

Colorado Housing and Finance Authority
www.chfainfo.com

**CHFA FirstStepsm Plus and
CHFA HomeOpenersm Plus Second Mortgage Programs
Compliance Review Submission Voucher and File Order**

- (1) Submission Date: _____ (2) Estimated Closing Date: _____
(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) CHFA Loan Number: 1st _____ 2nd _____
(11) Borrower(s) Name: _____

Secure electronic file delivery is available, and is CHFA's preferred method of delivery. 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.

By submission of this document, the Participating Lender affirms that it is in compliance with the Colorado Mortgage Broker Registration Act, as amended (the "Act") and the Federal Secure and Fair Enforcement for Mortgage Licensing Act of 2008 ("SAFE Act") and has either provided to the Borrower(s) the disclosures required by the Act or asserts that it is exempt from the requirement to provide one or more of said disclosures.

You must submit second mortgage documents in a separate file with CHFA Form 730-2nd. When submitting electronically, second mortgage documents must be in a separate electronic file.

CHFA Second Mortgage Loan Required Documents

1. Copy of **CHFA Form 331A, Second Mortgage Initial Truth-in-Lending Disclosure**
2. Copy of **CHFA Form 332A, Second Mortgage Loan (Interest Bearing) Good Faith Estimate**

These are the only documents required for the CHFA Second Mortgage Compliance Review. It is not necessary to include any documents from the first mortgage.