

SECTION 8 – DELINQUENCY & FORECLOSURE

8.1 Law Firm Selection

Effective October 1, 2005, the servicer will hire a law firm to represent the Authority's interests regarding collection and/or foreclosure of delinquent single family mortgages.

Attorney's fees are allowed in accordance with the current HUD schedule of allowable attorney fees.

Servicers are required to monitor the performance of the hired law firms and are responsible for all issues regarding representation.

8.2 Claims Submission and Expense Reimbursement

- Servicers will use CHFA’s mortgagee number for the filing of HUD claims, list CHFA as the Payee for all PMI claims, list CHFA as the Holder for all VA claims and provide CHFA copies of all claims at the point of submission to the insurer.
- CHFA will wire* to the Servicer, within 2 business days after its receipt, expense reimbursement proceeds. Debenture interest will be included in the case of HUD insured loans. In the event of HUD curtailment of amounts owed CHFA:
 - CHFA will deduct the amount of the curtailment from the expense claim proceeds and wire the net amount to the servicer within 2 business days after receipt. Upon CHFA’s receipt and review of supporting documentation from the Servicer evidencing that they, or their attorney, were not responsible for the curtailment, the balance of expense proceeds received from the insurer will be remitted to the Servicer.
 - Servicer must continue to attempt collection of the curtailed amount from the responsible party and remit to CHFA immediately upon receipt. If, after 90 days of effort, Servicer is unable to collect and remit the curtailed amount to CHFA, Servicer must contact CHFA’s Finance Department (860-571-4292) to discuss continued collection efforts.
 - For all expense reimbursements due the Servicer in excess of what the insurer will cover, the Servicer will continue to provide all supporting documentation as was required prior to the new process for reimbursement from CHFA.
 - In the event of an insurer audit, the Servicer will be liable for payment of any and all reimbursements and penalties assessed by the insurer for improper claim filing, including but not limited to lack of appropriate supporting documentation.
 - CHFA will no longer accept or reimburse for expenses submitted by the Servicer after six months from the date that the original insurer claim was filed on HUD and VA insured loans or after six months from title taken date on all other loans.

Failure to use CHFA’s mortgagee number for claims filing will result in a penalty of \$250 per claim.

CHFA Foreclosure Expense Pre-Reimbursement Option (the “Option”)

In order to mitigate the impact of carrying large foreclosure expense balances on CHFA’s behalf for extended periods of time on loans in foreclosure, each servicer desiring to participate may submit an Option package (the “Package”) to CHFA for review and payment. This Package must include a cover page detailing each of the expenses for which reimbursement is being requested (with the total amount requested) along with all invoice support that CHFA requires for routine expense reimbursement for normal post-claim filings.

CHFA will pre-reimburse servicers selecting this new Option, for certain categories of expenses.

CHFA reserves the right to suspend availability of this Option either temporarily or permanently and/or change the parameters of this Option at any time without prior notice. CHFA may also suspend specific servicers from using this Option if CHFA determines, in its sole discretion, that the servicer has failed to follow the parameters of the Option to CHFA’s satisfaction.

