CHFA Finance is implementing two (2) new procedures that will be required when submitting the CHFA Loan Purchase Request Form #066-408 for funding.

All CHFA Participating and Correspondent Lenders submitting Loan Purchase Requests on and after October 1, 2017 must adhere to the following requirements:

1. Lenders must include a copy of the fully executed 1st Mortgage Loan Note endorsed to CHFA and a copy of the 2nd Mortgage (DAP) Note (if applicable) closed in the name of CHFA, with the fully completed Loan Purchase Request Form when submitting requests to CHFA for the funding process.

   **NOTE:** The information reflected on the executed Note(s); Commitment Letter(s); and Loan Purchase Request (Form #066-408), must match exactly and be accurately stated. Funding may be delayed for any incomplete or inaccurate requests or documents submitted.

2. Only “Duly Authorized Signatory” staff or designee are eligible to execute the completed CHFA Loan Purchase Request (Form #066-408).

   **NOTE:** CHFA will require all Participating Lenders to provide a list of the names and titles of the staff assigned delegated authority to act as the “Duly Authorized Signatory” for the institution.

See Forms:  
- Loan Purchase Request #066-408 *(Revised)*
- Loan Purchase Request - Authorized Signers #067-817 *(New)*