

# 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 & 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 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

##### Section 1 - Commitment / Transmittal

<table style="width: 100%;"> <tr><td><input type="checkbox"/> 1 File Submission Checklist - CHFA Form 009-1108 - AM</td></tr> <tr><td><input type="checkbox"/> 2 Other Subordinate Financing - Initial Financing Approval Document</td></tr> <tr><td><input type="checkbox"/> 3 Final Trans Summary (1008) FNMA (USDA Loans ONLY - dated/signed by UW)</td></tr> <tr><td><input type="checkbox"/> (When UW signature not available, email from UW indicating specific loan approval is acceptable)</td></tr> </table>	<input type="checkbox"/> 1 File Submission Checklist - CHFA Form 009-1108 - AM	<input type="checkbox"/> 2 Other Subordinate Financing - Initial Financing Approval Document	<input type="checkbox"/> 3 Final Trans Summary (1008) FNMA (USDA Loans ONLY - dated/signed by UW)	<input type="checkbox"/> (When UW signature not available, email from UW indicating specific loan approval is acceptable)	<table style="width: 100%;"> <tr><td><input type="checkbox"/> 4 USDA Form 3555-18 Conditional Commitment for S/Fam Ln Guarantee</td></tr> <tr><td><input type="checkbox"/> 5 HUD 92900LT - Final Underwriting &amp; Transmittal Summary (dated/signed by UW)</td></tr> <tr><td><input type="checkbox"/> 6 VA Form 26-6393 Loan Analysis (signed by UW &amp; dated)</td></tr> <tr><td><input type="checkbox"/></td></tr> </table>	<input type="checkbox"/> 4 USDA Form 3555-18 Conditional Commitment for S/Fam Ln Guarantee	<input type="checkbox"/> 5 HUD 92900LT - Final Underwriting & Transmittal Summary (dated/signed by UW)	<input type="checkbox"/> 6 VA Form 26-6393 Loan Analysis (signed by UW & dated)	<input type="checkbox"/>
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##### Section 2 - First Mortgage Loan Approval & Application

<table style="width: 100%;"> <tr><td><input type="checkbox"/> 1 Final/Verified Loan Application (1003) signed by Mtg Loan Originator</td></tr> <tr><td><input type="checkbox"/> 2 Initial Loan Application (1003) (signed by Borrower &amp; Loan Originator)</td></tr> </table>	<input type="checkbox"/> 1 Final/Verified Loan Application (1003) signed by Mtg Loan Originator	<input type="checkbox"/> 2 Initial Loan Application (1003) (signed by Borrower & Loan Originator)	<table style="width: 100%;"> <tr><td><input type="checkbox"/> 3 AUS Findings - Final version (DU, LPA, GUS)</td></tr> <tr><td><input type="checkbox"/> 4</td></tr> </table>	<input type="checkbox"/> 3 AUS Findings - Final version (DU, LPA, GUS)	<input type="checkbox"/> 4
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##### Section 3 - Credit & Fraud Checks

<table style="width: 100%;"> <tr><td><input type="checkbox"/> 1 Credit Supplements (if applicable)</td></tr> <tr><td><input type="checkbox"/> 2 Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)</td></tr> <tr><td><input type="checkbox"/> 3 Bankruptcy Report / Discharge (if applicable)</td></tr> <tr><td><input type="checkbox"/> 4 Letter addressing Adverse Credit and/or Discrepancies - signed &amp; dated</td></tr> </table>	<input type="checkbox"/> 1 Credit Supplements (if applicable)	<input type="checkbox"/> 2 Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)	<input type="checkbox"/> 3 Bankruptcy Report / Discharge (if applicable)	<input type="checkbox"/> 4 Letter addressing Adverse Credit and/or Discrepancies - signed & dated	<table style="width: 100%;"> <tr><td><input type="checkbox"/> 5 Credit Report Inquiry Explanation with Documentation - signed &amp; dated</td></tr> <tr><td><input type="checkbox"/> 6 Divorce Decree / Property Separation Agreements (if applicable)</td></tr> <tr><td><input type="checkbox"/> 7 Child Support Verification (if applicable)</td></tr> <tr><td><input type="checkbox"/></td></tr> </table>	<input type="checkbox"/> 5 Credit Report Inquiry Explanation with Documentation - signed & dated	<input type="checkbox"/> 6 Divorce Decree / Property Separation Agreements (if applicable)	<input type="checkbox"/> 7 Child Support Verification (if applicable)	<input type="checkbox"/>
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##### Section 4 - Income / Employment - (Most Recent Documentation on Top)

