
Servicing Bulletin 2018-02
October 17, 2018

To: CHFA Participating Lenders
From: CHFA Finance Department
Subject: Closed Loan Documentation Checklist Update

The current post-closing processes in which the Closed Loan Documentation Checklist applies, requires the entailed documentation to be submitted to the CHFA Finance Dept. within 120 days of loan closing.

Effective immediately, the attached Closed Loan Documentation Checklist has been updated to reflect the entailed documentation be submitted to the CHFA Finance Dept. within 90 days of loan closing.

*The Closed Loan Documentation Checklist applies to whole loans only (Service Retained – or – AmeriNat)
Not applicable to 1st mortgage loans delivered to Idaho Housing and Finance Association.*

See attached referenced form: Closed Loan Documentation Checklist (Form 009-0810 Rev 10-10-18)

*All questions regarding this Bulletin should be directed to John Chilson at (860) 571-4247 or
John.Chilson@chfa.org or Claudia M. Rodrigues at (860) 571-4329 or Claudia.Rodrigues@chfa.org*

CLOSED LOAN DOCUMENTATION CHECKLIST

(90 Day Post-Closing Process)

CHFA whole loans only (Service Retained - or - AmeriNat)
****Not applicable to 1st Mortgage loans delivered to Idaho Housing and Finance Association****

CHFA Loan #: _____

Borrower(s): _____

**The following documents must be submitted to the CHFA Finance Dept. in a
SINGLE PACKAGE within 90 days of loan closing.**

- | | |
|--|------------------|
| | <i>(Initial)</i> |
| 1. Mortgage Insurance Certificate (copy - FHA, VA, USDA-RD or PMI) | _____ |
| 2. Participating Lender Certification (original - fully executed) - <i>CHFA Form 019-1101</i> | _____ |
| 3. Assignment of Mortgage (copy - fully executed, recorded) - <i>CHFA Sample Form 036-1014-S Rev 8-17</i> | _____ |
| 4. CHFA DAP Commitment Letter (copy - fully executed) | _____ |

Note: A copy of the executed and endorsed CHFA 1st Mortgage Note and executed DAP Note (if applicable), were provided at the time of purchase by CHFA – duplicate copy of the Note(s) is not required.

The Lender hereby submits to CHFA the loan documentation listed above. All loan documents for this loan are accurate, complete, and in compliance with the requirements of the Commitment for Purchase, the Master Commitment Agreement, and the CHFA Home Mortgage Programs Operating Manual.

Lender Name: _____ Date: _____

By: _____
(Print Name & Title)

Phone #: _____ Email Address: _____

Attn: CHFA Finance Dept.
999 West Street
Rocky Hill, CT 06067
 ~ or ~
Email: PCDocs@chfa.org