Option Parameters

- Foreclosure must have been initiated and a **CHFA Foreclosure Approval Initiation/Mitigation/Action Notification** form must have been submitted to CHFA prior to Package submission.
- For insured loans, servicer must file the 1st insurer claim within 60 days of receiving payment from CHFA for the Package. The **only** exceptions to this filing date are:
 - Legal delays such as court scheduling, mediation hearings and litigation★
 - Delays due to eviction★
 - Delays due to substantial rehabilitation★
 - ★ If the 60 day deadline is unable to be met due to any of these issues, the servicer must report the reason(s) for the delay as well as a detailed plan that includes the expected time frames to complete and file the applicable insurer claim on the Option Compliance Report.
- Servicer must file for the 2nd insurer claim (where applicable) within 30 days of the submission of the 1st claim on FHA insured mortgages and within 60 days for all other insurance types.
- By the 10th of each month, Servicer must submit the **Option Compliance Report** to CHFA effective as of the previous month end detailing each loan that CHFA reimbursed under this Option for which foreclosure or other property disposition has not been completed. Document Library Any loan that has failed the time frames established in the parameters will require an explanation in the *Comment/Plan* section of the report.
- The only foreclosure expenses available under this Option are:
 - Condo/Association Fees
 - Attorney Fees
 - Title Search
 - Sheriff Fees
 - Inspections
 - Appraisal
 - Property Preservation
 - Utilities
 - Committee Fees
 - Recording Fees
 - Bankruptcy Fee
 - Eviction Fee
 - Court Entry Fee
 - Title Insurance Policy
 - Mediation Fee
 - Property Registration
- As always, servicers will continue to be responsible for any curtailments imposed by the insurers (i.e. CHFA will net any curtailment due to servicer error/omission from proceeds received). Additionally – all proceeds are to be remitted directly to CHFA from the Insurer. Any sales proceeds received by the servicer must be immediately forwarded to CHFA.

*Outgoing wire instructions must be provided to CHFA for expense. Wire instructions should be on Servicer's letterhead, signed by an authorized officer, and directed to Hazim Taib, Chief Financial Officer and must include the following information:

Servicer's Bank Name
Servicer's Bank Address and ABA Number
Account Name
Account Number
Mailing Address of the Account to be Credited

CHFA will not be responsible for any delays in the receipt of funds if the requested information is not provided on this form.

8.3 90 Days or More Delinquency Reporting

CHFA requires each servicer to report on a monthly basis for each loan that is 90 days or more delinquent. The attached ***Code Translation Table Form*** contains a list of valid reporting codes that must be assigned to each loan that is 90 days or more delinquent. CHFA has tried to stay as consistent as possible with current HUD reporting codes. In an effort to accommodate various servicing systems, CHFA will not require servicers to change their current reporting codes. Each servicer must fill out the attached ***Code Translation Table Form*** and return it to CHFA via fax @ (860) 257-8375, or e-mail to delqreport@chfa.org no later than close of business on February 15, 2005. Please note that you must indicate a Servicer Reporting Code for each CHFA Reporting Code listed. At any time in the future, if your code structure changes or you undergo a system conversion, etc., you are required to re-submit a new ***Code Translation Table Form*** to CHFA *before* you begin reporting using your new codes.

For all loans that are 90 days or more delinquent, you are required to report one of the codes listed on the ***Code Translation Table Form***. This reporting must be cut-off on the last business day of each month and be received by CHFA on or before the tenth day of the following month. This reporting will be accepted in one of the following three formats:

- Manually reported using the attached ***90 Day Delinquency Form***
- Via spreadsheet, using the format defined below and named as ###MMYY.xls where ### is your 3 digit CHFA servicer number and MMY is the month and year being reported:
 - CHFA Loan # (text field) – 6 digit CHFA loan number
 - Servicer Loan # (text field) – loan number assigned by Servicer
 - Servicer Number (3 digit numeric field) – 3 digit code assigned by CHFA to identify Servicer
 - Servicer Reporting Code (may vary with each servicer - 2 digit numeric field for CHFA codes) – Servicer Reporting Code currently assigned to the loan 90 days or more delinquent as defined on the ***Code Translation Table Form***
 - Date Code Set (mm/dd/yyyy date field) – Date this code was assigned to the loan
 - Comment (text field) – should include any comments added to this loan during the most recent reporting period
- Via data file, in a comma delimited file format with the fields in the same order as listed above for reporting via spreadsheet and named as ###MMYY.txt where ### is your 3 digit CHFA servicer number and MMY is the month and year being reported

Reporting of 90 day delinquency codes is required on a monthly basis until the loan either becomes less than 90 days delinquent or until all insurer payments have been received by CHFA.