INCLUDE ALL INCOME DOCUMENTS IN ONE PDF, STACKED SEPARATELY FOR EACH APPLICANT - IN ORDER LISTED BELOW

<table style="width: 100%;"> <tr><td><input type="checkbox"/> 1 Income Analysis Wrksheet - Lender or CHFA Form 064-0309 (Repayment)</td></tr> <tr><td><input type="checkbox"/> 2 Income Analysis Wrksheet - Lender or CHFA Form 064-0309 (Income Limit)</td></tr> <tr><td><input type="checkbox"/> 3 Verification of Employment (past 2 yrs with start/end dates)</td></tr> <tr><td><input type="checkbox"/> 4 Current paystubs (reflecting 30 days &amp; YTD income)</td></tr> <tr><td><input type="checkbox"/> 5 Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)</td></tr> <tr><td><input type="checkbox"/> 6 W-2's, 1099's - Most recent 2 yrs</td></tr> </table>	<input type="checkbox"/> 1 Income Analysis Wrksheet - Lender or CHFA Form 064-0309 (Repayment)	<input type="checkbox"/> 2 Income Analysis Wrksheet - Lender or CHFA Form 064-0309 (Income Limit)	<input type="checkbox"/> 3 Verification of Employment (past 2 yrs with start/end dates)	<input type="checkbox"/> 4 Current paystubs (reflecting 30 days & YTD income)	<input type="checkbox"/> 5 Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)	<input type="checkbox"/> 6 W-2's, 1099's - Most recent 2 yrs	<table style="width: 100%;"> <tr><td><input type="checkbox"/> 7 Academic Student Transcript - for full-time student</td></tr> <tr><td><input type="checkbox"/> 8 IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area</td></tr> <tr><td style="text-align: center;">~ OR ~ (Do Not Include Both - Delays File Review Process)</td></tr> <tr><td><input type="checkbox"/> 8 Fed. Tax Return-Personal Signed 3 most recent - 1 yr if target area - all schedules</td></tr> <tr><td><input type="checkbox"/> 8 Fed. Tax Return-Business Signed required per AUS findings</td></tr> <tr><td><input type="checkbox"/> 9 Income Letter(s) of Explanation (if applicable)</td></tr> </table>	<input type="checkbox"/> 7 Academic Student Transcript - for full-time student	<input type="checkbox"/> 8 IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area	~ OR ~ (Do Not Include Both - Delays File Review Process)	<input type="checkbox"/> 8 Fed. Tax Return-Personal Signed 3 most recent - 1 yr if target area - all schedules	<input type="checkbox"/> 8 Fed. Tax Return-Business Signed required per AUS findings	<input type="checkbox"/> 9 Income Letter(s) of Explanation (if applicable)
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##### Section 5 - Assets - (Most Recent Documentation on Top)

<table style="width: 100%;"> <tr><td><input type="checkbox"/> 1 Cleared Earnest Money Check (copy) with source of funds (if applicable)</td></tr> <tr><td><input type="checkbox"/> 2 Gift Documentation per FNMA guidelines</td></tr> </table>	<input type="checkbox"/> 1 Cleared Earnest Money Check (copy) with source of funds (if applicable)	<input type="checkbox"/> 2 Gift Documentation per FNMA guidelines	<table style="width: 100%;"> <tr><td><input type="checkbox"/> 3 Asset Statements (Bank name &amp; ownership) min 1 mth within 30 day period</td></tr> <tr><td><input type="checkbox"/> 4 Any Additional Supporting Asset Documentation (if applicable)</td></tr> </table>	<input type="checkbox"/> 3 Asset Statements (Bank name & ownership) min 1 mth within 30 day period	<input type="checkbox"/> 4 Any Additional Supporting Asset Documentation (if applicable)
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##### Section 6 - Property / Appraisal

