Idaho Housing and Finance Association Reference Guide

Servicing CHFA Loan Types: FHA, VA and USDA – *Service Released Lenders only*

HFA Preferred™ - All Lenders / HFA Advantage® - Eligible Lenders

Conventional loans that are uninsured – *All Lenders*

(See CHFA DAP Servicing Guides)

<u>Idaho Housing and Finance Association an Independent Body, Politic and Corporate.</u>

565 W. Myrtle Street, Boise, ID 83702

Toll Free #1-855-505-4700

Mon – Fri 8am – 5pm (mountain time) Closed on certain holidays

Tax ID#: 82-03023333 Branch 001 HUD ID #: 10101-09998

Lender Connection: https://www.lenderct.com

Borrower Connection: https://www.borrowerct.com

Contact Email: resloan@ihfa.org Send Questions: resloan@HomeLoanServ.com

CONTACTS: Mark Suderman Annie Smith

Loan Acquisition Lead Business Development Specialist (208) 331-4870 (208) 331-4813 marks@ihfa.org annies@ihfa.org

Note Endorsement: Pay To The Order of

Idaho Housing and Finance Association
(No Ampersand Sign)
Without Recourse
Lender Name
Signature

Signatory's typed name/title

Assignment of Mortgage

Idaho Housing and Finance Association P.O. Box 7899 Boise, ID 83707

Or MERS: IHFA #1009670

Loan Purchase within 15 Days of 1st Payment Due

- 1st pay netted out of purchase amount
- Lender retains 1st payment
- Purchase Statement will account for monthly escrow
- Transfer Flood Certificate to **HomeLoanServ**
- Transfer Hazard/Flood Insurance to HomeLoanServ

Original Note To:

Idaho Housing and Finance Association 565 W. Myrtle Street, Boise, ID 83702

Trailing Docs Delivered Within 90 Days of Loan Closing

(Upload thru Lender Connection)

- *Original Recorded Mortgage & Assignment
- * Final Title Insurance Policy
- * FHA MIC/VA LGC/USDA-RD LNG

Borrower's Payments/Servicing Questions

Idaho Housing and Finance Association P.O. Box 7541, Boise, ID 83707-1899

Toll Free #: 1-800-526-7145

Email Servicing Questions: mortgageserv@ihfa.org

First Mortgagee Clause: HomeLoanServ - its successors and/or assigns ATIMA: P.O. Box 7899, Boise, ID 83707

Second Mortgagee Clause: CHFA Downpayment Assistance Program (DAP) = Connecticut Housing Finance

Authority C/O HomeLoanServ, its successors and/or assigns ATIMA: P.O. Box 7899 - Boise, ID 83707

CHFA - LOAN FILE SUBMISSION FORM

SERVICER: IDAHO HOUSING AND FINANCE ASSOCIATION

CONVENTIONAL MORTGAGES



(Form for HFA Preferred ™/ HFA Advantage ® & Uninsured Only)

