

Next Move Submission Checklist and File Order

File must be submitted in one PDF and in order of the checklist

Lender: _____ Date: _____
Contact: _____ Phone/Email: _____
Borrower: _____ CHFA Loan Number: _____
Underwriter Phone/Email: _____ Loan Program: HFA Preferred HFA Advantage Govt. Insured Credit Score _____

SUBMISSIONS* (Only final approved documents from the list below should be uploaded in one PDF):

- Submission Checklist
- 1008 or 92900 LT or VA Loan Analysis 26-6393- Signed by Lender's Underwriter
- 1003 – Final/Verified Uniform Residential Loan Application (*unsigned acceptable*)
- AUS Findings (LP/DU/GUS) – FINAL- Must match program listed in LOS
- Income documentation as per AUS Findings - No less than base wages to be used to qualify (*Income Documents to be separated in order by Borrower then Co-Borrower*).
- Appraisal – Follow AUS Findings- ****Exception: No Appraisal Waivers Permitted**
- DPA – Applicant Notice
- Loan Estimate(s) or Final Closing Disclosure(s): First Mortgage and DPA
- CHFA Deferred Down Payment Assistance Program Applicant Notice
- Homebuyer Education Counseling Certificate (*if all borrowers are first-time homebuyers*)
- Landlord Counseling Certificate (2-4 unit properties) *required only on HFA Advantage (FHLMC) 2-4 unit properties*

Lender Remains Responsible for Ensuring Loan Meets All Insurer/Investor/CHFA Requirements at the Time of Purchase.

****CHFA reserves the right to request additional documentation as deemed necessary.***