CHFA - LOAN FILE SUBMISSION FORM

SERVICER: IDAHO HOUSING AND FINANCE ASSOCIATION

GOVERNMENT MORTGAGES



(Form for FHA, USDA-RD, VA Only)

All Files Submitted To CHFA Are Required To Be Scanned In Checklist Order COMPLETE THE FOLLOWING TO SUBMIT LOANS IN CHFA LOS: Update All Applicable Fields In LOS - Confirm Program Type & Interest Rate - Including DAP Worksheet (If applicable) Complete And Submit CHFA LOS Additional Data Screen 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 # 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 File Submission Checklist - CHFA Form 009-1107 - ID SUSDA-RD Form 3555-18 Conditional Commitment for S/Fam Ln Guarant HUD 92900LT - Final Underwriting & Transmittal Summary (signed by UW.						
Update All Applicable Fields In LOS - Confirm Program Type & Interest Rate - Including DAP Worksheet (If applicable) Complete And Submit CHFA LOS Additional Data Screen 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 # 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 I SUSDA-RD Form 3555-18 Conditional Commitment for S/Fam Ln Guarant						
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Other Subordinate Financing - Initial Financing Approval Document HUD 92900LT - Final Underwriting & Transmittal Summary (signed by UW)	intee					
	W & dated)					
3 Loan Exception Documentation 7 VA Form 26-6393 Loan Analysis (signed by UW & dated)						
Final Transmittal Summary (1008) FNMA (USDA Loans ONLY - signed by UW & dated)						
First Mortgage Loan Approval & Application						
Final/Verified Loan Application (1003) 3 AUS Findings - Final version (DU, LPA, GUS)						
Initial Loan Application (1003) (signed by Borrower & Ln Originator)						
Credit & Fraud Checks						
Credit Supplements (if applicable) Credit Report Inquiry Explanation with Documentation - signed & dated	ed					
Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable) Divorce Decree / Property Separation Agreements (if applicable)						
Bankruptcy Report / Discharge (if applicable) Child Support Verification (if applicable)						
Letter addressing Adverse Credit and/or Discrepancies - signed & dated						
Income / Employment - (Most recent Documentation on Top)						
	DIN					
Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Repayment) 7 Academic Student Transcript - for full-time student (or pay stub) if DAP	P LN					
Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Income Limit) 8 IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area						
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IHFA Government Mtg - Continued

	CHFA REQUIRED DOCUMENTS (if applicable)				
1	Federal Recapture Tax Notice - Potential Tax - 051-0597	12	Veterans Statement - Due on Sale - 018-0296		
2	Federal Recapture Tax Notice - Understanding Tax - 050-0597	13	VA Eligibility Certificate - or - Automated Certificate of Eligibility		
3	Federal Recapture Tax Notice - Method to Compute (LEAN Only)	14	Military Form DD214 Separation Documents (Honorable Discharge)		
4	IRS Form 4506-C - Copy (completed & signed for each Borrower)				
5	Borrower Eligibility Certificate - 014-1107				
6	DAP - Application for Downpayment & Closing Costs - DAPappcc		Homeownership Counseling		
7	DAP - Borrower's Certificate - DAP 95-05	15	Pre-Closing Homebuyer Education Certificate (3Hr)		
8	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)	15	Pre-Purchase Homebuyer Education Certificate (8Hr)		
9	Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification	15	Online Homebuyer Education (e-Home America) Certificate		
10	Police Statement of Eligibility - 031-027	16	Financial Fitness Certificate		
11	Teacher Statement of Eligibility - 031-030	17	Landlord Certificate (if multifamily)		
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		
-	LEAN Lender Commitment Letter - Fully Executed	15	Copy - Deactived Title for Manuf. Home showing Property as Real Property		
	Commitment Letter - (CHFA)	16	Well, Septic Inspections (if applicable)		
=	CHFA DAP (Subordinate Financing) - Original Executed Commitment Letter	10	New Construction Exhibits (if applicable)		
=	Other Subordinate Financing - Copy Second Mortgage Note & Deed	- 17	UCDP - Submission Summary Report		
4	IHFA - Certif. of Accelerated Delivery Form 1040 (see Lender Connection)	18	Private Mtg Insurance Certificate		
5	Flood Life of Loan Determination - Certificate Transferred to HomeLoanServ	19	Private Mtg Insurance Cancellation Disclosures - Assigned to HomeLoanServ		
-	Flood Insurance Policy (if applicable) HomeLoanServ listed loss payee w/LN#	20	Servicing Transfer Discl "Goodbye Letter" Borrower notified of HmLnServ info		
-	Hazard Ins. Policy/Binder - HomeLoanServ listed loss payee with LN #	21	Original Note (First Mtg) - Endorsed to IHFA		
8	Hazard Ins Condo Master Insurance Policy (if applicable)	22	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)		
9	Hazard Ins Condo "Walls In" Binder - H-06 policy (if applicable)	23	Tax-Exempt Financing Rider - CHFA Form 053-1199		
10	Mortgage Assignment to IHFA - ISAOA ATIMA -Copy (if not utilizing MERS)	24	Immigration & Naturalization Services (INS) Card - Copy		
11	Title Ins. Policy - Final with Chain of Title & Property Tax Info.	25	Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.		
12	Initial Escrow Account Disclosure	26	Borrower Signature Affidavit - 014-0718		
13	Engineers Certification of foundation, required on Manufactured Homes	27	Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet		
14		28	Loan Estimate (LE) Revised - Change of Circumstance Form (if applicable)		
		29]		
CHFA DAP CLOSING DOCUMENTS (if applicable)					
Homeowners Hazard insurance policys to include second mortgagee clause as follows: Connecticut Housing Finance Authority C/O HomeLoanServ, ISAOA/ATIMA - P.O. Box 818007 - Cleveland, OH 44181					
-	Original Executed Commitment Letter - (Copy to CHFA - DAP subord. financing)	, v, ı	DAP Loan Estimate (LE)		
2	Original DAP Note (Copy to CHFA - Closed in the name of CHFA)	5	DAP Closing Disclosure (CD)		
3	Original DAP Deed (within 90 days of closing)	6	Servicing Transfer Discl "Goodbye Letter" Borrower notified of HmLnServ info		
	FHA, VA, USDA-RD S	PE	CIFIC DOCUMENTS		
	FHA Documen	ıts ((if applicable)		
1	HUD 92900A - Addendum to Initial Loan Application	3	FHA Amendatory Clause/ RE Certification - signed & dated by all parties		
2	FHA Connection Case # Assignment	4	HUD 92800.5B - Conditional Commitment Stmnt of Appraised Value		
	VA Document	ts (i			
1	Form 26-1802a / HUD Form 92900A - Addendum to Initial Ln Application	3	Notice of Value (NOV) or Master Certificate of Eligibility		
2	VA Form 26-1866 Cert. of Commitment - if prior apprvd, must be unexpired	_			
	USDA-RD Docum		te (if applicable)		
	Form 1980-19 Guaranteed Ln Closing Report - Proof Upfront Ln Fee Paid	_	Form 3555-17 Loan Note Guarantee		
1	Form 3555-11 Guaranteed Rural Housing Lender Record Change	3	Form 3555-21 Request for S/Fam Housing Loan Guarantee		
2	0000 11 dadianteed Natar Housing Lender Necord Change	4	1 - 5 3000 22 Request for 9/1 and flousing Loan Guarantee		
H	**Recorded Mtg & Assignment, Title Policy and FHA MIC/VA LGC/	USI	DARD LNG must be delivered within 90 days of loan purchase**		