

# Idaho Housing and Finance Association

## Reference Guide

**Servicing CHFA Loan Types:** **FHA, VA and USDA** – *Service Released Lenders only*  
**HFA Preferred™** - *All Lenders / HFA Advantage® - Eligible Lenders*  
**Conventional loans that are uninsured** – *All Lenders*  
(See CHFA DAP Servicing Guides)

### Idaho Housing and Finance Association an Independent Body, Politic and Corporate

**565 W. Myrtle Street - Boise, ID 83702**

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

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

**Tax ID#: 82-03023333 Branch 001 / MERS ID#: 1009670 / HUD ID#: 10101-09998 / VA ID#: 925099000**

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

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

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

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

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

### **CONTACTS:**

#### **Mark Suderman**

Director, Loan Acquisition & Shipping

(208) 331-4870

[marks@ihfa.org](mailto:marks@ihfa.org)

#### **Rita Aafedt**

Assistant Manager – Loan Acquisition

(208) 424-7048

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

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

Idaho Housing and Finance Association

(No Ampersand Sign - Spell out "and")

- ✓ Without Recourse
- ✓ Lender Name - *as appears on Note*
- ✓ Lender Signature - *Signatory's typed name/title*

### **Assignment of Mortgage**

Idaho Housing and Finance Association

P.O. Box 7899 - Boise, ID 83707

(Or) MERS: IHFA #1009670

### **Loan Purchase within 15 Days of 1<sup>st</sup> Payment Due**

- 1<sup>st</sup> pay netted out of purchase amount
- Lender retains 1<sup>st</sup> payment
- Purchase Statement will account for monthly escrow
- Transfer Flood Certificate to **HomeLoanServ**
- Transfer Hazard/Flood Insurance to **HomeLoanServ**

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

Idaho Housing and Finance Association

565 W. Myrtle Street - Boise, ID 83702

***CHFA DAP 2<sup>nd</sup> Notes should not be endorsed***

### **Trailing Docs Delivered Within 90 Days of Loan Closing**

(Upload thru Lender Connection)

- \* Original Recorded Mortgage & Assignment
- \* Final Title Insurance Policy
- \* FHA MIC/VA LGC/USDA-RD LNG

### **Borrower's Payments/Servicing Questions**

Idaho Housing and Finance Association

P.O. Box 7541 - Boise, ID 83707-1899

Toll Free #: 1-800-526-7145

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

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

*Customer can mail both the 1<sup>st</sup> and 2<sup>nd</sup> mortgage payments in the same envelope but there should be two separate checks – one for the 1<sup>st</sup> mortgage and one for the 2<sup>nd</sup> mortgage payment- If only one check is sent for both payments it will all be credited to the first mortgage as additional principle paydown.*

**First Mortgagee Clause: HomeLoanServ – ISAOA/ATIMA: P.O. Box 818007 – Cleveland, OH 44181**

**Fax: 888-218-9257**

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

***Must include IHFA loan number***

**Second Mortgagee Clause: CHFA Downpayment Assistance Program (DAP) = Connecticut Housing Finance Authority  
C/O HomeLoanServ, - ISAOA/ATIMA: P.O. Box 818007 – Cleveland, OH 44181**

**Fax: 888-218-9257**

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

CHFA - LOAN FILE SUBMISSION FORM

SERVICER: IDAHO HOUSING AND FINANCE ASSOCIATION

CONVENTIONAL MORTGAGES

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



☐ 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

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 **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-T - Copy (completed & signed for each Borrower)		
5	Borrower Eligibility Certificate - 014-1107	Homeownership Counseling	
6	DAP - Application for Downpayment Only - DAPAppOnly	13	Pre-Closing Homebuyer Education Certificate (3Hr)
7	DAP - Borrower's Certificate - DAP 95-05	13	Pre-Purchase Homebuyer Education Certificate (8Hr)
8	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)	13	Online Homebuyer Education (e-Home America) Certificate
9	Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification	14	Financial Fitness Certificate
		15	Landlord Certificate (if multifamily)

CLOSING DOCUMENTS - IDAHO HOUSING AND FINANCE ASSOC.