If you have no loans within your portfolio that are 90 days or more delinquent, you are required to report this to CHFA as well. This may be done utilizing the *90 Day Delinquency Form* and writing in “No 90+ Day Loans” in the Comments section, or via email @ delqreport@chfa.org

8.5 Code Translation Table Form

Date _
 CHFA Servicer #
 Servicer Name

CHFA Reporting Code	Code Description	Servicer Reporting Code
01	Chapter 13 Bankruptcy	
03	Cramdown	
04	Condo Action	
08	Chapter 7 Bankruptcy	
09	Forbearance	
10	Partial Claim	
11	Unable to Convey-Occupied	
12	Repayment	
15	Pre-Forc Acceptance Plan Available	
17	Pre-Forc Sale	
20	Reinstated by Mortgagor who Retains Ownership	
26	Refinance	
28	Modification	
30	Third Party Sale	
32	Military Indulgence	
42	Delinquent/Standard Collection Processes	
43	Foreclosure Started	
45	Foreclosure Completed	
46	Property Conveyed to Insurer & Claim Submitted	
47	Deed in Lieu	
49	Assignment/Refunding	
68	First Legal/Foreclosure In Process	
73	Charge Off-No Release	
78	Unclaimable Condition	

Completed By: _

Printed Name: _

8.6 Foreclosure Approval Initiation/Mitigation/Action Notification Reporting

The *CHFA Foreclosure Approval Initiation/Mitigation/Action Notification* form must be used to notify CHFA of any loan that is entering foreclosure or that has had an action for which CHFA must be notified immediately. These actions include Foreclosure Initiation, Date of First Legal, Title Taken Date, Bankruptcy Status and Date, Bankruptcy Dismissal Date, Date/Amount that Court/Attorney Proceeds Received, and Property Conveyance Date. This form must be legible and faxed to the number indicated on the form. This form can also be downloaded from CHFA's website at www.chfa.org from the Lender forms section.

Section A – Loan Information

This section must be filled out every time this form is faxed to CHFA. All information requested in Section A must be completed. This form should be faxed to CHFA on a “real time” basis (i.e. immediately upon the occurrence of any action listed on the form). All other monthly 90 day delinquency reporting must be cut-off on the last business day of each month and be received by CHFA on or before the tenth day of the following month.

- 8.6.1** Date – Date form being completed and faxed to CHFA
- 8.6.2** CHFA Loan # - 6 digit loan number assigned by CHFA
- 8.6.3** Servicer Loan # - Loan number assigned by Servicer
- 8.6.4** Borrower Name(s) – List all borrowers listed on mortgage
- 8.6.5** Insurance Type – Check the correct box to indicate how the loan is insured
- 8.6.6** Short Sale Prior to Foreclosure Initiation – Check box if this is occurring

Section B - Foreclosure Initiation

This section must be completed once all loss mitigation requirements have been satisfied and the loan is being assigned to an attorney for foreclosure action. Receipt by CHFA of this form with this Section completed constitutes CHFA's approval to foreclose.

- 8.6.7** Date Counseling Letter Sent – Date 60 day counseling letter originally sent to borrower
- 8.6.8** Owner Occupancy Verified – Must check box indicating whether owner occupancy was verified. If property is not owner occupied, Servicer must provide an explanation in the **Comments** section of the form.
- 8.6.9** Check any/all loss mitigation codes that may apply for this loan
- 8.6.10** Loss Mitigation Certification
 - 8.6.10.1** By – Should be the signature of the authorized officer verifying all guidelines were followed
 - 8.6.10.2** Printed Name – Name of person signing above
 - 8.6.10.3** Phone # - Number at which person above can be reached with any questions
 - 8.6.10.4** Email – Email address at which person above can be contacted
- 8.6.11** Foreclosure Start Date – Date Servicer hired attorney to begin foreclosure process
- 8.6.12** Attorney/Firm Assigned – Name of attorney/firm hired

Section C – Foreclosure Action Notification

*This section must be completed anytime one of the six following actions occurs. CHFA must be informed of any of these actions as soon as they occur – **this reporting cannot wait until the month end cut-off reporting cycle***

