Colorado Housing and Finance Authority
www.chfainfo.com

CHFA SmartStep[sm], and CHFA SmartStep Plus[sm] Program
CHFA Colorado Champions[sm] and CHFA Colorado Champions Plus[sm] Program
Lock to Purchase Review Submission Checklist

Submission Tips

- **Please use CHFA's Document Delivery System in CHFA HomeConnection[sm] for all new submissions and suspense conditions. Please submit only the items in this list, omitting any duplicate documentation.**
- **All documents with a red asterisk are required for the file to advance for review. Additionally, all other documentation that is relevant to the file, including, but not limited to, income, is also required even though it is not explicitly called out via a red asterisk.**
- **It is a lender's responsibility to check their pipeline report within six hours of uploading documents to confirm that the status has changed from "Reserved" to "Prefunding in Process."**
- **CHFA second mortgage loans must be submitted simultaneously at time of first mortgage loan submission. Second mortgage loan must be submitted to its own loan number file in the CHFA Document Delivery System.**
- **This document list is not all inclusive of what may be required by FHA, VA, USDA-RD, Fannie Mae, Freddie Mac or by local, state and federal laws, regulations or other requirements, as applicable. CHFA relies on its Participating Lenders to comply with any and all applicable legal and regulatory requirements relating to the origination and underwriting of the loan including, but not limited to, disclosure requirements. CHFA reserves the right to request additional documentation from the Lender as needed in CHFA's sole discretion.**

Original documents to be sent to CHFA, 1981 Blake St, Denver, CO 80202

1. **Original Promissory Note for First Mortgage Loan,** *fully executed***;** *endorsed to Colorado Housing and Finance Authority, without recourse* (endorsement can be completed on the original note OR via a Note Allonge)
2. **Bailee Letter;** *if applicable*

Documents to upload via CHFA Document Delivery System

1. * **Promissory Note for First Mortgage Loan,** *fully executed*
2. * **First Mortgage Deed of Trust, fully executed and notarized, including all applicable riders**
3. **CHFA Form 205, Modification of Promissory Note and Deed of Trust;** *if applicable *Fully executed by borrower and participating lender*
4. * **Warranty Deed,** fully executed**;** **Only occupying borrower(s) can take title*
5. **Note and Deed of Trust for any non-CHFA Subordinate Liens,** fully executed**;**
6. * **Title Commitment with legal description;** *including all endorsements*
7. * **Tax Certificate;** *including the legal description *Must show taxes are current or they must be paid at closing and reflected on the Closing Disclosure*
8. * **Final Underwriting Approval;** *Fannie Mae 1008 Underwriting Transmittal, FHA Loan Underwriting Transmittal Summary (LUTS) (92900LT), or VA Loan Analysis *Must be signed if manually underwritten and include all explanations and documentation used by the underwriter to approve the loan; must include proof of satisfaction of all prior closing conditions*
9. * **Final Automated Underwriting Findings;** *and include all explanations and documentation used by the underwriter to approve the loan,* ***CHFA will require all documentation required per the AUS Findings prior to purchase, including documentation supporting the omission of debt***
10. * **Initial Uniform Residential Loan Application (1003);** *including all loan application addendums (i.e.92900A), if applicable *Must be fully completed and signed by all borrower(s) and lender*
11. * Final **Uniform Residential Loan Application (1003);** *including all loan application addendums (i.e. 92900A), if applicable *Must be fully executed and signed by all borrower(s) and participating lender*
12. **IRS Tax transcripts;** *if obtained per underwriting findings or decision*
13. * **IRS Form W-9, Request for Taxpayer Identification Number and Certification;** **Must be signed by all borrower(s)*

