

Idaho Housing and Finance Association

Reference Guide

Servicing CHFA Loan Types: **FHA, VA and USDA** – *Service Released Lenders only*
HFA Preferred™ - *All Lenders / HFA Advantage®* - *Eligible Lenders*
Conventional loans that are uninsured – *All Lenders*
(See CHFA DAP Servicing Guides)

Idaho Housing and Finance Association an Independent Body, Politic and Corporate.

565 W. Myrtle Street, Boise, ID 83702

Toll Free #1-855-505-4700

Mon – Fri 8am – 5pm (mountain time) Closed on certain holidays

Tax ID#: 82-03023333 Branch 001 HUD ID #: 10101-09998

Lender Connection: <https://www.lenderct.com>
Contact Email: resloan@ihfa.org

Borrower Connection: <https://www.borrowerct.com>
Send Questions: resloan@HomeLoanServ.com

CONTACTS: **Mark Suderman**
Loan Acquisition Lead
(208) 331-4870
marks@ihfa.org

Annie Smith
Business Development Specialist
(208) 331-4813
annies@ihfa.org

Note Endorsement: Pay To The Order of
Idaho Housing and Finance Association
(*No Ampersand Sign*)
Without Recourse
Lender Name
Signature
Signatory's typed name/title

Assignment of Mortgage
Idaho Housing and Finance Association
P.O. Box 7899
Boise, ID 83707

Or MERS: IHFA #1009670

Loan Purchase within 15 Days
of 1st Payment Due

- 1st pay netted out of purchase amount
- Lender retains 1st payment
- Purchase Statement will account for monthly escrow
- Transfer Flood Certificate to **HomeLoanServ**
- Transfer Hazard/Flood Insurance to **HomeLoanServ**

Original Note To:
Idaho Housing and Finance Association
565 W. Myrtle Street, Boise, ID 83702

Trailing Docs Delivered Within 90 Days
of Loan Closing
(*Upload thru Lender Connection*)

- *Original Recorded Mortgage & Assignment
- * Final Title Insurance Policy
- * FHA MIC/VA LGC/USDA-RD LNG

Borrower's Payments/Servicing Questions

Idaho Housing and Finance Association
P.O. Box 7541, Boise, ID 83707-1899
Toll Free #: 1-800-526-7145
Email Servicing Questions: mortgageserv@ihfa.org

First Mortgagee Clause: **HomeLoanServ** - its successors and/or assigns ATIMA: P.O. Box 7899, Boise, ID 83707

Second Mortgagee Clause: ***CHFA Downpayment Assistance Program (DAP)*** = Connecticut Housing Finance Authority C/O HomeLoanServ, its successors and/or assigns ATIMA: P.O. Box 7899 – Boise, ID 83707

CHFA - LOAN FILE SUBMISSION FORM

SERVICER: IDAHO HOUSING AND FINANCE ASSOCIATION

CONVENTIONAL MORTGAGES

(Form for HFA Preferred™ / HFA Advantage® & Uninsured Only)



Date: _____

All Files Submitted To CHFA Are Required To Be Scanned In Checklist Order

COMPLETE THE FOLLOWING TO SUBMIT LOANS IN CHFA LOS:

- Update All Applicable Fields In LOS Including DAP Worksheet (If applicable)
- Complete And Submit CHFA LOS Additional Data Screen
- Upload The Final Loan Application (1003) In CHFA LOS

LENDER / SELLER CONTACT INFORMATION

Contact Name & Title	Telephone	Email Address
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BORROWER INFORMATION

CHFA Loan #	IHFA Loan #	Primary Borrower Name (Last, First)
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LOAN FILE SUBMISSION TO INCLUDE , but is not limited to the following documentation (as applicable). Documentation requirements may differ by program.

