

Colorado Housing and Finance Authority
www.chfainfo.com

**CHFA HomeAccesssm and CHFA SectionEight Homeownershipsm Programs
Purchase Prefunding Review Submission Voucher and File Order**

- (1) Submission Date: _____ (2) Date Closed: _____
- (3) Lender: _____
- (4) Lender Address: _____
- (5) Lender Contact: _____
- (6) Contact Email Address: _____
- (7) Phone Number: (_____) _____ (8) Fax (_____) _____
- (9) Preferred Method to Receive Decision Letter: Email Fax Mail
- (10) Lender Warehouse Line Bank Name: _____
- (11) CHFA Loan Number: 1st _____
- (12) Borrower(s) Name: _____

**If submitting a paper file:
remove all staples and secure file with a binder clip or rubber band. Do not hole-punch documents. Submit files in the order of this Submission Voucher. Please do not submit duplicate documents.**

The following required documents must be complete, accurate, and submitted to CHFA within 10 days of the Closing Date to be Purchased and to avoid additional fees.

Please submit all Second Mortgage documents in a separate file with the CHFA Form 702A-2nd. If submitting electronically, Second Mortgage documents must be in a separate electronic file.

- 1. **CHFA Form 702A, Purchase Pre-Funding Submission Voucher and File Order**
- 2. Original and one copy of **Promissory Note for First Mortgage Loan**, endorsed to Colorado Housing and Finance Authority, without recourse.

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CHFA HomeAccess Program Required Mortgage Revenue Bond Documents

- 1. Copy of **CHFA Form 402 Final Applicant Affidavit**
- 2. Copy of **CHFA Form 404 Seller Affidavit**; Acceptable Power of Attorney use is limited; please see the Seller's Guide for requirements (if REO Property, include name and title of signor)
- 3. Copy of **CHFA Form 407, Notice of Recapture Tax to Mortgage Loan Applicants**, signed by Borrower(s) **required for HomeAccess Program only*

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Required On All Loans

- 1. Copy of Executed **First Deed of Trust, with all applicable riders**; if the loan is registered with MERS, use **MOM (MERS as Original Mortgagee) Deed of Trust**.
- 2. **MIN# and Registration Date** **required prior to purchase for all loans*
- 3. Copy of executed **CHFA Form 220, Tax Exempt Financing Rider**; must be indicated as a rider on the Deed of Trust and recorded with the Deed of Trust **required for CHFA HomeAccess Program*.
- 4. Copy of executed **CHFA Form 205, Modification of Promissory Note and Deed of Trust**, if applicable
- 5. Copy of executed **Warranty Deed**; only occupying Borrower(s) can take title
- 6. Copy of **HUD-1 Settlement Statement(s) with addendums**, signed by all parties
- 7. Copy of **Initial Escrow Account Disclosure**
- 8. **Evidence of hazard insurance or original hazard insurance policy**, with sufficient coverage for both First and Second Mortgage loans or Certificate of Insurance if Condominium. **HO6 Insurance policy required if Condominium.**
- 9. **Life of Loan Flood Determination Certificate**, from a CHFA approved Company
- 10. **Evidence of flood insurance or original flood insurance policy**, if applicable
- 11. Copy of **Tax Certificate**; must show Taxes are current or they must be paid at closing and reflected on the HUD-1 Settlement Statement
- 12. Copy of **CHFA Form 709, First Payment Disclosure**, signed by all Borrower(s)

13. Copy of executed **CHFA Form 230M, Assignment of Deed of Trust**, if the Participating Lender is not MERS-ready
14. Any and all outstanding **Credit Review requirements**

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FHA Loan Required Documents

1. **FHA Lender Query by Case Number**
2. **Mortgage Record Change** **Mortgage Record Change will be required immediately following purchase, if Lender Query by Case Number does not reflect CHFA as the Holder and Servicer. Note: If FHA Lender Query by Case Number is not accurate, the Participating Lender will be assessed a \$250 per file fee.*

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Additional Documentation Requirements

1. *Please do not submit duplicate documents.*

Please submit all required documents in the Purchase Prefunding Review package for approval. All required documents must be complete and accurate and submitted in the Purchase Prefunding Review package within 10 days of closing in order to avoid additional fees. Incomplete or missing documents may result in a denial and delay CHFA's processing time.