

lock to purchase requirements
for chfa preferredsm and
preferred vlipsm programs

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underwriting and general loan program information


chfa preferredsm and preferred vlipsm

CHFA Preferredsm / Preferred Plussm CHFA Preferred VLIPsm / CHFA Preferred VLIP Plussm

- 97% LTV / 105% CLTV
- Preferred - Fannie Mae or Freddie Mac loans
- Preferred VLIP (Very Low Income Program) - Freddie Mac only
- Mortgage insurance required for LTV's over 80%
 - Charter coverage for income limits at 80% AMI or below
 - Standard coverage for income limits over 80% AMI
- CHFA DPA
 - CHFA Second Mortgage loan is available
 - CHFA DPA grant is not available
- Community Seconds (DU) and Affordable Seconds (LPA) are acceptable
 - Follow Fannie Mae/Freddie Mac guidelines
- Minimum credit score 620
 - Alternative credit acceptable – follow agency guidelines
- 3% can be a gift funds
- No first time buyer requirement
- Borrowers permitted to own one additional property not encumbered by a CHFA loan
- No buy downs
- No manually underwritten loans
- Income limits apply
- Current 2 years tax transcripts required – based on 4506
- **Lock to Purchase process, no CHFA review and approval prior to closing – bolded loan number**



















homeconnectionsm validation tool

- Lenders may utilize the program validation tool in HomeConnection to confirm loan meets CHFA guidelines
- Click on the  icon to the right of the loan in HomeConnection
 - Verify information in loan and validate
 - To disable the loan from additional changes click on the  icon.
 - To re-enable the loan click on the  icon and request via email to CHFA

 [lock](#) [pipeline](#) [reports](#) [rates](#) Miguel Ortega [change password](#) [logout](#)

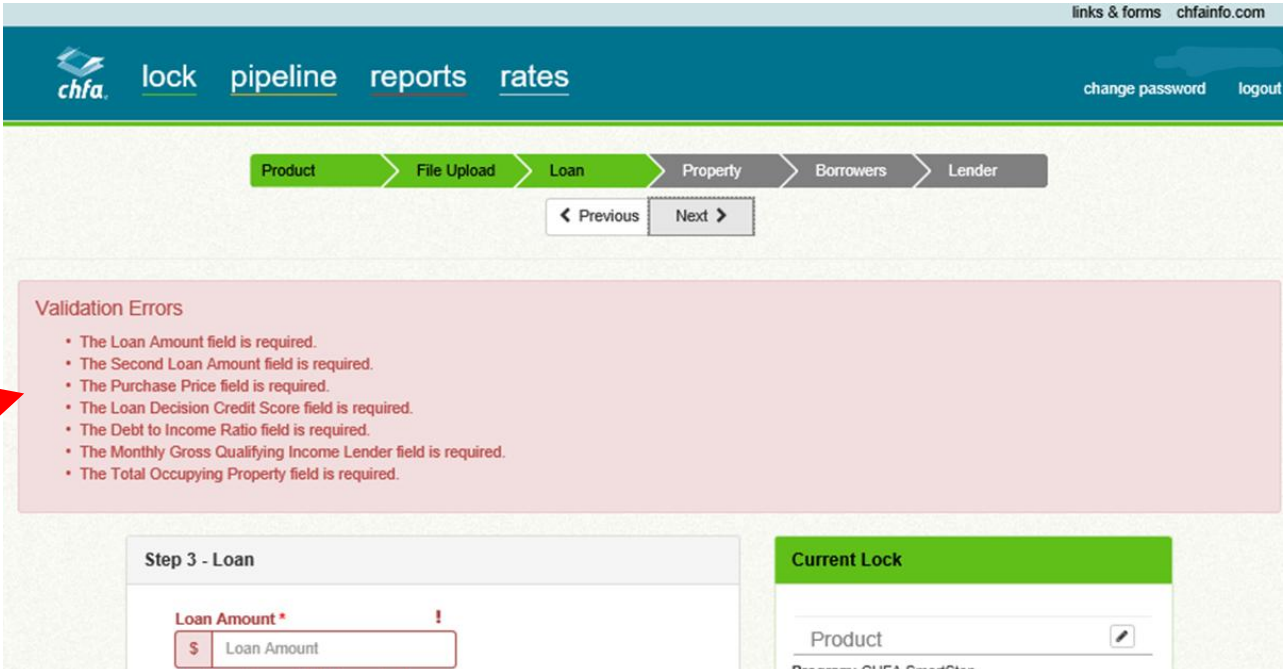
bold loan number = lock to purchase review; all other loans require a CHFA pre-closing program compliance review

show entries

loan number	borrower	status	product	options/actions ?
> 0050073221	Lock Purchase	Reserved	CHFA Preferred Freddie Mac	     
> 0050073212	Josh Sturgis	Reserved	CHFA SmartStep	     
> 0050073196	Test Borrower	Reserved	CHFA FirstStep	     

homeconnectionsm validation tool

- A "Validation Errors" message will appear if data does not meet CHFA's requirements
 - Data in HomeConnection must match information submitted for loan review
- Any error must be corrected prior to moving forward.
- Do not input incorrect information or falsify data



The screenshot displays the HomeConnection validation tool interface. At the top, there is a navigation bar with the CHFA logo and links for 'lock', 'pipeline', 'reports', and 'rates'. A secondary navigation bar shows a progress flow: 'Product' (green), 'File Upload' (green), 'Loan' (green), 'Property' (grey), 'Borrowers' (grey), and 'Lender' (grey). Below this, there are 'Previous' and 'Next' buttons. A large pink box titled 'Validation Errors' contains a list of seven required fields that are missing or invalid. A red arrow points to this box. Below the error box, the 'Step 3 - Loan' section shows a 'Loan Amount' field with a dollar sign icon and a red exclamation mark. To the right, the 'Current Lock' section shows a 'Product' dropdown menu.

links & forms chfainfo.com

chfa. lock pipeline reports rates

change password logout

Product File Upload Loan Property Borrowers Lender

< Previous Next >

Validation Errors

- The Loan Amount field is required.
- The Second Loan Amount field is required.
- The Purchase Price field is required.
- The Loan Decision Credit Score field is required.
- The Debt to Income Ratio field is required.
- The Monthly Gross Qualifying Income Lender field is required.
- The Total Occupying Property field is required.

