

# CHFA - LOAN FILE SUBMISSION FORM

**SERVICER: IDAHO HOUSING AND FINANCE ASSOCIATION**

## GOVERNMENT MORTGAGES (Form for FHA, USDA-RD, VA Only)



Date: \_\_\_\_\_

**CHFA LEAN LOAN**

**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
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**BORROWER INFORMATION**

CHFA Loan #	IHFA Loan #	Primary Borrower Name (Last, First)
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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**

1	File Submission Checklist - CHFA Form 009-1107 - ID	5	USDA-RD Form 3555-18 Conditional Commitment for S/Fam Ln Guarantee
2	Other Subordinate Financing - Initial Financing Approval Document	6	HUD 92900LT - Final Underwriting & Transmittal Summary (signed by UW & dated)
3	Loan Exception Documentation	7	VA Form 26-6393 Loan Analysis (signed by UW & dated)
4	Final Transmittal Summary (1008) FNMA (USDA Loans ONLY - signed by UW & dated)		

**First Mortgage Loan Approval & Application**

1	Final/Verified Loan Application (1003)	3	AUS Findings - Final version (DU, LPA, GUS)
2	Initial Loan Application (1003) (signed by Borrower & Ln Originator)		

**Credit & Fraud Checks**

1	Credit Supplements (if applicable)	5	Credit Report Inquiry Explanation with Documentation - signed & dated
2	Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)	6	Divorce Decree / Property Separation Agreements (if applicable)
3	Bankruptcy Report / Discharge (if applicable)	7	Child Support Verification (if applicable)
4	Letter addressing Adverse Credit and/or Discrepancies - signed & dated		

**Income / Employment - (Most recent Documentation on Top)**

1	Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Repayment)	7	Academic Student Transcript - for full-time student (or pay stub) if DAP LN
2	Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Income Limit)	8	IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area
3	Verification of Employment (past 2 yrs with start/end dates)		~ OR ~ (Do Not Include Both - Delays File Review Process)
4	Current paystubs (reflecting 30 days & YTD income)	8	Fed. Tax Return-Personal Signed 3 most recent - 1 yr if target area - all schedules
5	Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)	8	Fed. Tax Return-Business Signed 3 most recent - 2 yrs if target area - all schedules
6	W-2's, 1099's - Most recent 2 yrs	9	Income Letter(s) of Explanation (if applicable)

**Assets - (Most recent Documentation on Top)**

1	Cleared Earnest Money Check (copy) with source of funds (if applicable)	4	Asset Statements (Bank name & ownership) min 1 mnth within 30 day period
2	Gift Documentation per FNMA guidelines		
3	Any Additional Supporting Asset Documentation (if applicable)		

**Property / Appraisal**

1	Appraisal Report (include <b>Color</b> Photos, Street View, Comparables)	10	Escrow Holdback Agreement (if applicable)
2	Final / Repair Inspection with <b>Color</b> Photos - FNMA 1004D (if applicable)	<b>203(K) Rehabilitation Loans</b>	
3	Certificate of Occupancy (if applicable)	1	HUD 92700 - Maximum Mtg Worksheet
4	Evidence Condo is VA / FHA approved	2	HUD Consultant Report (if applicable)
5	Flood Life of Loan Determination Certificate	3	Work Estimates - Fully Executed - Copy
6	Flood Hazard Notice	4	Work Write-up and signed Contract - Copy
7	Verification of Property Census Tract - FFIEC Geocoding print-out or Other	5	Contractor Licenses - Copy
8	Purchase Agreement - short sale agreement, probate approval...(fully executed)	6	Contractor Liability Insurance - Copy
9	Purchase Agreement - All Addendums & Counter Offers (fully executed)		