<table style="width: 100%;"> <tr><td><input type="checkbox"/> 1 Appraisal Report (include <b>Color</b> Photos, Street View, Comparables)</td></tr> <tr><td><input type="checkbox"/> 2 Final / Repair Inspection with <b>Color</b> Photos - FNMA 1004D (if applicable)</td></tr> <tr><td><input type="checkbox"/> 3 Certificate of Occupancy (if applicable)</td></tr> <tr><td><input type="checkbox"/> 4 Evidence Condo is VA / FHA approved</td></tr> <tr><td><input type="checkbox"/> 5 Flood Life of Loan Determination Certificate</td></tr> <tr><td><input type="checkbox"/> 6 Flood Hazard Notice</td></tr> <tr><td><input type="checkbox"/> 7 Verification of Property Census Tract - FFIEC Geocoding print-out or Other</td></tr> <tr><td><input type="checkbox"/> 8 Purchase Agreement - short sale agreement, probate approval...(fully executed)</td></tr> <tr><td><input type="checkbox"/> 9 Purchase Agreement - All Addendums &amp; Counter Offers (fully executed)</td></tr> </table>	<input type="checkbox"/> 1 Appraisal Report (include <b>Color</b> Photos, Street View, Comparables)	<input type="checkbox"/> 2 Final / Repair Inspection with <b>Color</b> Photos - FNMA 1004D (if applicable)	<input type="checkbox"/> 3 Certificate of Occupancy (if applicable)	<input type="checkbox"/> 4 Evidence Condo is VA / FHA approved	<input type="checkbox"/> 5 Flood Life of Loan Determination Certificate	<input type="checkbox"/> 6 Flood Hazard Notice	<input type="checkbox"/> 7 Verification of Property Census Tract - FFIEC Geocoding print-out or Other	<input type="checkbox"/> 8 Purchase Agreement - short sale agreement, probate approval...(fully executed)	<input type="checkbox"/> 9 Purchase Agreement - All Addendums & Counter Offers (fully executed)	<table style="width: 100%;"> <tr><td><input type="checkbox"/> 10 Escrow Holdback Agreement (if applicable)</td></tr> <tr><td colspan="2" style="text-align: center; background-color: #e0e0e0; padding: 5px;"><b>203(K) Rehabilitation Loans</b></td></tr> <tr><td><input type="checkbox"/> 1 HUD 92700 - Maximum Mtg Worksheet</td></tr> <tr><td><input type="checkbox"/> 2 HUD Consultant Report (if applicable)</td></tr> <tr><td><input type="checkbox"/> 3 Work Estimates - Fully Executed - Copy</td></tr> <tr><td><input type="checkbox"/> 4 Work Write-up and signed Contract - Copy</td></tr> <tr><td><input type="checkbox"/> 5 Contractor Licenses - Copy</td></tr> <tr><td><input type="checkbox"/> 6 Contractor Liability Insurance - Copy</td></tr> <tr><td><input type="checkbox"/></td></tr> </table>	<input type="checkbox"/> 10 Escrow Holdback Agreement (if applicable)	<b>203(K) Rehabilitation Loans</b>		<input type="checkbox"/> 1 HUD 92700 - Maximum Mtg Worksheet	<input type="checkbox"/> 2 HUD Consultant Report (if applicable)	<input type="checkbox"/> 3 Work Estimates - Fully Executed - Copy	<input type="checkbox"/> 4 Work Write-up and signed Contract - Copy	<input type="checkbox"/> 5 Contractor Licenses - Copy	<input type="checkbox"/> 6 Contractor Liability Insurance - Copy	<input type="checkbox"/>
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# AmeriNat Government Mtg - Continued

## Section 7 - CHFA REQUIRED DOCUMENTS (if applicable)

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### Homeownership Counseling

19	Pre-Closing Homebuyer Education Certificate
19	Pre-Purchase Homebuyer Education Certificate
19	Online Homebuyer Education (FinallyHome!@) Certificate
20	Financial Fitness Certificate
21	Landlord Certificate (if 2-4 unit residence)

## CHFA FINANCE DEPARTMENT - CLOSED LOAN DOCUMENTS

<b>Detail Purchase Advice Funding Sheet</b> - CHFA Form 066-0408	<b>Participating Lender Certification - (Original)</b> CHFA Form 019-1101
<b>(Copy) Assignment of Mortgage</b> naming Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067	<b>Mortgage Insurance Certificate (Copy)</b> - (FHA,VA,USDA, or PMI)

