

# 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 Uninsured loans - *All Lenders.* See CHFA DAP Servicing Guides.

### 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](mailto:ritaa@ihfa.org)

Leslie Asin, Loan Acquisition Supervisor  
(208) 331-4840  
[lesliea@ihfa.org](mailto: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 1<sup>st</sup> Payment Due Date

- 1<sup>st</sup> pay netted out of purchase amount - *Lender retains 1<sup>st</sup> payment*
- Purchase Statement will account for monthly escrow
- Tax Service Fee = \$85 - 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)*

### Original Note Delivered To:

Idaho Housing and Finance Association  
Attn: Doc Center  
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

**LERETA Property Tax & Flood Services** – [www.lereta.com](http://www.lereta.com)  
901 Corporate Center Drive - Pomona, CA 91768

**Post Purchase Ins. & Tax Bills:** [servicing@homeloanserv.com](mailto:servicing@homeloanserv.com)  
**Post Purchase Reimbursements:** [HOL-adjustments@ihfa.org](mailto:HOL-adjustments@ihfa.org)

**Document Center:** [doccenter@ihfa.org](mailto:doccenter@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](mailto:support@homeloanserv.com) **Online Banking:** [www.homeloanserv.com](http://www.homeloanserv.com) **Payoffs:** [HOL-Payoffs@ihfa.org](mailto:HOL-Payoffs@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 pay down.*

<b>First Mortgagee Clause:</b>	<b>HomeLoanServ – ISAOA/ATIMA: P.O. Box 818007 – Cleveland, OH 44181</b> Fax: 888-218-9257 Email: <a href="mailto:insdocs8263@oscis.com">insdocs8263@oscis.com</a> <i>Must include IHFA loan number</i>
<b>Second Mortgagee Clause:</b>	<b>CHFA Downpayment Assistance Program = Connecticut Housing Finance Authority</b> <b>C/O HomeLoanServ, - ISAOA/ATIMA: P.O. Box 818007– Cleveland, OH 44181</b> Fax: 888-218-9257 Email: <a href="mailto:insdocs8263@oscis.com">insdocs8263@oscis.com</a>

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

1

File Submission Checklist - CHFA Form 009-1107 - ID

3

Loan Exception Documentation

2

Other Subordinate Financing - Initial Financing Approval Document  
*(i.e. Housing Dev. Fund, Equity Builder, City of HTFD, etc.)*

4

Final Transmittal Summary (1008) FNMA (dated/signed by Underwriter)

First Mortgage Loan Approval & Application

1

Final/Verified Loan Application (1003)

3

AUS Findings - Final version (DU, LPA)

2

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

4

Private Mortgage Insurance Certificate - Copy (if applicable)

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 ~ (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 covering 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)

6

Flood Hazard Notice

2

Final / Repair Inspection with **Color** Photos - FNMA 1004D (if applicable)

7

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

3

Certificate of Occupancy (if applicable)

8

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

4

Evidence Condo is FNMA Eligible - CHFA Form 013-490 - **or** - Equivalent

9

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

5

Flood Life of Loan Determination Certificate

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
7	DAP - Borrower's Certificate - DAP 95-05	13	Pre-Purchase Homebuyer Education Certificate
8	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)	13	Online Homebuyer Education (FinallyHome!®) 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></div>	
<div>5</div>	Borrower Eligibility Certificate - 014-1107	<div></div>	
<div>6</div>	DAP - Application for Downpayment & Closing Costs - DAPappcc	Homeownership Counseling	
<div>7</div>	DAP - Borrower's Certificate - DAP 95-05	<div>15</div>	Pre-Closing Homebuyer Education Certificate
<div>8</div>	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)	<div>15</div>	Pre-Purchase Homebuyer Education Certificate
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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)
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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)
<div>4</div>	Other Subordinate Financing - Copy Second Mortgage Note & Deed	<div>18</div>	UCDP - Submission Summary Report
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<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></div>		<div>29</div>	Loan Estimate (LE) Revised - Change of Circumstance Form (if applicable)
<div></div>		<div></div>	

CHFA DAP CLOSING DOCUMENTS (if applicable)

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<div>2</div>	Original DAP Note (Copy to CHFA - Closed in the name of CHFA)	<div>5</div>	DAP Closing Disclosure (CD)
<div>3</div>	Original DAP Deed (within 90 days of closing)	<div>6</div>	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.
<div></div>		<div></div>	

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
<div></div>		<div></div>	

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	<div></div>	
<div></div>		<div></div>	

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
<div></div>		<div></div>	

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