

Colorado Housing and Finance Authority
www.chfainfo.com

**Section Eight Homeownershipsm Program
Section Eight Homeownershipsm Plus Program
Purchase Review Submission Checklist**

Submission Tips

- Please use CHFA's Document Delivery System in CHFA HomeConnectionsm 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.

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

1. **Promissory Note for First Mortgage Loan**, *fully executed; endorsed to Colorado Housing and Finance Authority, without recourse* (endorsement can be completed on the original note OR via a Note Allonge)
2. **Bailee Letter**; *if applicable*

Documents to upload via CHFA Document Delivery System

1. **Promissory Note for First Mortgage Loan**, *fully executed*
2. **First Deed of Trust**, *fully executed and notarized, including all applicable Riders*
3. **CHFA Form 205, Modification of Promissory Note and Deed of Trust**; *if applicable *Fully executed by borrower and lender*
4. **Warranty Deed**, *fully executed; *Only occupying Borrower(s) can take title*
5. **All Closing Disclosure(s) with addendums and change in circumstance**; *if applicable*
6. **Final Underwriting Approval**; *Fannie Mae 1008 Underwriting Transmittal, FHA LUTS, or VA Loan Analysis *Must be signed if manually underwritten and include all documentation used by the underwriter to approve the loan; must include proof of satisfaction of all prior to closing conditions*
7. **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*
8. **Final Uniform Residential Loan Application**; *including all addendums, if applicable *Must be fully executed and signed by all borrower(s) and Participating Lender*
9. **Tax transcripts**; *if required per underwriting findings or decision*
10. **Asset documentation**; **Must include all assets required in DU Findings*
11. **Proof of satisfaction of all "prior to closing" Appraisal requirements**; *completed per plans and specifications (i.e., 10-year Builder Warranty, Occupancy Certificate, etc.)*
12. **Proof of Satisfaction of all conditions per CHFA Program Compliance Approval Letter**
13. **Current payment history**; **Required if the Participating Lender has received payments; must reflect any principal reduction credited at closing; must reflect that monthly mortgage insurance and any late charges incurred have been paid for any payments received by the lender prior to loan purchase by CHFA*

14. **Homebuyer education certificate;** **Required for all borrower(s)*
 15. **Title Commitment**
 16. **Initial Escrow Account Disclosure**
 17. **Evidence of Hazard Insurance or Hazard Insurance Policy;** or certificate of insurance if property is a condominium
 18. **HO6 Insurance Policy;** **Required for Condominiums only*
 19. **Life of Loan Flood Determination Certificate;** **Must be from a CHFA-approved company*
 20. **Evidence of Flood Insurance or Flood Insurance Policy;** if applicable
 21. **Tax Certificate;** **Must show taxes are current or they must be paid at closing and reflected on the Closing Disclosure; must include Legal Description*
 22. **IRS Form W-9, Request for Taxpayer Identification Number and Certification;** **Must be signed by all borrower(s)*
 23. **IRS Form 4506-T or 4506-C, Request for Transcript of Tax Return;** **Must be signed by all borrower(s) per FHA, VA or USDA-RD requirement*
 24. **First Payment Disclosure;** **Must be signed by all borrower(s)*
 25. **CHFA Form 709, First Payment Disclosure;** **Must be signed by all Borrower(s)*
 26. **Same Name Affidavit or "AKA" Affidavit;** **Fully signed by all borrower(s)*
 27. **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
 28. **Certificate of Permanent Location for a Manufactured Home OR Affidavit of Real Property for a Manufactured Home;** *Recorded copy required for post-closing*
 29. **Escrow for Completion Agreement;** if applicable
 30. **Final property inspection(s);** if applicable
 31. **All disclosures provided to the borrower;** *(i.e. Points and Fees worksheet, Affiliated Business Disclosure, etc)*
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FHA Loan Required Documents

1. **CHFA Down Payment Assistance Award Letter**
 - a. **CHFA Form 501, CHFA DPA Grant Award Letter;** **Required for all FHA loans with down payment assistance; must be signed by all borrower(s)*
 - b. **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)*
 2. **Mortgage Record Change**
 3. **FHA Conditional Commitment;** **Must be signed by direct endorsement underwriter*
 4. **FHA Case Detail Results;** **Must reflect payments of all mortgage insurance premiums and any late charges assessed prior to purchase by CHFA*
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RD-USDA Loan Required Documents

1. **RD Form 3555.21, Request for Single Family Housing Loan Guarantee**
 2. **RD Form 3555-18E, Conditional Commitment**
 3. **Mortgage Record Change**
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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.