

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

File must be submitted with eight (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 (unsigned is acceptable)
- ☐ 1003 – Initial Signed Uniform Residential Loan Application
- ☐ FINAL AUS Findings (LP/DU) Must match program listed in LOS
- ☐ MI Cert with correct coverage, if applicable

Section 3 - Credit

- ☐ Credit Report* with supporting documentation for any excluded debt
- ☐ Fraud Report/DRIVE/Data Verify or any other industry acceptable report. * The Property Ownership Section begins on Page #__
- ☐ *All references to residency outside of CT within the past 3 years must be explained by the borrower with supporting documentation for TTO loans

Section 4A – Income/Employment

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

- ☐ Lender's Income Worksheet for Repayment/Qualifying Income
- ☐ One current paystub (current = within 30 days of CHFA loan submission date)
- ☐ Final paystub with current employer from previous year required with all submissions
- ☐ Document Income per AUS findings- *documentation of other/additional income not used for repayment/qualifying must also be included in upload for CHFA Limits and TTO Eligibility calculation*
- ☐ Tax Returns, Signed Federal or IRS tax return transcripts – most recent year filed (Only when required per Agency/Investor Guidelines).
- ☐ **For Time to Own only** – most recent 3 years signed Federal Tax Returns or IRS tax return transcripts

Section 4B – Income

- ☐ CHFA Limits and TTO Eligibility Income Worksheet- Excel File: Required with every loan submission
Please follow the CHFA Limits and TTO Eligibility Income Guide
Use the current version of the worksheet directly from the CHFA website

Section 5 – Assets

- ☐ Asset Documentation as per AUS Findings

Section 6 – Property/Appraisal

- ☐ Appraisal (full report with interior/exterior color 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
- ☐ Homebuyer Education Counseling Certificate
- ☐ Landlord Counseling Certificate (2–4-unit properties)
- ☐ All lender Agency/Investor required disclosures

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
- ☐ Military Homeownership Program- provide evidence of eligibility

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.*