

**Servicing Bulletin 2019-01**

March 6, 2019

To: CHFA Participating Lenders  
From: CHFA Finance Department  
Subject: DAP Loan Purchase Request Requirements

CHFA Finance is implementing a new procedure for submitting the CHFA Loan Purchase Requests (*Form #066-0408*) for DAP Loan funding. The Closed Loan Documentation Checklist has been revised to reflect this change.

**All CHFA Participating and Correspondent Lenders submitting DAP Loan Purchase Requests on and after April 1, 2019 must submit the following documentation:**

1. A copy of the fully executed **CHFA DAP Commitment Letter**
2. A copy of the fully executed **1<sup>st</sup> Mortgage Loan Note endorsed to CHFA**
3. A copy of the **2<sup>nd</sup> Mortgage DAP Note closed in the name of CHFA**
4. A fully completed **Loan Purchase Request Form**

*NOTE: The information reflected on the executed Note(s); Commitment Letter(s); and Loan Purchase Request (Form #066-0408) must match exactly and be accurately stated. Funding may be delayed for any incomplete or inaccurate requests or documents submitted.*

**THIS CHANGE IS NOT APPLICABLE TO 1<sup>ST</sup> MORTGAGE LOANS DELIVERED TO IDAHO HOUSING AND FINANCE ASSOCIATION**

Attached: The Closed Loan Documentation Checklist (Form #009-0810 Rev 3-19)

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

**CLOSED LOAN DOCUMENTATION CHECKLIST**

*(90 Day Post-Closing Process)*

**CHFA whole loans only ( Service Retained - or - AmeriNat )**  
**\*\*Not applicable to 1<sup>st</sup> 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. <b>Mortgage Insurance Certificate</b> (copy - FHA, VA, USDA-RD or PMI)  | _____            |
| 2. <b>Participating Lender Certification</b> (original - fully executed) - <i>CHFA Form 019-1101</i>                     | _____            |
| 3. <b>Assignment of Mortgage</b> (copy - fully executed, <b>recorded</b> ) - <i>CHFA Sample Form 036-1014-S Rev 8-17</i> | _____            |

**NOTE: A copy of the executed and endorsed CHFA 1<sup>st</sup> Mortgage Note, executed DAP Note, executed DAP Commitment Letter (if applicable), were provided to CHFA at the time of purchase. Duplicate copies of the Note(s) and executed DAP Commitment Letter are 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](mailto:PCDocs@chfa.org)**