14. * **IRS Form 4506-T or 4506-C, Request for Transcript of Tax Return, including Borrower Consent to the Use of Tax Return Information;** **Must be signed by all borrower(s) per FHA, VA or USDA-RD requirements*
15. **Verification of employment; *** *Must meet Insurer/Guarantor guidelines*
16. * **Verbal verification of employment (VVOE);** **Required for each borrower within 10 business days prior to the note date*
17. **Current paystub(s);** *Paystubs must meet applicable FHA, VA or USDA-RD requirements. If year-to-date earnings are not included on the paystub(s), provide other supporting documentation (i.e., bookkeeper letter or copy of ledger)*
18. **Self-employment income documentation;** *For qualifying borrowers as required by applicable FHA, VA or USDA-RD guidelines.* ***Note: CHFA does not allow more than 15 percent business use of home***
19. **Verification and documentation of other income;** *used for qualifying borrowers*
20. **Asset Account Statements; all documentation to confirm the assets specified in the AUS findings or manual underwriting decision;** ** including but not limited to the following as applicable: gift letters (including source of gift and evidence received), asset account statements, verification of deposit, etc.*
21. * **Credit report** (either TRMCR or RMCR); *including credit scores, any supplemental credit reports and letters of explanation, as applicable*
22. * **All Loan Estimates (LE);** *including initial LE*
23. * **Settlement Service Provider List**
24. * **Intent to Proceed**
25. **Changed Circumstance documentation;** *if applicable*
26. * **Purchase contract with all attachments and addenda (counter offers, change orders, etc);** **Must be signed by all parties*
27. * **Appraisal**, **complete Uniform Residential Appraisal Report;** *with all attachments (legible photos, site map, floor plan, appraiser's license)*
28. **Appraisal Final Inspection, Certificate of Completion, Appraisal Update and/or Completion Report, Recertification of Value;** *as applicable*
29. **Proof of satisfaction of all "prior to closing" appraisal requirements;** *completed per plans and specifications*
30. **Repair Escrow for Completion Agreement;** *if applicable*
31. * **Condominium approval;** **For all condominiums, Participating Lender must provide applicable insurer/guarantor approval*
32. **CHFA Form 780, Affordable Housing Restrictions Approval Certification**; *for properties in a land trust, land lease, deed restriction or affordable covenant*
33. **Certificate of Permanent Location for a Manufactured Home** OR **Affidavit of Real Property for a Manufactured Home;** *if applicable *Recorded copy required for post-closing*
34. **Current payment history;** **Required if the Participating Lender has received payments; must reflect any principal reduction credited at closing, as well as any monthly mortgage insurance payments and any late charges incurred for any mortgage payments received by the lender prior to loan purchase by CHFA*
35. * **Homebuyer Education Certificate;** *Must be from a CHFA approved provider *Required for all borrowers*
36. * All **Closing Disclosure(s) (borrower and seller) with addendums** and **changed circumstance documentation**; *including post consummation Closing Disclosures, if applicable*
37. **Closing Instructions**
38. * **Initial Escrow Account Disclosure**
39. * **Evidence of hazard insurance or hazard insurance policy;** *with sufficient coverage, if unit is in a condo project, must include the projects master policy*
40. **HO6 insurance policy;** **Required for condominiums only*
41. * **Transferrable Life of Loan Flood Determination Certificate;** **Must be from a CHFA-approved provider*
42. **Evidence of flood insurance or flood insurance policy;** *if applicable*
43. * **First Payment Disclosure;** **Must be signed by all borrower(s)*
44. * **Same Name Affidavit or "AKA" Letter;** **Fully executed for each borrower*

45. **Borrower Authorization Form;** *fully executed*
46. **Executed Power of Attorney(s) (POA);** *if applicable, for borrower and/or seller if used by borrower and/or seller to sign loan documents and real estate documents*
47. **All additional disclosures provided to the borrower(s);** *(i.e. Points and Fees worksheet, Affiliated Business Disclosure, etc)*

FHA Loan Required Documents

1. * **CHFA Down Payment Assistance Award Letter**
    a. **CHFA Form 501, CHFA DPA Grant Award Letter**; **Required for all FHA loans with down payment assistance grant; must be signed by all borrower(s)*
    b. **CHFA Form 368, CHFA Down Payment Closing Cost Assistance Award Letter for Second Mortgage Loan**; **Required for all FHA loans with a CHFA Second Mortgage Loan; must be signed by all borrower(s)*
2. **Mortgage Record Change**
3. * **FHA Conditional Commitment**
4. * **FHA Case Number Assignment;** printout from FHA Connection
5. **FHA Case Detail Results;** **Must reflect payments of applicable mortgage insurance premiums and any late charges assessed prior to purchase by CHFA*
6. **Settlement Certification;** *fully executed as required by FHA*
7. **New Construction documentation as required by FHA;** *(i.e. Builder Warranty, Occupancy Certificate, etc) if applicable*
8. **203K documentation;** *if applicable*

VA Loan Required Documents

1. * **VA Form 26-1820, Report and Certification of Loan Disbursement**
2. * **VA Lender's Notice of Value**
3. **LAPP, CRV, or MCRV for new construction;** *if applicable*
4. * **VA Certificate of Eligibility**
5. **VA Form 26-8937 Verification of VA Benefits;** *if applicable*
6. **VA Form DD214, Military Discharge; *if applicable***

RD-USDA Loan Required Documents

1. **Mortgage Record Change**
2. * **RD Form 3555.21, Request for Single Family Housing Loan Guarantee**
3. * **RD Form 3555-18E, Conditional Commitment**

All required documents must be complete and accurate and submitted within 10 days of closing to avoid additional fees.