- 8.6.13** Date of First Legal – Date Lis Pendens filed/Sheriff hired
- 8.6.14** Title Taken Date – Date title was taken
- 8.6.15** Bankruptcy Status/Date – The date the borrower filed for Bankruptcy protection and the type of bankruptcy filed
- 8.6.16** Bankruptcy Dismissal Date – The date the Bankruptcy was dismissed by the court
- 8.6.17** Date/Amount Court/Attorney Proceeds Received – Date proceeds were received from the court or the attorney and the amount of proceeds received

Property Conveyance Date – Date property conveyed to Insurer/CHFA

Section D – Comments

This section can be used to add any additional comments that are relevant to the action being reported, but is not required except as noted in Section B.

8.7 CHFA Foreclosure Approval/Mitigation/Initiation/Action Notification

Fax to: (860) 257-8375
ATTN: Finance Department

A. Loan Information

Date: _____

CHFA Loan #: _____

Servicer Loan #: _____

Borrower Name(s): _____

Insurance Type: FHA VA PMI CHFA Uninsured RDA

Check if Short Sale Prior to Foreclosure Initiation:

B. Foreclosure Initiation

Date Counseling Letter Sent: _____

Owner Occupancy Verified: Yes No (if No, Comment is required)

Check all boxes that may apply:

Code	Description	Code	Description
<input type="checkbox"/> 12	Repayment	<input type="checkbox"/> 10	Partial Claim
<input type="checkbox"/> 09	Forbearance	<input type="checkbox"/> 17	Pre-Foreclosure Sale
<input type="checkbox"/> 28	Modification	<input type="checkbox"/> 47	Deed-In-Lieu
<input type="checkbox"/> 49	Assignment/Refunding		

I certify that all CHFA guidelines, or any other requirements per the guarantor, were followed prior to initiating foreclosure: *(For CHFA or uninsured loans, HUD guidelines, excluding partial claims should be followed)*

By: _____

Printed Name: _____

Phone #: _____

Email Address: _____

Foreclosure Start Date: _____

(Date Attorney hired)

Attorney/Firm Assigned: _____

C. Foreclosure Action Notification

Date of First Legal: _____

Title Taken Date: _____

Bankruptcy Status: Chap 7 Chap 13

Bankruptcy Date: _____

Bankruptcy Dismissal Date: _____

Date Court/Attorney Proceeds Received: _____

Amount: _____

Property Conveyance Date: _____

D. Comments

8.8 Additional Changes to Current Requirements

Beginning March 1, 2005, requirements under the following sections of the CHFA Home Mortgage Servicing Agreement shall be changed as follows:

The below changes DO NOT SUPERCEDE any insurer requirement. To the extent that there is a present or future conflict with this Supplement and/or the existing CHFA Home Mortgage Servicing Agreement and insurer requirements, the Servicer MUST FOLLOW ALL INSURER REQUIREMENTS in order to preserve CHFA rights under the terms of the mortgage insurance.

Inspections:

8.8.1 Servicer shall make an inspection of the mortgaged property in the event of delinquency of 90 days *and* no contact has been made with the borrower. (Previously, inspections were required even if the Servicer was in contact with the borrower.)

8.8.2 Servicer shall make an inspection of the mortgaged property if the loss claim for damage exceeds \$5,000, up from \$2,500

Notification by Servicer:

8.8.3 Servicer shall notify CHFA of loss or damage to the mortgaged property in excess of \$10,000, up from \$2,500

90-Day Delinquencies:

- Servicer must comply with **CHFA Delinquency Intervention Counseling Program** requirements
- Servicer must continue to report monthly on a loan by loan basis for any loan that is 90 days or more delinquent until such time as the loan becomes less than 90 days delinquent or until all insurer payments have been received by CHFA
- Servicer shall send 30-day demand notices to mortgagors, as required by law, advising them of CHFA's intent to foreclose, and thereafter, in accordance with **CHFA's Delinquency Intervention Counseling Program** requirements

Foreclosures:

- Once a loan becomes 120 days delinquent or is determined to be in default, Servicer must fax the completed **CHFA Foreclosure Approval Initiation/Mitigation/Action Notification** form to CHFA.

