Colorado Housing and Finance Authority
www.chfainfo.com

Final Document Review Submission Checklist

Submission Tips

- **Please use CHFA's Document Delivery System in CHFA HomeConnection[sm] for uploading documents.**
- **Document copies should be uploaded utilizing the "Single Line Item" option in the CHFA Document Delivery System.**
- **Original recorded documents must be sent via overnight or mail to CHFA's main office and should NOT be uploaded through the CHFA Document Delivery System.**
- **Original recorded documents, including inventory transmittal form, should be sent to CHFA's offices: via overnight: 1981 Blake Street, Denver CO 80202; via mail: PO Box 60, Denver CO 80201. Attn: HF Final Documents**

Submission Documents

ORIGINAL DOCUMENTS TO BE MAILED/OVERNIGHTED TO CHFA

1. **Original, recorded First Mortgage Deed of Trust**, including all applicable Riders; if the loan is registered with MERS use MOM (MERS as Original Mortgagee) Deed of Trust. MERS must be transferred within five (5) days of purchase. **This excludes Deeds of Trust for the CHFA Preferred, CHFA Preferred Plus, CHFA Preferred VLIP and CHFA Preferred VLIP programs**
2. **Original recorded CHFA form 220, Tax Exempt Financing Rider**, for CHFA FirstStep and CHFA FirstGeneration loans only
3. **Original recorded CHFA Form 230M, Assignment of Deed of Trust,** if Lender is not MERS ready
4. **Recorded subordination,** if applicable, *required for the CHFA FHA Streamline Refinance program*
5. **Original recorded CHFA Form 205, Modification of Promissory Note and Deed of Trust**, if applicable
6. **Inventory Transmittal,** for all original documents in overnight/mail package being sent to CHFA. *Must contain the CHFA loan number, borrower's name and list of all documents being sent for loan.*

Original CHFA Second Mortgage Documents

1. **Original CHFA form 205, Modification of Promissory Note and Deed of Trust,** if applicable

---

DOCUMENTS TO UPLOAD

1. **Any, and all outstanding purchase requirements,** as applicable
2. **Original recorded CHFA Form 314, Second Mortgage Deed of Trust**
3. **Original recorded CHFA Form 395, Second Mortgage Shared Appreciation Deed of Trust,** only applies to loans closed utilizing the CHFA Schools to Home loan program
4. **Original recorded CHFA Form 250, Shared Appreciation Rider,** for CHFA Schools to Home loans only, must be attached to and recorded with CHFA Form 395, Second Mortgage Shared Appreciation Deed of Trust
5. **Original recorded First Mortgage Deed of Trust for any CHFA Preferred, CHFA Preferred Plus, CHFA Preferred VLIP and CHFA Preferred VLIP Plus loans**
6. **Final Title Insurance Policy**, with all required endorsements.
7. **Copy of recorded Affidavit of Real Property for a Manufactured Home OR Certificate of Permanent Location for a Manufactured Home**, if applicable
8. **Copy of Final Property Inspection**

9. **Current payment history** **Required if the Participating Lender has received payments; must reflect any principal reduction credited at closing; must reflect monthly mortgage insurance and any late charges incurred have been paid for any payments received by the lender prior to loan purchase by CHFA*
10. **Notary Affidavit**, if applicable
11. **Lien Release**, if applicable
12. **Copy of Recorded Warranty Deed**

FHA Loan Required Documents

1. **FHA Mortgage Insurance Certificate (MIC),** printout from FHA Connection is acceptable.
2. **FHA Case Detail Results** **Must reflect payments for all Mortgage Insurance Premiums and any late charges incurred were paid by the Lender for any payments received after loan purchase by CHFA.*
3. **Mortgage Record Change,** provide Lender Query screen print as evidence of transfer of Holder and Servicer from FHA Connection
    a. **Holder** Colorado Housing and Finance Authority - #05366
    b. **Servicer** Dovenmuehle Mortgage, Inc. - #11303

VA Loan Required Documents

1. **VA Loan Guaranty Certificate (LGC)**

RD-USDA Loan Required Documents

1. **RD Loan Note Guarantee (LNG)**
2. **RD Lender Record Change**
    a. **Holder** Colorado Housing and Finance Authority – Tax ID # 84-0676451
    b. **Servicer** Dovenmuehle Mortgage, Inc. – Tax ID # 36-2435132

Conventional Loan Required Documents

1. **Proof of Private Mortgage Insurance (PMI) transfer to CHFA** if LTV is over 80%