Step 3 - Loan

Loan Amount * !

\$ Loan Amount

Current Lock

Product

Program: CHFA SmartStep

homeconnectionsm validation tool reminders

- Anyone that has access to update a lock can alter the fields in HomeConnection
- Important: Always click on the “Update Lock” button once all changes have been made
 - This saves your changes and ensures the lock still meets CHFA requirements
- Once all the fields are accurate and will not change, you can disable editing
- Click on the “Data Validation” icon in the pipeline view in HomeConnection
- No one can edit the lock once this has occurred

homeconnectionsm validation tool reminders

- CHFA can enable the lock for editing by request only.
 - Individual making request will be notified
 - Copy other individuals who need to be notified
 - Ensure you have your authority to make request
 - For example, some lenders only want underwriters making this request
- Pay attention to pop-up boxes, as these messages confirm the edits and alert you to any changes in dates, rates, or fees
- Ability to make changes/validate is only available while the lock is in “Reserved” status

chfa general guidelines

- Preferred loans must meet Fannie Mae, or Freddie Mac, and CHFA guidelines
- Only borrower(s) may take title to the property
 - No one else may be included on the purchase documents/in title to property
- No cosigners or non-occupying co-borrowers or non-purchasing spouses
- Must meet appropriate CHFA Income Limits listed on the CHFA website
- Non-Traditional Credit is acceptable - follow guidelines (Fannie Mae or Freddie Mac)
 - Loans cannot be manually underwritten
- 30 year fixed rate mortgages only
- Owner occupied primary residence only
 - Borrowers must be living in the property as their primary residence within 60 days of closing

chfa general guidelines

- Debt to Income requirements
 - 50.00% DTI max for borrowers with a mid FICO of 620 to 659
 - 55.00% DTI max for borrowers with a mid FICO of 660 or above
- Loan may not exceed the lower of CHFA's DTI limit; the DTI limit permitted by Fannie Mae or Freddie Mac; or the DTI limit determined by the Automated Underwriting System (AUS) findings, as applicable
- Optional Down Payment Assistance available
 - Preferred Plus
 - Preferred VLIP Plus
 - Plus = Down Payment Assistance

chfa general guidelines

- Cash Back – follow Fannie Mae or Freddie Mac, guidelines
 - Borrowers cannot receive any CHFA down payment assistance as cash back
- Borrower ***minimum*** contribution \$1,000, which may include:
 - Gift funds (follow agency guidelines);
 - Earnest money deposit;
 - Application, appraisal, or credit report fee paid to the Participating Lender;
 - Home inspection fee, including fees paid for additional inspection services, such as sewer scopes, structural engineers report, etc.;
 - Hazard insurance premium paid outside of closing;
 - Any Homebuyer Education Fee, if applicable
 - HOA Fees paid out of pocket by borrower
 - Items must show on Closing Disclosure as paid prior to closing (PTC)
 - Property tax proration cannot be used towards the \$1000 contribution

chfa's income guidelines

- Borrower qualifying income as calculated by the CHFA Participating Lender
 - Only the qualifying income of borrowers on the loan is utilized
 - Qualifying income calculation must comply with applicable Fannie Mae or Freddie Mac guidelines

program guidelines - property

- Acceptable Property Types
 - Single family or PUDs or modular (attached and detached - only 1 living unit allowed)
 - ADU's (Accessory Dwelling Unit) are acceptable as long as the appraiser states there is only 1 living unit on the property with an ADU. 2 unit properties are not acceptable
- Condo
 - Must be warrantable
 - Must be approved by lender to Fannie Mae or Freddie Mac guidelines
 - Condo Project Manager (CPM) approval OR complete and sign the CHFA certification (CHFA Form 770) stating condo meets Fannie Mae or Freddie Mac guidelines
 - Fannie Mae requires the CPM approval for condo projects being reviewed under the lender delegated Full Review process
 - Condo Project Budget and any other documentation used to approve the condo – if condo is not “Fannie Mae Approved” on CPM

program guidelines – property – (continued)

- Acceptable Property Types - continued
 - Manufactured (permanently affixed)
 - Fannie Mae
 - 95% max LTV/105% max CLTV
 - Singlewide manufactured homes must be approved per Fannie Mae
 - Freddie Mac
 - **95% max LTV and CLTV**
 - Singlewide manufactured homes must be approved per Freddie Mac

program guidelines – property – (continued)

- Manufactured home documentation requirements – state statute
- One of these documents will be required, if one of these documents were completed and recorded for a previous property transaction, a copy of that document will suffice
 - Affidavit of Real Property for a Manufactured Home
 - Land Lease property – attach copy of land lease to the Affidavit
 - When home and land have been purged
 - Certificate of Permanent Location for a Manufactured Home
 - Certificate of Permanent Location for a Manufactured Home in a Land Lease Community
 - When new construction or home has not been purged
 - Purged = land and home are taxed together as real property
- Manufactured Home Rider
 - Information may be contained in the Deed of Trust
- Manufactured Home Affidavit of Affixation Rider – conventional loans
 - All information should be completed, including sections 10 and 14

program guidelines – property (continued)

