

# CHFA - LOAN FILE SUBMISSION FORM

**SERVICER: AMERINAT - or - SERVICE RETAINED LENDERS**

## CONVENTIONAL MORTGAGES



**HFA Preferred™ & HFA Advantage® Loans that are NOT IHFA Eligible/Credit Scores < 620**

Date: \_\_\_\_\_

### All Files Submitted To CHFA Are Required To Be Scanned In Checklist Order

#### COMPLETE THE FOLLOWING TO SUBMIT LOANS IN CHFA LOS:

- Update All Applicable Fields In LOS - Confirm Program Type & Interest Rate - Including DAP Worksheet (If applicable)
- Complete And Submit CHFA LOS Additional Data Screens
- Upload The Final Loan Application (1003) In CHFA LOS

#### LENDER / SELLER CONTACT INFORMATION

File Contact Name & Title	Telephone & Ext.	Contacts Email Address
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#### BORROWER INFORMATION

CHFA Loan #	Lender Loan #	Primary Borrower Name (Last, First)
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LOAN FILE SUBMISSION TO INCLUDE, but is not limited to the following documentation (as applicable). Documentation requirements may differ by program.

#### CREDIT PACKAGE DOCUMENTS - CHECK ONLY ITEMS APPLICABLE

##### Commitment / Loan Exceptions / Transmittal

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 File Submission Checklist - CHFA Form 009-1108 - AM</li> <li><input type="checkbox"/> 2 Other Subordinate Financing - Initial Financing Approval Document<br/><i>(i.e. Housing Dev. Fund, Equity Builder, City of HTFD, etc.)</i></li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 Loan Exception Documentation</li> <li><input type="checkbox"/> 4 Final Transmittal Summary (1008) FNMA (dated/signed by Underwriter)</li> </ul> |
|--|---|

##### First Mortgage Loan Approval & Application

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Final/Verified Loan Application (1003) signed by Mtg Ln Originator</li> <li><input type="checkbox"/> 2 Initial Loan Application (1003) (signed by Borrower &amp; Ln Originator)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 AUS Findings - Final version (DU, LPA)</li> <li><input type="checkbox"/> 4 Private Mortgage Insurance Certificate - Copy (if applicable)</li> </ul> |
|--|---|

##### Credit & Fraud Checks

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Credit Supplements (if applicable)</li> <li><input type="checkbox"/> 2 Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)</li> <li><input type="checkbox"/> 3 Bankruptcy Report / Discharge (if applicable)</li> <li><input type="checkbox"/> 4 Letter addressing Adverse Credit and/or Discrepancies - signed &amp; dated</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 5 Credit Report Inquiry Explanation with Documentation - signed &amp; dated</li> <li><input type="checkbox"/> 6 Divorce Decree / Property Separation Agreements (if applicable)</li> <li><input type="checkbox"/> 7 Child Support Verification (if applicable)</li> <li><input type="checkbox"/></li> </ul> |
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##### Income / Employment - (Most Recent Documentation on Top)

DOCUMENTATION MUST BE TENDERED SEPARATELY FOR EACH APPLICANT - IN THE ORDER LISTED BELOW

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Income Analysis Wrksheet - Lender or CHFA Form 064-0309 (Repayment)</li> <li><input type="checkbox"/> 2 Income Analysis Wrksheet - Lender or CHFA Form 064-0309 (Income Limit)</li> <li><input type="checkbox"/> 3 Verification of Employment (past 2 yrs with start/end dates)</li> <li><input type="checkbox"/> 4 Current paystubs (reflecting 30 days &amp; YTD income)</li> <li><input type="checkbox"/> 5 Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)</li> <li><input type="checkbox"/> 6 W-2's, 1099's - Most recent 2 yrs</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 7 Academic Student Transcript - for full-time student (or pay stub)</li> <li><input type="checkbox"/> 8 IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area<br/><b>~ OR ~ (Do Not Include Both - Delays File Review Process)</b></li> <li><input type="checkbox"/> 8 Fed. Tax Return-<i>Personal</i> Signed 3 most recent- 1 yr if targeted area-all schedules</li> <li><input type="checkbox"/> 8 Fed. Tax Return-<i>Business</i> Signed 3 most recent- 2 yrs if targeted area-all schedules</li> <li><input type="checkbox"/> 9 Income Letter(s) of Explanation (if applicable)</li> </ul> |
|---|---|

##### Assets - (Most Recent Documentation on Top)

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Cleared Earnest Money Check (copy) with source of funds (if applicable)</li> <li><input type="checkbox"/> 2 Gift Documentation per FNMA guidelines</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 Asset Statements (Bank name &amp; ownership) min 1 mth within 30 day period</li> <li><input type="checkbox"/> 4 Any Additional Supporting Asset Documentation (if applicable)</li> </ul> |
|---|--|

