

Colorado Housing and Finance Authority
www.chfainfo.com

**CHFA HomeAccesssm Second Mortgage Program
Credit Review Submission Checklist**

Submission Tips

- Please use CHFA's Document Delivery System in HomeConnectionsm for all new submissions.
- Utilizing the bulk upload feature is preferable to uploading individual documents to each condition, as it yields fewer "Invalid" documents.
- All documents with a red asterisk are required. Additionally, income documentation is also required even though it is not explicitly called out via a red asterisk.
- Be sure to follow this Checklist when submitting files, and to submit only the documents requested. Submitting duplicate or extraneous documents increases CHFA's review time and will slow down the progress of your loan.
- It is a lender's responsibility to check their pipeline report within 6 hours of uploading documents to confirm that the status has changed from "Reserved" to "Compliance in Process."
- Documents to address suspend conditions should not be uploaded to the Document Delivery System; they should be emailed directly to the Analyst working the file.

Submission Documents

1. Copy of CHFA Form 371, HomeAccess Loan Estimate,
2. Settlement Services Provider List,
3. Intent to Proceed,
4. Change Circumstance, if applicable
5. **Title Commitment;** completed with legal description and Lender as Colorado Housing and Finance Authority
**Must be clear and legible*