CREDIT PACKAGE DOCUMENTS - CHECK ONLY ITEMS APPLICABLE

Commitment / Loan Exceptions / Transmittal

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> File Submission Checklist - CHFA Form 009-1107 - ID <input type="checkbox"/> Other Subordinate Financing - Initial Financing Approval Document | <ul style="list-style-type: none"> <input type="checkbox"/> Loan Exception Documentation <input type="checkbox"/> Final Transmittal Summary (1008) FNMA |
|--|---|

Mortgage Loan Approval & Application

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Final/Verified Loan Application (1003) signed by Mtg Loan Originator <input type="checkbox"/> Initial Loan Application (1003) signed by Mtg Loan Originator | <ul style="list-style-type: none"> <input type="checkbox"/> AUS Findings - Final version (DU, LP) <input type="checkbox"/> Private Mortgage Insurance Certificate - Copy (if applicable) |
|---|--|

Credit & Fraud Checks

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Credit Supplements (if applicable) <input type="checkbox"/> Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable) <input type="checkbox"/> Bankruptcy Report / Discharge (if applicable) <input type="checkbox"/> Letter addressing Adverse Credit and/or Discrepancies - signed & dated | <ul style="list-style-type: none"> <input type="checkbox"/> Credit Report Inquiry Explanation with Documentation - signed & dated <input type="checkbox"/> Divorce Decree / Property Separation Agreements (if applicable) <input type="checkbox"/> Child Support Verification (if applicable) |
|--|---|

Income / Employment

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Income Analysis Worksheet - Lender or CHFA Form 064-0309 <input type="checkbox"/> Verification of Employment <input type="checkbox"/> Current paystubs (reflecting 30 days & YTD income) <input type="checkbox"/> Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS) <input type="checkbox"/> W-2's, 1099's - Most recent 2 yrs | <ul style="list-style-type: none"> <input type="checkbox"/> Academic Student Transcript - for full-time student (or pay stub) if DAP LN <input type="checkbox"/> IRS Tax Transcripts - 3 most recent - 1 yr if targeted area (or applicable tax returns) <input type="checkbox"/> Fed. Tax Return-<i>Personal</i> Signed 3 most recent- 1 yr if targeted area -all schedules <input type="checkbox"/> Fed. Tax Return-<i>Business</i> Signed 3 most recent- 2 yrs if targeted area-all schedules <input type="checkbox"/> Income Letter(s) of Explanation (if applicable) |
|---|--|

Assets

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Cleared Earnest Money Check (copy) with source of funds (if applicable) <input type="checkbox"/> Gift Documentation per FNMA guidelines | <ul style="list-style-type: none"> <input type="checkbox"/> Any Additional Supporting Asset Documentation (if applicable) <input type="checkbox"/> Asset Statements - most recent 3 months - all accounts |
|---|---|

Property / Appraisal

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Appraisal Report (include Photos, Street View, Comparables) <input type="checkbox"/> Final / Repair Inspection with Photos - FNMA 1004D (if applicable) <input type="checkbox"/> Certificate of Occupancy (if applicable) <input type="checkbox"/> Evidence Condo is FNMA Eligible - CHFA Form 013-490 - or - Equivalent <input type="checkbox"/> Flood Life of Loan Determination Certificate | <ul style="list-style-type: none"> <input type="checkbox"/> Flood Hazard Notice <input type="checkbox"/> Verification of Property Census Tract - FFIEC Geocoding print-out or Other <input type="checkbox"/> Purchase Agreement Docs (short sale agreement, probate approval, etc) <input type="checkbox"/> Purchase Agreement - All Addendums & Counter Offers (fully executed) |
|---|--|

CHFA - LOAN FILE SUBMISSION FORM

SERVICER: IDAHO HOUSING AND FINANCE ASSOCIATION

GOVERNMENT MORTGAGES

(Form for FHA, USDA-RD, VA Only)



Date: _____

All Files Submitted To CHFA Are Required To Be Scanned In Checklist Order

COMPLETE THE FOLLOWING TO SUBMIT LOANS IN CHFA LOS:

- Update All Applicable Fields In LOS Including DAP Worksheet (If applicable)
- Complete And Submit CHFA LOS Additional Data Screen
- Upload The Final Loan Application (1003) In CHFA LOS

LENDER / SELLER CONTACT INFORMATION

Contact Name & Title	Telephone	Email Address
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BORROWER INFORMATION

CHFA Loan #	IHFA Loan #	Primary Borrower Name (Last, First)
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LOAN FILE SUBMISSION TO INCLUDE , but is not limited to the following documentation (as applicable). Documentation requirements may differ by program.