Foreclosures – Sub-section: CHFA's Foreclosure Responsibilities:

- CHFA no longer designates a foreclosure attorney or issues a written foreclosure order
- CHFA will promptly reimburse Servicer for legal fees and expenses and for Servicer's out-of-pocket expense reasonably incurred during the foreclosure process. These expenses can only be submitted for reimbursement after the foreclosure has been completed. CHFA will no longer accept or reimburse for expenses submitted by the Servicer after six months from the date that the original insurer claim was filed on HUD and VA insured loans or after six months from title taken date on all other loans

Foreclosures – Sub-section: Servicer's Foreclosure Responsibilities:

- Servicer designates and hires a foreclosure attorney and issues a written foreclosure order
- Assist the foreclosure attorney in matters of a legal nature
- All other current responsibilities defined in this sub-section

Servicer's Compensation:

8.8.4 Servicer's compensation related to delinquency/foreclosure servicing of a CHFA Mortgage shall cease upon commencement of foreclosure except for HUD insured loans or payoff of the loan in full. To the extent that CHFA receives gross interest from HUD, or the loan is paid in full, servicer fees related to this gross interest received by CHFA will be paid to the Servicer upon receipt by CHFA

Agency – Sub-section: Limited Agency:

8.8.5 Servicer, on behalf of CHFA, may endorse insurance checks for any amount up to \$10,000, up from \$2,500, without prior approval of CHFA

8.8.6 Servicer, on behalf of CHFA, may submit claims to FHA, VA or private mortgage insurers and must use CHFA's mortgagee number. Failure to use CHFA's mortgagee number will result in a \$250 penalty per claim

Service-Operations:

8.8.7 Servicer shall provide a toll free number for use by CHFA and mortgagors

8.9 Safekeeping of Authority Documents

Mortgage records, including but not limited to, promissory notes and mortgage deeds documenting CHFA loans will be delivered to Servicer for safe keeping. Servicer will act as document custodian for CHFA or designate a document custodian to hold all CHFA mortgage records. Servicer or its designated document custodian will comply with all state document preservation requirements applicable to CHFA. These requirements can be found at www.cslib.org. Mortgage records remain the property of CHFA, and Servicer will provide copies or return originals to CHFA promptly upon request at no cost to CHFA. Servicer will be responsible for any loss sustained by CHFA resulting from loss or damage to CHFA mortgage records delivered to Servicer.

Please provide the contact information listed below for the document custodian that will be responsible for these records.

This information must be completed, signed by an authorized officer of Servicer and the original must be received by CHFA's Finance Department no later than February 15, 2005.

Servicer Name	
Servicer Address	
Document Custodian Info:	
Contact Name	
Contact Entity (if not Servicer)	
Contact Address	
Contact Phone	
Contact Email	

By Authorized Officer (Servicer): _____

Printed Name: _____

Any changes to the above information must be mailed to CHFA's Finance Department 10 business days prior to change of document custodian.

All records will be shipped (at CHFA's expense) to the document custodian along with a schedule listing an inventory, by CHFA loan number, of the mortgage records. Document custodian will sign a copy of the inventory listing upon delivery to acknowledge receipt of the records. Within 60 days of delivery by CHFA, document custodian will review and confirm receipt of all items on the inventory listing, and sign and return a second copy of the inventory listing to CHFA.

Note: During the transition period, should you require documents for any loan that has not yet been delivered to your document custodian, please call the CHFA Finance Department at 860-571-4292 and we will promptly ship the requested documents. Initially, CHFA will deliver to all designated document custodians those loans which are 90 days or more delinquent as of December 31, 2004. CHFA anticipates delivery of all remaining loan documents to each document custodian by June 30, 2005.