HOUSING FINANCE
The Key To Affordable Housing

	Date:					
	All Files Submitted To CHFA Are Required To Be Scanned In Checklist Order					
	COMPLETE THE FOLLOWIN	G TO	SUBMIT LOANS IN CHFA LOS:			
	Update All Applicable Fields In LOS Including DAP Worksheet (If	applic	cable)			
	Complete And Submit CHFA LOS Additional Data Screen					
	Upload The Final Loan Application (1003) In CHFA LOS					
	LENDER / SELLEF	CON	TACT INFORMATION			
Coı	ntact Name & Title Telephone		Email Address			
	D00000		FORMERON			
CH			FORMATION TOTAL POPULATION (Lock First)			
СП	FA Loan # IHFA Loan #	Pri	mary Borrower Name (Last, First)			
	LOAN FILE SUBIMISSION TO INCLUDE , but is not limited to the following of	locume	ntation (as applicable). Documentation requirements may differ by program.			
	CREDIT PACKAGE DOCUMENT	'S - C	HECK ONLY ITEMS APPLICABLE			
	Commitment / Loa	n Exce	eptions / Transmittal			
	File Submission Checklist - CHFA Form 009-1107 - ID		Loan Exception Documentation			
	Other Subordinate Financing - Initial Financing Approval Document		Final Transmittal Summary (1008) FNMA			
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	Mortgage Loan	Appro	oval & Application			
	Final/Verified Loan Application (1003) signed by Mtg Loan Originator		AUS Findings - Final version (DU, LP)			
	Initial Loan Application (1003) signed by Mtg Loan Originator		Private Mortgage Insurance Certificate - Copy (if applicable)			
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	Credit o	k Frau	d Checks			
	Credit Supplements (if applicable)		Credit Report Inquiry Explanation with Documentation - signed & dated			
Ħ	Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)		Divorce Decree / Property Separation Agreements (if applicable)			
Ħ	Bankruptcy Report / Discharge (if applicable)		Child Support Verification (if applicable)			
Ħ	Letter addressing Adverse Credit and/or Discrepancies - signed & date	d 📙				
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	Income	/ Em	ployment			
	Income Analysis Worksheet - Lender or CHFA Form 064-0309		Academic Student Transcript - for full-time student (or pay stub) if DAP LN			
Ħ	Verification of Employment		IRS Tax Transcripts - 3 most recent - 1 yr if targeted area (or applicable tax returns)			
Ħ	Current paystubs (reflecting 30 days & YTD income)		Fed. Tax Return-Personal Signed 3 most recent- 1 yr if targeted area -all schedules			
Ħ	Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)		Fed. Tax Return-Business Signed 3 most recent- 2 yrs if targeted area-all schedules			
Ħ	W-2's, 1099's - Most recent 2 yrs		Income Letter(s) of Explanation (if applicable)			
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	Assets					
	Cleared Earnest Money Check (copy) with source of funds (if applicable	_	Any Additional Supporting Asset Documentation (if applicable)			
Ħ	Gift Documentation per FNMA guidelines		Asset Statements - most recent 3 months - all accounts			
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H		\vdash				
	Prone	rtv / Δ	l Appraisal			
Ħ	Appraisal Report (include Photos, Street View, Comparables)	- J / h	Flood Hazard Notice			
H	Final / Repair Inspection with Photos - FNMA 1004D (if applicable)		Verification of Property Census Tract - FFIEC Geocoding print-out or Other			
H	Certificate of Occupancy (if applicable)	-	Purchase Agreement Docs (short sale agreement, probate approval, etc)			
H	Evidence Condo is FNMA Eligible - CHFA Form 013-490 - or - Equivaler	, 	Purchase Agreement - All Addendums & Counter Offers (fully executed)			
H	Flood Life of Loan Determination Certificate	` 	The records of the record of t			
H	Trood Life of Loan Determination Certificate					
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IHFA Conventional Mtg - Continued