CREDIT PACKAGE DOCUMENTS - CHECK ONLY ITEMS APPLICABLE

Commitment / Loan Exceptions / Transmittal

- | | |
|--|--|
| <input type="checkbox"/> File Submission Checklist - CHFA Form 009-1107 - ID
<input type="checkbox"/> Other Subordinate Financing - Initial Financing Approval Document
<input type="checkbox"/> Loan Exception Documentation
<input type="checkbox"/> Final Transmittal Summary (1008) FNMA (USDA - RD Loans ONLY) | <input type="checkbox"/> USDA-RD Form 3555-18 Conditional Commitment for S/Fam Ln Guarantee
<input type="checkbox"/> HUD 92900LT - Final Underwriting & Transmittal Summary
<input type="checkbox"/> VA Form 26-6393 Loan Analysis
<input type="checkbox"/>
<input type="checkbox"/> |
|--|--|

Mortgage Loan Approval & Application

- | | |
|---|---|
| <input type="checkbox"/> Final/Verified Loan Application (1003) signed by Mtg Loan Originator
<input type="checkbox"/> Initial Loan Application (1003) signed by Mtg Loan Originator
<input type="checkbox"/> | <input type="checkbox"/> AUS Findings - Final version (DU, LP, GUS)
<input type="checkbox"/>
<input type="checkbox"/> |
|---|---|

Credit & Fraud Checks

- | | |
|--|---|
| <input type="checkbox"/> Credit Supplements (if applicable)
<input type="checkbox"/> Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)
<input type="checkbox"/> Bankruptcy Report / Discharge (if applicable)
<input type="checkbox"/> Letter addressing Adverse Credit and/or Discrepancies - signed & dated
<input type="checkbox"/> | <input type="checkbox"/> Credit Report Inquiry Explanation with Documentation - signed & dated
<input type="checkbox"/> Divorce Decree / Property Separation Agreements (if applicable)
<input type="checkbox"/> Child Support Verification (if applicable)
<input type="checkbox"/>
<input type="checkbox"/> |
|--|---|

Income / Employment

- | | |
|---|--|
| <input type="checkbox"/> Income Analysis Worksheet - Lender or CHFA Form 064-0309
<input type="checkbox"/> Verification of Employment
<input type="checkbox"/> Current paystubs (reflecting 30 days & YTD income)
<input type="checkbox"/> Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)
<input type="checkbox"/> W-2's, 1099's - Most recent 2 yrs
<input type="checkbox"/> | <input type="checkbox"/> Academic Student Transcript - for full-time student (or pay stub) if DAP Loan
<input type="checkbox"/> IRS Tax Transcripts - 3 most recent - 1 yr if targeted area (or applicable tax returns)
<input type="checkbox"/> Fed. Tax Return-Personal Signed 3 most recent- 1 yr if targeted area -all schedules
<input type="checkbox"/> Fed. Tax Return-Business Signed 3 most recent- 2 yrs if targeted area-all schedules
<input type="checkbox"/> Income Letter(s) of Explanation (if applicable)
<input type="checkbox"/> |
|---|--|

Assets

- | | |
|---|---|
| <input type="checkbox"/> Cleared Earnest Money Check (copy) with source of funds (if applicable)
<input type="checkbox"/> Gift Documentation per FNMA guidelines
<input type="checkbox"/> | <input type="checkbox"/> Any Additional Supporting Asset Documentation (if applicable)
<input type="checkbox"/> Asset Statements - most recent 3 months - all accounts
<input type="checkbox"/> |
|---|---|

