance Association
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#: 82-0302333 Branch 001 MERS ID#: 1009670
HUD ID#: 10101 VA ID#: 9270030000 USDA ID#: 82-0302333 Branch 001

Lender Connection: https://www.lenderct.com
Borrower Connection: https://www.borrowerct.com

CONTACTS: Rita Aafedt, Loan Acquisition Manager
(208) 424-7048 ritaa@ihfa.org

Leslie Asin, Loan Acquisition Supervisor
(208) 331-4840 lesliea@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 it appears on Note
- Lender Signature with signatory’s typed name/title

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

Loans Purchased within 15 Days of 1st Payment Due Date
- 1st payment netted out of purchase amount - Lender retains 1st payment
- Purchase Statement will account for monthly escrow
- Tax Service Fee = $55 - deducted at loan purchase
- Transfer LERETA Flood Certificate to HomeLoanServ
  ($10 charge to transfer any other determination company to IHFA/ LERETA)
- Transfer Hazard/Flood Insurance to HomeLoanServ
- Property tax must be paid prior to or at closing
  (property taxes due within 60 days of purchase)

LERETA Property Tax & Flood Services – www.lereta.com
901 Corporate Center Drive - Pomona, CA 91768

Post Purchase Ins. & Tax Bills: servicing@homeloanserv.com
Post Purchase Reimbursements: HOL-adjustments@ihfa.org

Borrower’s Payments / Servicing Questions / Goodbye Letter
Toll Free #: 1-800-526-7145
HomeLoanServ - P.O. Box 7541 - Boise, ID 83707-1899
Overnight Payment Address: 565 W. Myrtle St. - Boise, ID 83702

Servicing Questions: support@homeloanserv.com Online Banking: www.homeloanserv.com Payoffs: HOL-Payoffs@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 paid down.

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 = Connecticut Housing Finance Authority
C/O HomeLoanServ, - ISAOA/ATIMA: P.O. Box 818007– Cleveland, OH 44181
Fax: 888-218-9257 Email: insdocs8263@oscis.com

8-16-21
**CHFA - LOAN FILE SUBMISSION FORM**

**SERVICER: IDAHO HOUSING AND FINANCE ASSOCIATION**

**CONVENTIONAL MORTGAGES**

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

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**CHFA LEAN LOAN**

**Date:**

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**All Files Submitted To CHFA Are Required To Be Scanned In Checklist Order**

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**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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**LENDER / SELLER CONTACT INFORMATION**

- **File Contact Name & Title**
- **Telephone & Ext.**
- **Contacts Email Address**

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**BORROWER INFORMATION**

- **CHFA Loan #**
- **HFA Loan #**
- **Primary Borrower Name (Last, First)**

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

**Commitment / Loan Exceptions / Transmittal**

- File Submission Checklist - CHFA Form 009-1107 - ID
- Other Subordinate Financing - Initial Financing Approval Document (i.e. Housing Dev. Fund, Equity Builder, City of HTFD, etc.)
- Loan Exception Documentation
- Final Transmittal Summary (1008) FNMA (dated/signed 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 Supplements (if applicable)
- Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)
- Bankruptcy Report / Discharge (if applicable)
- Letter addressing Adverse Credit and/or Discrepancies - signed & dated
- Credit Report Inquiry Explanation with Documentation - signed & dated
- Divorce Decree / Property Separation Agreements (if applicable)
- Child Support Verification (if applicable)

**Income / Employment**

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

**Assets**

- Cleared Earnest Money Check (copy) with source of funds (if applicable)
- Gift Documentation per FNMA guidelines
- Any Additional Supporting Asset Documentation (if applicable)
- Asset Statements (Bank name & ownership) min. 1 mnth covering 30 day period

**Property / Appraisal**

- Appraisal Report (include Color Photos, Street View, Comparables)
- Appraisal Report - Initial (Revise as necessary)
- 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 Hazard Notice
- Flood Life of Loan Determination Certificate

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**CONTACTS**

- **File Contact Name & Title**
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**Allowable Documentation**

- **AUS Findings**
- **Credit & Fraud Checks**
- **Income / Employment**
- **Assets**
- **Property / Appraisal**

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<td>Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification</td>
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<td>Federal Recapture Tax Notice - Understanding Tax - 050-0597</td>
<td>Police Statement of Eligibility - 031-027</td>
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<td>Teacher Statement of Eligibility - 031-030</td>
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<td>IRS Form 4506-C - Copy (completed &amp; signed for each Borrower)</td>
<td>Military Form DD214 Separation Documents (Honorable Discharge)</td>
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**CLOSING DOCUMENTS - IDAHO HOUSING AND FINANCE ASSOC.**

- Final FNMA 1003 uploaded in "Lender Connection" Web Portal
- "Lender Connection" Loan Information Completed Online
- Detail Purchase Advice Funding Sheet - CHFA Form 066-0408

**CHFA Down Payment Assistance Program/s Closing Documents (if applicable)**

- Homeownership Hazard insurance policies to include second mortgages clause as follows: (DAP only N/A to Time To Own Program)
- Connecticut Housing Finance Authority C/O HomeLoanServ, ISAOA/ATIMA: P.O. Box 818007 - Cleveland, OH 44181

**Miscellaneous Documents (if applicable)**

- Original Executed Commitment Letter/s - (Copy to CHFA) CHFA subordinate financing
- Original DAP and Time To Own Note (Copy to CHFA - Closed in CHFA's name)
- Original DAP and Time To Own Deed (within 90 days of closing)

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

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**Military Form DD214 Separation Documents (Honorable Discharge)**

**Homeownership Counseling**

- Pre-Closing Homebuyer Education Certificate
- Pre-Purchase Homebuyer Education Certificate
- Online Homebuyer Education (FinallyHome®) Certificate
- Federal Financial Certificate
- 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"
- Original/Final Documents Mailed To: Idaho Housing and Finance Association 585 W. Myrtle St. Boise, ID 83702

**Detail Purchase Advice Funding Sheet - CHFA Form 066-0408**

- Participating Lender Certification - CHFA Form 019-1101

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

**FHA Documents (if applicable)**

- HUD 92900A - Addendum to Initial Loan Application
- FHA Amendatory Clause/ RE Certification - signed & dated by all parties
- FHA Documents (if applicable)
- HUDB 92800.5B - Conditional Commitment Stmt of Appraised Value

**VA Documents (if applicable)**

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

**USDA-RD Documents (if applicable)**

- Form 1980-19 Guaranteed Ln Closing Report - Proof Upfront Ln Fee Paid
- Form 3555-17 Loan Note Guarantee
- 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**