

**CHFA FINANCE DEPARTMENT**  
**CLOSED LOAN DOCUMENTATION CHECKLIST**  
*(90 Day Post-Closing Process)*

**CHFA Whole Loans Only**  
**( AmeriNat - OR - Service Retained Lender )**  
*~ 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.**

- |  |                           |
|--|---------------------------|
| 1. <b>Mortgage Insurance Certificate</b> (Copy - FHA, VA, USDA or PMI)                               | <i>(Initial)</i><br>_____ |
| 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> )                           | _____                     |

**NOTE: If copies of the executed and endorsed CHFA 1<sup>st</sup> Mortgage Note, DAP and/or TTO Note, and DAP and/or TTO Commitment Letter/s (*if applicable*), were already provided to CHFA at the time of purchase, then duplicate copies are not required to be sent again with the above documentation.**

*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)**