- Deed Restrictions, Land Trusts, Affordable Covenants
 - Permitted in accordance with applicable guidelines
 - CHFA Form 780, Affordable Housing Restrictions Approval Certification, must be completed
- Unacceptable Property Types
 - Income/investment property
 - Properties where more than 15% of the square footage is used for a business purposes
 - 2-4 unit properties
 - Second homes
 - Non-warrantable condos
 - Co-ops
 - Excess acreage – CHFA acreage limit 50 acres

homebuyer education

- Required for **ALL** CHFA programs
- All Borrowers must take Homebuyer Education prior to the loan closing
- Classes from CHFA approved provider list on CHFA website
 - In person Classes
 - No cost to attendees
 - Online Class
 - must be taken through CHFA approved provider; not directly from eHome America
 - eHome America - Fee - \$75 each borrower
 - Each borrower must take online class individually
 - Framework, Fannie Mae, Freddie Mac, and other non-CHFA approved provider certificates are **not** acceptable
 - Required one-on-one counseling session via phone by agency staff after completing online course
 - Follow information on providers site for scheduling counseling session
- Certificates expire twelve (12) months after date of class
 - Borrower must be under contract prior to expiration of certificate

common underwriting issues

- Underwriting transmittal missing information/not complete
 - 1008 Underwriting Transmittal
 - Ratios, total monthly payment, loan amount, purchase price, appraised value, mortgage insurance payment, etc must match AUS findings
 - CHFA DPA information missing/incorrect
 - DPA based on total loan amount, whole dollar amount (rounded down)
 - Risk assessment section must be completed
- Omitting debt on the AUS findings
 - Notate reason on underwriting transmittal or provide a written and signed certification as to why the debt is being omitted
- A borrower may only have **one** active CHFA loan at a time
 - Any previous loans must be paid in full otherwise CHFA will not purchase the new loan
- Loans locked in Preferred Freddie Mac program and underwritten using DU or vice versa
 - Check CHFA lock confirmation and underwrite in correct program or request change to program in HomeConnection

chfa preferredsm programs underwriting fannie mae

- Underwritten through DU
 - Community Lending Information Section
 - CHFA Preferred/Preferred Plus - “HFA Preferred ” – under Community Lending Product
 - Special Feature Code 782 on findings
 - Complete all other appropriate options
 - Desktop Originator (DO) – Use Colorado Housing and Finance Authority as the sponsor (only if using CHFA DU)
- Fannie Mae approved Community Seconds allowed
 - Can be combined in conjunction with CHFA DPA
 - Community Seconds checklist on Fannie Mae’s website to be completed, signed and dated and in file
 - CHFA DPA Second Mortgage is considered a Community Second
 - Community Seconds checklist not needed for CHFA second mortgage loans

chfa preferredsm fannie mae screenshot example

Complete all
appropriate sections.
Community lending
product must be HFA
Preferred.

The screenshot shows the 'MORNETPlus Community Lending' form. Red circles and arrows highlight specific fields: 'Community Lending' (checked), 'Community Seconds' (unchecked), 'Fannie Mae's Community Lending Product' (set to 'HFA Preferred'), and the 'Community Lending Income Limit' and 'Community Seconds Repayment Structure' dropdowns. Below these are sections for 'FHA Loan Data' and 'VA Loan Data'.

MORNETPlus Community Lending

☒ Community Lending ☐ FannieNeighbors Eligible ☐ Community Seconds

Metropolitan Statistical Area or County

Fannie Mae's Community Lending Product **HFA Preferred**

HUD Median Income

Income Limit Adjustment Factor %

Community Lending Income Limit

Community Seconds Repayment Structure

Borrower's CAIVRS # Co-Borrower's CAIVRS #

FHA Loan Data

Section of the Act Mortgage Credit

MIP Refund Seller Concessions

FHA Lender Identifier ☐ Energy Efficient Mortgage

FHA Sponsor Identifier

VA Loan Data

Borrower Spouse

Federal Income Tax ☐ Borrower / Co-Borrower are Married

chfa preferredsm fannie mae DU findings example

Risk / Eligibility

- 1 The risk profile of this loan casefile appears to meet Fannie Mae's guidelines. (MSG ID 0008)
- 2 This loan casefile appears to meet Fannie Mae's eligibility requirements. (MSG ID 0009)
- 3 Based on the Community Seconds Repayment Structure the payments on the Community Seconds loan associated with this transaction will be deferred for five or more years. This information was used in the risk assessment of the loan. If this indicator is incorrect, the data must be corrected and the loan casefile resubmitted to DU. (MSG ID 2197)
- 4 Lenders must be approved by a participating HFA to originate HFA Preferred loans. Approved HFAs and/or their designated Master Servicer may deliver HFA Preferred loans. (MSG ID 2591)
- 5 Verify that the qualified income for the loan casefile complies with the maximum allowable income limit for the area in which the property is located, as established by the Community Seconds provider, the community land trust, or the resale restrictions associated to the property. (MSG ID 2835)
- 6 Refer to all Fannie Mae Lender Letters related to the "Impact of COVID-19" for additional instructions on temporary policies that may apply to this loan casefile. (MSG ID 3485)

Must reference "HFA Preferred" in the Risk/Eligibility section of the findings.

Verification Messages / Approval Conditions

- 12 Mortgage insurance is required for this HFA Preferred loan. The lender must obtain mortgage insurance coverage of at least 18%. Verify the mortgage insurance premium is accurately reflected in the loan application. (MSG ID 2593)



Under the Verification Messages/Approval Conditions the MI Coverage will be determined by findings.

Observations

- 23 The following list of special feature codes is provided to assist you in determining which codes may be associated with this loan. Other codes may be required. Refer to the Special Feature Codes list on fanniemae.com for a comprehensive list. (MSG ID 1387)

SPECIAL FEATURE CODE	DESCRIPTION
118	Community Seconds (if applicable)
782	HFA Preferred (State HFA)

Must also reference Special Feature Code of "782 – HFA Preferred" in the Observations section of findings.

chfa preferred and preferred vlip programs underwriting – freddie mac

- Underwritten through LP/LPA
 - Offering Identifier – Mortgage Type and Loan Terms
 - HFA Advantage
 - Risk Class must show as Accept
 - Purchase Eligibility will show as Eligible
 - Verify eligibility exception contains verbiage for HFA
- Freddie Mac Affordable Seconds allowed
 - Can be combined in conjunction with CHFA DPA
 - Must complete Freddie Mac Affordable Seconds checklist and submit in file
 - CHFA DPA Second Mortgage is considered an Affordable Second
 - Affordable seconds checklist not required for CHFA second mortgage loans

chfa preferred and preferred vlip programs underwriting – freddie mac

HFA Advantage product must be selected for correct underwriting.

