CHFA - LOAN FILE SUBMISSION FORM SERVICER: AMERINAT - or - SERVICE RETAINED LENDER

GOVERNMENT MORTGAGES (Form for FHA, VA or USDA 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 & Inter	rest	: Rate - Including DAP Worksheet (If applicable)				
Ħ	Complete And Submit CHFA LOS Additional Data Screen						
Ħ	Upload The Final Loan Application (1003) In CHFA LOS						
	LENDER / SELLER CONTACT INFORMATION						
File	Contact Name & Title Telephone & Ext.		Contacts Email Address				
CHI	BORROWER FA Loan # Lender Loan #		FORMATION mary Borrower Name (Last, First)				
	A Loan #	FII	illary bollower Name (Last, First)				
	LOAN FILE SUBMISSION TO INCLUDE , but is not limited to the following docu	mer	ntation (as applicable). Documentation requirements may differ by program.				
	CREDIT PACKAGE DOCUMENTS - CHECK ONLY ITEMS APPLICABLE						
	Commitment / Loan E	Exc	eptions / Transmittal				
1	File Submission Checklist - CHFA Form 009-1108 - AM	5	USDA Form 3555-18 Conditional Commitment for S/Fam Ln Guarantee				
2	Other Subordinate Financing - Initial Financing Approval Document	6	HUD 92900LT - Final Underwriting & Transmittal Summary (signed by UW & dated)				
3	Loan Exception Documentation	7	VA Form 26-6393 Loan Analysis (signed by UW & dated)				
4	Final Transmtl Summary (1008) FNMA (USDA Lns ONLY - signed by UW & dated)						
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	First Mortgage Loan	Ар	proval & Application				
1	Final/Verified Loan Application (1003) signed by Mtg Loan Originator	3	AUS Findings - Final version (DU, LPA, GUS)				
2	Initial Loan Application (1003) (signed by Borrower & Loan Originator)	4					
	•		•				
	Credit & Fr	rau	d Checks				
1	Credit Supplements (if applicable)	5	Credit Report Inquiry Explanation with Documentation - signed & dated				
2	Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)	6	Divorce Decree / Property Separation Agreements (if applicable)				
3	Bankruptcy Report / Discharge (if applicable)	7	Child Support Verification (if applicable)				
4	Letter addressing Adverse Credit and/or Discrepancies - signed & dated						
	, ,						
Income / Employment - (Most Recent Documentation on Top)							
DOCUMENTATION MUST BE TENDERED SEPARATELY FOR EACH APPLICANT - IN THE ORDER LISTED BELOW							
1	Income Analysis Wrksheet - Lender or CHFA Form 064-0309 (Repayment)	7	Academic Student Transcript - for full-time student (or pay stub)				
2	Income Analysis Wrksheet - Lender or CHFA Form 064-0309 (Income Limit)	8	IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area				
3	Verification of Employment (past 2 yrs with start/end dates)		∼ Of ∼ (Do Not Include Both - Delays File Review Process)				
4	Current paystubs (reflecting 30 days & YTD income)	8	Fed. Tax Return-Personal Signed 3 most recent - 1 yr if target area - all schedules				
	Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)	_	Fed. Tax Return-Business Signed 3 most recent - 2 yrs if target area - all schedules				
	W-2's, 1099's - Most recent 2 yrs		Income Letter(s) of Explanation (if applicable)				
6	W 26, 2000 0 most room (2) io	9	Through Editor(o) of Explanation (in applicable)				
	Assets	- (1	Most Recent Documentation on Top)				
	Cleared Earnest Money Check (copy) with source of funds (if applicable)	(,	Asset Statements (Bank name & ownership) min 1 mth within 30 day period				
1	Gift Documentation per FNMA guidelines	3	Any Additional Supporting Asset Documentation (if applicable)				
2	ant bootimentation per riving guidelines	4	Any Additional Supporting Asset Socialismation (il applicasie)				
	Property	/ Δ	nnraical				
一	Appraisal Report (include <i>Color</i> Photos, Street View, Comparables)	<u>/ ^</u>	Escrow Holdback Agreement (if applicable)				
1		10					
2	Final / Repair Inspection with <i>Color</i> Photos - FNMA 1004D (if applicable)		203(K) Rehabilitation Loans				
3	Certificate of Occupancy (if applicable)	1	HUD 92700 - Maximum Mtg Worksheet				
4	Evidence Condo is VA / FHA approved	2	HUD Consultant Report (if applicable)				
5	Flood Life of Loan Determination Certificate	3	Work Estimates - Fully Executed - Copy				
6	Flood Hazard Notice	4	Work Write-up and signed Contract - Copy				
7	Verification of Property Census Tract - FFIEC Geocoding print-out or Other	5	Contractor Licenses - Copy				
8	Purchase Agreement - short sale agreement, probate approval(fully executed)	6	Contractor Liability Insurance - Copy				
9	Purchase Agreement - All Addendums & Counter Offers (fully executed)						