	Final FNMA 1003 uploaded in "Lender Connection" Web Portal		Documents Delivered Electronically in "Lender Connection"
	"Lender Connection" Loan Information Completed Online		Original/Final Documents Mailed To: Idaho Housing and Finance Association - 565 W. Myrtle St. - Boise, ID 83702
	Detail Purchase Advice Funding Sheet - CHFA Form 066-0408		Participating Lender Certification - CHFA Form 019-1101
1	LEAN Lender Commitment Letter - Fully Executed	15	New Construction Exhibits (if applicable)
2	Commitment Letter - (CHFA) - Fully Executed	16	UCDP - Submission Summary Report
3	CHFA DAP (Subordinate Financing) - Original Executed Commitment Letter	17	UCD - (Uniform Closing Dataset) - Final Submission Report - Eff. 9/25/2017
4	Other Subordinate Financing - Copy Second Mortgage Note & Deed	18	Private Mtg Insurance Certificate
5	IHFA - Certif. of Accelerated Delivery Form 1040 (see Lender Connection)	19	Private Mtg Insurance Cancellation Disclosures - Assigned to HomeLoanServ
6	Flood Life of Loan Determination - Certificate Transferred to HomeLoanServ	20	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.
7	Flood Insurance Policy (if applicable) HomeLoanServ listed loss payee w/LN#	21	Original Note (First Mtg) - Endorsed to IHFA
8	Hazard Ins. Policy/Binder - HomeLoanServ listed loss payee with LN #	22	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)
9	Hazard Ins. - Condo Master Insurance Policy (if applicable)	23	Tax-Exempt Financing Rider - CHFA Form 053-1199
10	Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)	24	Immigration & Naturalization Services (INS) Card - Copy
11	Mortgage Assignment to IHFA - ISAOA ATIMA -Copy (if not utilizing MERS)	25	Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.
12	Title Ins. Policy - Final with Chain of Title & Property Tax Info.	26	Borrower Signature Affidavit - 014-0718
13	Initial Escrow Account Disclosure	27	Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet
14	Well, Septic Inspections (if applicable)	28	Loan Estimate (LE) Revised - Change of Circumstance Form, if applicable

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

CHFA DAP Closing Documents (if applicable)

Homeowners Hazard insurance policys to include second mortgagee clause as follows:  
Connecticut Housing Finance Authority C/O HomeLoanServ, ISAOA/ATIMA: P.O. Box 818007 - Cleveland, OH 44181

1	Original Executed Commitment Letter - (Copy to CHFA - DAP subord. financing)	4	DAP Loan Estimate (LE)
2	Original DAP Note (Copy to CHFA - Closed in the name of CHFA)	5	DAP Closing Disclosure (CD)
3	Original DAP Deed (within 90 days of closing)	6	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.

Miscellaneous Documents (if applicable)

1		4	
2		5	
3		6	

CHFA - LOAN FILE SUBMISSION FORM

SERVICER: IDAHO HOUSING AND FINANCE ASSOCIATION

GOVERNMENT MORTGAGES

(Form for FHA, USDA-RD, VA Only)



☐ CHFA LEAN LOAN

Date: \_\_\_\_\_

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

COMPLETE THE FOLLOWING TO SUBMIT LOANS IN CHFA LOS:

☐ Update All Applicable Fields In LOS - Confirm Program Type & Interest Rate - Including DAP Worksheet (If applicable)

☐ Complete And Submit CHFA LOS Additional Data Screen

☐ Upload The Final Loan Application (1003) In CHFA LOS

LENDER / SELLER CONTACT INFORMATION

File Contact Name & Title

Telephone & Ext.

Contacts Email Address

BORROWER INFORMATION

CHFA Loan #

IHFA Loan #

Primary Borrower Name (Last, First)

LOAN FILE SUBMISSION TO INCLUDE , but is not limited to the following documentation (as applicable). Documentation requirements may differ by program.

CREDIT PACKAGE DOCUMENTS - CHECK ONLY ITEMS APPLICABLE

Commitment / Loan Exceptions / Transmittal

1

File Submission Checklist - CHFA Form 009-1107 - ID

2

Other Subordinate Financing - Initial Financing Approval Document

3

Loan Exception Documentation

4

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

5

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

6

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

7

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

First Mortgage Loan Approval & Application

1

Final/Verified Loan Application (1003)

2

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

3

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

Credit &amp; Fraud Checks

1

Credit Supplements (if applicable)

2

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

3

Bankruptcy Report / Discharge (if applicable)

4

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

5

Credit Report Inquiry Explanation with Documentation - signed & dated

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Divorce Decree / Property Separation Agreements (if applicable)

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Child Support Verification (if applicable)

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

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(Do Not Include Both - Delays File Review Process)

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Cleared Earnest Money Check (copy) with source of funds (if applicable)

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DAPS: Document source of deposit & withdrawals ≥10% of mnthly income

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Asset Statements (Bank name & ownership) most recent 3 mths - all accounts

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

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Certificate of Occupancy (if applicable)

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Evidence Condo is VA / FHA approved

5

Flood Life of Loan Determination Certificate

6

Flood Hazard Notice

7

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

8

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

9

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

10

Escrow Holdback Agreement (if applicable)

203(K) Rehabilitation Loans

1

HUD 92700 - Maximum Mtg Worksheet

2

HUD Consultant Report (if applicable)

3

Work Estimates - Fully Executed - Copy

4

Work Write-up and signed Contract - Copy

5

Contractor Licenses - Copy

6

Contractor Liability Insurance - Copy

IHFA Government Mtg - Continued

CHFA REQUIRED DOCUMENTS (if applicable)

1	Federal Recapture Tax Notice - Potential Tax - 051-0597	12	Veterans Statement - Due on Sale - 018-0296
2	Federal Recapture Tax Notice - Understanding Tax - 050-0597	13	VA Eligibility Certificate - or - Automated Certificate of Eligibility
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3	Original DAP Deed (within 90 days of closing)	6	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.

FHA, VA, USDA-RD SPECIFIC DOCUMENTS

FHA Documents (if applicable)

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

VA Documents (if applicable)

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

USDA-RD Documents (if applicable)

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