	CHFA REQUIRED DOCUMENTS (if applicable)				
	Federal Recapture Tax Notice - Potential Tax - 051-0597		Police Statement of Eligibility - 031-027		
	Federal Recapture Tax Notice - Understanding Tax - 050-0597		Teacher Statement of Eligibility - 031-030		
	Federal Recapture Tax Notice - Method to Compute (LEAN Only)		Military Form DD214 Separation Documents (Honorable Discharge)		
	IRS Form 4506-T - Copy (completed & signed for each Borrower)				
	Borrower Eligibility Certificate - 014-1107		Homeownership Counseling		
	DAP - Application for Downpayment Only - DAPappOnly		Homebuyer Education Certificate		
	DAP - Borrower's Certificate - DAP 95-05		Online e-Home America Certificate		
	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)		Landlord Certificate (if multifamily)		
	Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification		Financial Fitness Certificate		
	CLOSING DOCUMENTS - IDAHO	Н	OUSING AND FINANCE ASSOC.		
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	Final FNMA 1003 uploaded in "Lender Connection" Web Portal		Documents Delivered Electronically in "Lender Connection"		
	"Lender Connection" Loan Information Completed Online		Original/Final Documents Mailed To: Idaho Housing and Finance Association - 565 W. Myrtle St Boise, ID 83702		
	Detail Purchase Advice Funding Sheet - CHFA Form 066-0408		Participating Lender Certification - CHFA Form 019-1101		
	Other Subordinate Financing - Copy Second Mortgage Note & Deed		UCDP - Submission Summary Report		
	IHFA - Certif. of Accelerated Delivery Form 1040 (see Lender Connection)		UCD - (Uniform Closing Dataset) - Final Submission Report - Eff. 9/25/2017		
	Flood Life of Loan Determination - Certificate Transferred to HomeLoanServ		Private Mtg Insurance Certificate		
	Flood Insurance Policy (if applicable) HomeLoanServ listed loss payee w/LN#		Private Mtg Insurance Cancellation Disclosures - Assigned to HomeLoanServ		
	Hazard Ins. Policy/Binder - HomeLoanServ listed loss payee with LN #		Servicing Transfer Discl "Goodbye Letter" Borrower notified of HmLnServ info		
	Hazard Ins Condo Master Insurance Policy (if applicable)		Original Note (First Mtg) - Endorsed to IHFA		
	Hazard Ins Condo "Walls In" Binder - H-06 policy (if applicable)		Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)		
	Mortgage Assignment to IHFA - ISAOA ATIMA -Copy (if not utilizing MERS)		Immigration & Naturalization Services (INS) Card - Copy		
	Title Ins. Policy - Final with Chain of Title & Property Tax Info.		Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.		
	Initial Escrow Account Disclosure		Borrower Signature Affidavit - 014-0718 - S		
Ħ	Well, Septic Inspections (if applicable)		Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet		
	New Construction Exhibits (if applicable)		Loan Estimate (LE) Revised - Change of Circumstance Form, if applicable		
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	Recorded Mtg & Assignment, Title Policy and FHA MIC/VA LGC/	/USI	DA-RD LNG must be delivered within 90 days of loan purchase		
	CHFA DAP Closing Do	ocu	ments (if applicable)		
	Homeowners insurance policy to include second mortgagee clause as follows: Connecticut Housing Finance Authority C/O HomeLoanServ, its successors and/or assigns as their interests may appear: P.O. Box 7899-Boise, ID 83707				
	Executed Commitment Letter - Copy (CHFA DAP subordinate financing)		DAP Loan Estimate (LE)		
	Original DAP Note (closed in the name of CHFA)		DAP Closing Disclosure (CD)		
	Original DAP Deed				
	Miscellaneous Doc	um	ents (if applicable)		
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CHFA - LOAN FILE SUBMISSION FORM