Mortgage Type And Loan Terms

Mortgage Type *

Conventional

Base Loan Amount (exclude PMI, MIP, Funding Fee financed) *

\$ 97000.00

Amortization Type *

Fixed Rate

Lien Priority *

First Lien

Offering Identifier

HFA Advantage (eligible users only)

chfa preferredsm programs freddie mac LPA findings example

Purchase Eligibility
must be Eligible
and Risk Class
must be Accept.

Check AMI for
required MI
coverage.

Program identifier
must be “HFA
Advantage”

The screenshot displays the Freddie Mac Loan Product Advisor Feedback Certificate. Key sections and findings are highlighted with red circles and arrows:

- Assessment Summary:** The title is circled. Below it, the **PURCHASE ELIGIBILITY** status is **ELIGIBLE** (green checkmark), and the **RISK CLASS** is **ACCEPT** (green checkmark). Red arrows point from the text on the left to these two status indicators.
- Area Median Income (AMI):** Under **Affordable Product Information**, the **AREA MEDIAN INCOME** is \$117,800.00 and the **AREA MEDIAN INCOME (%)** is 79.02%. This section is circled in red.
- Loan Details:** The **PROGRAM IDENTIFIER(S)** is **HFA Advantage**, which is circled in red.
- Loan-to-Value Ratios:** LTV is 97.00%, TLTV is 100.87%, and HTLTV is 100.87%.
- Qualifying Ratios:** A table showing various ratios:

PROPOSED HOUSING (PITI)	PRESENT HOUSING EXPENSE	TOTAL MONTHLY INCOME	TOTAL MONTHLY DEBT	MAX MORTGAGE LIMIT
\$1,750.36	\$1,775.00	\$7,756.52	\$2,314.36	N/A
<hr/>				
HOUSING RATIO	DEBT RATIO	OCCUPANT HOUSING RATIO	OCCUPANT DEBT RATIO	
23%	30%	23%	30%	

chfa preferredsm programs freddie mac LPA findings example

Mortgage Details				
PRODUCT TYPE 30 Year Fixed Rate	AMORTIZATION TYPE Fixed	AMORTIZATION MONTHS 360	LOAN AMOUNT \$184,203.00	INTEREST RATE 7.0000%
LOAN PURPOSE Purchase	PURCHASE PRICE \$189,900.00	ESTIMATED PROPERTY VALUE \$190,000.00	APPRAISED PROPERTY VALUE \$190,000.00	NUMBER OF UNITS 1
PROPERTY TYPE Condo Garden Project	OCCUPANCY Primary Residence	REFINANCE TYPE N/A	CASHOUT AMOUNT N/A	NEW CONSTRUCTION N/A
INTEREST RATE BUYDOWN No	SALES CONCESSIONS N/A	ARM QUALIFYING RATE N/A	ARM QUALIFYING PITI N/A	LENDER SUBMITTED RESERVES \$1,281.14
AFFORDABLE SECOND \$7,368.00	TOTAL SUBORDINATE FINANCING \$7,368.00	HELOC BALANCE N/A	HELOC LIMIT AMOUNT N/A	

- CHFA second mortgage total should appear as both the “Affordable Second” and the “Total Subordinate Financing”.

chfa preferredsm programs freddie mac LPA findings example, continued

Affordable Lending And Access To Credit Messages

CODE	MESSAGE
FAL0002	Based on the annual qualifying income (\$93,078.24) and the Area Median Income (AMI) (\$117,800.00) where the property is located, the loan meets the housing goal qualifications for a Low-Income Purchase (LIP) since the income is at or below 80% AMI (\$94,240.00).
FAL0011	The area median income (AMI) is \$117,800.00 for the address submitted. The submitted annual qualifying income of \$93,078.24 is 79.02% of the AMI.
FAL0025	Affordable Seconds: Document the mortgage file with a Note or other evidence of terms, settlement/closing disclosure statement or alternative required by law that evidences the fees and costs paid by the borrower at closing in connection with a new Affordable Second, and evidence of subordination of an existing Affordable Second for a refinance.
FAL0006	At least one borrower must participate in a homeownership education program that meets the National Industry Standards for Homeownership Education and Counseling, or is provided by the HFA, a HUD-approved counseling agency or a Mortgage Insurer, or complete Freddie Mac's CreditSmart(R) Homebuyer U prior to the Note Date. Retain the Homeownership Education Certificate or comparable document in the Mortgage file.
FAL0008	Only Freddie Mac seller/servicers with a negotiated commitment may deliver HFA Advantage mortgages. Ensure the annual qualifying income (\$93,078.24) falls within the maximum HFA-established income limits.
FAL0026	The Affordable Second must be provided by an Agency under an established, ongoing, documented secondary financing or financial assistance program. The Affordable Second may not be funded by the property seller or any other interested party to the transaction except as provided in 4204.2(a)(i) B. and C.

- Check AMI information to obtain the correct MI coverage.
- HFA Advantage verbiage must be present.

chfa preferredsm programs freddie mac

LPA findings example, continued

Mortgage Insurance Messages	
CODE	MESSAGE
FMI0040	This HFA Advantage mortgage requires 18% MI coverage when the borrower's income is less than or equal to 80% of Area Median Income and 35% MI coverage when the borrower's income is greater than 80% of AMI. Refer to the HFA's website and/or program guidelines for other MI options that may be available when the borrower's income is greater than 80% of AMI.