##### Property / Appraisal

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Appraisal Report (include <b>Color</b> Photos, Street View, Comparables)</li> <li><input type="checkbox"/> 2 Final / Repair Inspection with <b>Color</b> Photos - FNMA 1004D (if applicable)</li> <li><input type="checkbox"/> 3 Certificate of Occupancy (if applicable)</li> <li><input type="checkbox"/> 4 Evidence Condo is FNMA Eligible - CHFA Form 013-490 - <b>or</b> - Equivalent</li> <li><input type="checkbox"/> 5 Flood Life of Loan Determination Certificate</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 6 Flood Hazard Notice</li> <li><input type="checkbox"/> 7 Verification of Property Census Tract - FFIEC Geocoding print-out or Other</li> <li><input type="checkbox"/> 8 Purchase Agreement - short sale agreement, probate approval...(fully executed)</li> <li><input type="checkbox"/> 9 Purchase Agreement - All Addendums &amp; Counter Offers (fully executed)</li> <li><input type="checkbox"/></li> </ul> |
|--|---|

## AmeriNat - Conventional Mtg - Continued

### CHFA REQUIRED DOCUMENTS (if applicable)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Federal Recapture Tax Notice - Potential Tax - 051-0597</td></tr> <tr><td style="width: 20px; text-align: center;">2</td><td>Federal Recapture Tax Notice - Understanding Tax - 050-0597</td></tr> <tr><td style="width: 20px; text-align: center;">3</td><td>Federal Recapture Tax Notice - Method to Compute (LEAN Only)</td></tr> <tr><td style="width: 20px; text-align: center;">4</td><td>IRS Form 4506-C - Copy (completed &amp; signed for each Borrower)</td></tr> <tr><td style="width: 20px; text-align: center;">5</td><td>Borrower Eligibility Certificate - 014-1107</td></tr> <tr><td style="width: 20px; text-align: center;">6</td><td>Down Payment Assistance Program/s Worksheet - DAPappcc</td></tr> <tr><td style="width: 20px; text-align: center;">7</td><td>DAP - Borrower's Certificate - DAP 95-05</td></tr> <tr><td style="width: 20px; text-align: center;">8</td><td>DAP - Applicant Notice - DAPDiscl</td></tr> <tr><td style="width: 20px; text-align: center;">9</td><td>Time To Own - Borrower's Certificate - TTO95-05 (if applicable)</td></tr> <tr><td style="width: 20px; text-align: center;">10</td><td>Time To Own - Applicant Notice - TTODiscl (if applicable)</td></tr> <tr><td style="width: 20px; text-align: center;">11</td><td>Loan Estimate (LE) (1st Mtg &amp; Down Payment Program/s, if applicable)</td></tr> </table>	1	Federal Recapture Tax Notice - Potential Tax - 051-0597	2	Federal Recapture Tax Notice - Understanding Tax - 050-0597	3	Federal Recapture Tax Notice - Method to Compute (LEAN Only)	4	IRS Form 4506-C - Copy (completed & signed for each Borrower)	5	Borrower Eligibility Certificate - 014-1107	6	Down Payment Assistance Program/s Worksheet - DAPappcc	7	DAP - Borrower's Certificate - DAP 95-05	8	DAP - Applicant Notice - DAPDiscl	9	Time To Own - Borrower's Certificate - TTO95-05 (if applicable)	10	Time To Own - Applicant Notice - TTODiscl (if applicable)	11	Loan Estimate (LE) (1st Mtg & Down Payment Program/s, if applicable)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">12</td><td>Homeownership Program - Statement of Eligibility - 060-1005</td></tr> <tr><td style="width: 20px; text-align: center;">13</td><td>Police Statement of Eligibility - 031-027</td></tr> <tr><td style="width: 20px; text-align: center;">14</td><td>Teacher Statement of Eligibility - 031-030</td></tr> <tr><td style="width: 20px; text-align: center;">15</td><td>Military Form DD214 Separation Documents (Honorable Discharge)</td></tr> <tr><td colspan="2" style="text-align: center;"><b>Homeownership Counseling</b></td></tr> <tr><td style="width: 20px; text-align: center;">16</td><td>Pre-Closing Homebuyer Education Certificate</td></tr> <tr><td style="width: 20px; text-align: center;">16</td><td>Pre-Purchase Homebuyer Education Certificate</td></tr> <tr><td style="width: 20px; text-align: center;">16</td><td>Online Homebuyer Education (FinallyHome!@) Certificate</td></tr> <tr><td style="width: 20px; text-align: center;">17</td><td>Financial Fitness Certificate</td></tr> <tr><td style="width: 20px; text-align: center;">18</td><td>Landlord Certificate (if 2 - 4 unit residence)</td></tr> </table>	12	Homeownership Program - Statement of Eligibility - 060-1005	13	Police Statement of Eligibility - 031-027	14	Teacher Statement of Eligibility - 031-030	15	Military Form DD214 Separation Documents (Honorable Discharge)	<b>Homeownership Counseling</b>		16	Pre-Closing Homebuyer Education Certificate	16	Pre-Purchase Homebuyer Education Certificate	16	Online Homebuyer Education (FinallyHome!@) Certificate	17	Financial Fitness Certificate	18	Landlord Certificate (if 2 - 4 unit residence)
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### CHFA FINANCE DEPARTMENT - CLOSED LOAN DOCUMENTS

