

**CLOSED LOAN DOCUMENTATION CHECKLIST**  
*(120 Day Post-Closing Process)*

CHFA Loan #: \_\_\_\_\_

Borrower(s): \_\_\_\_\_

**The following documents must be submitted to the CHFA Finance Dept. in a  
SINGLE PACKAGE within 120 days of loan closing.**

**\*\*Not applicable to 1<sup>st</sup> Mortgage loans delivered to Idaho Housing and Finance Association\*\***

*(Initial)*

1. **Mortgage Insurance Certificate** (copy - FHA, VA, USDA-RD or PMI) \_\_\_\_\_
2. **Participating Lender Certification** (original - fully executed) - *CHFA Form 019-1101* \_\_\_\_\_
3. **Assignment of Mortgage** (copy - fully executed, **recorded**) - *CHFA Sample Form 036-1014-S Rev 8-17* \_\_\_\_\_
4. **CHFA DAP Commitment Letter** (copy - fully executed) \_\_\_\_\_
5. **1<sup>st</sup> Mortgage Note** (copy-fully executed & endorsed to CHFA) **and DAP Note**, *if applicable* (copy-fully executed) for loans submitted for purchase on or after **October 23, 2017**. \_\_\_\_\_

*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)**