- Check the Area Median Income (AMI) information in the “Credit Messages” section of the findings to determine the correct MI coverage
 - AMI 80% or less = Charter coverage (18% or less depending on LTV of loan)
 - AMI over 80% = Standard coverage (35% or less depending on LTV of loan)
 - See MI chart

chfa preferredsm mortgage insurance guidelines

- MI required for LTV's over 80%
- MI only available through these approved companies
 - Arch
 - Essent Guaranty
 - Genworth/Enact
 - National Mortgage Insurance Corp
 - Radian Guaranty Inc
 - MGIC
- Delegated underwriting of MI allowed
- AUS findings determine the MI coverage amount – based on income limit and LTV of the loan
- **Charter coverage** applies for income limit of 80% AMI or lower
 - 95.01% - 97% LTV – 18% MI coverage
 - 90.01% - 95% LTV – 16% MI coverage
 - 85.01% - 90% LTV – 12% MI coverage
 - 80.01% - 85% LTV – 6% MI coverage

chfa preferredsm mortgage insurance guidelines, continued

- **Standard coverage** will apply for income limits over 80% AMI
 - 95.01% - 97% LTV – 35% MI coverage
 - 90.01% - 95% LTV – 30% MI coverage
 - 85.01% - 90% LTV – 25% MI coverage
 - 80.01% - 85% LTV – 12% MI coverage
- Available MI options
 - Borrower paid monthly
 - Single paid premium option available
 - Split premium
 - Financed MI – must finance entire amount, no split

chfa preferredsm mortgage insurance guidelines – loans locked prior to 5/19/2025

private mortgage insurance coverage

Effective May 20, 2024					
County Name	CHFA Preferred sm , CHFA Preferred Plus sm , and Colorado HFA1 sm Programs			CHFA Preferred Very Low Income Program (VLIP)	
	Standard Coverage ¹ (Income above 80% Area Median Income ²)		Charter Level Coverage ¹ (Income at or below 80% Area Median Income ²)	All VLIP Loans will have Charter Level Coverage ¹ (Income at or below 80% Area Median Income ²)	
Adams	Above \$104,320	Standard level coverage: Refer to DU/LPA feedback for appropriate coverage % results	At or below \$104,320	Charter level coverage; Refer to DU/LPA feedback for appropriate coverage % results	At or below \$65,200
Alamosa	Above \$75,360		At or below \$75,360		At or below \$47,100
Arapahoe	Above \$104,320		At or below \$104,320		At or below \$65,200
Archuleta	Above \$75,360		At or below \$75,360		At or below \$47,100
Baca	Above \$75,360		At or below \$75,360		At or below \$47,100
Bent	Above \$75,360		At or below \$75,360		At or below \$47,100
Boulder	Above \$118,720		At or below \$118,720		At or below \$74,200
Broomfield	Above \$104,320		At or below \$104,320		At or below \$65,200
Chaffee	Above \$75,360		At or below \$75,360		At or below \$47,100
Cheyenne	Above \$75,360		At or below \$75,360		At or below \$47,100
Clear Creek	Above \$104,320		At or below \$104,320		At or below \$65,200
Conejos	Above \$75,360		At or below \$75,360		At or below \$47,100
Costilla	Above \$75,360		At or below \$75,360		At or below \$47,100
Crowley	Above \$75,360		At or below \$75,360		At or below \$47,100
Custer	Above \$75,360		At or below \$75,360		At or below \$47,100
Delta	Above \$75,360		At or below \$75,360		At or below \$47,100
Denver	Above \$104,320		At or below \$104,320		At or below \$65,200
Dolores	Above \$78,160		At or below \$78,160		At or below \$48,850
Douglas	Above \$104,320		At or below \$104,320		At or below \$65,200
Eagle	Above \$97,120		At or below \$97,120		At or below \$60,700
Elbert	Above \$104,320		At or below \$104,320		At or below \$65,200
El Paso	Above \$82,960		At or below \$82,960		At or below \$51,850
Fremont	Above \$75,360		At or below \$75,360		At or below \$47,100
Garfield	Above \$81,920		At or below \$81,920		At or below \$51,200
Gilpin	Above \$104,320		At or below \$104,320		At or below \$65,200
Grand	Above \$88,800		At or below \$88,800		At or below \$55,500
Gunnison	Above \$96,080		At or below \$96,080		At or below \$60,050
Hinsdale	Above \$75,360		At or below \$75,360		At or below \$47,100
Huerfano	Above \$75,360		At or below \$75,360		At or below \$47,100
Jackson	Above \$75,360		At or below \$75,360		At or below \$47,100
Jefferson	Above \$104,320		At or below \$104,320		At or below \$65,200
Kiowa	Above \$75,360		At or below \$75,360		At or below \$47,100
Kit Carson	Above \$75,360		At or below \$75,360		At or below \$47,100
Lake	Above \$88,400		At or below \$88,400		At or below \$55,250
La Plata	Above \$80,640		At or below \$80,640		At or below \$50,400

chfa preferredsm mortgage insurance guidelines – loans locked prior to 5/19/2025

Effective May 20, 2024					
County Name	CHFA Preferred sm , CHFA Preferred Plus sm , and Colorado HFA1 sm Programs			CHFA Preferred Very Low Income Program (VLIP)	
	Standard Coverage ¹ (Income above 80% Area Median Income ²)		Charter Level Coverage ¹ (Income above 80% Area Median Income ²)	All VLIP Loans will have Charter Level Coverage ¹ (Income at or below 50% Area Median Income ²)	
Larimer	Above \$95,040	Standard level coverage: Refer to DU/LPA feedback for appropriate coverage % results	At or below \$95,040	Charter level coverage: Refer to DU/LPA feedback for appropriate coverage % results	At or below \$59,400
Las Animas	Above \$75,360		At or below \$75,360		At or below \$47,100
Lincoln	Above \$76,000		At or below \$76,000		At or below \$47,500
Logan	Above \$75,360		At or below \$75,360		At or below \$47,100
Mesa	Above \$69,120		At or below \$69,120		At or below \$43,200
Mineral	Above \$75,360		At or below \$75,360		At or below \$47,100
Moffat	Above \$75,360		At or below \$75,360		At or below \$47,100
Montezuma	Above \$75,360		At or below \$75,360		At or below \$47,100
Montrose	Above \$75,360		At or below \$75,360		At or below \$47,100
Morgan	Above \$75,360		At or below \$75,360		At or below \$47,100
Otero	Above \$75,360		At or below \$75,360		At or below \$47,100
Ouray	Above \$75,680		At or below \$75,680		At or below \$47,300
Park	Above \$104,320		At or below \$104,320		At or below \$65,200
Phillips	Above \$75,360		At or below \$75,360		At or below \$47,100
Pitkin	Above \$104,400		At or below \$104,400		At or below \$65,250
Prowers	Above \$75,360		At or below \$75,360		At or below \$47,100
Pueblo	Above \$61,520		At or below \$61,520		At or below \$38,450
Rio Blanco	Above \$75,360		At or below \$75,360		At or below \$47,100
Rio Grande	Above \$75,360		At or below \$75,360		At or below \$47,100
Routt	Above \$98,720		At or below \$98,720		At or below \$61,700
Saguache	Above \$75,360		At or below \$75,360		At or below \$47,100
San Juan	Above \$75,360		At or below \$75,360		At or below \$47,100
San Miguel	Above \$82,800		At or below \$82,800		At or below \$51,750
Sedgwick	Above \$75,360		At or below \$75,360		At or below \$47,100
Summit	Above \$102,560		At or below \$102,560		At or below \$64,100
Teller	Above \$82,960		At or below \$82,960		At or below \$51,850
Washington	Above \$75,360		At or below \$75,360		At or below \$47,100
Weld	Above \$91,600		At or below \$91,600		At or below \$57,250
Yuma	Above \$75,360		At or below \$75,360		At or below \$47,100

