

CHFA DOWN PAYMENT ASSISTANCE PROGRAMS SERVICER GUIDE

***Down Payment Assistance(DAP) & Time To Own (TTO) loans must be closed in the name of:
Connecticut Housing Finance Authority – 999 West St. Rocky Hill, CT 06067***

The closing of the CHFA first mortgage and the down payment assistance loan/s will be scheduled concurrently.

CHFA SUBORDINATE MORTGAGE SERVICER:

(Down Payment Assistance (DAP) & Time To Own (TTO) Programs)

Capital For Change, Inc. (C4C)

Attn: New Loans - Loan Servicing Dept.

10 Alexander Drive – Wallingford, CT 06492

Upon loan disbursement, the following documentation is required to be emailed, faxed or overnight delivery to Capital For Change, Inc. (C4C) within 24 hours of the loan closing:

Payments received by Lenders prior to CHFA purchase & funding must be sent to C4C to hold in escrow)

Commitment Letter/s - For loans with down payment assistance (Form/s DAP 024-0995A LOS and/or TimeToOwn 024-0622LOS)
Fully executed (Original to C4C - Copy to CHFA)

Note/s - CHFA Named (Form DAP07NOT and/or TTONote) **(Original to C4C - Copy to CHFA)**

Deed/s - CHFA Named (Form DAP08MD and/or TTODeed) **(Original/Recorded Deed/s to C4C within 90 days of loan closing)**

TRID Disclosures LE / CD - DAP & Time To Own Program/s, if applicable (Copies – Fully executed)

Uniform Residential Loan Application - (Copy of first page only)

W-9 Form/s - for all borrowers - (Copies Only)

Borrower Signature Affidavit - for all borrowers (Form 041-0718) (Copies only – Fully executed)

Borrower Certificate/s - (Form DAP9505 and/or TTO95-05) (Copy – Fully executed)

Applicant Notice/s - (Form DAPDiscl and/or TTODiscl) (Copy – Fully executed)

Hazard & Flood Insurance Policies – DAP/TTO (Copies Only)

Second Mortgagee Clause should read: **Connecticut Housing Finance Authority, C/O Capital For Change, Inc., its successors and/or assigns, as their interests may appear – 10 Alexander Drive - Wallingford, CT 06492**

Please Note: Copies of the Title Insurance policy is not required.

Correspondence and Overnight Delivery:

**Capital For Change, Inc. (C4C)
Attn: New Loans, Loan Servicing Operations
10 Alexander Drive – Wallingford, CT 06492**

**Email: newloans@capitalforchange.org
loanservicing@capitalforchange.org**

Phone: (860) 233 - 5165 Ext. 2041

Toll Free: (800) 992 - 3665

Loan Servicing Fax: (860) 920 – 2041

General Information: info@capitalforchange.org

Borrower/s Payments Mailing Address:

**Capital For Change, Inc. (C4C)
P.O. Box 844553
Boston, MA 02284 – 4553**

**Pay thru Capital For Change, Inc. website:
<https://myloanaccess.capitalforchange.org>**

Pay By Phone: 1-860-233-5165

Customer Service For Existing Loans:

***Coupon Books, Making Payments, or Automated
Payment Setup***

Email: customerservice@capitalforchange.org

Release of Mortgage:

Capital For Change, Inc. (C4C), the servicer of CHFA down payment assistance loans will prepare and execute the release of mortgage on behalf of CHFA.