

# uploading suspend conditions

chfa home finance



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# uploading suspend conditions

- Suspend conditions must be uploaded through the document delivery system in the HomeConnection site
- Two methods to upload:
  - “Single Line Item” – uploading to the specific document line item
  - “Suspense Conditions Not in Document Checklist” line item

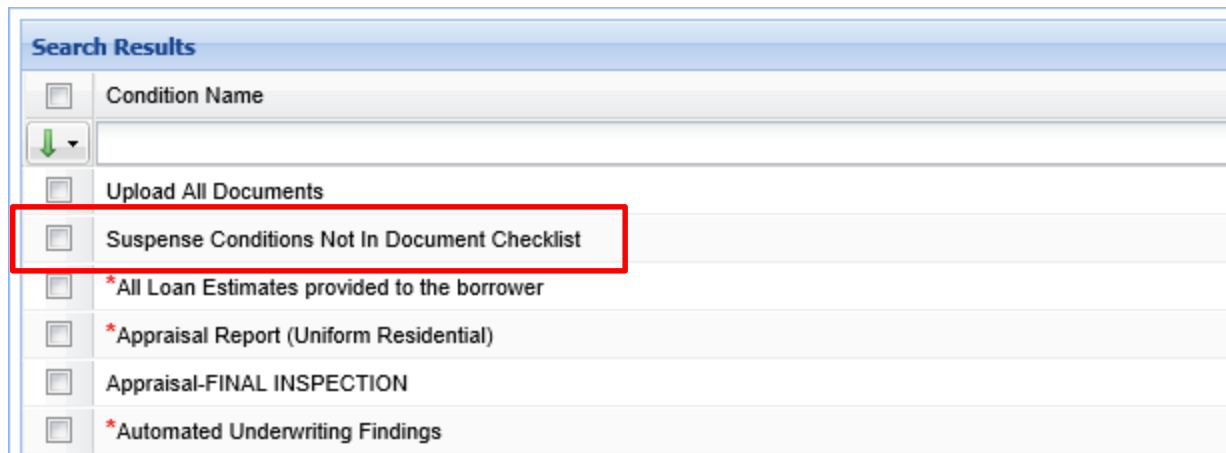
# uploading suspend conditions

- Utilize the “single line item” upload for any documents in the checklist
  - Example: corrected underwriting transmittal should be uploaded to the underwriting transmittal line

<input type="checkbox"/>	*Purchase Contract
<input type="checkbox"/>	Settlement Service Provider List
<input type="checkbox"/>	*Title Commitment (Title Commitment Only No Supporting Docs)
<input type="checkbox"/>	*Underwriting Transmittal
<input type="checkbox"/>	Verification of Employment
<input type="checkbox"/>	Verification of Other Income

# uploading suspend conditions

- Any suspend conditions not listed in the checklist should be uploaded using the “Suspense Conditions Not in Document Checklist” line
  - Example: proof of residency documentation would be uploaded to this line



The screenshot shows a web interface titled "Search Results" with a list of conditions. A red box highlights the option "Suspense Conditions Not In Document Checklist".

Search Results	
<input type="checkbox"/>	Condition Name
<input type="checkbox"/>	Upload All Documents
<input type="checkbox"/>	<b>Suspense Conditions Not In Document Checklist</b>
<input type="checkbox"/>	*All Loan Estimates provided to the borrower
<input type="checkbox"/>	*Appraisal Report (Uniform Residential)
<input type="checkbox"/>	Appraisal-FINAL INSPECTION
<input type="checkbox"/>	*Automated Underwriting Findings

# processing and review time

- Once all suspend conditions have been uploaded, allow up to one business day for review
- Please be patient and do not upload documents multiple times – this will delay the process

# contact us for information

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