



did you know?



Submission Transmittal Letters are Helpful

We know that business is booming – and happy to hear it! With the level of production we are all experiencing, please ensure you provide a transmittal letter or applicable cover sheet stating the following when shipping documents to CHFA:

- Company name
- Date shipped
- For each document: borrower name, CHFA loan number, and type of document enclosed.

Here’s a great example:

Lender Mortgage Company		
Total Number of Documents:	4	
Tracking Number:	524687684238	
Date Shipped:	September 21, 2020	
Borrower	CHFA Loan Number	Document
Last, First Name	00313XXXXX	Mortgage Deed of Trust
Last, First Name	00313XXXXX	Second Mortgage Deed of Trust
Last, First Name	00313XXXXX	Modification of Promissory Note
Last, First Name	00313XXXXX	Recorded Subordination

Important: Please ship **only** those original recorded documents outlined on [CHFA Form 738: Post Closing Review Submission Checklist](#) to CHFA’s offices at 1981 Blake Street, Denver CO 80202.

Do not send CHFA documents that are not listed on the form. Sending unnecessary documents only causes delays in processing your loan files.

Please contact us with any questions.

Sending unnecessary documents causes delays in processing your loan files.

chfa home finance

homeownership@chfainfo.com

303.297.7376 or 888.320.3688 Denver

970.241.2341 or 800.877.8450 Western Slope



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.