

**Bulletin # 65-A**  
September 4, 2014

To: CHFA Lenders  
From: CHFA Single Family Underwriting  
Subject: **Revision to (CHFA) Closed Loan Documentation Requirements**

**This Bulletin #65-A, is a revision to Bulletin #65 dated April 28, 2014**  
*(Bulletin applies to "Service Released" lenders - not lenders who retain servicing as was previously stated)*

The Connecticut Housing Finance Authority (CHFA) will require a copy of the **UNRECORDED LOAN ASSIGNMENT** in the Closed Loan Document Package submitted to CHFA for all loans closed by CHFA approved "**SERVICE RELEASED**" Lenders (*Lenders who DO NOT retain servicing*) on or after **JUNE 1, 2014**.

Closed loan documentation must be submitted to CHFA's Finance Department (*in a **SINGLE PACKAGE***) within 120 days of the loan closing. The **CHFA CLOSED LOAN DOCUMENTATION CHECKLIST** has been updated to require a copy of Loan Assignment, (see Addendum A for a copy of the revised checklist). The closed loan package must be sent to:

Connecticut Housing Finance Authority  
Attention: Finance Department  
999 West Street  
Rocky Hill, Connecticut 06067

For additional information or instructions, visit the CHFA website at [www.chfa.org](http://www.chfa.org) to view and print a copy of Section 7 – Loan Purchase of the CHFA Operating Manual (*Note: Loans released for servicing follow the Submission of Loan Documentation as described in Section 7.3B and 7.3C*).

**Note: Service Retained Lenders participating in special CHFA programs that require delivery of loans to Bogman, Inc. must also submit a copy of the Unrecorded Assignment when applicable.**

All questions regarding this Bulletin may be directed to Claudia Rodrigues at 860-571-4329 or [claudia.rodrigues@chfa.org](mailto:claudia.rodrigues@chfa.org) or Valencia Taft-Jackson at (860) 571-4224 or [valencia.taft-jackson@chfa.org](mailto:valencia.taft-jackson@chfa.org).

Attachment: Addendum A