## CLOSING DOCUMENTS - AMERINAT

<b>AmeriNat - Loan Information Sheet - Completed</b>	<b>(Original/Recorded) Assignment of Mortgage</b> naming Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067																																																						
<b>AmeriNat - Escrow Information Sheet - Completed</b>	<b>Original/Final Documents Mailed To: AmeriNat</b> Attn: Loan Setup Dept. - 217 S. Newton Ave. Albert Lea, MN 56007																																																						
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Commitment Letter - (CHFA) Fully Executed</td></tr> <tr><td style="text-align: center;">2</td><td>CHFA (Subordinate Financing) Copy Executed Commitment Letter/s Only</td></tr> <tr><td style="text-align: center;">3</td><td>Other Subordinate Financing - Copy Second Mortgage Note &amp; Deed</td></tr> <tr><td style="text-align: center;">4</td><td>Flood Life of Loan Determination Certificate - Transferred to AmeriNat</td></tr> <tr><td style="text-align: center;">5</td><td>Flood Insurance Policy (if applicable) List CHFA C/O AmeriNat as Mortgagee</td></tr> <tr><td style="text-align: center;">6</td><td>Hazard Ins. Policy/Binder - List CHFA C/O AmeriNat as Mortgagee</td></tr> <tr><td style="text-align: center;">7</td><td>Hazard Ins. - Condo Master Insurance Policy (if applicable)</td></tr> <tr><td style="text-align: center;">8</td><td>Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)</td></tr> <tr><td style="text-align: center;">9</td><td>Title Ins. Policy - Final with Chain of Title &amp; Property Tax Info.</td></tr> <tr><td style="text-align: center;">10</td><td>Initial Escrow Account Disclosure</td></tr> <tr><td style="text-align: center;">11</td><td>Engineers Certification of foundation, required on Manufactured Homes</td></tr> <tr><td style="text-align: center;">12</td><td>Copy - Deactivated Title for Manuf. Home showing Prop. as Real Property</td></tr> <tr><td style="text-align: center;">13</td><td>Well, Septic Inspections (if applicable)</td></tr> <tr><td style="text-align: center;">14</td><td>New Construction Exhibits (if applicable)</td></tr> </table>	1	Commitment Letter - (CHFA) Fully Executed	2	CHFA (Subordinate Financing) Copy Executed Commitment Letter/s Only	3	Other Subordinate Financing - Copy Second Mortgage Note & Deed	4	Flood Life of Loan Determination Certificate - Transferred to AmeriNat	5	Flood Insurance Policy (if applicable) List CHFA C/O AmeriNat as Mortgagee	6	Hazard Ins. Policy/Binder - List CHFA C/O AmeriNat as Mortgagee	7	Hazard Ins. - Condo Master Insurance Policy (if applicable)	8	Hazard Ins. - Condo "Walls In" Binder - H-06 policy (if applicable)	9	Title Ins. Policy - Final with Chain of Title & Property Tax Info.	10	Initial Escrow Account Disclosure	11	Engineers Certification of foundation, required on Manufactured Homes	12	Copy - Deactivated Title for Manuf. Home showing Prop. as Real Property	13	Well, Septic Inspections (if applicable)	14	New Construction Exhibits (if applicable)	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">15</td><td>UCDP - Submission Summary Report</td></tr> <tr><td style="text-align: center;">16</td><td>Private Mtg Insurance Certificate</td></tr> <tr><td style="text-align: center;">17</td><td>Private Mtg Insurance Cancellation Disclosures - Assigned to AmeriNat</td></tr> <tr><td style="text-align: center;">18</td><td>Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of AmeriNat info.</td></tr> <tr><td style="text-align: center;">19</td><td>Original Note (First Mtg) - Endorsed to CHFA</td></tr> <tr><td style="text-align: center;">20</td><td>Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)</td></tr> <tr><td style="text-align: center;">21</td><td>Tax-Exempt Financing Rider - CHFA Form 053-1199</td></tr> <tr><td style="text-align: center;">22</td><td>Immigration &amp; Naturalization Services (INS) Card - Copy</td></tr> <tr><td style="text-align: center;">23</td><td>Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.</td></tr> <tr><td style="text-align: center;">24</td><td>Borrower Signature Affidavit 014-0718</td></tr> <tr><td style="text-align: center;">25</td><td>Closing Discl. (CD) Initial &amp; Final with Settlement Agent disbursement sheet</td></tr> <tr><td style="text-align: center;">26</td><td>Loan Estimate (LE) Revised - Change of Circumstance Form (if applicable)</td></tr> <tr><td style="text-align: center;">27</td><td>W9 Forms for all borrowers</td></tr> </table>	15	UCDP - Submission Summary Report	16	Private Mtg Insurance Certificate	17	Private Mtg Insurance Cancellation Disclosures - Assigned to AmeriNat	18	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of AmeriNat info.	19	Original Note (First Mtg) - Endorsed to CHFA	20	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)	21	Tax-Exempt Financing Rider - CHFA Form 053-1199	22	Immigration & Naturalization Services (INS) Card - Copy	23	Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.	24	Borrower Signature Affidavit 014-0718	25	Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet	26	Loan Estimate (LE) Revised - Change of Circumstance Form (if applicable)	27	W9 Forms for all borrowers
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10	Initial Escrow Account Disclosure																																																						
11	Engineers Certification of foundation, required on Manufactured Homes																																																						
12	Copy - Deactivated Title for Manuf. Home showing Prop. as Real Property																																																						
13	Well, Septic Inspections (if applicable)																																																						
14	New Construction Exhibits (if applicable)																																																						
15	UCDP - Submission Summary Report																																																						
16	Private Mtg Insurance Certificate																																																						
17	Private Mtg Insurance Cancellation Disclosures - Assigned to AmeriNat																																																						
18	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of AmeriNat info.																																																						
19	Original Note (First Mtg) - Endorsed to CHFA																																																						
20	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)																																																						
21	Tax-Exempt Financing Rider - CHFA Form 053-1199																																																						
22	Immigration & Naturalization Services (INS) Card - Copy																																																						
23	Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.																																																						
24	Borrower Signature Affidavit 014-0718																																																						
25	Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet																																																						
26	Loan Estimate (LE) Revised - Change of Circumstance Form (if applicable)																																																						
27	W9 Forms for all borrowers																																																						

