

December 8, 2020

### get your loans purchased faster: use the new checklists below

Without a CHFA program compliance review on CHFA SmartStep<sup>sm</sup>, CHFA Preferred<sup>sm</sup>, and CHFA Preferred<sup>sm</sup> Very Low Income Program (VLIP) mortgage loan programs, getting to the closing table and having your loan purchased should be faster than ever.

If your loan submissions are being suspended, the simple fix is to follow the appropriate checklist below when uploading files to us:

|   |   |
|---|---|
| CHFA SmartStep/CHFA SmartStep Plus                    | <a href="#">CHFA Form 792: CHFA SmartStep Lock to Purchase Review Submission Checklist</a>  |
| CHFA Preferred/CHFA Preferred Plus (including VLIP)   | <a href="#">CHFA Form 791: CHFA Preferred Lock to Purchase Review Submission Checklist</a>  |
| Second Mortgage Loans (SmartStep Plus/Preferred Plus) | <a href="#">CHFA Form 792-2nd: CHFA Second Mortgage Lock to Purchase Review Submission Checklist</a>  |
| CHFA FirstStep <sup>sm</sup> /CHFA FirstStep Plus     | <p>Compliance Review</p> <ul style="list-style-type: none"> <li>· <a href="#">CHFA Form 750: CHFA FirstStep Program Compliance Review Submission Checklist</a></li> <li>· <a href="#">CHFA Form 746-2nd: CHFA Second Mortgage Program Compliance Review Submission Checklist</a></li> </ul> <p>Purchase Review</p> <ul style="list-style-type: none"> <li>· <a href="#">CHFA Form 751: CHFA FirstStep Purchase Review Submission Checklist</a></li> <li>· <a href="#">CHFA Form 747-2nd: CHFA Second Mortgage Purchase Review Submission Checklist</a></li> </ul> |

### learn more

Click here to view [side-by-side program comparisons](#) and learn CHFA program tips.

Please contact us should you have questions or need assistance.

CHFA Home Finance

[Homeownership@chfainfo.com](mailto:Homeownership@chfainfo.com)

303.297.7376 or 888.320.3688 Denver

970.241.2341 or 800.877.8450 Western Slope

### Connect with CHFA!





**chfa**<sup>®</sup>

*financing the places where  
people live and work*



With respect to its programs, services, activities, and employment practices, Colorado Housing and Finance Authority does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or any other protected classification under federal, state, or local law. Requests for reasonable accommodation, the provision of auxiliary aids, or any complaints alleging violation of this nondiscrimination policy should be directed to the Nondiscrimination Coordinator, 1.800.877.2432, TDD/TTY 800.659.2656, CHFA, 1981 Blake Street, Denver, Colorado 80202-1272, available weekdays 8:00am to 5:00pm.