8.10 CHFA Delinquency Intervention Counseling Program

Connecticut Housing Finance Authority (CHFA) offers delinquency intervention counseling to borrowers who are sixty (60) days delinquent on their mortgage loan. The servicer sends a letter to the borrower and forwards a referral to a CHFA approved counseling agency when a borrower is 60 days delinquent. The counseling agency works with the borrower, develops a financial plan, analyzes their financial situation and helps to develop an action plan to bring the loan current. The plan is presented to the servicer for approval.

Servicer must simultaneously perform prudent collection efforts in compliance with insurer/guarantor regulations.

Loss Mitigation tools for HUD insured loans include:

Special Forbearance: Provides a written payment plan for the borrower to become current on their mortgage.

Loan Modification: A permanent extension in the loan term that results in a payment that the borrower can afford.

Partial Claim: Allows a delinquent mortgage to be reinstated by advancing HUD funds to pay the arrearage. A promissory note or “partial claim note” is issued. Currently the partial claim note carries no interest and is not due and payable until the borrower either pays off the first mortgage or no longer owns the property.

Pre-foreclosure Sale: Allows a borrower in default to sell the property and use the sale proceeds to satisfy the mortgage debt, even if the proceeds are less than the amount owed.

Deed in Lieu of Foreclosure: The borrower voluntarily deeds the property to HUD in exchange for a release from all obligations under the mortgage.

Loss Mitigation tools for other insurance type loans include:

Forbearance, modifications, pre-foreclosure sales and deed-in-lieu of foreclosures are also loss mitigation options for loans insured by private mortgage insurance companies, by the Veteran’s Administration (VA), CHFA insured loans and uninsured loans. In addition, the private mortgage insurance companies offer a product similar to the partial claim and the VA offers a Refunding.

Follow-up with the borrower is conducted at one, three and six months to discuss and identify any changes that may have occurred that will influence that action plan. Follow-up counseling sessions are conducted, as necessary.

8.11 Sample Reporting Stream

Borrower: John Smith8

CHFA Loan # 991234, Servicer Loan # 449876

Insured by FHA, Interest P-T-D 4/1/2005

Loan becomes part of this reporting process once it becomes 90 days delinquent. This reporting for this loan begins with the July 2005 month end reporting.

Date	Reporting
7/20/13	No reporting yet to CHFA -Servicer working with borrower. Servicer assigns code 12 indicating that borrower will attempt repayment
7/31/13	90 Day Delinquency Form is submitted with July month end reporting – see attachment a
8/31/13	90 Day Delinquency Form is submitted with August month end reporting – see attachment b
9/2/13	CHFA Foreclosure Approval Initiation/Mitigation/Action Notification form is submitted on September 2, 2005 to inform CHFA of foreclosure initiation – see attachment c
9/30/13	90 Day Delinquency Form is submitted with September month end reporting – see attachment d
10/3/13	CHFA Foreclosure Approval Initiation/Mitigation/Action Notification form is submitted on October 3, 2005 to inform CHFA of Date of First Legal – see attachment e
10/31/13	90 Day Delinquency Form is submitted with October month end reporting – see attachment f
11/30/13	90 Day Delinquency Form is submitted with November month end reporting – see attachment g
12/20/13	CHFA Foreclosure Approval Initiation/Mitigation/Action Notification form is submitted on December 20, 2005 to inform CHFA that title has been taken – see attachment h
12/31/13	90 Day Delinquency Form is submitted with December month end reporting – see attachment i
1/31/14	90 Day Delinquency Form is submitted with January month end reporting – see attachment j
2/26/14	CHFA Foreclosure Approval Initiation/Mitigation/Action Notification form is submitted on February 26, 2006 to inform CHFA that loan was conveyed to the insurer – see attachment k
2/28/14	90 Day Delinquency Form is submitted with February month end reporting – see attachment l
3/31/14	90 Day Delinquency Form is submitted with March month end reporting – see attachment m
4/30/14	90 Day Delinquency Form is submitted with April month end reporting – see attachment n
5/31/14	Loan no longer reported to CHFA-all insurer payments have been received by CHFA

