

Colorado Housing and Finance Authority  
www.chfainfo.com

**CHFA HomeAccess<sup>sm</sup> Second Mortgage Program  
Purchase Prefunding Review Submission Checklist**

**Submission Tips**

- Please use CHFA's Document Delivery System in CHFA HomeConnection<sup>sm</sup> 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 "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.
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**Submission Documents**

1. Original and one copy of **CHFA Form 305H, CHFA HomeAccess Second Mortgage Loan Note**
2. Copy of executed **CHFA Form 311H, CHFA HomeAccess Second Mortgage Deed of Trust**
3. Copy of executed **CHFA Form 205, Modification of Promissory Note and Deed of Trust**, if applicable
4. Copy of **CHFA Form 372, HomeAccess Closing Disclosure**, and any addendums
5. **Change in Circumstance**, if applicable