<b>Detail Purchase Advice Funding Sheet</b> - CHFA Form 066-0408	<b>Participating Lender Certification - (Original)</b> CHFA Form 019-1101
<b>Assignment of Mortgage (Copy)</b> naming Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067	<b>Mortgage Insurance Certificate (Copy)</b> - (FHA,VA,USDA, or PMI)

### CLOSING DOCUMENTS - AMERINAT

<b>AmeriNat - Loan Information Sheet - Completed</b>	<b>(Original/Recorded) Assignment of Mortgage naming Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067</b>																																																								
<b>AmeriNat - Escrow Information Sheet - Completed</b>	<b>Original/Final Documents Mailed To: AmeriNat Attn: Loan Setup Dept. - 217 S. Newton Ave. Albert Lea, MN 56007</b>																																																								
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Instr., Applicable Riders, Legal Descrip - Copy (First Mtg)</td></tr> <tr><td style="width: 20px; text-align: center;">22</td><td>Tax-Exempt Financing Rider - CHFA Form 053-1199</td></tr> <tr><td style="width: 20px; text-align: center;">23</td><td>Immigration &amp; Naturalization Services (INS) Card - Copy</td></tr> <tr><td style="width: 20px; text-align: center;">24</td><td>Legal Address matches Note, Deed, 1003 App'l, AUS, Flood Cert., Ins. etc.</td></tr> <tr><td style="width: 20px; text-align: center;">25</td><td>Borrower Signature Affidavit - 014-0718</td></tr> <tr><td style="width: 20px; text-align: center;">26</td><td>Closing Discl. 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**\*\*Recorded Mortgage, Assignment and Title Policy must be delivered within 90 days of loan purchase\*\***

### CHFA DOWN PAYMENT ASSISTANCE PROGRAM/s CLOSING DOCUMENTS (IF APPLICABLE)

#### CHFA SUBORDINATE MORTGAGE SERVICER: Capital for Change, Inc. (C4C) (See Capital For Change, Inc. Servicing Guide)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Original Executed Commitment Letter/s (Copy to CHFA-CHFA subord. Financing)</td></tr> <tr><td style="width: 20px; text-align: center;">2</td><td>Original DAP and Time To Own Note (Copy to CHFA - Closed in CHFA's name)</td></tr> <tr><td style="width: 20px; text-align: center;">3</td><td>Original DAP and Time To Own Deed (within 90 days of closing)</td></tr> </table>	1	Original Executed Commitment Letter/s (Copy to CHFA-CHFA subord. Financing)	2	Original DAP and Time To Own Note (Copy to CHFA - Closed in CHFA's name)	3	Original DAP and Time To Own Deed (within 90 days of closing)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">4</td><td>Loan Estimate/s (LE)</td></tr> <tr><td style="width: 20px; text-align: center;">5</td><td>Closing Disclosure/s (CD)</td></tr> <tr><td style="width: 20px; text-align: center;">6</td><td>Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of C4C serv. info.</td></tr> </table>	4	Loan Estimate/s (LE)	5	Closing Disclosure/s (CD)	6	Servicing Transfer Discl. - "Goodbye Letter" Borrower notified of C4C serv. info.
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**First Mortgagee Clause:** Connecticut Housing Finance Authority, C/O AmeriNat  
ISAOA/ATIMA: PO Box 123, Downey, CA 90241

**Second Mortgagee Clause:** Connecticut Housing Finance Authority, C/O Capital For Change, Inc. (C4C) (DAP only N/A to TTO)  
ISAOA/ATIMA: 10 Alexander Drive, Wallingford, CT 06492.

### Miscellaneous Documents (if applicable)

1	3
2	4