CHFA - LOAN FILE SUBMISSION FORM

SERVICER: AMERINAT - or - Service Retained Lender

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



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 / SELLE	R CON	ITACT INFORMATION			
File Contact Name & Title Telephone & Ext.		Contacts Email Address			
E C P P C M	/ED IN	EODMATION .			
CHFA Loan # Lender Loan #		FORMATION imary Borrower Name (Last, First)			
Lender Loan #		illiary borrower Name (Last, First)			
LOAN FILE SUBMISSION TO INCLUDE, but is not limited to the following documentation (as applicable). Documentation requirements may differ by program.					
CREDIT PACKAGE DOCUMEN	ITS - C	HECK ONLY ITEMS APPLICABLE			
Commitment / Lo	an Exc	eptions / Transmittal			
File Submission Checklist - CHFA Form 009-1108 - AM	5	USDA-RD Form 3555-18 Conditional Commitment for S/Fam Ln Guarantee			
Other Subordinate Financing - Initial Financing Approval Document	6	HUD 92900LT - Final Underwriting & Transmittal Summary (signed by UW & dated)			
Loan Exception Documentation	7	VA Form 26-6393 Loan Analysis (signed by UW & dated)			
Final Transmittal Summary (1008) FNMA (USDA Loans ONLY - signed by UW & date	ted)				
First Mortgage L	oan Ap	proval & Application			
Final/Verified Loan Application (1003) signed by Mtg Loan Originator	3	AUS Findings - Final version (DU, LPA, GUS)			
Initial Loan Application (1003) (signed by Borrower & Loan Originator) 4				
Credit	& Frau	ud Checks			
Credit Supplements (if applicable)	5	Credit Report Inquiry Explanation with Documentation - signed & dated			
Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)	6	Divorce Decree / Property Separation Agreements (if applicable)			
Bankruptcy Report / Discharge (if applicable)	7	Child Support Verification (if applicable)			
Letter addressing Adverse Credit and/or Discrepancies - signed & dat	ted				
Income / Employment - (Most Recent Documentation on Top)					
Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Repayme	ent) 7	Academic Student Transcript - for full-time student (or pay stub) if DAP Loan			
Income Analysis Worksheet - Lender or CHFA Form 064-0309 (Income L	∟imit) 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)			
Current paystubs (reflecting 30 days & YTD income)	8	Fed. Tax Return-Personal Signed 3 most recent - 1 yr if target area - all schedules			
Sec., Pension Award (or per AUS)	8	Fed. Tax Return-Business Signed 3 most recent - 2 yrs if target area - all schedules			
W-2's, 1099's - Most recent 2 yrs	9	Income Letter(s) of Explanation (if applicable)			
Assets - (Most Recent Documentation on Top)					
Cleared Earnest Money Check (copy) with source of funds (if applicable	le) 3	Asset Statements (Bank name & ownership) min 1 mnth within 30 day period			
Gift Documentation per FNMA guidelines	4	Any Additional Supporting Asset Documentation (if applicable)			
П					
Prope	erty / A	Appraisal			
Appraisal Report (include <i>Color</i> Photos, Street View, Comparables)	10	Escrow Holdback Agreement (if applicable)			
Final / Repair Inspection with Color Photos - FNMA 1004D (if applications)	able)	203(K) Rehabilitation Loans			
Certificate of Occupancy (if applicable)	1	HUD 92700 - Maximum Mtg Worksheet			
Evidence Condo is VA / FHA approved	2	HUD Consultant Report (if applicable)			
Flood Life of Loan Determination Certificate	3	Work Estimates - Fully Executed - Copy			
Flood Hazard Notice	4	Work Write-up and signed Contract - Copy			
Verification of Property Census Tract - FFIEC Geocoding print-out or O	ther	Contractor Licenses - Copy			
Purchase Agreement - short sale agreement, probate approval(fully execute		Contractor Liability Insurance - Copy			
Purchase Agreement - All Addendums & Counter Offers (fully executed	d)	1			