CHFA Foreclosure Approval Initiation/Mitigation/Action Notification

attachment d

Fax to: (860) 257-8375
ATTN: Finance Department

A. Loan Information

Date: 9/2/05

CHFA Loan #: 991234

Servicer Loan #: 449876

Borrower Name(s): John Smith

Insurance Type: FHA VA PMI CHFA Uninsured RDA

Check if Short Sale Prior to Foreclosure Initiation:

B. Foreclosure Initiation

Date Counseling Letter Sent: 6/12/05

Owner Occupancy Verified: Yes No (if No, Comment is required)

Check all boxes that may apply:

Code	Description	Code	Description
<input checked="" type="checkbox"/> 12	Repayment	<input type="checkbox"/> 10	Partial Claim
<input type="checkbox"/> 09	Forbearance	<input type="checkbox"/> 17	Pre-Foreclosure Sale
<input type="checkbox"/> 28	Modification	<input type="checkbox"/> 47	Deed-In-Lieu
<input type="checkbox"/> 49	Assignment/Refunding		

I certify that all CHFA guidelines, or any other requirements per the guarantor, were followed prior to initiating foreclosure: (For CHFA or uninsured loans, HUD guidelines, excluding partial claims should be followed)

By: Authorized Officer

Printed Name: Authorized Officer

Phone #: 860-571-499 9

Email Address: Aofficer@bank.com

Foreclosure Start Date: 9/2/05
(Date Attorney hired)

Attorney/Firm Assigned: Reliable Legal Representation, LLC

C. Foreclosure Action Notification

-

Date of First Legal:

Title Taken Date:

Bankruptcy Status: Chap 7 Chap 13

Bankruptcy Date:

Bankruptcy Dismissal Date: ____

Date Court/Attorney Proceeds Received: _

Amount: _____

Property Conveyance Date: _____

D. Comments

90 Day Delinquency Form

attachment d

Use this form, or spreadsheet or data submission to report **ALL** loans that are 90 days or more delinquent. Information must be cut-off on the last business day of each month and be received by CHFA no later than the 10th day of the following month. If mailing, please submit to the attention of the Finance Department at the address below. Manually completed forms or spreadsheets may be faxed to (860) 257-8375 or e-mailed to delqreport@chfa.org. Data submissions must be e-mailed to delqreport@chfa.org.

Month End Date (month and year) September 2005

CHFA Servicer # 432

Servicer Name Sample Servicer

CHFA Loan #	Servicer Loan #	Reporting Code	Date Code Assigned	Comments (should include all comments added since the last reporting cycle)
991234	449876	43	9/2/05	No further contact with borrower - Inspection completed

CHFA Foreclosure Approval/Initiation/Mitigation/Action Notification

attachment e
Fax to: (860) 257-8375
ATTN: Finance Department

A. Loan Information

Date: 10/3/05
CHFA Loan #: 991234 Servicer Loan #: 449876
Borrower Name(s): John Smith
Insurance Type: FHA VA PMI CHFA Uninsured RDA
Check if Short Sale Prior to Foreclosure Initiation:

B. Foreclosure Initiation

Date Counseling Letter Sent: _____
Owner Occupancy Verified: Yes No (if No, Comment is required)

Check all boxes that may apply:

Code	Description	Code	Description
<input type="checkbox"/> 12	Repayment	<input type="checkbox"/> 10	Partial Claim
<input type="checkbox"/> 09	Forbearance	<input type="checkbox"/> 17	Pre-Foreclosure Sale
<input type="checkbox"/> 28	Modification	<input type="checkbox"/> 47	Deed-In-Lieu
<input type="checkbox"/> 49	Assignment/Refunding		

I certify that all CHFA guidelines, or any other requirements per the guarantor, were followed prior to initiating foreclosure: *(For CHFA or uninsured loans, HUD guidelines, excluding partial claims should be followed)*

