

TO: All CHFA Single Family Servicers
FROM: Liisa Koeper, Assistant Director
SUBJECT: HUD Partial Claim Documents
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Recently, there have been instances of servicers failing to remit required documents to HUD within the specified timeframe. CHFA would like to remind its servicers of the HUD timeframes around partial claim documents. The Mortgagee (servicer) must deliver to HUD:

- no later than 60 Days from the execution date, the original promissory Note;
- no later than six months from the execution date, the recorded subordinate Mortgage; and
- with each delivery of Partial Claim Documents, the Mortgagee (servicer) must include a cover letter with the FHA case number for the documents that are being delivered.

Failure to submit the required documentation within the specified timeframe may result in claim offsets or referral to the Mortgagee Review Board. If a servicer fails to comply with HUD guidelines and CHFA is subject to an offset, CHFA will immediately demand repayment for its monetary harm.

Please refer to HUD's Single Family Policy Handbook for more specific guidance on partial claims and documentation.

Questions regarding this Bulletin should be directed to
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