

**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> | _____            |
| 4. <b>CHFA DAP Commitment Letter</b> (copy - fully executed)   | _____            |

**Note: A copy of the executed and endorsed CHFA 1<sup>st</sup> Mortgage Note and executed DAP Note (if applicable), were provided at the time of purchase by CHFA – duplicate copy of the Note(s) is 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)**