

CHFA - LOAN FILE SUBMISSION FORM
SERVICER: AMERINAT - or - SERVICE RETAINED LENDER

GOVERNMENT MORTGAGES
(Form for FHA, VA or USDA Only)



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 Screen
- 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

<input type="checkbox"/> 1 File Submission Checklist - CHFA Form 009-1108 - AM	<input type="checkbox"/> 5 USDA Form 3555-18 Conditional Commitment for S/Fam Ln Guarantee
<input type="checkbox"/> 2 Other Subordinate Financing - Initial Financing Approval Document	<input type="checkbox"/> 6 HUD 92900LT - Final Underwriting & Transmittal Summary (signed by UW & dated)
<input type="checkbox"/> 3 Loan Exception Documentation	<input type="checkbox"/> 7 VA Form 26-6393 Loan Analysis (signed by UW & dated)
<input type="checkbox"/> 4 Final Transmtl Summary (1008) FNMA (USDA Lns ONLY - signed by UW & dated)	<input type="checkbox"/>

First Mortgage Loan Approval & Application

<input type="checkbox"/> 1 Final/Verified Loan Application (1003) signed by Mtg Loan Originator	<input type="checkbox"/> 3 AUS Findings - Final version (DU, LPA, GUS)
<input type="checkbox"/> 2 Initial Loan Application (1003) (signed by Borrower & Loan Originator)	<input type="checkbox"/> 4

Credit & Fraud Checks

<input type="checkbox"/> 1 Credit Supplements (if applicable)	<input type="checkbox"/> 5 Credit Report Inquiry Explanation with Documentation - signed & dated
<input type="checkbox"/> 2 Credit Report - RMCR / Tri-Merge (associated to AUS, if applicable)	<input type="checkbox"/> 6 Divorce Decree / Property Separation Agreements (if applicable)
<input type="checkbox"/> 3 Bankruptcy Report / Discharge (if applicable)	<input type="checkbox"/> 7 Child Support Verification (if applicable)
<input type="checkbox"/> 4 Letter addressing Adverse Credit and/or Discrepancies - signed & dated	<input type="checkbox"/>

Income / Employment - (Most Recent Documentation on Top)

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

<input type="checkbox"/> 1 Income Analysis Wrksheet - Lender or CHFA Form 064-0309 (Repayment)	<input type="checkbox"/> 7 Academic Student Transcript - for full-time student (or pay stub)
<input type="checkbox"/> 2 Income Analysis Wrksheet - Lender or CHFA Form 064-0309 (Income Limit)	<input type="checkbox"/> 8 IRS Tax Return Transcripts - 3 most recent - 1 yr if targeted area
<input type="checkbox"/> 3 Verification of Employment (past 2 yrs with start/end dates)	~ OR ~ (Do Not Include Both - Delays File Review Process)
<input type="checkbox"/> 4 Current paystubs (reflecting 30 days & YTD income)	<input type="checkbox"/> 8 Fed. Tax Return- <i>Personal</i> Signed 3 most recent - 1 yr if target area - all schedules
<input type="checkbox"/> 5 Verif. of Supplemental Income - Soc Sec, Pension Award (or per AUS)	<input type="checkbox"/> 8 Fed. Tax Return- <i>Business</i> Signed 3 most recent - 2 yrs if target area - all schedules
<input type="checkbox"/> 6 W-2's, 1099's - Most recent 2 yrs	<input type="checkbox"/> 9 Income Letter(s) of Explanation (if applicable)

Assets - (Most Recent Documentation on Top)

<input type="checkbox"/> 1 Cleared Earnest Money Check (copy) with source of funds (if applicable)	<input type="checkbox"/> 3 Asset Statements (Bank name & ownership) min 1 mth within 30 day period
<input type="checkbox"/> 2 Gift Documentation per FNMA guidelines	<input type="checkbox"/> 4 Any Additional Supporting Asset Documentation (if applicable)

Property / Appraisal

<input type="checkbox"/> 1 Appraisal Report (include Color Photos, Street View, Comparables)	<input type="checkbox"/> 10 Escrow Holdback Agreement (if applicable)
<input type="checkbox"/> 2 Final / Repair Inspection with Color Photos - FNMA 1004D (if applicable)	203(K) Rehabilitation Loans
<input type="checkbox"/> 3 Certificate of Occupancy (if applicable)	<input type="checkbox"/> 1 HUD 92700 - Maximum Mtg Worksheet
<input type="checkbox"/> 4 Evidence Condo is VA / FHA approved	<input type="checkbox"/> 2 HUD Consultant Report (if applicable)
<input type="checkbox"/> 5 Flood Life of Loan Determination Certificate	<input type="checkbox"/> 3 Work Estimates - Fully Executed - Copy
<input type="checkbox"/> 6 Flood Hazard Notice	<input type="checkbox"/> 4 Work Write-up and signed Contract - Copy
<input type="checkbox"/> 7 Verification of Property Census Tract - FFIEC Geocoding print-out or Other	<input type="checkbox"/> 5 Contractor Licenses - Copy
<input type="checkbox"/> 8 Purchase Agreement - short sale agreement, probate approval...(fully executed)	<input type="checkbox"/> 6 Contractor Liability Insurance - Copy
<input type="checkbox"/> 9 Purchase Agreement - All Addendums & Counter Offers (fully executed)	<input type="checkbox"/>

AmeriNat Government Mtg - Continued

CHFA REQUIRED DOCUMENTS (if applicable)

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CHFA FINANCE DEPARTMENT - CLOSED LOAN DOCUMENTS

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

CLOSING DOCUMENTS - AMERINAT

AmeriNat - Loan Information Sheet - Completed	(Original/Recorded) Assignment of Mortgage naming Connecticut Housing Finance Authority - 999 West Street - Rocky Hill, CT 06067																																																						
AmeriNat - Escrow Information Sheet - Completed	Original/Final Documents Mailed To: AmeriNat Attn: Loan Setup Dept. - 217 S. Newton Ave. Albert Lea, MN 56007																																																						
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FHA, VA, USDA SPECIFIC DOCUMENTS

FHA Documents (if applicable)

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VA Documents (if applicable)

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USDA Documents (if applicable)

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****Recorded Mtg & Assignment, Title Policy and FHA MIC/VA LGC/USDA LNG 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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5	Closing Disclosure/s (CD)												
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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.