Property / Appraisal

- Appraisal Report (include Photos, Street View, Comparables)
- Final / Repair Inspection with Photos - FNMA 1004D (if applicable)
- Certificate of Occupancy (if applicable)
- Evidence Condo is VA / FHA approved
- Flood Life of Loan Determination Certificate
- Flood Hazard Notice
- Verification of Property Census Tract - FFIEC Geocoding print-out or Other
- Purchase Agreement Doc's (short sale agreement, probate approval, etc)
- Purchase Agreement - All Addendums & Counter Offers (fully executed)

203(K) Rehabilitation Loans

- HUD 92700 - Maximum Mtg Worksheet
- HUD Consultant Report
- Work Estimates - Fully Executed - Copy
- Work Write-up and signed Contract - Copy
- Contractor Licenses - Copy
- Contractor Liability Insurance - Copy
- Escrow Holdback Agreement (if applicable)

IHFA Government Mtg - Continued

CHFA REQUIRED DOCUMENTS (if applicable)

<input type="checkbox"/> Federal Recapture Tax Notice - Potential Tax - 051-0597 <input type="checkbox"/> Federal Recapture Tax Notice - Understanding Tax - 050-0597 <input type="checkbox"/> Federal Recapture Tax Notice - Method to Compute (LEAN Only) <input type="checkbox"/> IRS Form 4506-T - Copy (completed & signed for each Borrower) <input type="checkbox"/> Borrower Eligibility Certificate - 014-1107 <input type="checkbox"/> DAP - Application for Downpayment/Closing Costs/Closing Cost Only-DAPappcc <input type="checkbox"/> DAP - Borrower's Certificate - DAP 95-05 <input type="checkbox"/> Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable) <input type="checkbox"/> Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification <input type="checkbox"/> Police Statement of Eligibility - 031-027 <input type="checkbox"/> Teacher Statement of Eligibility - 031-030	<input type="checkbox"/> Veterans Statement - Due on Sale - 018-0296 <input type="checkbox"/> VA Eligibility Certificate - or - Automated Certificate of Eligibility <input type="checkbox"/> Military Form DD214 Separation Documents (Honorable Discharge) <input type="checkbox"/> <input type="checkbox"/> <div style="text-align: center; background-color: #e1eef6; border: 1px solid black; padding: 2px; font-weight: bold;">Homeownership Counseling</div> <input type="checkbox"/> Homebuyer Education Certificate <input type="checkbox"/> Online e-Home America Certificate <input type="checkbox"/> Landlord Certificate (if multifamily) <input type="checkbox"/> Financial Fitness Certificate <input type="checkbox"/> <input type="checkbox"/>
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CLOSING DOCUMENTS - IDAHO HOUSING AND FINANCE ASSOC.