chfa preferredsm mortgage insurance guidelines – loans locked on or after 5/19/2025

private mortgage insurance coverage

Effective May 19, 2025						
County Name	CHFA Preferred sm , CHFA Preferred Plus sm , and Colorado HFA1 sm Programs				CHFA Preferred Very Low Income Program (VLIP)	
	Standard Coverage ¹ (Income above 80% Area Median Income ²)		Charter Level Coverage ¹ (Income at or below 80% Area Median Income ²)		All VLIP Loans will have Charter Level Coverage ¹ (Income at or below 80% Area Median Income ²)	
Adams	Above \$112,080	Standard level coverage: Refer to DU/LPA feedback for appropriate coverage % results	At or below \$112,080	Charter level coverage; Refer to DU/LPA feedback for appropriate coverage % results	At or below \$70,050	Charter level coverage; Refer to DU/LPA feedback for appropriate coverage % results
Alamosa	Above \$81,600		At or below \$81,600		At or below \$51,000	
Arapahoe	Above \$112,080		At or below \$112,080		At or below \$70,050	
Archuleta	Above \$81,600		At or below \$81,600		At or below \$51,000	
Baca	Above \$81,600		At or below \$81,600		At or below \$51,000	
Bent	Above \$81,600		At or below \$81,600		At or below \$51,000	
Boulder	Above \$120,480		At or below \$120,480		At or below \$75,300	
Broomfield	Above \$112,080		At or below \$112,080		At or below \$70,050	
Chaffee	Above \$82,400		At or below \$82,400		At or below \$51,500	
Cheyenne	Above \$81,600		At or below \$81,600		At or below \$51,000	
Clear Creek	Above \$112,080		At or below \$112,080		At or below \$70,050	
Conejos	Above \$81,600		At or below \$81,600		At or below \$51,000	
Costilla	Above \$81,600		At or below \$81,600		At or below \$51,000	
Crowley	Above \$81,600		At or below \$81,600		At or below \$51,000	
Custer	Above \$81,600		At or below \$81,600		At or below \$51,000	
Delta	Above \$81,600		At or below \$81,600		At or below \$51,000	
Denver	Above \$112,080		At or below \$112,080		At or below \$70,050	
Dolores	Above \$82,160		At or below \$82,160		At or below \$51,350	
Douglas	Above \$112,080		At or below \$112,080		At or below \$70,050	
Eagle	Above \$106,560		At or below \$106,560		At or below \$66,600	
Elbert	Above \$112,080		At or below \$112,080		At or below \$70,050	
El Paso	Above \$90,720		At or below \$80,720		At or below \$56,700	
Fremont	Above \$81,600		At or below \$81,600		At or below \$51,000	
Garfield	Above \$84,480		At or below \$84,480		At or below \$52,800	
Gilpin	Above \$112,080		At or below \$112,080		At or below \$70,050	
Grand	Above \$101,360		At or below \$101,360		At or below \$63,350	
Gunnison	Above \$103,600		At or below \$103,600		At or below \$64,750	
Hinsdale	Above \$81,600		At or below \$81,600		At or below \$51,000	
Huerfano	Above \$81,600		At or below \$81,600		At or below \$51,000	
Jackson	Above \$81,600		At or below \$81,600		At or below \$51,000	
Jefferson	Above \$112,080		At or below \$112,080		At or below \$70,050	
Kiowa	Above \$81,600		At or below \$81,600		At or below \$51,000	
Kit Carson	Above \$81,600		At or below \$81,600		At or below \$51,000	
Lake	Above \$102,960		At or below \$102,960		At or below \$64,350	
La Plata	Above \$94,000		At or below \$94,000		At or below \$58,750	

chfa preferredsm mortgage insurance guidelines – loans locked on or after 5/19/2025

