

**Bulletin # 131**  
December 4, 2017

To: CHFA Lenders  
From: CHFA Single Family Underwriting  
Subject: CHFA Downpayment Assistance Program (DAP) Loan Servicer Assignments

Idaho Housing and Finance Association (IHFA) will be the assigned loan servicer for CHFA DAP loans approved with CHFA first mortgages that are delivered to IHFA for purchase and pooling.

This change is effective with DAP Commitments issued on and after **MONDAY, JANUARY 1, 2018.**

The IHFA CHFA DAP Commitment Letter will list the loan servicer as Idaho Housing and Finance Association **NOT** Capital for Change, Inc. (C4C). The IHFA DAP Commitment Letter will also instruct Lenders to include the CHFA DAP closed loan documents in the IHFA Lender Connection upload along with the closed first mortgage loan documents.

**DAP loans must close in the name of the Connecticut Housing Finance Authority;** an Assignment of the DAP Mortgage to IHFA is not required. The second mortgagee clause for the hazard insurance is as follows:

Connecticut Housing Finance Authority, Its successors and or assigns as their interest may appear - 999 West Street, Rocky Hill, CT 06067

The CHFA IHFA Loan File Submission Checklists have been updated to include a “DAP Closed Loan Documents” section – see CHFA Form’s 009-1107A and 009-1107B (Eff. 1-1-18) for details.

**CHFA will purchase DAP loans from Lenders.** *(The DAP will not be funded by IHFA).*

To receive funding for the DAP loan Lenders will follow existing CHFA procedures:

- DAP loans will close simultaneous with the CHFA first mortgage loans;
- Fax CHFA Loan Purchase Request Form 066-408 with required documents to CHFA  
*(See CHFA Closed Loan Documentation Checklist Form 009-0810 Rev 10-17 for details)*
- IHFA will not process first mortgage closed loan documents without confirmation from CHFA that the Form 066-408 has been received, reviewed and accepted.
- Lenders **will not** provide interim servicing of DAP loans as is required on the first mortgage loans that are pending purchase by IHFA
- **ALL payments received for DAP loans pending purchase must be forwarded to IHFA to hold in escrow until the CHFA DAP loan is boarded for servicing.**

*(CHFA Form 066-408 is not required for first mortgage loans delivered to IHFA without a CHFA DAP).*

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## **CHFA SERVICE RETAINED LENDERS**

CHFA Service Retained Lenders will continue to service eligible CHFA first mortgage loans that are not required to be delivered to IHFA for purchase and pooling.

When the first mortgage loan includes a CHFA DAP, the CHFA DAP loan servicer will be **Capital for Change, Inc. (C4C)** **NOT** Idaho Housing and Finance Association. To receive funding for the first mortgage and the DAP loans, Lenders will follow existing CHFA procedures:

- Fax CHFA Loan Purchase Request Form 066-408 with required documents to CHFA.  
(See *CHFA Closed Loan Documentation Checklist Form 009-0810 Rev 10-17 for details*)
- Deliver closed DAP loan documents to C4C following the procedure outlined in the CHFA Capital for Change, Inc. (C4C) Servicing Guidelines.  
(Published in the Lender Document Library on the CHFA website at [www.chfa.org](http://www.chfa.org))
- Lenders **will not** provide interim servicing of DAP loans as is required on the first mortgage loans that are pending purchase by CHFA.
- **ALL payments received for CHFA DAP loans pending purchase must be immediately forwarded to C4C to hold in escrow until the CHFA DAP loan is boarded for servicing.**

## **CHFA WHOLE LOANS DELIVERED TO AMERINAT**

When CHFA whole loans with CHFA DAP are serviced by **AmeriNat** the CHFA DAP loan servicer will be **Capital for Change, Inc. (C4C)** **NOT** Idaho Housing and Finance Association. To receive funding for the first mortgage and the DAP loans Lenders will follow existing CHFA procedures:

- Fax CHFA Loan Purchase Request Form 066-408 with required documents to CHFA.  
(See *CHFA Closed Loan Documentation Checklist Form 009-0810 Rev 10-17 for details*)
- Deliver closed DAP loan documents to C4C following the procedure outlined in the CHFA Capital for Change, Inc. (C4C) Servicing Guidelines.  
(Published in the Lender Document Library on the CHFA website at [www.chfa.org](http://www.chfa.org))
- Lenders **will not** provide interim servicing of DAP loans as is required on the first mortgage loans that are pending purchase by CHFA.
- **ALL payments received for CHFA DAP loans pending purchase must be immediately forwarded to C4C to hold in escrow until the CHFA DAP loan is boarded for servicing.**

**NOTE:** Applicable checklists and reference guides have been updated and are available on the CHFA website, (*Revision dates Eff. 1-1-18*); the revised sections of the CHFA Lender Operating Manual will be published on the website on the effective date of the DAP servicing changes, January 1, 2018.

*All questions regarding this Bulletin should be directed to Valencia Taft-Jackson at (860) 571-4224 or [valencia.taft-jackson@chfa.org](mailto:valencia.taft-jackson@chfa.org) or Norbert J. Deslauriers at (860)571-4374 at [norbert.deslauriers@chfa.org](mailto:norbert.deslauriers@chfa.org).*