

CHFA - LOAN FILE SUBMISSION FORM

SERVICER: IDAHO HOUSING AND FINANCE ASSOCIATION

CONVENTIONAL MORTGAGES

(HFA Preferred™ / HFA Advantage® Loan Programs)



CHFA LEAN LOAN		Date: _____
All Files Submitted To CHFA Are Required To Be Scanned In Checklist Order		
COMPLETE THE FOLLOWING TO SUBMIT LOANS IN CHFA LOS:		
<input type="checkbox"/>	Update All Applicable Fields In LOS - Confirm Program Type & Interest Rate - Including DAP Worksheet (If applicable)	
<input type="checkbox"/>	Complete And Submit CHFA LOS Additional Data Screen	
<input type="checkbox"/>	Upload The Final Loan Application (1003) In CHFA LOS	
LENDER / SELLER CONTACT INFORMATION		
File Contact Name & Title		Telephone & Ext.      Contacts Email Address
BORROWER INFORMATION		
CHFA Loan #	IHFA Loan #	Primary Borrower Name (Last, First)
LOAN FILE SUBMISSION TO INCLUDE , but is not limited to the following documentation (as applicable). Documentation requirements may differ by program.		
CREDIT PACKAGE DOCUMENTS - CHECK ONLY ITEMS APPLICABLE		
Commitment / Loan Exceptions / Transmittal		
<input type="checkbox"/> 1	File Submission Checklist - CHFA Form 009-1107 - ID	<input type="checkbox"/> 3 Loan Exception Documentation
<input type="checkbox"/> 2	Other Subordinate Financing - Initial Financing Approval Document <i>(i.e. Housing Dev. Fund, Equity Builder, City of HTFD, etc.)</i>	<input type="checkbox"/> 4 Final Transmittal Summary (1008) FNMA (dated/signed by Underwriter)
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
First Mortgage Loan Approval & Application		
<input type="checkbox"/> 1	Final/Verified Loan Application (1003)	<input type="checkbox"/> 3 AUS Findings - Final version (DU, LPA)
<input type="checkbox"/> 2	Initial Loan Application (1003) (signed by Borrower & Ln Originator)	<input type="checkbox"/> 4 Private Mortgage Insurance Certificate - Copy (if applicable)
<input type="checkbox"/>		<input type="checkbox"/>
Credit & Fraud Checks		
<input type="checkbox"/> 1	Credit Supplements (if applicable)	<input type="checkbox"/> 5 Credit Report Inquiry Explanation with Documentation - signed & dated
<input type="checkbox"/> 2	Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)	<input type="checkbox"/> 6 Divorce Decree / Property Separation Agreements (if applicable)
<input type="checkbox"/> 3	Bankruptcy Report / Discharge (if applicable)	<input type="checkbox"/> 7 Child Support Verification (if applicable)
<input type="checkbox"/> 4	Letter addressing Adverse Credit and/or Discrepancies - signed & dated	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
Income / Employment - (Most recent Documentation on Top)		
<input type="checkbox"/> 1	Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Repayment)	<input type="checkbox"/> 7 Academic Student Transcript - for full-time student (or pay stub)
<input type="checkbox"/> 2	Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Income Limit)	<input type="checkbox"/> 8 IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area
<input type="checkbox"/> 3	Verification of Employment (past 2 yrs with start/end dates)	<input type="checkbox"/> ~ OR ~ (Do Not Include Both - Delays File Review Process)
<input type="checkbox"/> 4	Current paystubs (reflecting 30 days & YTD income)	<input type="checkbox"/> 8 Fed. Tax Return-Personal Signed 3 most recent - 1 yr if target area - all schedules
<input type="checkbox"/> 5	Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)	<input type="checkbox"/> 8 Fed. Tax Return-Business Signed 3 most recent - 2 yrs if target area - all schedules
<input type="checkbox"/> 6	W-2's, 1099's - Most recent 2 yrs	<input type="checkbox"/> 9 Income Letter(s) of Explanation (if applicable)
<input type="checkbox"/>		<input type="checkbox"/>
Assets - (Most recent Documentation on Top)		
<input type="checkbox"/> 1	Cleared Earnest Money Check (copy) with source of funds (if applicable)	<input type="checkbox"/> 3 Asset Statements (Bank name & ownership) min. 1 mnth covering 30 day period
<input type="checkbox"/> 2	Gift Documentation per FNMA guidelines	<input type="checkbox"/> 4 Any Additional Supporting Asset Documentation (if applicable)
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
Property / Appraisal		
<input type="checkbox"/> 1	Appraisal Report (include Color Photos, Street View, Comparables)	<input type="checkbox"/> 6 Flood Hazard Notice
<input type="checkbox"/> 2	Final / Repair Inspection with Color Photos - FNMA 1004D (if applicable)	<input type="checkbox"/> 7 Verification of Property Census Tract - FFIEC Geocoding print-out or Other
<input type="checkbox"/> 3	Certificate of Occupancy (if applicable)	<input type="checkbox"/> 8 Purchase Agreement - short sale agreement, probate approval...(fully executed)
<input type="checkbox"/> 4	Evidence Condo is FNMA Eligible - CHFA Form 013-490 - or - Equivalent	<input type="checkbox"/> 9 Purchase Agreement - All Addendums & Counter Offers (fully executed)
<input type="checkbox"/> 5	Flood Life of Loan Determination Certificate	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