## IHFA Government Mtg - Continued

### CHFA REQUIRED DOCUMENTS (if applicable)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Federal Recapture Tax Notice - Potential Tax - 051-0597</td></tr> <tr><td style="text-align: center;">2</td><td>Federal Recapture Tax Notice - Understanding Tax - 050-0597</td></tr> <tr><td style="text-align: center;">3</td><td>Federal Recapture Tax Notice - Method to Compute (LEAN Only)</td></tr> <tr><td style="text-align: center;">4</td><td>IRS Form 4506-C - Copy (completed &amp; signed for each Borrower)</td></tr> <tr><td style="text-align: center;">5</td><td>Borrower Eligibility Certificate - 014-1107</td></tr> <tr><td style="text-align: center;">6</td><td>DAP - Application for Downpayment &amp; Closing Costs - DAPappcc</td></tr> <tr><td style="text-align: center;">7</td><td>DAP - Borrower's Certificate - DAP 95-05</td></tr> <tr><td style="text-align: center;">8</td><td>Loan Estimate (LE) Initial Disclosure (1st Mtg &amp; DAP if applicable)</td></tr> <tr><td style="text-align: center;">9</td><td>Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification</td></tr> <tr><td style="text-align: center;">10</td><td>Police Statement of Eligibility - 031-027</td></tr> <tr><td style="text-align: center;">11</td><td>Teacher Statement of Eligibility - 031-030</td></tr> <tr><td style="text-align: center;"> </td><td> </td></tr> </table>	1	Federal Recapture Tax Notice - Potential Tax - 051-0597	2	Federal Recapture Tax Notice - Understanding Tax - 050-0597	3	Federal Recapture Tax Notice - Method to Compute (LEAN Only)	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	7	DAP - Borrower's Certificate - DAP 95-05	8	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)	9	Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification	10	Police Statement of Eligibility - 031-027	11	Teacher Statement of Eligibility - 031-030			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">12</td><td>Veterans Statement - Due on Sale - 018-0296</td></tr> <tr><td style="text-align: center;">13</td><td>VA Eligibility Certificate - or - Automated Certificate of Eligibility</td></tr> <tr><td style="text-align: center;">14</td><td>Military Form DD214 Separation Documents (Honorable Discharge)</td></tr> <tr><td style="text-align: center;"> </td><td> </td></tr> <tr><td style="text-align: center;"> </td><td> </td></tr> <tr><td colspan="2" style="text-align: center;"><b>Homeownership Counseling</b></td></tr> <tr><td style="text-align: center;">15</td><td>Pre-Closing Homebuyer Education Certificate</td></tr> <tr><td style="text-align: center;">15</td><td>Pre-Purchase Homebuyer Education Certificate</td></tr> <tr><td style="text-align: center;">15</td><td>Online Homebuyer Education (FinallyHome!@) Certificate</td></tr> <tr><td style="text-align: center;">16</td><td>Financial Fitness Certificate</td></tr> <tr><td style="text-align: center;">17</td><td>Landlord Certificate (if multifamily)</td></tr> <tr><td style="text-align: center;"> </td><td> </td></tr> </table>	12	Veterans Statement - Due on Sale - 018-0296	13	VA Eligibility Certificate - or - Automated Certificate of Eligibility	14	Military Form DD214 Separation Documents (Honorable Discharge)					<b>Homeownership Counseling</b>		15	Pre-Closing Homebuyer Education Certificate	15	Pre-Purchase Homebuyer Education Certificate	15	Online Homebuyer Education (FinallyHome!@) Certificate	16	Financial Fitness Certificate	17	Landlord Certificate (if multifamily)		
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### CLOSING DOCUMENTS - IDAHO HOUSING AND FINANCE ASSOC.

<b>Final FNMA 1003 uploaded in "Lender Connection" Web Portal</b>	<b>Documents Delivered Electronically in "Lender Connection"</b>																																																														
<b>"Lender Connection" Loan Information Completed Online</b>	<b>Original/Final Documents Mailed To: Idaho Housing and Finance Association - 565 W. Myrtle St. - Boise, ID 83702</b>																																																														
<b>Detail Purchase Advice Funding Sheet - CHFA Form 066-0408</b>	<b>Participating Lender Certification - CHFA Form 019-1101</b>																																																														
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### CHFA DAP CLOSING DOCUMENTS (if applicable)

<b>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</b>																	
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### FHA, VA, USDA-RD SPECIFIC DOCUMENTS

#### FHA Documents (if applicable)

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#### USDA-RD Documents (if applicable)

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