Colorado Housing and Finance Authority  
www.chfainfo.com

Final Document Review Submission Checklist

Submission Tips

• Please use CHFA’s Document Delivery System in CHFA HomeConnection™ for uploading documents. Document copies should be uploaded utilizing the “Single Line Item” option in the CHFA Document Delivery System.

• Original recorded documents must be sent via overnight or mail to CHFA’s main office and should NOT be uploaded through the CHFA Document Delivery System.

• Original recorded documents should be mailed to CHFA’s offices at 1981 Blake Street, Denver CO 80202.

Submission Documents

DOCUMENTS TO UPLOAD

1. Any and all outstanding purchase requirements, as applicable
2. Final Title Insurance Policy, with all required endorsements.
3. Copy of recorded Affidavit of Real Property for a Manufactured Home OR Certificate of Permanent Location for a Manufactured Home, if applicable
4. Copy of Final Property Inspection
5. Current payment history *Required if the Participating Lender has received payments; must reflect any principal reduction credited at closing; must reflect monthly mortgage insurance and any late charges incurred have been paid for any payments received by the lender prior to loan purchase by CHFA
6. Notary Affidavit, if applicable
7. Lien Release, if applicable

ORIGINAL DOCUMENTS TO BE MAILED/OVERNIGHTED TO CHFA

1. 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.
2. Original recorded CHFA form 220, Tax Exempt Financing Rider, for CHFA FirstStep and CHFA HomeAccess loans only
3. Original recorded CHFA Form 230M, Assignment of Deed of Trust, if Lender is not MERS ready
4. Recorded subordination, if applicable
5. Original recorded CHFA Form 205, Modification of Promissory Note and Deed of Trust, if applicable
6. Inventory Transmittal, for all original documents in overnight/mail package being sent to CHFA. Must contain the CHFA loan number, borrower’s name and list of all documents being sent for loan.

FHA Loan Required Documents

1. FHA Mortgage Insurance Certificate (MIC), printout from FHA Connection is acceptable.
2. 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.
3. Mortgage Record Change, provide Lender Query screen print as evidence of transfer of Holder and Servicer from FHA Connection
   a. Holder Colorado Housing and Finance Authority - #05366
   b. Servicer Dovenmuehl Mortgage, Inc. - #11303
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
   a. Holder Colorado Housing and Finance Authority – Tax ID # 84-0676451
   b. Servicer Dovenmuehle Mortgage, Inc. – Tax ID # 36-2435132

CHFA Second Mortgage Documents
1. Original recorded Second Mortgage Deed of Trust
2. Original CHFA form 205, Modification of Promissory Note and Deed of Trust, if applicable