AmeriNat Government Mtg - Continued

CHFA REQUIRED DOCUMENTS (if applicable)							
1	Federal Recapture Tax Notice - Potential Tax - 051-0597	13	Police Statement of Eligibility - 031-027				
2	Federal Recapture Tax Notice - Understanding Tax - 050-0597	14	Teachers Statement of Eligibility - 031-030				
3	Federal Recapture Tax Notice - Method to Compute (LEAN Only)	15	Veterans Statement - Due on Sale - 018-0296				
4	IRS Form 4506-C - Copy (completed & signed for each Borrower)	16	VA Eligibility Certificate - or - Automated Certificate of Eligibility				
5	Borrower Eligibility Certificate - 014-1107	17	Military Form DD214 Separation Documents (Honorable Discharge)				
6	Down Payment Assistance Program/s Worksheet - DAPappcc		Homeownership Counseling				
7	DAP - Borrower's Certificate - DAP95-05	18	Pre-Closing Homebuyer Education Certificate				
8	DAP - Applicant Notice - DAPDiscl	18	Pre-Purchase Homebuyer Education Certificate				
9	Time To Own - Borrower's Certificate - TT095-05 (if applicable)	18	Online Homebuyer Education (FinallyHome!®) Certificate				
10	Time To Own - Applicant Notice - TTODiscl (if applicable)	19	Financial Fitness Certificate				
11	Loan Estimate (LE) (1st Mtg & Down Payment Programs, if applicable)	20	Landlord Certificate (if 2 - 4 unit residence)				
12	Homeownership Program - Statement of Eligibility - 060-1005						
	CHFA FINANCE DEPARTMENT - 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		Mortgage Insurance Certificate (Copy) - (FHA,VA,USDA, or PMI)				
	Authority - 999 West Street - Rocky Hill, CT 06067 CLOSING DOCUM	IEN	TS - AMERINAT				
			(Original/Recorded) Assignment of Mortgage naming Connecticut Housing				
Щ	AmeriNat - Loan Information Sheet - Completed		Finance Authority - 999 West Street - Rocky Hill, CT 06067				
	AmeriNat - Escrow Information Sheet - Completed		Original/Final Documents Mailed To: AmeriNat Attn: Loan Setup Dept 217 S. Newton Ave. Albert Lea, MN 56007				
1	Commitment Letter - (CHFA) Fully Executed	15	UCDP - Submission Summary Report				
2	CHFA (Subordinate Financing) Copy Executed Commitment Letter/s 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				
8	Hazard Ins Condo "Walls In" Binder - H-06 policy (if applicable)	22	Immigration & Naturalization Services (INS) Card - Copy				
9	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)				
13	Well, Septic Inspections (if applicable)	27	W9 Forms for all borrowers				
14	New Construction Exhibits (if applicable)						
FHA, VA, USDA 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						
	USDA Documents (if applicable)						
1	Form 1980-19 Guaranteed Ln Closing Report - Proof Upfront Ln Fee Paid	3	Form 3555-17 Loan Note Guarantee				
2	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 LNG must be delivered within 90 days of loan purchase						
CHFA DOWN PAYMENT ASSISTANCE PROGRAM/s CLOSING DOCUMENTS (IF APPLICABLE)							
	CHFA SUBORDINATE MORTGAGE SERVICER: Capital for	Cha	ange, Inc. (C4C) (See Capital For Change, Inc. Servicing Guide)				
1	Original Executed Commitment Letter/s (Copy to CHFA-CHFA subord. Financing)	4	Loan Estimate/s (LE)				
2	Original DAP and Time To Own Note (Copy to CHFA - Closed in CHFA's name)	5	Closing Disclosure/s (CD)				
3	Original DAP and Time To Own Deed (within 90 days of closing)	6	Servicing Transfer Discl "Goodbye Letter" Borrower notified of C4C serv. info.				
	First Mortgagee Clause: Connecticut Housing Finance Authority, C/O AmeriNat						
-	ISAOA/ATIMA: 217 S. Newton Avenue, Albert Lea, MN 56007 Second Mortgagee Clause: Connecticut Housing Finance Authority, C/O Capital For Change, Inc. (C4C) (DAP only N/A to TTO)						
1	ISAOA/ATIMA: 10 Alexander Drive, Wallingford, CT 06492						