Effective May 19, 2025						
County Name	CHFA Preferred sm , CHFA Preferred Plus sm , and Colorado HFAT sm Programs				CHFA Preferred Very Low Income Program (VLIP)	
	Standard Coverage ¹ (Income above 80% Area Median Income ²)		Charter Level Coverage ¹ (Income above 80% Area Median Income ²)		All VLIP Loans will have Charter Level Coverage ¹ (Income at or below 50% Area Median Income ²)	
Larimer	Above \$102,080	Standard level coverage: Refer to DU/LPA feedback for appropriate coverage % results	At or below \$102,080	Charter level coverage; Refer to DU/LPA feedback for appropriate coverage % results	At or below \$63,800	Charter level coverage: Refer to DU/LPA feedback for appropriate coverage % results
Las Animas	Above \$81,600		At or below \$81,600		At or below \$51,000	
Lincoln	Above \$81,600		At or below \$81,600		At or below \$51,000	
Logan	Above \$81,600		At or below \$81,600		At or below \$51,000	
Mesa	Above \$75,280		At or below \$75,280		At or below \$47,050	
Mineral	Above \$81,600		At or below \$81,600		At or below \$51,000	
Moffat	Above \$81,600		At or below \$81,600		At or below \$51,000	
Montezuma	Above \$81,600		At or below \$81,600		At or below \$51,000	
Montrose	Above \$81,600		At or below \$81,600		At or below \$51,000	
Morgan	Above \$81,600		At or below \$81,600		At or below \$51,000	
Otero	Above \$81,600		At or below \$81,600		At or below \$51,000	
Ouray	Above \$83,600		At or below \$83,600		At or below \$52,250	
Park	Above \$112,080		At or below \$112,080		At or below \$70,050	
Phillips	Above \$81,600		At or below \$81,600		At or below \$51,000	
Pitkin	Above \$110,800		At or below \$110,800		At or below \$69,250	
Prowers	Above \$81,600		At or below \$81,600		At or below \$51,000	
Pueblo	Above \$67,200		At or below \$67,200		At or below \$42,000	
Rio Blanco	Above \$81,600		At or below \$81,600		At or below \$51,000	
Rio Grande	Above \$81,600		At or below \$81,600		At or below \$51,000	
Routt	Above \$108,800		At or below \$108,800		At or below \$68,000	
Saguache	Above \$81,600		At or below \$81,600		At or below \$51,000	
San Juan	Above \$81,600		At or below \$81,600		At or below \$51,000	
San Miguel	Above \$95,600		At or below \$95,600		At or below \$59,750	
Sedgwick	Above \$81,600		At or below \$81,600		At or below \$51,000	
Summit	Above \$111,680		At or below \$111,680		At or below \$69,800	
Teller	Above \$90,720		At or below \$90,720		At or below \$56,700	
Washington	Above \$81,600		At or below \$81,600		At or below \$51,000	
Weld	Above \$90,880		At or below \$90,880		At or below \$56,800	
Yuma	Above \$81,600		At or below \$81,600		At or below \$51,000	

conventional requirements for chfa second mortgage

- Conventional Underwriting Transmittal – CHFA Second Mortgage must show as subordinate financing.
- If additional liens are included in the total, break out the amount from each entity on the Underwriting Transmittal

Lien Position	
<input checked="" type="checkbox"/>	First Mortgage
Amount of Subordinate Financing	
Fannie) \$	10,904.00
He)	(If HELOC, include balance and credit limit)
<input type="checkbox"/>	Second Mortgage
If Second Mortgage	
Owner of First Mortgage	
<input type="checkbox"/>	Fannie Mae
<input type="checkbox"/>	Freddie Mac
<input type="checkbox"/>	Seller/Other
e:	Original Loan Amount of First Mortgage
\$	

chfa preferred and preferred vlip programs compliance documentation requirements

- Lock to Purchase process
 - No CHFA review and approval prior to closing
 - Must meet all requirements for CHFA to purchase, no exceptions

submission of file for purchase review

chfa preferred and preferred vlip programs purchase guidelines

- All MERS members must close first mortgage loan on the MERS/MOM Deed of Trust
 - Non MERS members must use the Standard Deed of Trust and the CHFA Form 230M Assignment
- Lender receives payments on first mortgage loan until purchased by CHFA
 - Lender can take a maximum of 4 payments
 - If utilizing an interest credit, lender MUST take the first payment and any additional payments until CHFA purchases the loan
- Outstanding compliance approval conditions must be in purchase file, if applicable
- Original Collateral send to CHFA's main office
 - Overnight: 1981 Blake Street, Denver, CO 80202
 - Postal mail: PO Box 60 Denver, CO 80201

chfa preferred and preferred vlip programs purchase guidelines

- Endorsement on note or allonge should be to: Colorado Housing and Finance Authority
 - Endorsements must be “wet signed”, signature stamps are not acceptable
 - Endorsers printed name and job title to be included
 - Only 1st mortgage loans should be endorsed to CHFA
 - CHFA 2nd mortgage loans do NOT need endorsement
- Conventional Loans – CHFA will run “Fannie Mae Early Check” or “Freddie Mac LQA” at time of Purchase
 - File may be suspended for errors
- Principal reductions received on Closing Disclosure require a pay history showing the unpaid principal balance after principal reduction
- Proof that all MI payments have been made, including late fees prior to purchase
 - Conventional loans require proof of MI activation

chfa preferred and preferred vlip programs purchase guidelines

- Purchase review turn time is 6 business days from file check in, if file checks in prior to 5:00 pm. If checked in after 5:00 pm, file will be reviewed in 7 business days
- Suspended or incomplete files will result in further delays
 - Cut off time for file upload is 3:00 pm MT
- Decision letters
 - Available in HomeConnection after review of file
 - Link for decision letter in HomeConnection will be sent to the contact selected in the CHFA Document Delivery System
- Submission of suspense conditions to CHFA
 - Upload through document delivery system or investor connect
 - Utilize the specific line item for the document
 - Using the bulk upload option will delay the review of suspense conditions
 - Suspense conditions will be reviewed in order received within one business day
- Lender must provide final documents to CHFA within 90 days of purchase

common issues that delay purchase approval and funding

- Purchase file does not check in for review
 - Missing documents or documents uploaded to the incorrect document line
- Missing documentation required in AUS findings
- Incorrect Note or Deed of Trust requiring Modification
- Incorrect, missing, or dated Note Endorsements
 - If an error is made, void any incorrect endorsements prior to sending Note to CHFA for purchase
- Endorser printed name and job title missing
 - Attorney In Fact is allowed to sign, must include Power of Attorney (POA) showing all authorized signors

