

CHFA COMPLIANCE Submission Checklist and File Order

IHFA as Servicer

File must be submitted with 7 individual sections and in order of checklist.

Lender: _____ Date: _____
 Contact: _____ Phone/Email: _____
 Borrower: _____ Underwriter Phone/Email: _____
 CHFA Loan #: _____ Loan Program: _____

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

Section 1 – Lender Commitment

- Submission Checklist
- 1008 or 92900 LT or VA Loan Analysis 26-6393 – signed and dated by lender’s UW
- If FHA with LTV ≤ 80% requires LOX as to why Conventional financing was not obtained

Section 2 – Application

- 1003 – Final/Verified Uniform Residential Loan Application
- AUS Findings (LP/DU/GUS) – FINAL

Section 3 – Credit Report

- Credit Report
- Fraud Guard/DRIVE/Data Verify, or any other industry acceptable report.

Section 4 – Income/Employment-separated in order by Borrower, then Coborrower

- Income documents:
 - Income worksheet for **BOTH** eligibility for limits (must include ALL income) & qualifying/AMI
 - Document Income per AUS findings
 - documentation of other/additional income not used for qualifying must be included in upload
 - 3 years **signed** federal tax returns/IRS Tax Return Transcripts only required for Time To Own, unless otherwise required by Agency/Investor Guidelines.

Section 5 – Assets

- Asset statements as per AUS findings (To verify no undisclosed income).

Section 6 – Property/Appraisal

- Appraisal (full report with interior/exterior pictures – no waivers permitted)
- FFIEC.gov printout verifying property Census Tract
- Complete Sales Contract- Fully executed, including all addendums
- CHFA Acquisition Cost Worksheet – CHFA Form 017-0694
- FHA 203(k) documentation: HUD 92700 Max Mtg Worksheet – signed by DE Underwriter

Section 7 – CHFA Required Documents

- Federal Recapture Tax Notice – Potential Tax
- CHFA Borrower Eligibility Certificate
- Veterans Statement – Due on Sale Clause (all VA loans)
- Down Payment Assistance Program/s Worksheet, if applicable (DAP/TTO)
- Loan Estimate(s) (LE) or Final Closing Disclosure(s) (CD): 1st, DAP, TTO loans, if applicable
- Homebuyer Education Counseling Certificate
- Landlord Counseling Certificate (if 2–4-unit property)

WITH DAP:

- DAP – Applicant Notice
- DAP – Borrower Certificate

WITH TTO:

- TTO – Applicant Notice
- TTO – Borrower Certificate

Special Programs, as applicable:

- Teacher Statement of Eligibility
- Homeownership Program Statement of Eligibility
- Home of Your Own Statement of Eligibility

CHFA WILL PERFORM A “COMPLIANCE ONLY” REVIEW PRIOR TO CLOSING TO ENSURE FILES MEET THE ELIGIBILITY REQUIREMENTS OF ITS PROGRAMS.

LENDER REMAINS RESPONSIBLE FOR ENSURING LOAN MEETS ALL INSURER/INVESTOR/CHFA REQUIREMENTS AT THE TIME OF PURCHASE.