

CHFA - LOAN FILE SUBMISSION FORM

SERVICER: IDAHO HOUSING AND FINANCE ASSOCIATION

GOVERNMENT MORTGAGES

(Form for FHA, VA or USDA Only)



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:

- 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 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

Section 1 - Commitment / Transmittal

- | | |
|---|--|
| <input type="checkbox"/> 1 File Submission Checklist - CHFA Form 009-1107 - ID | <input type="checkbox"/> 4 USDA Form 3555-18 Conditional Commitment for S/Fam Ln Guarantee |
| <input type="checkbox"/> 2 Other Subordinate Financing - Initial Financing Approval Document | <input type="checkbox"/> 5 HUD 92900LT - Final Underwriting & Transmittal Summary (dated/signed by UW) |
| <input type="checkbox"/> 3 Final Trans Summary (1008) FNMA (USDA Loans ONLY- dated/signed by UW)
<small>(When UW signature not available, email from UW indicating specific loan approval is acceptable)</small> | <input type="checkbox"/> 6 VA Form 26-6393 Loan Analysis (signed by UW & dated) |

Section 2 - First Mortgage Loan Approval & Application

- | | |
|---|--|
| <input type="checkbox"/> 1 Final/Verified Loan Application (1003) | <input type="checkbox"/> 3 AUS Findings - Final version (DU, LPA, GUS) |
| <input type="checkbox"/> 2 Initial Loan Application (1003) (signed by Borrower & Ln Originator) | <input type="checkbox"/> |

Section 3 - 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"/> |

Section 4 - Income / Employment - (Most recent Documentation on Top)

INCLUDE ALL INCOME DOCUMENTS IN ONE PDF, STACKED SEPARATELY FOR EACH APPLICANT - IN ORDER LISTED BELOW

- | | |
|---|--|
| <input type="checkbox"/> 1 Income Analysis Wrksheet - Lender or CHFA Form 064-0309 (Repayment) | <input type="checkbox"/> 7 Academic Student Transcript - for full-time student |
| <input type="checkbox"/> 2 Income Analysis Wrksheet - 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) | ~ 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- <i>Personal</i> 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- <i>Business</i> Signed required per AUS findings |
| <input type="checkbox"/> 6 W-2's, 1099's - Most recent 2 yrs | <input type="checkbox"/> 9 Income Letter(s) of Explanation (if applicable) |

Section 5 - 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 mth within 30 day period |
| <input type="checkbox"/> 2 Gift Documentation per FNMA guidelines | <input type="checkbox"/> 4 Any Additional Supporting Asset Documentation (if applicable) |

Section 6 - Property / Appraisal

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

IHFA Government Mtg - Continued

Section 7 - 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 & 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>Down Payment Assistance Program/s Worksheet - 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>DAP - Applicant Notice - DAPDiscl</td></tr> <tr><td style="text-align: center;">9</td><td>Time To Own - Borrower's Certificate - TTO 95-05 (if applicable)</td></tr> <tr><td style="text-align: center;">10</td><td>Time To Own - Applicant Notice - TTODiscl (if applicable)</td></tr> <tr><td style="text-align: center;">11</td><td>Loan Estimate (LE) (1st Mtg & Down Payment Program/s, if applicable)</td></tr> <tr><td style="text-align: center;">12</td><td>Homeownership Program - Statement of Eligibility - 060-1005</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	Down Payment Assistance Program/s Worksheet - DAPappcc	7	DAP - Borrower's Certificate - DAP 95-05	8	DAP - Applicant Notice - DAPDiscl	9	Time To Own - Borrower's Certificate - TTO 95-05 (if applicable)	10	Time To Own - Applicant Notice - TTODiscl (if applicable)	11	Loan Estimate (LE) (1st Mtg & Down Payment Program/s, if applicable)	12	Homeownership Program - Statement of Eligibility - 060-1005	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">13</td><td>Police Statement of Eligibility - 031-027</td></tr> <tr><td style="text-align: center;">14</td><td>Teacher Statement of Eligibility - 031-030</td></tr> <tr><td style="text-align: center;">15</td><td>Veterans Statement - Due on Sale - 018-0296</td></tr> <tr><td style="text-align: center;">16</td><td>VA Eligibility Certificate - or - Automated Certificate of Eligibility</td></tr> <tr><td style="text-align: center;">17</td><td>Smart Rate - Applicant Notice - SmartRate Discl (if applicable)</td></tr> <tr><td colspan="2" style="text-align: center;">Homeownership Counseling</td></tr> <tr><td style="text-align: center;">18</td><td>Pre-Closing Homebuyer Education Certificate</td></tr> <tr><td style="text-align: center;">18</td><td>Pre-Purchase Homebuyer Education Certificate</td></tr> <tr><td style="text-align: center;">18</td><td>Online Homebuyer Education (FinallyHome!®) Certificate</td></tr> <tr><td style="text-align: center;">19</td><td>Financial Fitness Certificate</td></tr> <tr><td style="text-align: center;">20</td><td>Landlord Certificate (if 2 - 4 unit residence)</td></tr> </table>	13	Police Statement of Eligibility - 031-027	14	Teacher Statement of Eligibility - 031-030	15	Veterans Statement - Due on Sale - 018-0296	16	VA Eligibility Certificate - or - Automated Certificate of Eligibility	17	Smart Rate - Applicant Notice - SmartRate Discl (if applicable)	Homeownership Counseling		18	Pre-Closing Homebuyer Education Certificate	18	Pre-Purchase Homebuyer Education Certificate	18	Online Homebuyer Education (FinallyHome!®) Certificate	19	Financial Fitness Certificate	20	Landlord Certificate (if 2 - 4 unit residence)
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CLOSING DOCUMENTS - IDAHO HOUSING AND FINANCE ASSOC.

Final FNMA 1003 uploaded in "Lender Connection" 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																																																										
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CHFA Down Payment Assistance Program/s Closing Documents (if applicable)

CHFA SUBORDINATE MORTGAGE SERVICER: Capital for Change, Inc. (C4C) (See Capital For Change, Inc. Servicing Guide)

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First Mortgagee Clause: HomeLoanServ – ISAOA/ATIMA: P.O. Box 818007 – Cleveland, OH 44181 (Must include IHFA Ln #)													
Second Mortgagee Clause: Connecticut Housing Finance Authority, C/O Capital For Change, Inc. (C4C) (DAP only N/A to TTO) ISAOA/ATIMA: 10 Alexander Drive, Wallingford, CT 06492.													

FHA, VA, USDA SPECIFIC DOCUMENTS

FHA Documents (if applicable)

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VA Documents (if applicable)

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USDA Documents (if applicable)

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