SERVICER: IDAHO HOUSING AND FINANCE ASSOCIATION

GOVERNMENT MORTGAGES



	(Form for FHA, USDA-RD, VA Only) The Key To Affordable Pleasing Date:					
	All Files Submitted To CHFA Are Required To Be Scanned In Checklist Order					
		COMPLETE	THE FOLLOWING T	0 9	SUBMIT LOANS IN CHFA LOS:	
	Update All Applicable Field	s In LOS Including	g DAP Worksheet (If ap	plic	cable)	
	Complete And Submit CHF	A LOS Additional I	Data Screen			
	Upload The Final Loan App	olication (1003) In	CHFA LOS			
		LE	NDER / SELLER C	ON.	TACT INFORMATION	
Cor	ntact Name & Title		Telephone		Email Address	
			BORROWER	INF	FORMATION	
CH	FA Loan #	IHFA Loan #		Pri	mary Borrower Name (Last, First)	
	LOAN FILE SURIMISSION TO	INCLUDE but is not	imited to the following doc	ımer	ntation (as applicable). Documentation requirements may differ by program.	
	EGAINTIEE SOBINIISSION TO				HECK ONLY ITEMS APPLICABLE	
					eptions / Transmittal	
Ħ	File Submission Checklist - Ch		•		USDA-RD Form 3555-18 Conditional Commitment for S/Fam Ln Guarantee	
Ħ	Other Subordinate Financing			H	HUD 92900LT - Final Underwriting & Transmittal Summary	
Ħ	Loan Exception Documentation		provar bodament	H	VA Form 26-6393 Loan Analysis	
H	Final Transmittal Summary (1		RD Loans ONLY)	H	William 20 0000 2001/Wallone	
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			Mortgage Loan Ap	pro	oval & Application	
	Final/Verified Loan Applicatio	n (1003) signed by	Mtg Loan Originator		AUS Findings - Final version (DU, LP, GUS)	
	Initial Loan Application (1003) signed by Mtg Loa	n Originator			
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			Credit & F	rau	d Checks	
	Credit Supplements (if applica	able)			Credit Report Inquiry Explanation with Documentation - signed & dated	
	Credit Report - RMCR / Tri-Me	erge (associated to A	NUS, if applicable)		Divorce Decree / Property Separation Agreements (if applicable)	
	Bankruptcy Report / Discharg	ge (if applicable)			Child Support Verification (if applicable)	
M	Letter addressing Adverse Cre	edit and/or Discrepa	incies - signed & dated			
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			Income /	Em	ployment	
	Income Analysis Worksheet - I	Lender or CHFA Form	064-0309		Academic Student Transcript - for full-time student (or pay stub) if DAP Loan	
	Verification of Employment			IRS Tax Transcripts - 3 most recent - 1 yr if targeted area (or applicable tax returns)		
	Current paystubs (reflecting 3	O days & YTD incom	ne)		Fed. Tax Return-Personal Signed 3 most recent- 1 yr if targeted area -all schedules	
	Verif. of Supplemental Income	e - Soc Sec, Pension	Award (or per AUS)		Fed. Tax Return-Business Signed 3 most recent- 2 yrs if targeted area-all schedules	
	W-2's, 1099's - Most recent 2 yrs			Income Letter(s) of Explanation (if applicable)		
	Assets					
	Cleared Earnest Money Check	(copy) with source	of funds (if applicable)		Any Additional Supporting Asset Documentation (if applicable)	
	Gift Documentation per FNMA	guidelines			Asset Statements - most recent 3 months - all accounts	
	Property / Appraisal					
	Appraisal Report (include Pho	tos, Street View, Co	mparables)			
	Final / Repair Inspection with	Photos - FNMA 10	04D (if applicable)		203(K) Rehabilitation Loans	
	Certificate of Occupancy (if ap	oplicable)			HUD 92700 - Maximum Mtg Worksheet	
	Evidence Condo is VA / FHA a	pproved			HUD Consultant Report	
	Flood Life of Loan Determinat	ion Certificate			Work Estimates - Fully Executed - Copy	
	Flood Hazard Notice				Work Write-up and signed Contract - Copy	
	Verification of Property Censu	s Tract - FFIEC Geod	oding print-out or Other		Contractor Licenses - Copy	
	Purchase Agreement Doc's (s	hort sale agreemen	, probate approval, etc)		Contractor Liability Insurance - Copy	
	Purchase Agreement - All Add	endums & Counter	Offers (fully executed)		Escrow Holdback Agreement (if applicable)	

CHFA REQUIRED DOCUMENTS (if applicable) C- 051-0597 Veterans Statement - Due on Sale - 018-0296 Og Tax - 050-0597 VA Eligibility Certificate - or - Automated Certificate

