

Colorado Housing and Finance Authority
www.chfainfo.com

Final Document Review Submission Checklist

Submission Tips

- Please use CHFA's Document Delivery System in CHFA HomeConnectionsm for uploading documents, unless an original is required.
- Be sure to follow this checklist when submitting files, original documents should be mailed to CHFA's offices at 1981 Blake Street, Denver CO 80202.

Submission Documents

1. Any and all outstanding purchase requirements, if applicable
2. Original, recorded First Mortgage Deed of Trust, including all applicable Riders; if the loan is registered with MERS use MOM (MERS as Original Mortgagee) Deed of Trust. MERS must be transferred within five (5) days of purchase.
3. Original recorded CHFA Form 230M, Assignment of Deed of Trust, if Lender is not MERS-ready
4. Recorded subordination, if applicable
5. Original Final Title Insurance Policy, with all required endorsements; *legible copy is acceptable if original is not available*
6. Original recorded CHFA Form 205, Modification or Promissory Note and Deed of Trust, if applicable

FHA Loan Required Documents

1. FHA Mortgage Insurance Certificate (MIC); printout from FHA Connection is acceptable.
2. Mortgage Record Change; provide evidence of transfer of Holder and Servicer from FHA Connection
 - a. Holder Colorado Housing and Finance Authority - #05366
 - b. Servicer Dovenmuehle Mortgage, Inc. - #11303
3. FHA Case Detail Results *Must reflect payments for all Mortgage Insurance Premiums and any late charges incurred were paid by the Lender for any payments received after loan purchase by CHFA.

VA Loan Required Documents

1. VA Loan Guaranty Certificate (LGC)

RD-USDA Loan Required Documents

1. RD Loan Note Guarantee (LNG)
2. RD Lender Record Change

Conventional Loan Required Documents

1. Current Payment History *Required if the Participating Lender has received payments. Must reflect any principal reduction credited at closing. Must reflect payments for all Mortgage Insurance Premiums and any late charges incurred were paid by the Lender for any payments received after loan purchase by CHFA.