

# CHFA - LOAN FILE SUBMISSION FORM

**SERVICER: AMERINAT - or - SERVICE RETAINED LENDERS**

## CONVENTIONAL MORTGAGES



**HFA Preferred™ & HFA Advantage® Loans that are NOT IHFA Eligible/Credit Scores < 620**

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 Screens
- 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 #	Lender 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

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 File Submission Checklist - CHFA Form 009-1108 - AM</li> <li><input type="checkbox"/> 2 Other Subordinate Financing - Initial Financing Approval Document<br/><i>(i.e. Housing Dev. Fund, Equity Builder, City of HTFD, etc.)</i></li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 Loan Exception Documentation</li> <li><input type="checkbox"/> 4 Final Transmittal Summary (1008) FNMA (dated/signed by Underwriter)</li> </ul> |
|--|---|

##### First Mortgage Loan Approval & Application

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Final/Verified Loan Application (1003) signed by Mtg Loan Originator</li> <li><input type="checkbox"/> 2 Initial Loan Application (1003) (signed by Borrower &amp; Loan Originator)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 AUS Findings - Final version (DU, LPA)</li> <li><input type="checkbox"/> 4 Private Mortgage Insurance Certificate - Copy (if applicable)</li> </ul> |
|--|---|

##### Credit & Fraud Checks

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Credit Supplements (if applicable)</li> <li><input type="checkbox"/> 2 Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)</li> <li><input type="checkbox"/> 3 Bankruptcy Report / Discharge (if applicable)</li> <li><input type="checkbox"/> 4 Letter addressing Adverse Credit and/or Discrepancies - signed &amp; dated</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 5 Credit Report Inquiry Explanation with Documentation - signed &amp; dated</li> <li><input type="checkbox"/> 6 Divorce Decree / Property Separation Agreements (if applicable)</li> <li><input type="checkbox"/> 7 Child Support Verification (if applicable)</li> </ul> |
|--|---|

##### Income / Employment - (Most Recent Documentation on Top)

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Repayment)</li> <li><input type="checkbox"/> 2 Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Income Limit)</li> <li><input type="checkbox"/> 3 Verification of Employment (past 2 yrs with start/end dates)</li> <li><input type="checkbox"/> 4 Current paystubs (reflecting 30 days &amp; YTD income)</li> <li><input type="checkbox"/> 5 Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)</li> <li><input type="checkbox"/> 6 W-2's, 1099's - Most recent 2 yrs</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 7 Academic Student Transcript - for full-time student (or pay stub)</li> <li><input type="checkbox"/> 8 IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area</li> <li style="text-align: center;"><b>~ OR ~ (Do Not Include Both - Delays File Review Process)</b></li> <li><input type="checkbox"/> 8 Fed. Tax Return-<i>Personal</i> Signed 3 most recent- 1 yr if targeted area -all schedules</li> <li><input type="checkbox"/> 8 Fed. Tax Return-<i>Business</i> Signed 3 most recent- 2 yrs if targeted area-all schedules</li> <li><input type="checkbox"/> 9 Income Letter(s) of Explanation (if applicable)</li> </ul> |
|---|---|

##### Assets - (Most Recent Documentation on Top)

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Cleared Earnest Money Check (copy) with source of funds (if applicable)</li> <li><input type="checkbox"/> 2 Gift Documentation per FNMA guidelines</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 Asset Statements (Bank name &amp; ownership) min 1 mnth within 30 day period</li> <li><input type="checkbox"/> 4 Any Additional Supporting Asset Documentation (if applicable)</li> </ul> |
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##### Property / Appraisal

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Appraisal Report (include <b>Color</b> Photos, Street View, Comparables)</li> <li><input type="checkbox"/> 2 Final / Repair Inspection with <b>Color</b> Photos - FNMA 1004D (if applicable)</li> <li><input type="checkbox"/> 3 Certificate of Occupancy (if applicable)</li> <li><input type="checkbox"/> 4 Evidence Condo is FNMA Eligible - CHFA Form 013-490 - <b>or</b> - Equivalent</li> <li><input type="checkbox"/> 5 Flood Life of Loan Determination Certificate</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 6 Flood Hazard Notice</li> <li><input type="checkbox"/> 7 Verification of Property Census Tract - FFIEC Geocoding print-out or Other</li> <li><input type="checkbox"/> 8 Purchase Agreement - short sale agreement, probate approval...(fully executed)</li> <li><input type="checkbox"/> 9 Purchase Agreement - All Addendums &amp; Counter Offers (fully executed)</li> </ul> |
|--|---|

## AmeriNat - Conventional Mtg - Continued

### CHFA REQUIRED DOCUMENTS (if applicable)

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### CHFA FINANCE DEPARTMENT - CLOSED LOAN DOCUMENTS

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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\*\***

### CHFA DOWN PAYMENT ASSISTANCE PROGRAM/s

**SERVICER = CAPITAL FOR CHANGE, INC.** - Refer To: **CHFA Down Payment Assistance Program Servicing Guide Form DAP-AM-LNDR**

**Hazard Insurance Policies Mortgagee Clause: DAP Only - N/A to Time To Own Program**

Connecticut Housing Finance Authority, C/O Capital For Change, Inc., its successors and/or assigns, ATIMA - 10 Alexander Dr.- Wallingford, CT 06492

### Miscellaneous Documents (if applicable)

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