

Colorado Housing and Finance Authority  
www.chfainfo.com

**CHFA HomeAccess<sup>sm</sup> and CHFA SectionEight Homeownership<sup>sm</sup>  
Second Mortgage 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 \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_
- (12) Borrower(s) Name: \_\_\_\_\_

**Secure electronic file delivery is available, and is CHFA's preferred method of submission. Submit files in the order of this Submission Voucher. Please do not submit duplicate documents. If submitting a paper file, remove all staples and secure file with a binder clip or rubber band. Do not hole-punch documents.**

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

**You must submit second mortgage documents in a separate file with CHFA Form 702A-2<sup>nd</sup>. When submitting electronically, second mortgage documents must be in a separate electronic file.**

**1. CHFA Form 702A-2nd, Purchase Prefunding Review Submission Voucher and File Order**

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**CHFA HomeAccess Second Mortgage Loan Documents**

- 1. Original and one copy of **CHFA Form 305H, CHFA HomeAccess Second Mortgage Loan Note**
- 2. Copy of executed **CHFA Form 310H, CHFA HomeAccess Second Mortgage Deed of Trust**
- 3. **CHFA Form 302HB, HUD1-A Settlement Statement for CHFA Second Mortgage** *\*Must match CHFA Form 302HA, Second Mortgage Good Faith Estimate*

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**CHFA SectionEight Homeownership Second Mortgage Loan Documents**

- 1. Original and one copy of **CHFA Form 306, CHFA Second Mortgage (Interest-Bearing) Promissory Note**
- 2. Copy of executed **CHFA Form 311, Second Mortgage (Interest-Bearing) Deed of Trust**
- 3. **CHFA Form 332B, HUD1-A Settlement Statement for CHFA Second Mortgage**, *\*Must match CHFA Form 332A, Second Mortgage (Interest-Bearing) Good Faith Estimate*
- 4. Copy of **CHFA Form 739, First Payment Disclosure**, including payment breakdown, signed by all Borrowers

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**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.**

**Please do not submit duplicate documents.**