

Colorado Housing and Finance Authority
www.chfainfo.com

CHFA FirstStepsm and CHFA FirstStep Plus
CHFA HomeOpenersm and CHFA HomeOpener Plus Programs
Purchase 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 avoid additional fees.

Please submit all second mortgage documents in a separate file with the CHFA Form 733-2nd. If submitting electronically, second mortgage documents must be in a separate electronic file.

- 1. **CHFA Form 733, Purchase 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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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. Current **Payment History**, if applicable **Required if the Participating Lender has received payments prior to CHFA purchasing the loan*
- 3. Original **CHFA Form 402, Final Applicant Affidavit** **Not required for CHFA HomeOpener program(s)*
- 4. Original **CHFA Form 404, Seller Affidavit.** Acceptable Power of Attorney use is limited; please see the Seller's Guide for requirements. **Not required for CHFA HomeOpener program(s). If REO Property, include name and title of signor.*
- 5. Copy of **CHFA Form 407, Notice of Recapture Tax to Mortgage Loan Applicants**, signed by Borrower(s) **Not required for CHFA HomeOpener program(s)*
- 6. 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.**
- 7. **MIN# and Registration Date** **Required prior to purchase*
- 8. 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. **Not required for CHFA HomeOpener program(s)*
- 9. Copy of executed **CHFA Form 205, Modification of Promissory Note and Deed of Trust**, if applicable
- 10. Copy of executed **Warranty Deed;** only occupying Borrower(s) can take title
- 11. **HUD-1 Settlement Statement(s) with addendums**, signed by all parties
- 12. Copy of **Initial Escrow Account Disclosure**
- 13. Original **CHFA Form 110, Buydown Agreement**, if applicable
- 14. **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.**
- 15. **Life of Loan Flood Determination Certificate**, from a CHFA-approved Company
- 16. **Evidence of flood insurance or original flood insurance policy**, if applicable

17. Copy of **Tax Certificate**; must show Taxes are current or they must be paid at closing and reflected on the HUD-1 Settlement Statement
18. Copy of **W-9, Request for Taxpayer Identification Number and Certification**, signed by Borrower(s)
19. Copy of **First Payment Disclosure**, signed by all Borrower(s)
20. Copy of executed **CHFA Form 230M, Assignment of Deed of Trust**, if the Participating Lender is not MERS-ready.
21. Copy of executed **Same Name Affidavit or "AKA" Letter**
22. Copy of **Final Truth-in-Lending Disclosures** for First Mortgage, signed by Borrower(s)
23. Certified copy of 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
24. **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.)
25. Any and all outstanding **Program Compliance requirements**, if applicable
26. Final **Fannie Mae 1003, Uniform Residential Loan Application**, fully complete and signed by all Borrower(s) and Participating Lender
27. **Principal reduction check(s)** (i.e., excessive fees, escrows), if required. **Note: Please send all checks to the attention of CHFA Home Finance**
28. Copy of **Escrow Payment Letter (payment shock letter)** from Participating Lender **Required for New Construction when taxes are assessed on land only*
29. 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 Seller's Guide.
30. **Improvement Location Certificate (ILC)** **Required when property has a private or community well*
31. **Escrow for Completion Agreement**, if applicable
32. **Acknowledgement of receipt of a copy of Agreement Regarding Affordable Housing Covenants**, if applicable **Required for City of Boulder Affordable Covenant only*
33. Final **property inspection(s)**, if applicable

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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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VA Loan Required Documents

1. **VA Form 26-1820, Report and Certification of Loan Disbursement**

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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**

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All required documents must be complete and accurate and submitted in the Purchase Review package within 10 days of closing in order to avoid additional fees. Please do not send duplicate documents.