

## CHFA MOBILE MANUFACTURED HOME Submission Checklist and File Order

*File must be submitted with seven (7) individual sections and in order of the checklist*

Lender: \_\_\_\_\_ Date: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone/Email: \_\_\_\_\_  
 Borrower: \_\_\_\_\_ CHFA Loan Number: \_\_\_\_\_  
 Underwriter Phone/Email: \_\_\_\_\_ Loan Program: Mobile/Manufactured Credit Score \_\_\_\_\_  
 Refinance       Purchase

### **SUBMISSIONS\* (Only final approved documents from the list below should be uploaded):**

#### *Section 1 – Lender Commitment*

- Submission Checklist
- 1008 signed by Lender’s Underwriter

#### *Section 2 – Application*

- 1003 – Final/Verified Uniform Residential Loan Application
- 1003 – Initial Signed Uniform Residential Loan Application

#### *Section 3 - Credit*

- Credit Report
- Minimum 6 months seasoning on current mortgage (Refi)
- Follow CHFA Mobile/Manufactured Home Guidelines for additional credit requirements

#### *Section 4 – Income/Employment*

##### **Income Documents to be separated in order by Borrower then Co-Borrower**

- Income worksheet to document lender income calculation for Qualifying / Limits for the Program
- Document Income per FHA Manual Guidelines

#### *Section 5 – Assets*

- Asset Documentation as per FHA Manual Underwriting Guidelines

#### *Section 6 – Property/Appraisal*

- Appraisal (full report with interior/exterior photos – no waivers permitted) Conv. Form 1004C
- Ffiec.gov print out
- Flood Cert
- Complete Sales Contract-Fully executed, including all addendums (Purchase only)
- CHFA Mobile Home Subject Property Community Info Form
- CHFA Mobile Home Community Approval Form
- Certificate of Occupancy (new construction)
- Evidence State of CT Licensed Park
- Current Payoff/s (Refinance only)
- Evidence of one year warranty (new construction)

#### *Section 7 – CHFA Required Documents*

- Loan Estimate or Final Closing Disclosure
- All lender Agency/Investor required disclosures
- Homebuyer Education Counseling Certificate, if borrower has not owned primary residential property in the past 3 years