

Colorado Housing and Finance Authority  
www.chfainfo.com

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

**Submission Tips**

- Please use CHFA's Document Delivery System in CHFA HomeConnection<sup>sm</sup> for all new submissions and suspense conditions. Please submit only the items in this list, omitting any duplicate documentation.
- All documents with a red asterisk are required. Additionally, all other documentation that is relevant to the file, including, but not limited to, income, is also required even though it is not explicitly called out via a red asterisk.
- 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."
- CHFA second mortgage loans must be submitted simultaneously at time of first mortgage loan submission. Second mortgage loan must be submitted to its own loan number file in the CHFA Document Delivery System.
- This document list is not all inclusive of what may be required by FHA, VA, USDA-RD, Fannie Mae, Freddie Mac or by local, state and federal laws, regulations or other requirements, as applicable. CHFA relies on its Participating Lenders to comply with any and all applicable legal and regulatory requirements relating to the origination and underwriting of the loan including, but not limited to, disclosure requirements. CHFA reserves the right to request additional documentation from the Lender as needed in CHFA's sole discretion.

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**Submission Documents**

Original documents to be sent to CHFA, 1981 Blake St, Denver, CO 80202

1. Original CHFA Form 305H, CHFA HomeAccess Second Mortgage Loan Note, *fully executed; do not endorse note*

Documents to upload via CHFA Document Delivery System

1. CHFA Form 305H, CHFA HomeAccess Second Mortgage Loan Note, *fully executed*
2. CHFA Form 311H, CHFA HomeAccess Second Mortgage Deed of Trust, *fully executed and notarized*
3. CHFA Form 205, Modification of Promissory Note and Deed of Trust; if applicable
4. CHFA Form 372, HomeAccess Closing Disclosure; and any addendums
5. CHFA Form 368, CHFA Down Payment Closing Cost Assistance Award Letter for Second Mortgage Loan; *\*Required for all FHA loans with a CHFA Second Mortgage Loan; must be signed by all borrower(s)*
6. Change in Circumstance, *if applicable*