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|  | **TITLE NOTIFICATION FORM** |

**This form plus all required documents must be submitted to** [**notifications@chfa.org**](mailto:notifications@chfa.org) **within 48 hours of title vesting with CHFA**

**LOAN / PROPERTY INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Click here to enter a date.** |
|  | *CHFA LOAN NUMBER* |  | *BORROWER NAME* |  | Today’s Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | *Street Address* | *Apartment/Unit #* |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | *City* | *State* | *ZIP Code* |

|  |  |  |  |
| --- | --- | --- | --- |
| Servicer |  | Servicer contact info |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Servicer Loan No. |  | Loan type | **Choose an item.** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Occupancy Status | OCC | VAC | Property damage | YES | NO |
| Ejectment/Eviction in Process | YES | NO | Hazard claim filed | YES | NO |
| Property taxes, HOA, utilities paid current? | YES | NO | Insurer/Guarantor claim filed? | YES | NO |
| HOA information: |  | | | | |

|  |  |
| --- | --- |
| If property damage and/or hazard claim; yes, please provide update/details here: |  |
|  | |
|  | |
|  | |

**DATES / LEGAL INFORMATION**

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| --- | --- | --- | --- |
|  |  |  |  |
| Last Paid Installment | **Click here to enter a date.** | First Legal | **Click here to enter a date.** |
| Title Vest Date | **Click here to enter a date.** | First Time Vacant: | **Click here to enter a date.** |
| Type of Vesting Instrument | **Choose an item.** | If FHA, estimated date to convey | **Click here to enter a date.** |

**REQUIRED DOCUMENTATION**

* Mortgage deed, plus legal description – recorded
* Instrument placing title with CHFA: Certificate of Foreclosure, Committee Deed, Deed-in-lieu, plus legal description. Recorded if available, if not available, please send recorded within 30 days
* First time vacant inspection report
* Latest property inspection report

**Email form plus required title package to notifications@chfa.org**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FOR CHFA USE ONLY** |  |  | **REO INTAKE** |  |  |  |
| ET/PAYFCL/FST |  |  | REO LIST |  |  |  |
| NOTIFICATION |  |  | WINTERIZED/SECURED |  | P&P Vendor |  |
| Title Package Complete |  |  | LISTED |  | Realtor |  |

DTR-TITLE Rev. 1-3-25