IHFA Conventional Mtg - Continued

CHFA REQUIRED DOCUMENTS (if applicable)

1	Federal Recapture Tax Notice - Potential Tax - 051-0597	12	Homeownership Program - Statement of Eligibilty - 060-1005
2	Federal Recapture Tax Notice - Understanding Tax - 050-0597	13	Police Statement of Eligibility - 031-027
3	Federal Recapture Tax Notice - Method to Compute (LEAN Only)	14	Teacher Statement of Eligibility - 031-030
4	IRS Form 4506-C - Copy (completed & signed for each Borrower)	15	Military Form DD214 Separation Documents (Honorable Discharge)
5	Borrower Eligibility Certificate - 014-1107		
6	Down Payment Assistance Program/s Worksheet - DAPappcc	Homeownership Counseling	
7	DAP - Borrower's Certificate - DAP 95-05	16	Pre-Closing Homebuyer Education Certificate
8	DAP - Applicant Notice - DAPDiscl	16	Pre-Purchase Homebuyer Education Certificate
9	Time To Own - Borrower's Certificate - TT095-05 (if applicable)	16	Online Homebuyer Education (FinallyHome!®) Certificate
10	Time To Own - Applicant Notice - TTODiscl (if applicable)	17	Financial Fitness Certificate
11	Loan Estimate (LE) Initial Discl. (1st Mtg & DAP Loans if applicable)	18	Landlord Certificate (if 2 - 4 unit residence)

CLOSING DOCUMENTS - IDAHO HOUSING AND FINANCE ASSOC.

	Final FNMA 1003 uploaded in "Lender Connection" Web Portal		Documents Delivered Electronically in "Lender Connection"
	"Lender Connection" Loan Information Completed Online		Original/Final Documents Mailed To: Idaho Housing and Finance Association - 565 W. Myrtle St. - Boise, ID 83702
	Detail Purchase Advice Funding Sheet - CHFA Form 066-0408		Participating Lender Certification - CHFA Form 019-1101
1	LEAN Lender Commitment Letter - Fully Executed	15	New Construction Exhibits (if applicable)
2	Commitment Letter - (CHFA) - Fully Executed	16	UCDP - Submission Summary Report
3	CHFA (Subordinate Financing) - Original Executed Commitment Letter	17	UCD - (Uniform Closing Dataset) - Final Submission Report - Eff. 9/25/2017
4	Other Subordinate Financing - Copy Second Mortgage Note & Deed	18	Private Mtg Insurance Certificate
5	IHFA - Certif. of Accelerated Delivery Form 1040 (see Lender Connection)	19	Private Mtg Insurance Cancellation Disclosures - Assigned to HomeLoanServ
6	Flood Life of Loan Determination - Certificate Transferred to HomeLoanServ	20	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.
7	Flood Insurance Policy (if applicable) HomeLoanServ listed loss payee w/LN#	21	Original Note (First Mtg) - Endorsed to IHFA
8	Hazard Ins. Policy/Binder - HomeLoanServ listed loss payee with LN #	22	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)
9	Hazard Ins. - Condo Master Insurance Policy (if applicable)	23	Tax-Exempt Financing Rider - CHFA Form 053-1199
10	Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)	24	Immigration & Naturalization Services (INS) Card - Copy
11	Mortgage Assignment to IHFA - ISAOA ATIMA -Copy (if not utilizing MERS)	25	Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.
12	Title Ins. Policy - Final with Chain of Title & Property Tax Info.	26	Borrower Signature Affidavit - 014-0718
13	Initial Escrow Account Disclosure	27	Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet
14	Well, Septic Inspections (if applicable)	28	Loan Estimate (LE) Revised - Change of Circumstance Form, if applicable

**\*\*Recorded Mtg & Assignment, Title Policy and FHA MIC/VA LGC/USDA-RD LNG must be delivered within 90 days of loan purchase\*\***

CHFA Down Payment Assistance Program/s Closing Documents (if applicable)

**Homeowners Hazard insurance policys to include second mortgagee clause as follows: (DAP only N/A to Time To Own Program)**  
**Connecticut Housing Finance Authority C/O HomeLoanServ, ISAOA/ATIMA: P.O. Box 818007 - Cleveland, OH 44181**

1	Original Executed Commitment Letter/s -(Copy to CHFA) CHFA subord. financing	4	DAP Loan Estimate (LE)
2	Original DAP and Time To Own Note (Copy to CHFA - Closed in CHFA's name)	5	DAP Closing Disclosure (CD)
3	Original DAP and Time To Own Deed (within 90 days of closing)	6	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of HmLnServ info.

Miscellaneous Documents (if applicable)

1		4	
2		5	
3		6	