AmeriNat Government Mtg - Continued

CHFA REQUIRED DOCUMENTS (if applicable)					
1	Federal Recapture Tax Notice - Potential Tax - 051-0597	11	Teacher Statement of Eligibility - 031-030		
2	Federal Recapture Tax Notice - Understanding Tax - 050-0597	12	Veterans Statement - Due on Sale - 018-0296		
3	Federal Recapture Tax Notice - Method to Compute (LEAN Only)	13	VA Eligibility Certificate - or - Automated Certificate of Eligibility		
4	IRS Form 4506-C - Copy (completed & signed for each Borrower)	14	Military Form DD214 Separation Documents (Honorable Discharge)		
5	Borrower Eligibility Certificate - 014-1107		Homeownership Counseling		
6	DAP - Application for Downpayment & Closing Costs - DAPappcc	15	Pre-Closing Homebuyer Education Certificate		
7	DAP - Borrower's Certificate - DAP 95-05	15	Pre-Purchase Homebuyer Education Certificate		
8	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)	15	Online Homebuyer Education (FinallyHome!®) Certificate		
9	Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification	16	Financial Fitness Certificate		
10	Police Statement of Eligibility - 031-027	17	Landlord Certificate (if multifamily)		
	CHFA FINANCE DEPARTMEN	T - (CLOSED LOAN DOCUMENTS		
	Detail Purchase Advice Funding Sheet - CHFA Form 066-0408		Participating Lender Certification - (Original) CHFA Form 019-1101		
	(Copy) Assignment of Mortgage naming Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067		Mortgage Insurance Certificate (Copy) - (FHA,VA,USDA-RD, or PMI)		
	CLOSING DOCUM	1EN	ITS - AMERINAT		
П	AmeriNat - Loan Information Sheet - Completed		(Original/Recorded) Assignment of Mortgage naming Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067		
	AmeriNat - Escrow Information Sheet - Completed		Original/Final Documents Mailed To: AmeriNat Attn: Hilary Hendrickson - 217 S. Newton Ave. Albert Lea, MN 56007		
1	Commitment Letter - (CHFA) Fully Executed	15	UCDP - Submission Summary Report		
2	CHFA DAP (subordinate financing) Copy Executed Commitment Letter Only	16	Private Mtg Insurance Certificate		
3	Other Subordinate Financing - Copy Second Mortgage Note & Deed	17	Private Mtg Insurance Cancellation Disclosures - Assigned to AmeriNat		
4	Flood Life of Loan Determination Certificate - Transferred to AmeriNat	18	Servicing Transfer Discl "Goodbye Letter" Borrower notified of AmeriNat info.		
5	Flood Insurance Policy (if applicable) List CHFA C/O AmeriNat as Mortgagee	19	Original Note (First Mtg) - Endorsed to CHFA		
6	Hazard Ins. Policy/Binder - List CHFA C/O AmeriNat as Mortgagee	20	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)		
7	Hazard Ins Condo Master Insurance Policy (if applicable)	21	Tax-Exempt Financing Rider - CHFA Form 053-1199		
	Hazard Ins Condo "Walls In" Binder - H-06 policy (if applicable)	22	Immigration & Naturalization Services (INS) Card - Copy		
٥	Title Ins. Policy - Final with Chain of Title & Property Tax Info.	23	Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.		
10	Initial Escrow Account Disclosure	24	Borrower Signature Affidavit 014-0718		
11	Engineers Certification of foundation, required on Manufactured Homes	25	Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet		
12	Copy - Deactived Title for Manuf. Home showing Prop. as Real Property	26	Loan Estimate (LE) Revised - Change of Circumstance Form (if applicable)		
12	Well, Septic Inspections (if applicable)	27	W9 Forms for all borrowers		
14	New Construction Exhibits (if applicable)	21			
14					
FHA, VA, USDA-RD SPECIFIC DOCUMENTS					
	FHA Documer	nts	(if applicable)		
1	HUD 92900A - Addendum to Initial Loan Application	3	FHA Amendatory Clause/ RE Certification - signed & dated by all parties		
2	FHA Connection Case # Assignment	4	HUD 92800.5B - Conditional Commitment Stmnt of Appraised Value		
VA Documents (if applicable)					
1	Form 26-1802a /HUD Form 92900A - Addendum to Initial Ln Application	3	Notice of Value (NOV) or Master Certificate of Eligibility		
2	VA Form 26-1866 Certif. of Commitment - if prior apprvd, must be unexpired	4			
USDA-RD Documents (if applicable)					
1	Form 1980-19 Guaranteed Ln Closing Report - Proof Upfront Ln Fee Paid	3	Form 3555-17 Loan Note Guarantee		
Form 3555-11 Guaranteed Rural Housing Lender Record Change 4 Form 3555-21 Request for S/Fam Housing Loan Guarantee					
Recorded Mtg & Assignment, Title Policy and FHA MIC/VA LGC/USDA-RD LNG must be delivered within 90 days of loan purchase					
CHFA DOWNPAYMENT ASSISTANCE PROGRAM (DAP)					
S	ERVICER = CAPITAL FOR CHANGE, INC Refer To: CHFA Dov	vnp	ayment Assistance Program Servicing Guide Form DAP-AM-LNDR		
С			es Mortgagee Clause: ccessors and/or assigns, ATIMA -10 Alexander Dr Wallingford, CT 06492		
Miscellaneous Documents (if applicable)					
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