

Colorado Housing and Finance Authority
www.chfainfo.com

**CHFA HomeAccesssm and CHFA SectionEight Homeownershipsm Programs
Purchase Post-Funding 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: _____
- (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.

All documents must be submitted to CHFA Home Finance within the Delivery Period.

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

1. CHFA Form 702B, Purchase Post-Funding Submission Voucher and File Order

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CHFA SectionEight Homeownership Loan Documents:

- 1. **Final Certificate of Eligibility**
- 2. **Final HAP Calculation**

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Required on All Loan Types:

- 1. **Final Underwriting Approval:** Fannie Mae 1008 Underwriting Transmittal, FHA LUTS, or VA Loan Analysis, (must be signed if manually underwritten), as well as Final AUS Findings are required
- 2. Copy of **W-9, Request for Taxpayer Identification Number and Certification**, signed by Borrower(s)
- 3. Copy of executed **Same Name Affidavit or "AKA" Letter**
- 4. Copy of **Final Truth-in-Lending Disclosures** for First Mortgage, signed by Borrower(s)
- 5. Certified copy of executed **Power of Attorney(s) (POA)**, if applicable, for Borrower and/or Seller; is used by Borrower to sign loan documents and/or Seller to sign real estate documents
- 6. **Proof of satisfaction of all "prior-to-closing" appraisal requirements**, completed per plans and specifications (i.e., FHA Conditional Commitment requirements, VA Notice of Value requirements, 10-year Builder Warranty, Occupancy Certificate, etc.)
- 7. Any and all outstanding **Program Compliance requirements**, if applicable
- 8. Final **Fannie Mae 1003, Uniform Residential Loan Application**, fully complete and signed by all Borrower(s) and Participating Lender
- 9. **Principal reduction check(s)** (i.e., excessive fees, escrows), if required. **Note: Please send all checks to the attention of CHFA Home Finance**
- 10. Copy of **Escrow Payment Letter (payment shock letter)** from Participating Lender
**required for New Construction when taxes are assessed on land only*
- 11. Copy of **Certificate of Permanent Location for a Manufactured Home or Affidavit of Real Property for a Manufactured Home**; recorded copy to be submitted to CHFA. See the CHFA Seller's Guide.
- 12. **Improvement Location Certificate (ILC)** **required when property has a private or community well*
- 13. **Escrow for Completion Agreement**, if applicable
- 14. **Acknowledgement of receipt of a copy of Agreement Regarding Affordable Housing Covenants**, if applicable **required for City of Boulder Affordable Covenant only*
- 15. **Final property inspection(s)**, if applicable

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FHA Loan Required Documents:

1. **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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RD-USDA Loan Required Documents:

1. **Mortgage Record Change**

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Additional Documentation Requirements:

1. Any additional documentation required for closing that is not previously listed on this Submission Voucher.
2. *Please do not submit duplicate documents*

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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.