

Colorado Housing and Finance Authority
www.chfainfo.com

CHFA FirstStepsm Program
CHFA FirstStep Plussm Program
Purchase Review Submission Checklist

Submission Tips

- Please use CHFA's Document Delivery System in CHFA HomeConnectionsm for all new submissions and suspense conditions. Please submit only the items in this list, omitting any duplicate documentation.
 - All documents with a red asterisk are required for the file to advance for review. Additionally, all other documentation that is relevant to the file, including, but not limited to, income, is also required even though it is not explicitly called out via a red asterisk.
 - It is a lender's responsibility to check their pipeline report within six hours of uploading documents to confirm that the status has changed from "Compliance Approved" to "Prefunding in Process."
 - CHFA second mortgage loans must be submitted simultaneously at time of first mortgage loan submission. Second mortgage loan must be submitted to its own loan number file in the CHFA Document Delivery System.
 - This document list is not all inclusive of what may be required by FHA, VA, USDA-RD, Fannie Mae, Freddie Mac or by local, state and federal laws, regulations or other requirements, as applicable. CHFA relies on its Participating Lenders to comply with any and all applicable legal and regulatory requirements relating to the origination and underwriting of the loan including, but not limited to, disclosure requirements. CHFA reserves the right to request additional documentation from the Lender as needed in CHFA's sole discretion.
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Original documents to be sent to CHFA, 1981 Blake St, Denver, CO 80202

1. **Original Promissory Note for First Mortgage Loan**, fully executed; *endorsed to Colorado Housing and Finance Authority, without recourse* (endorsement can be completed on the original note OR via a Note Allonge)
2. **Bailee Letter**; *if applicable*

Documents to upload via CHFA Document Delivery System

1. * **Promissory Note for First Mortgage Loan**, *fully executed*
2. * **First Deed of Trust**, fully executed and notarized, including all applicable riders
3. * **CHFA Form 220, Tax Exempt Financing Rider** **Must be indicated as a rider to the First Mortgage Deed of Trust in the rider section by selecting "Other" and recorded with the First Mortgage Deed of Trust, not to be recorded with the Second Mortgage Deed of Trust*
4. **CHFA Form 205, Modification of Promissory Note and Deed of Trust**, if applicable **Fully executed by borrower and lender*
5. * **Warranty Deed**, fully executed and notarized **Only occupying borrower(s) can take title*
6. * **All Closing Disclosure(s) with addendums and change in circumstance**, if applicable
7. * **CHFA Form 402, Final Applicant Affidavit**, signed by all borrower(s) and all signatures notarized **Must include all requirements from CHFA Program Compliance Approval Letter (if applicable)*
8. * **CHFA Form 407, Notice of Recapture Tax to Mortgage Loan Applicants** **Must be completed by lender and signed by all borrower(s)*
9. **Tax transcripts**, if required per underwriting findings or decision
10. **Asset documentation** **Must include all assets required in DU Findings*
11. **Proof of satisfaction of all "prior to closing" appraisal requirements**, completed per plans and specifications (i.e., 10-year Builder Warranty, Occupancy Certificate, etc.)
12. **Proof of satisfaction of all conditions per CHFA Program Compliance Approval Letter**
13. **Current payment history** **Required if the Participating Lender has received payments; must reflect any principal reduction credited at closing; must reflect that monthly mortgage insurance and any late charges incurred have been paid for any payments received by the lender prior to loan purchase by CHFA*
14. * **Homebuyer education certificate** **Required for all borrower(s)*

15. **Title Commitment**
16. * **Initial Escrow Account Disclosure**
17. **CHFA Form 110, Buy Down Agreement**, if applicable (only available for locks prior to March 7, 2022)
18. * **Evidence of Hazard Insurance or original Hazard Insurance Policy**, or certificate of insurance if property is a condominium
19. **HO6 Insurance Policy** *Required for condominiums only
20. * **Life of Loan Flood Determination Certificate** *Must be from a CHFA-approved company
21. **Evidence of Flood Insurance or original Flood Insurance Policy**, if applicable
22. * **Tax Certificate** *Must show taxes are current or they must be paid at closing and reflected on the Closing Disclosure; must include legal description
23. * **IRS Form W-9, Request for Taxpayer Identification Number and Certification** *Must be signed by all borrower(s)
24. * **IRS Form 4506-T or 4506-C, Request for Transcript of Tax Return, including Borrower Consent to the Use of Tax Return Information**; *Must be signed by all borrower(s) per FHA requirements
25. * **First Payment Disclosure** *Must be signed by all borrower(s)
26. * **Same Name Affidavit or "AKA" Affidavit**, *Fully executed for each borrower
27. **Executed Power of Attorney(s) (POA)**, if applicable, for borrower and/or seller if used by borrower to sign loan documents and/or seller to sign real estate documents
28. * **Final Uniform Residential Loan Application**, including all addendums, if applicable *Must be fully executed and signed by all borrower(s) and Participating Lender
29. * **Supplemental Consumer Information Form 1103**
30. **All disclosures provided to the borrower**
31. **Certificate of Permanent Location for a Manufactured Home OR Affidavit of Real Property for a Manufactured Home**; if applicable *Recorded copy required for post-closing
32. **Escrow for Completion Agreement**, if applicable
33. **Final property inspection(s)**, if applicable

FHA Loan Required Documents

1. * **FHA Loan Underwriting and Transmittal Summary (LUTS) (HUD-92900-LT)** *Must be signed by direct endorsement underwriter on all manually underwritten loans
2. * **Automated Underwriting Findings, Total Scorecard**; CHFA will require all documentation required per the AUS Findings prior to purchase
3. * **CHFA Down Payment Assistance Award Letter**
 - a. **CHFA Form 368, CHFA Down Payment Closing Cost Assistance Award Letter for Second Mortgage Loan**, *Required for all FHA loans with a CHFA Second Mortgage Loan; must be signed by all borrower(s)
4. **Mortgage Record Change**
5. * **FHA Conditional Commitment**
6. **FHA Case Detail Results** *Must reflect payments of all mortgage insurance premiums and any late charges assessed prior to purchase by CHFA

All required documents must be complete and accurate and submitted within 10 days of closing to avoid additional fees.