

CHFA COMPLIANCE Submission Checklist and File Order

IHFA as Servicer

File must be submitted with seven (7) individual sections and in order of the checklist

Lender: _____ Date: _____
 Contact: _____ Phone/Email: _____
 Borrower: _____ CHFA Loan Number: _____
 Underwriter Phone/Email: _____ Loan Program: HFA Preferred HFA Advantage Govt. Insured Credit Score _____

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 by Lender’s Underwriter with comment as to why TTO was not utilized, when applicable
- FHA with LTV ≤80% requires LOX as to why Conventional Financing was not obtained

Section 2 - Lender Application

- 1003 – Final/Verified Uniform Residential Loan Application
- AUS Findings (LP/DU/GUS) – FINAL- Must match program listed in LOS

Section 3 - Credit

- Credit Report
- Fraud Report/DRIVE/Data Verify or any other industry acceptable report. The Property Ownership Section begins on Page # _____

Section 4 – Income/Employment

Income Documents to be separated in order by Borrower then Co-Borrower

- Income worksheet for **BOTH** eligibility for limits (must include ALL Income) and Qualifying/AMI
- Document Income per AUS findings- *documentation of other/additional income not used for qualifying must be included in upload*
- Tax Returns, Signed Federal or IRS Transcripts – only when required per Agency/Investor Guidelines
- For Time to Own only** – most recent 3 years signed federal tax returns / IRS tax return transcripts

Section 5 – Assets

- Asset Statements as per AUS Findings (to verify no undisclosed income)

Section 6 – Property/Appraisal

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

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 (DAP/TTO)
- Loan Estimate(s) or Final Closing Disclosure(s): First Mortgage, DAP, TTO loans, if applicable
- Homebuyer Education Counseling Certificate
- Landlord Counseling Certificate (2-4 unit properties)

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 – Provide evidence of disability