

Colorado Housing and Finance Authority
www.chfainfo.com

**CHFA FirstStepsm Plus and CHFA HomeOpenersm Plus Second Mortgage 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 _____ 2nd _____
(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 733-2nd. When submitting electronically, second mortgage documents must be in a separate electronic file.

1. CHFA Form 733-2nd, Purchase Review Submission Voucher and File Order

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CHFA Second Mortgage Loan Required Documents

1. Original and one copy of **CHFA Form 306, CHFA Second Mortgage Loan (Interest-Bearing) Promissory Note**
2. Copy of executed **CHFA Form 311, Second Mortgage Loan (Interest-Bearing) Deed of Trust**
3. Copy of executed **CHFA Form 205, Modification of Promissory Note & Deed of Trust**, if applicable
4. Copy of **CHFA Form 331B, Second Mortgage Loan (Interest-Bearing) Final Truth-in-Lending Disclosure**, signed by Borrower(s)
5. **CHFA Form 332B, HUD-1A Settlement Statement for CHFA Second Mortgage** **Must match CHFA Form 332A, Second Mortgage (Interest-Bearing) Good Faith Estimate*
6. **CHFA Form 739, Second Mortgage First Payment Letter**
7. Current **Payment History**, if applicable **Required if payments have been received by the Lender prior to CHFA purchasing the loan*

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 submit duplicate documents.