CHFA HomeAccess™ and CHFA SectionEight Homeownership™ Programs
Purchase Post-Funding Review Submission Checklist

Submission Tips

• Please use CHFA’s Document Delivery System in CHFA HomeConnection™ 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

1. Copy of W-9, Request for Taxpayer Identification Number and Certification *Must be signed by all Borrower(s)
2. Copy of 4506-T, Request for Transcript of Tax Return *Must be signed by all Borrower(s)
3. Copy of executed Same Name Affidavit or “AKA” Affidavit *Must be signed by all Borrower(s)
4. Certified copy of executed Power of Attorney(s) (POA), if applicable, for Borrower and/or Seller if used by Borrower to sign loan documents and/or Seller to sign real estate documents
5. Proof of satisfaction of all “prior to closing” Appraisal requirements, completed per plans and specifications (i.e., 10-year Builder Warranty, Occupancy Certificate, etc.)
6. Proof of Satisfaction of all conditions per CHFA Program Compliance Approval Letter
8. Final Fannie Mae 1003, Uniform Residential Loan Application *Must be fully executed and signed by all Borrower(s) and Participating Lender Representative
9. 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
10. Improvement Location Certificate (ILC) or other acceptable documentation *Required when property has a private or community well
11. Escrow for Completion Agreement, if applicable
12. Final Property Inspection(s), if applicable
13. All Disclosures provided to the Borrower

FHA Loan Required Documents

14. Mortgage Record Change

RD-USDA Loan Required Documents

15. Mortgage Record Change