<input type="checkbox"/> Final FNMA 1003 uploaded in "Lender Connection" Web Portal <input type="checkbox"/> "Lender Connection" Loan Information Completed Online <input type="checkbox"/> Detail Purchase Advice Funding Sheet - CHFA Form 066-0408 <input type="checkbox"/> Commitment Letter - (CHFA) Fully Executed <input type="checkbox"/> Commitment Letter - (Lender) Fully Executed (LEAN only) <input type="checkbox"/> Other Subordinate Financing - Copy Second Mortgage Note & Deed <input type="checkbox"/> IHFA - Certif. of Accelerated Delivery Form 1040 (see Lender Connection) <input type="checkbox"/> Flood Life of Loan Determination - Certificate Transferred to HomeLoanServ <input type="checkbox"/> Flood Insurance Policy (if applicable) HomeLoanServ listed loss payee w/LN# <input type="checkbox"/> Hazard Ins. Policy/Binder - HomeLoanServ listed loss payee with LN # <input type="checkbox"/> Hazard Ins. - Condo Master Insurance Policy (if applicable) <input type="checkbox"/> Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable) <input type="checkbox"/> Mortgage Assignment to IHFA - ISAOA ATIMA -Copy (if not utilizing MERS) <input type="checkbox"/> Title Ins. Policy - Final with Chain of Title & Property Tax Info. <input type="checkbox"/> Initial Escrow Account Disclosure <input type="checkbox"/> Engineers Certification of foundation, required on Manufactured Homes <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Documents Delivered Electronically in "Lender Connection" <input type="checkbox"/> Original/Final Documents Mailed To: Idaho Housing and Finance Association - 565 W. Myrtle St. - Boise, ID 83702 <input type="checkbox"/> Participating Lender Certification - CHFA Form 019-1101 <input type="checkbox"/> Copy - Deactivated Title for Manuf. Home showing Property as Real Property <input type="checkbox"/> Well, Septic Inspections (if applicable) <input type="checkbox"/> New Construction Exhibits (if applicable) <input type="checkbox"/> UCDP - Submission Summary Report <input type="checkbox"/> Private Mtg Insurance Certificate <input type="checkbox"/> Private Mtg Insurance Cancellation Disclosures - Assigned to HomeLoanServ <input type="checkbox"/> Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info. <input type="checkbox"/> Original Note (First Mtg) - Endorsed to IHFA <input type="checkbox"/> Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg) <input type="checkbox"/> Immigration & Naturalization Services (INS) Card - Copy <input type="checkbox"/> Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc. <input type="checkbox"/> Borrower Signature Affidavit - 014-0718 - S <input type="checkbox"/> Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet <input type="checkbox"/> Loan Estimate (LE) Revised - Change of Circumstance Form (if applicable) <input type="checkbox"/>
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CHFA DAP CLOSING DOCUMENTS

Homeowners insurance policy to include second mortgagee clause as follows: Connecticut Housing Finance Authority C/O HomeLoanServ, its successors and/or assigns as their interests may appear: P.O. Box 7899-Boise, ID 83707	
<input type="checkbox"/> Executed Commitment Letter - Copy (CHFA DAP subordinate financing) <input type="checkbox"/> Original DAP Note (closed in the name of CHFA) <input type="checkbox"/> Original DAP Deed <input type="checkbox"/>	<input type="checkbox"/> DAP Loan Estimate (LE) <input type="checkbox"/> DAP Closing Disclosure (CD) <input type="checkbox"/> <input type="checkbox"/>

FHA, VA, USDA-RD SPECIFIC DOCUMENTS

FHA Documents (if applicable)

<input type="checkbox"/> HUD 92900A - Addendum to Initial Loan Application <input type="checkbox"/> FHA Connection Case # Assignment <input type="checkbox"/>	<input type="checkbox"/> FHA Amendatory Clause/ RE Certification - signed & dated by all parties <input type="checkbox"/> HUD 92800.5B - Conditional Commitment Stmtnt of Appraised Value <input type="checkbox"/>
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VA Documents (if applicable)

<input type="checkbox"/> Form 26-1802a /HUD Form 92900A - Addendum to Initial Ln Application <input type="checkbox"/> VA Form 26-1866 Certif. of Commitment-if prior apprvd, must be unexpired <input type="checkbox"/>	<input type="checkbox"/> Notice of Value (NOV) or Master Certificate of Eligibility <input type="checkbox"/> <input type="checkbox"/>
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USDA-RD Documents (if applicable)

<input type="checkbox"/> Form 1980-19 Guaranteed Ln Closing Report - Proof Upfront Ln Fee Paid <input type="checkbox"/> Form 3555-11 Guaranteed Rural Housing Lender Record Change <input type="checkbox"/>	<input type="checkbox"/> Form 3555-17 Loan Note Guarantee <input type="checkbox"/> Form 3555-21 Request for S/Fam Housing Loan Guarantee <input type="checkbox"/>
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Recorded Mtg & Assignment, Title Policy and FHA MIC/VA LGC/USDA-RD LNG must be delivered within 90 days of loan purchase