CHFA DOWN PAYMENT ASSISTANCE PROGRAM/S

SERVICING GUIDES

DAP & Time To Own Loans must be closed in the name of the Connecticut Housing Finance Authority
999 West Street - Rocky Hill, CT 06067
The closing of the CHFA first mortgage and the down payment assistance loan(s) will be scheduled concurrently.

FIRST MORTGAGE SERVICED BY: *IDAHO HOUSING AND FINANCE ASSOCIATION*

(Servicer Assignment is noted on each CHFA Commitment For Mortgage Purchase)

CHFA Subordinate Mortgage Servicer = *(Down Payment Assistance (DAP) & Time To Own Programs)*	***Idaho Housing and Finance Association (IHFA)*** ***Attn: Loan Servicing Dept.*** ***565 W. Myrtle Street - Boise, ID 83702***

Upon loan disbursement, the following documentation is required to be uploaded thru Idaho Housing and Finance Association - Lender Connection portal within 24 hours of loan closing:

(Payments received by Lenders prior to CHFA purchase & funding must be sent to IHFA to hold in escrow)

	Commitment Letter/s - For loans with down payment assistance *(DAP Form 024-0995A LOS and/or TTO Form 024-0622LOS)* **Fully executed (Original to IHFA – Copies to CHFA)**
	Note/s - CHFA Named *(Form DAP07NOT and/or TTONote)* **(Original to IHFA - Copy to CHFA)**
	Deed/s - CHFA Named *(Form DAP08MD and/or TTODeed)* **(Original/Recorded Deed/s to IHFA within 90 days of loan closing)**
	TRID LE - DAP (Copy – Fully executed) *(N/A for Time To Own Program)*
	TRID CD - DAP (Copy – Fully executed) *(N/A for Time To Own Program)*
	Hazard & Flood Insurance Policies – DAP (Copies Only) *(N/A for Time To Own Program)* *Subordinate Mortgagee Clause should read:* ***Connecticut Housing Finance Authority, C/O HomeLoanServ, its successors and/or assigns, as their interests may appear – P.O. Box 818007 – Cleveland, OH 44181*** ***FAX: 1-888-218-9257 EMAIL: insdocs8263@oscis.com***

Correspondence Delivery:	Borrower/s Payments Mailing Address:
Lender Connection: https://www.lenderct.com **Toll Free Phone: 1-855-505-4700** **Mon – Fri 8am – 5pm (mountain time)** **Send Questions: resloan@HomeLoanServ.com** **Contact Email: resloan@ihfa.org**	**Idaho Housing and Finance Association** **P.O. Box 7541** **Boise, ID 83707-1899** **Borrower Connection: https://www.borrowerct.com**
	Customer Service For Existing Loans:
	Toll Free Phone: 1-800-526-7145 **Servicing Questions Email: mortgageserv@ihfa.org**

Release of Mortgage:

Idaho Housing and Finance Association, the servicer of CHFA down payment assistance loans, will prepare and execute the release of mortgage on behalf of CHFA.

DAP– ID *Rev 6-15-2022*

CHFA DOWN PAYMENT ASSISTANCE PROGRAM/S

SERVICING GUIDES – *Continued*

DAP & Time To Own Loans must be closed in the name of the Connecticut Housing Finance Authority
999 West Street - Rocky Hill, CT 06067
The closing of the CHFA first mortgage and the down payment assistance loan(s) will be scheduled concurrently.

FIRST MORTGAGE SERVICED BY: *SERVICE RETAINED – OR – AMERINAT*
(Servicer Assignment is noted on each CHFA Commitment For Mortgage Purchase)

CHFA Subordinate Mortgage Servicer = *(Down Payment Assistance (DAP) & Time To Own Programs)*	***Capital For Change, Inc. (C4C)*** ***Attn: Loan Servicing Dept.*** ***10 Alexander Drive – Wallingford, CT 06492***

Upon loan disbursement, the following documentation is required to be faxed or delivered to Capital For Change, Inc. (C4C) within 24 hours of the loan closing:

(Payments received by Lenders prior to CHFA purchase & funding must be sent to C4C to hold in escrow)

- **Commitment Letter/s -** For loans with down payment assistance *(Form/s DAP 024-0995A LOS and/or TimeToOwn 024-0622LOS)* **Fully executed (Original to C4C - Copy to CHFA)**
- **Note/s - CHFA Named** *(Form DAP07NOT and/or TTONote)* **(Original to C4C - Copy to CHFA)**
- **Deed/s - CHFA Named** *(Form DAP08MD and/or TTODeed)* **(Original/Recorded Deed/s to C4C within 90 days of loan closing)**
- **TRID CD - DAP (Copy – Fully executed)** *(N/A for Time To Own Program)*
- **Uniform Residential Loan Application - (Copy of first page only)**
- **W-9 Form/s -** for all borrowers **- (Copies Only)**
- **Borrower Signature Affidavit -** for all borrowers *(Form 014-0718)* **(Copies only – Fully executed)**
- **Hazard & Flood Insurance Policies – DAP (Copies Only)** *(N/A for Time To Own Program)*
  Second Mortgagee Clause should read: ***Connecticut Housing Finance Authority, C/O Capital For Change, Inc., its successors and/or assigns, as their interests may appear – 10 Alexander Drive - Wallingford, CT 06492***

Please Note: Copies of the Title Insurance policy is not required.

Correspondence and Overnight Delivery:	Borrower/s Payments Mailing Address:
Capital For Change, Inc. (C4C) **Attn: Clara Hernandez** **10 Alexander Drive – Wallingford, CT 06492** **Phone: (860) 233 - 5165 Ext. 2041** **Toll Free: (800) 992 - 3665** **Loan Servicing Fax: (860) 920 - 2041** **Email: chernandez@captialforchange.org** **loanservicing@capitalforchange.org** **General Information: info@capitalforchange.org**	**Capital For Change, Inc. (C4C)** **P.O. Box 844553** **Boston, MA 02284 – 4553** **Pay thru Capital For Change, Inc. website:** ***https://myloanaccess.capitalforchange.org*** **Pay By Phone: 1-860-233-5165** **Customer Service For Existing Loans:** ***Coupon Books, Making Payments, or Automated Payment Setup*** **Email: customerservice@capitalforchange.org**

Release of Mortgage:

Capital For Change, Inc. (C4C), the servicer of CHFA down payment assistance loans will prepare and execute the release of mortgage on behalf of CHFA.

DAP-AM-LNDR *Rev 6-15-2022*