By: _____

Printed Name: _____

Phone #: _____

Email Address: _____

Foreclosure Start Date: _____
(Date Attorney hired)

Attorney/Firm Assigned: _____

C. Foreclosure Action Notification

Date of First Legal: 10/3/05 Title Taken Date: _____
Bankruptcy Status: Chap 7 Chap 13 Bankruptcy Date: _____
Bankruptcy Dismissal Date: _____
Date Court/Attorney Proceeds Received: _____ Amount: _____
Property Conveyance Date: _____

D. Comments

CHFA Foreclosure Approval Initiation/Mitigation/Action Notification

attachment h
Fax to: (860) 257-8375
ATTN: Finance Department

A. Loan Information

Date: 12/20/05
CHFA Loan #: 991234 Servicer Loan #: 449876
Borrower Name(s): John Smith
Insurance Type: FHA VA PMI CHFA Uninsured RDA
Check if Short Sale Prior to Foreclosure Initiation:

B. Foreclosure Initiation

Date Counseling Letter Sent: _____

Owner Occupancy Verified: Yes No (if No, Comment is required)

Check all boxes that may apply:

Code	Description	Code	Description
<input type="checkbox"/> 12	Repayment	<input type="checkbox"/> 10	Partial Claim
<input type="checkbox"/> 09	Forbearance	<input type="checkbox"/> 17	Pre-Foreclosure Sale
<input type="checkbox"/> 28	Modification	<input type="checkbox"/> 47	Deed-In-Lieu
<input type="checkbox"/> 49	Assignment/Refunding		

I certify that all CHFA guidelines, or any other requirements per the guarantor, were followed prior to initiating foreclosure: *(For CHFA or uninsured loans, HUD guidelines, excluding partial claims should be followed)*

By: _____

Printed Name: _____

Phone #: _____

Email Address: _____

Foreclosure Start Date: _____
(Date Attorney hired)

Attorney/Firm Assigned: _____

C. Foreclosure Action Notification

Date of First Legal: _____ Title Taken Date: 12/20/05

Bankruptcy Status: Chap 7 Chap 13 Bankruptcy Date: _____

Bankruptcy Dismissal Date: _____

Date Court/Attorney Proceeds Received: _____ Amount: _____

Property Conveyance Date: _____

D. Comments

A. Loan Information

Date: 2/26/06

CHFA Loan #: 991234

Servicer Loan #: 449876

Borrower Name(s): John Smith

Insurance Type: FHA VA PMI CHFA Uninsured RDA

Check if Short Sale Prior to Foreclosure Initiation:

B. Foreclosure Initiation

Date Counseling Letter Sent: _____

Owner Occupancy Verified: Yes No (if No, Comment is required)

Check all boxes that may apply:

Code	Description	Code	Description
<input type="checkbox"/> 12	Repayment	<input type="checkbox"/> 10	Partial Claim
<input type="checkbox"/> 09	Forbearance	<input type="checkbox"/> 17	Pre-Foreclosure Sale
<input type="checkbox"/> 28	Modification	<input type="checkbox"/> 47	Deed-In-Lieu
<input type="checkbox"/> 49	Assignment/Refunding		

I certify that all CHFA guidelines, or any other requirements per the guarantor, were followed prior to initiating foreclosure: *(For CHFA or uninsured loans, HUD guidelines, excluding partial claims should be followed)*

By: _____

Printed Name: _____

Phone #: _____

Email Address: _____

Foreclosure Start Date: _____

(Date Attorney hired)

Attorney/Firm Assigned: _____

C. Foreclosure Action Notification

Date of First Legal: _____ Title Taken Date: _____

Bankruptcy Status: Chap 7 Chap 13 Bankruptcy Date: _____

Bankruptcy Dismissal Date: _____

Date Court/Attorney Proceeds Received: _____ Amount: _____

Property Conveyance Date: 2/26/06

D. Comments