common issues that delay purchase approval and funding

- Simultaneous use of note endorsement and allonge
- Missing MI information
- Missing payment history showing principal reduction applied, property taxes paid and/or MI disbursements and late fees if applicable
- CHFA forms not being utilized from CHFA HomeConnection, CHFA website, or CHFA approved document prep system
 - Forms must also be the most current version
- Electronically signed documents – acceptable as long as they do not require a notarization, including CHFA documents
- Unless approved by CHFA to provide eNotes, all notes must be wet signed

manufactured home documents

- Manufactured home documentation requirements – state statute
 - When home and land have been purged
 - Affidavit of Real Property for a Manufactured Home
 - Land Lease property – attach copy of land lease to the Affidavit
 - When new construction or home has not been purged
 - Certificate of Permanent Location for a Manufactured Home
 - Certificate of Permanent Location for a Manufactured Home in a Land Lease Community
 - Purged = land and home are taxed together as real property
- Manufactured Home Rider
 - Information may be contained in the Deed of Trust
- Affidavit of Affixation Riders for manufactured homes – one of these forms must be completed
 - Manufactured Home Affidavit of Affixation
 - All information should be completed, including sections 10 and 14

manufactured home affidavit of affixation rider example – 5 pg version

This document was prepared by:

LOAN #: 0102002460

MANUFACTURED HOME AFFIDAVIT OF AFFIXATION RIDER

STATE OF

COUNTY OF

This Manufactured Home Affidavit of Affixation is made this _____ day of _____ and is incorporated into and shall be deemed to supplement the Mortgage, Deed of Trust, or Security Deed (the "Security Instrument") of the same date given by the undersigned (the "Borrower" or "Homeowner") to secure Borrower's Note to

("Lender").

Borrower and Lender state that it is their intent that the manufactured home be and remain permanently attached to and part of the real property, and that it be regarded as an immovable fixture thereto and not as personal property.

"Homeowner" being duly sworn, on his, her or their oath state(s) as follows:

1. Homeowner owns the manufactured home ("Home") described as follows:

New _____ Used _____ Year _____ Length _____ Width _____

Manufacturer/Make _____

Model Name or Model No. _____

Serial No. _____

Serial No. _____

Serial No. _____

Serial No. _____

HUD Label Number(s) _____

Certificate of Title Number _____

ATTENTION COUNTY CLERK: This instrument covers goods that are or are to become fixtures on the Land described herein and is to be filed for record in the records where conveyances of real estate are recorded.

manufactured home affidavit of affixation rider example

Lender information on left, CHFA second mortgage information on the right.

10. The Home is subject to the following security interests (each, a "Security Interest"):

Name of Lienholder

Name of Lienholder

Address:

Address:

Original Principal

Amount Secured: \$

Original Principal

Amount Secured: \$

14. The Homeowner hereby initials one of the following choices, as it applies to title to the Home:

- ☐ A. The Home is not covered by a certificate of title. The original manufacturer's certificate of origin, duly endorsed to the Homeowner, is attached to this Affidavit, or previously was recorded in the real property records of the jurisdiction where the Home is to be located.
- ☐ B. The Home is not covered by a certificate of title. After diligent search and inquiry, the Homeowner is unable to produce the original manufacturer's certificate of origin.
- ☐ C. The manufacturer's certificate of origin and/or certificate of title to the Home
☐ shall be ☐ has been eliminated as required by applicable law.
- ☐ D. The Home shall be covered by a certificate of title.

One of these boxes must be checked. If box C is marked, then either "shall be" or "has been" must also be checked.

affixation affidavit regarding manufactured home example – 4 pg version

(To be recorded with Security Instrument)

AFFIXATION AFFIDAVIT REGARDING MANUFACTURED (AND FACTORY BUILT) HOME

The State of COLORADO)

County of _____)

Loan #:

MIN:

Case #:

Before me, the undersigned authority, on this day personally appeared _____
known to me to be the person(s) whose name(s)
is/are subscribed below, and who, being by me first duly sworn, did each on his/her oath state as
follows:

Affixation Affidavit Regarding Manufactured Home

43.168

Page 1 of 4



Description of Manufactured Home

New/Used	Year	Manufacturer's Name	Model Name and Model No.
Length X Width	Serial Number		HUD #
Manufactured Home Location			
Street		County	
City	State	Zip Code	

In addition to the covenants and agreements made in the Security Instrument, _____
("Borrower[s]") covenants and agrees as
follows:

1. The manufactured home described above located at the address above is permanently affixed to a foundation and will assume the characteristic of site-built housing.
2. The wheels, axles, tow bar, or hitch were removed when said manufactured home was placed on the permanent site.
3. All foundations, both perimeter and piers for said manufactured home have footings that are located below the frost line or in compliance with local building codes or requirements.
4. If piers are used for said manufactured home, they will be placed where said home manufacturer recommends.
5. If state law so requires, anchors for said manufactured home have been provided.
6. The manufactured home is permanently connected to a septic or sewage system and other utilities such as electricity, water and natural gas.
7. No other lien or financing affects said manufactured home or real estate, other than those disclosed in writing to Lender.
8. The foundation system of the manufactured home has been designed by an engineer, if required by state or local building codes, to meet the soil conditions of the site.
9. That the Borrower(s) hereby acknowledges(s) his/her/their intent that said manufactured home will become immovable property and part of the real property securing the security instrument.
10. The said manufactured home will be assessed and taxed as an improvement to the real property. Borrower(s) understand(s) that if Lender does not escrow for these taxes, that Borrower(s) will be responsible for payment of such taxes.
11. If the land is being purchased, such purchase and said manufactured home represent a single real estate transaction under applicable state law.

Affixation Affidavit Regarding Manufactured Home

43.168

Page 2 of 4



chfa preferred and preferred vlip programs purchase documentation requirements

- Follow the list of conditions/documents in the Document Delivery system or utilize document checklist for the respective program
 - CHFA Form 791, Lock to Purchase Submission Review Checklist
 - ***Do not include checklist in file submission***
- All information used to underwrite file from AUS findings or Underwriter requirements – including assets

contact us for information

- toll free: (888) 320-3688
- email: homeownership@chfainfo.com
- CHFA website: www.chfainfo.com



thank you!
