

Colorado Housing and Finance Authority
www.chfainfo.com

**CHFA HomeAccesssm and SectionEight Homeownershipsm Programs
Purchase Prefunding Review Submission Checklist**

Submission Tips

- Please use CHFA’s Document Delivery System in CHFA 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 six hours of uploading documents to confirm that the status has changed from “Compliance Approved” to “PreFunding 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

HomeAccess Program Mortgage Revenue Bond Required Documents

1. Copy of **CHFA Form 402, Final Applicant Affidavit**
2. Copy of **CHFA Form 404, Seller Affidavit**; Acceptable Power of Attorney use is limited; please see CHFA Seller’s Guide **If REO Property, include name and title of signor*
3. Copy of **CHFA Form 407, Notice of Recapture Tax to Mortgage Loan Applicants**, signed by Borrower(s)
4. Copy of **CHFA Form 220, Tax Exempt Financing Rider**; must be indicated as a rider on the First Mortgage Deed of Trust and recorded with the First Mortgage Deed of Trust

1. Original and one copy of **Promissory Note for First Mortgage Loan**, endorsed to Colorado Housing and Finance Authority, without recourse
2. **Final Underwriting Approval**; Fannie Mae 1008 Underwriting Transmittal, FHA LUTS, or VA Loan Analysis **Must be signed and include all documentation used by the Underwriter to approve the loan; must include proof of satisfaction of all prior to closing conditions*
3. **Final Automated Underwriting Findings**, followed by all documentation required per AUS Findings; **CHFA will require all documentation required per the AUS Findings prior to purchase**
4. **Proof of satisfaction of all “prior to closing” Appraisal requirements**, completed per plans and specifications (i.e., 10-year Builder Warranty, Occupancy Certificate, etc.)
5. **Proof of Satisfaction of all conditions per CHFA Program Compliance Approval Letter**
6. Copy of executed **First Deed of Trust; with all applicable Riders**
7. Copy of executed **Warranty Deed** **Only occupying Borrower(s) can take title*
8. Copy of **Title Commitment**
9. **Closing Disclosure**, with addendums
10. **Change in Circumstance, if applicable**
11. Copy of **Initial Escrow Account Disclosure**
12. **Evidence of Hazard Insurance or copy of original Hazard Insurance Policy**, with sufficient coverage for both First and Second Mortgage Loans or Certificate of Insurance if property is a Condominium
13. **Copy of HO6 Insurance Policy** **Required for Condominiums only*
14. **Life of Loan Flood Determination Certificate** **Must be from a CHFA-approved company*
15. **Evidence of Flood Insurance or copy of original Flood Insurance Policy**, if applicable
16. Copy of **Tax Certificate** **Must show taxes are current or they must be paid at closing and reflected on the HUD-1 Settlement Statement or Closing Disclosure; must include Legal Description*
17. Copy of **CHFA Form 709, First Payment Disclosure** **Must be signed by all Borrower(s)*
18. Copy of **Certificate of Permanent Location for a Manufactured Home or Affidavit of Real Property for a Manufactured Home**; recorded copy to be submitted to CHFA

FHA Loan Required Documents

1. **CHFA Form 501, CHFA DPA Grant Award Letter** **Required for all **SectionEight** Homeownership FHA loans with Down Payment Assistance; must be signed by all Borrowers.*
 2. **CHFA Form 367, Down Payment Closing Cost Assistance Award Letter for Second Mortgage Loan** **Required for all **HomeAccess** FHA loans with a CHFA Second Mortgage; must be signed by all Borrowers.*
 3. **FHA Conditional Commitment** **Must be signed by Direct Endorsement Underwriter*
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RD-USDA Loan Required Documents

1. **RD Form 1980-21, Request for Single Family Housing Loan Guarantee**
 2. **RD Form 1908-18, Conditional Commitment**
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All required documents must be complete and accurate and submitted within 10 days of closing in order to avoid additional fees.