

CHFA Submission Checklist and File Order Renovation Programs - McCue Mortgage Servicer

File must be submitted with seven (7) individual sections and in order of the checklist

Lender: _____ Date: _____
 Contact: _____ Phone/Email: _____
 Borrower: _____ CHFA Loan Number: _____
 Underwriter Phone/Email: _____ Loan Program: 203(k) Limited 203(k) Standard HFA Reno Adv HFA Reno Pref.
 Credit Score _____

SUBMISSIONS* (Only final approved documents from the list below should be uploaded):

Section 1 – Lender Commitment

- Submission Checklist
- 1008 or 92900 LT Signed by Lender’s Underwriter with comment as to why TTO was not utilized, when applicable
- FHA with LTV ≤80% requires LOX as to why Conventional Financing was not obtained

Section 2 – Application

- 1003 – Final/Verified Uniform Residential Loan Application
- 1003 – Initial Signed Uniform Residential Loan Application
- AUS Findings (LP/DU) – FINAL- Must match program listed in LOS
- MI Cert with correct coverage, if applicable

Section 3 - Credit

- Credit Report
- Fraud Report/DRIVE/Data Verify or any other industry acceptable report. The Property Ownership Section begins on Page # _____

Section 4A – Income/Employment

Income Documents to be separated in order by Borrower then Co-Borrower

- Income Worksheet for Repayment/Qualifying Income
- Document Income per AUS findings- *documentation of other/additional income not used for qualifying must be included in upload*
- Tax Returns, Signed Federal or IRS Transcripts – only when required per Agency/Investor Guidelines
- For Time to Own only** – most recent 3 years signed federal tax returns / IRS tax return transcripts
- One current paystub, regardless of AUS requirements
- Final paystub from previous year required for variable income calculation, base, OT, Commission, etc.

Section 4B – Income

- CHFA Limits and TTO Eligibility Income Worksheet-Excel File

Section 5 – Assets

- Asset Documentation as per AUS Findings
- Minimum of one current bank statement, regardless of AUS requirements

Section 6 – Property/Appraisal

- Appraisal (full report with interior/exterior photos – no waivers permitted)
- FFIEC.gov printout verifying property Census Tract
- Flood Cert
- CHFA Condo Eligibility Cert, if applicable
- Complete Sales Contract-Fully executed, including all addendums
- CHFA Acquisition Worksheet – CHFA Form 017-0694
- FHA 203(k) or Conventional Reno documentation: HUD 92700 Max Mortgage Worksheet, FNMA Max Mortgage Worksheet (Form 1035) or FHLMC Max Mortgage Worksheet, Estimates, Consultant Work Write-Up/Cost Estimates (if applicable)

Section 7 – CHFA Required Documents

- Federal Recapture Tax Notice – Potential Tax
- CHFA Borrower Eligibility Certificate
- Down Payment Assistance Program/s Worksheet (DAP/TTO)
- Loan Estimate(s) or Final Closing Disclosure(s): First Mortgage, DAP, TTO loans, if applicable
- All lender Agency/Investor required disclosures
- Homebuyer Education Counseling Certificate
- Landlord Counseling Certificate (2-4 unit properties)

WITH DAP:

- DAP – Applicant Notice
- DAP – Borrower Certificate

WITH TTO:

- TTO – Applicant Notice
- TTO – Borrower Certificate

Special Programs, as applicable:

- Teacher Statement of Eligibility
- Homeownership Program Statement of Eligibility
- Home of your Own – Provide evidence of disability

Lender Remains Responsible for Ensuring Loan Meets All Insurer/Investor/CHFA Requirements at the Time of Purchase.

**CHFA reserves the right to request additional documentation as deemed necessary.*