	OHFA REQUIRED DOC	JUIV	icivio (ii applicable)		
	Federal Recapture Tax Notice - Potential Tax - 051-0597		Veterans Statement - Due on Sale - 018-0296		
	Federal Recapture Tax Notice - Understanding Tax - 050-0597		VA Eligibility Certificate - or - Automated Certificate of Eligibility		
	Federal Recapture Tax Notice - Method to Compute (LEAN Only)		Military Form DD214 Separation Documents (Honorable Discharge)		
	IRS Form 4506-T - Copy (completed & signed for each Borrower)				
П	Borrower Eligibility Certificate - 014-1107	П			
	DAP - Application for Downpayment Only - DAPappONLY		Homeownership Counseling		
	DAP - Borrower's Certificate - DAP 95-05		Homebuyer Education Certificate		
	Loan Estimate (LE) Initial Disclosure (1st Mtg & DAP if applicable)		Online e-Home America Certificate		
	Landlord Verif. of Tenant Address - 060-1005 or Lease, or Recertification		Landlord Certificate (if multifamily)		
	Police Statement of Eligibility - 031-027		Financial Fitness Certificate		
	Teacher Statement of Eligibility - 031-030				
	CLOSING DOCUMENTS - IDAHO) H(OUSING AND FINANCE ASSOC.		
	Final FNMA 1003 uploaded in "Lender Connection" Web Portal		Documents Delivered Electronically in "Lender Connection"		
	"Lender Connection" Loan Information Completed Online		Original/Final Documents Mailed To: Idaho Housing and Finance Association - 565 W. Myrtle St Boise, ID 83702		
П	Detail Purchase Advice Funding Sheet - CHFA Form 066-0408		Participating Lender Certification - CHFA Form 019-1101		
	Commitment Letter - (CHFA) Fully Executed		Copy - Deactived Title for Manuf. Home showing Property as Real Property		
	Commitment Letter - (CHFA) Fully Executed Commitment Letter - (Lender) Fully Executed (LEAN only)	H	Well, Septic Inspections (if applicable)		
H	Other Subordinate Financing - Copy Second Mortgage Note & Deed		New Construction Exhibits (if applicable)		
H	IHFA - Certif. of Accelerated Delivery Form 1040 (see Lender Connection)		UCDP - Submission Summary Report		
H	Flood Life of Loan Determination - Certificate Transferred to HomeLoanServ	H	Private Mtg Insurance Certificate		
	Flood Insurance Policy (if applicable) HomeLoanServ listed loss payee w/LN#		Private Mtg Insurance Cancellation Disclosures - Assigned to HomeLoanServ		
Н	Hazard Ins. Policy/Binder - HomeLoanServ listed loss payee with LN #		Servicing Transfer Discl "Goodbye Letter" Borrower notified of HmLnServ info		
	Hazard Ins Condo Master Insurance Policy (if applicable)		Original Note (First Mtg) - Endorsed to IHFA		
	Hazard Ins Condo "Walls In" Binder - H-06 policy (if applicable)	H	Mtg Deed/Sec. Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)		
	Mortgage Assignment to IHFA - ISAOA ATIMA -Copy (if not utilizing MERS)	_	Immigration & Naturalization Services (INS) Card - Copy		
	Title Ins. Policy - Final with Chain of Title & Property Tax Info.		Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.		
	Initial Escrow Account Disclosure	H			
	Engineers Certification of foundation, required on Manufactured Homes	H	Borrower Signature Affidavit - 014-0718 - S		
	Engineers detailed for foundation, required on mandatared nomes		Closing Discl. (CD) Initial & Final with Settlement Agent disbursement sheet Loan Estimate (LE) Revised - Change of Circumstance Form (if applicable)		
			Ecun Estimate (EE) Nevised Shange of Great Islande Form (ii applicable)		
	CHFA DAP CLOSING DOCUMENTS				
	Homeowners insurance policy to inclu				
	Connecticut Housing Finance Authority C/O HomeLoanServ, its successors	and			
\vdash	Executed Commitment Letter - Copy (CHFA DAP subordinate financing)	Щ	DAP Clasing Dischause (CD)		
H	Original DAP Note (closed in the name of CHFA)	Щ	DAP Closing Disclosure (CD)		
H	Original DAP Deed	H			
		Ш			
	FHA, VA, USDA-RD SPECIFIC DOCUMENTS				
	FHA Documen				
	HUD 92900A - Addendum to Initial Loan Application		FHA Amendatory Clause/ RE Certification - signed & dated by all parties		
	FHA Connection Case # Assignment		HUD 92800.5B - Conditional Commitment Stmnt of Appraised Value		
	VA Document	s (i	f applicable)		
	Form 26-1802a /HUD Form 92900A - Addendum to Initial Ln Application		Notice of Value (NOV) or Master Certificate of Eligiblity		
	VA Form 26-1866 Certif. of Commitment-if prior apprvd, must be unexpired				
	USDA-RD Docum				
Щ	Form 1980-19 Guaranteed Ln Closing Report - Proof Upfront Ln Fee Paid		Form 3555-17 Loan Note Guarantee		
Щ	Form 3555-11 Guaranteed Rural Housing Lender Record Change	Щ	Form 3555-21 Request for S/Fam Housing Loan Guarantee		
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Recorded Mtg & Assignment, Title Policy and FHA MIC/VA LGC/USDA-RD LNG must be delivered within 90 days of loan purchase