## FHA, VA, USDA SPECIFIC DOCUMENTS

### FHA Documents (if applicable)

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3	FHA Amendatory Clause/ RE Certification - signed & dated by all parties								
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### VA Documents (if applicable)

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Form 26-1802a /HUD Form 92900A - Addendum to Initial Ln Application</td></tr> <tr><td style="text-align: center;">2</td><td>VA Form 26-1866 Certif. of Commitment - if prior apprvd,must be unexpired</td></tr> </table>	1	Form 26-1802a /HUD Form 92900A - Addendum to Initial Ln Application	2	VA Form 26-1866 Certif. of Commitment - if prior apprvd,must be unexpired	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">3</td><td>Notice of Value (NOV) or Master Certificate of Eligibility</td></tr> </table>	3	Notice of Value (NOV) or Master Certificate of Eligibility
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### USDA Documents (if applicable)

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**\*\*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 Change, Inc. (C4C) (See *Capital For Change, Inc. Servicing Guide*)

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Original Executed Commitment Letter/s (Copy to CHFA-CHFA subord. Financing)</td></tr> <tr><td style="text-align: center;">2</td><td>Original DAP and Time To Own Note (Copy to CHFA - Closed in CHFA's name)</td></tr> <tr><td style="text-align: center;">3</td><td>Original DAP and Time To Own Deed (within 90 days of closing)</td></tr> </table>	1	Original Executed Commitment Letter/s (Copy to CHFA-CHFA subord. Financing)	2	Original DAP and Time To Own Note (Copy to CHFA - Closed in CHFA's name)	3	Original DAP and Time To Own Deed (within 90 days of closing)	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">4</td><td>Loan Estimate/s (LE)</td></tr> <tr><td style="text-align: center;">5</td><td>Closing Disclosure/s (CD)</td></tr> <tr><td style="text-align: center;">6</td><td>Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of C4C serv. info.</td></tr> </table>	4	Loan Estimate/s (LE)	5	Closing Disclosure/s (CD)	6	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of C4C serv. info.
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**First Mortgagee Clause:** Connecticut Housing Finance Authority, C/O AmeriNat  
ISAOA/ATIMA: PO Box 123, Downey, CA 90241

**Second Mortgagee Clause:** Connecticut Housing Finance Authority, C/O Capital For Change, Inc. (C4C) (DAP only N/A to TTO)  
ISAOA/ATIMA: 10 Alexander Drive, Wallingford, CT 06492.